

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

HIRING STUDENTS FOR ON-CAMPUS JOBS

<u>Number</u>	02.01.24
<u>Division</u>	Academic Affairs/Student Success Center/Human Resources Services
<u>Date</u>	November, 2014
<u>Purpose</u>	To ensure compliance with federal, state and university regulations and laws.
<u>Policy</u>	University departments and offices must adhere to the procedures outlined in the <i>On-Campus Employment Handbook</i> . www.uah.edu/ssc/career-support/employers/on-campus .

Procedures

Creating a New Student Position

For each new student hired a Student Employee Job Description Form must be completed. These forms are available on the Career website. (All Federal Work Study program hires are made in consultation with Student Financial Services.) Once a position has been created, hiring units may use Charger Path to post position(s).

<http://www.uah.edu/ssc/career-support/employers/on-campus>

Determining Eligibility

Campus employment is limited to currently enrolled degree-seeking UAH students. In order to be eligible for student employment, candidates must meet the following requirements:

- Students must have graduated from high school and be at least 18 years of age to work on campus; be a degree-seeking student; and maintain Academic Good Standing each semester and make progress toward degree completion. (Exception: occasionally, a student employee may have a difficult semester but maintain an overall GPA of 2.0 or higher. If this is the case and the student receives Academic Warning status for that semester, then s/he is allowed to continue working for one semester. At the end of that semester, the hiring department is responsible for checking the student's grades. If the student remains on Academic Warning, then s/he must be dismissed from their on-campus position. If the student employee's cumulative

GPA drops below a 2.0, then the student is no longer eligible for on-campus employment and must be dismissed. They will be eligible again for on-campus employment when their cumulative GPA is at least a 2.0 and they are in academic good standing.)

- Undergraduate students must be currently enrolled full-time taking at least twelve credit hours toward the chosen degree. (Exceptions: students with documented financial hardship and students making consistent progress toward degree who are taking degree-related coursework. The Career Office will review exceptions on a case-by-case basis).
- In accordance with federal government regulations, students employed in Federal Work-Study positions must be enrolled for at least six credit hours.
- Graduate students must be currently enrolled taking at least three credit hours toward the chosen degree.
- Students who met enrollment requirements for the fall and spring semesters are allowed to work the summer semester with no minimum enrollment requirements.
- Graduating students are *not* eligible for student employment past their final (graduating) semester.
- Incoming students are not eligible to work on campus until the date that classes begin. They can complete training no more than five days before the date classes start.
- Students can work no more than 29 cumulative hours each week, regardless of the number of on-campus positions they hold.
- Students are not eligible for benefits.
- Students can work a maximum of three campus positions simultaneously.

F-1 Visa Students

- In order to be eligible for on-campus employment, students must be maintaining F-1 student status.
- Students are generally eligible to work a cumulative of 20 hours per week on-campus during the fall and spring semesters. It is recommended students meet with an international student advisor prior to beginning any employment to ensure compliance with immigration regulations.
- Working more than the number of hours allowed per Federal Regulations will be considered a violation of F-1 student status.
- On-campus employment is not permitted after completion of degree requirements unless the F-1 student has applied for and received employment authorizations.

- F-1 student employment questions should be directed to the Office of International Engagement.

J-1 Exchange Visitors

- In order to be eligible for on-campus employment, students must maintain J-1 student status.
- J-1 students must coordinate all work authorization through the Responsible Office of the sponsoring Exchange Visitor Program.

Processing New Hires

- All initial verbal offers are contingent upon the successful completion of a criminal/sexual offender background check. Students cannot begin work until this has been completed. Supervisors must submit the student's name and email address to Human Resources Services. The supervisor will be notified by Human Resources when the background check is completed and the student is cleared to work.
- All newly hired students must have a complete application including all necessary signatures. Electronic signatures ARE acceptable.
- F-1 Visa students must have signatures from the International Student and Scholar Office, Human Resources and Payroll.
- Hiring departments must verify students' eligibility to be employed on campus.
- Upon return of satisfactory background check results, all students must sign the Student Employment Offer Letter and the Drug-Free Statement; electronic signatures are acceptable. Retain a copy for the hiring unit and forward the original to Human Resources (email is acceptable).
- If a student has never worked on campus, he/she must go to: Human Resources to complete the I-9 form and to payroll to complete tax withholding documents and to provide bank routing information for direct deposit.
- The hiring unit completes the ePAF.

Note: students cannot begin working until:

- The hiring unit receives satisfactory background check results.
- The student has completed the I-9 form with Human Resources and completed all payroll and tax forms in the Payroll Office.
- All new hire documents have been processed by the hiring unit.

Reclassifications

Students may be reclassified if they undergo significant increases in their responsibilities with regard to experience, skill, supervision level

or work level. Reclassifications are most likely to occur after a student has been employed for at least two semesters.

Steps for reclassification are as follows:

- Create a new or revised job description for the student, and then submit it to Human Resources.
- Create a new ePAF with Action Code C for Promotion or Action Code G for Reclassification.

Review

Academic Affairs will review this policy every five years or sooner as needed.

Approval

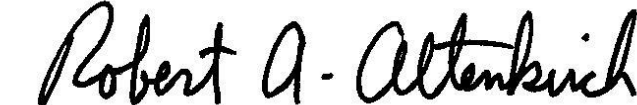


Chief University Counsel



Provost and Executive Vice President for Academic Affairs

APPROVED:



President