



STUDENT EMPLOYMENT POLICY

Effective Date:

Revised Date: January 17, 2012

Responsible Office: Student Financial Aid & Scholarships

Division: Academic Affairs

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 POLICIES

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 funds and requests from departments. Students with financial need as defined by federal regulations are eligible for Wages only after they have exhausted all other means of federal financial assistance.
- 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 employee must maintain satisfactory academic progress as defined by the university.
- F. A student may not work during scheduled class time, even if the class has been canceled or dismissed for convocation.
- G. A student cannot work concurrently under the FWSP, UWP or the Graduate Assistantship Program (GAP) or the Departmental Wages Stipend Program for more than one department.

- H. A student cannot work in excess of 25 hours per week while classes are in session. During the time period between semesters, a student employee can work up to 40 hours per week. During the periods of registration and prior to the beginning of classes, a student may be allowed to work up to 40 hours per week. A student employee may not be required to work more than eight hours in a given day.
- I. A student must not be permitted to work beyond the hours stated on his/her Student Employment Authorization List.
- J. All Sign-In sheets must be certified by the students and approved by their supervisors and the department heads. Supervisors must not certify time sheets for student employees.
- K. A student must work his/her hours within the approved time period.
- L. Students are paid once a month and students are paid at least the federal minimum wage rate.
- M. 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.
- N. A student is not paid for absences such as vacation, disability, funeral, illness, jury duty, etc. However, they are considered excused absences.
- O. Supervisors may require a dress code when it reasonably and rationally relates to the purpose or function of the employing unit.
- P. 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.
- Q. 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.
- R. Any supervisor who violates the above listed stipulations may be subject to disciplinary action and to the loss of departmental student employees.