



**STUDENT EMPLOYMENT POLICY**

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**Effective Date:** January 17, 2012

**Revised Date:** February 24, 2022

**Responsible Office:** Student Financial Aid & Scholarships

**Division:** Academic Affairs

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**I. PURPOSE/OBJECTIVE**

To ensure that Grambling State University (GSU) provides financial assistance to eligible students through the two student employment programs: the Federal Work Study Program (FWSP) and the University Wage Program (UWP).

**II. STATEMENT OF POLICY**

Part-time employment is provided to eligible GSU students to work in various university departments.

- A. Awards for the FWSP are awarded on a first-come, first-serve basis to applicants who meet the criteria established by federal regulations.
- B. Awards for the UWP are awarded based on the availability of departmental funds and requests from departments.
- C. During the Fall and Spring semesters, a student must enroll and maintain at least half-time status (6 hours). During the summer session, a student must enroll for at least 3 credit hours.
- D. A student must have a valid social security number and a valid photograph ID to be considered for employment. However, an international student may start work using the temporary social security number assigned by the university.
- E. A student may not work during scheduled class time, even if the class has been canceled or dismissed.
- F. A student cannot work concurrently under the FWSP, UWP or the Graduate Assistantship Program (GAP) for more than one department.
- G. A student must not be permitted to work beyond he/she is authorized hours.
- H. All Sign-In sheets must be certified by the students and approved by their supervisors. Supervisors must not certify time sheets for student employees.
- I. A student must work his/her hours within the approved time period.

- J.
- K. Students are paid once a month and students are paid at least the federal minimum wage rate.
- L. All wages are subject to federal income taxes. The law requires that student employees complete the withholding W-4 Form, the L-4 Form, and the Employment Eligibility Verification (Form I-9) annually before being employed.
- M. A student is not paid for absences such as vacation, disability, funeral, illness, jury duty, etc. However, they are considered excused absences.
- N. Supervisors may require a dress code when it reasonably and rationally relates to the purpose or function of the employing unit.
- O. A student may be terminated if his/her job performance is less than satisfactory. A student employee discharged must be given a reason. A copy of the statement must be kept on file by the employing unit and the Financial Aid Office. Reasons for discharge may include, but are not limited to: (1) recurring, unauthorized and unexcused absences; (2) refusal to perform assigned work or refusal to work assigned time period; (3) falsifying entry of hours worked; (4) violating the University Student Code of Conduct relating to Student Employment; (5) violating the University Policy concerning the Privacy Act in giving out confidential information from students' records.
- P. University policy discourages nepotism; students may not be employed in a unit where the mother, father, sister, brother or spouse works or has direct or indirect administrative responsibility.
- Q. Any supervisor who violates the above listed stipulations may be subject to disciplinary action and to the loss of departmental student employees.

### **III. REVISION/REVISED HISTORY**

January 19, 2012- Revision