

FORT HAYS STATE UNIVERSITY STUDENT EMPLOYMENT POLICY STATEMENT

June 17, 2007

Definition of Terms

Work-study refers to the student who has a federal work-study award based on federally determined financial need. This award is for a predetermined dollar amount that the student may not exceed.

Departmental student labor refers to the student who is paid from the student labor budget of the department in which the student is employed.

Student employment includes all forms of student labor, departmental and work-study.

Overview

Studies involving student labor statistics have found that 20 hours or less per week is a reasonable number of hours for college students to work and be successful academically. This is consistent with the campus average of 15-16 hours per week. It is recommended that students not work more than 20 hours per week on campus.

General Policy

All student employees will be employed on an hourly basis except the following, who may be employed on a contractual basis.

Residential Life (Resident Assistants, Resident Managers, Assistant Hall Directors, Graduate Hall Directors)

Music (Band Members; Band Camp Assistants)

Leader and Reveille (Various Editor Positions, Advertising Manager)

Student Affairs (Orientation Advisors)

Student Government (Officers)

UAB (Officers)

Graduate Teaching Assistants, Graduate Research Assistants, and Departmental Graduate Administrative Assistants

Other Camp Assistants (Debate, Leadership)

Academic Success Programs Tutors

All students will receive the approved hourly rate (\$7.25 per hour in FY 2012). Exceptions to the standard hourly rate, based on extraordinary qualifications and need, can be granted by the appropriate Vice President/Provost.

Fall/Spring Guidelines

All students must be enrolled in at least six or more undergraduate or graduate credit hours to be eligible for student employment (departmental or work-study). Please note that this six credit hour requirement is a change from previous policy. Students not enrolled during a fall or spring semester are not eligible for student employment during the semester of non-enrollment.

Students awarded work-study funds may not exceed their work-study award for any given term. For example, a student awarded \$2000 work-study for the academic year cannot earn more than \$1000 during the fall term and \$1000 during the spring term. The student must be enrolled in at least six hours both semesters to earn fall and spring awards. Federal work-study awards will be monitored by semester to prevent non-returning students from earning more than their eligibility. At the discretion of the department, federal work-study students may be switched to departmental payroll when work-study funds have been exhausted provided departmental student labor funds are sufficient.

Summer Employment Guidelines

Students applying for summer work-study must be enrolled in at least three undergraduate or graduate credit hours for the summer semester. Likewise, students enrolled in at least three credit hours may work in a departmental job part-time. Please note that this three credit hour requirement is a change from previous summer policy. It is recommended that enrolled students not work more than 20 hours per week.

Students who are not enrolled for the summer semester, but were enrolled the spring semester or plan to attend the fall semester, are eligible for departmental student employment. However, earnings of students not enrolled in at least three summer credit hours are subject to FICA withholdings. Non-enrolled summer student employees may work on departmental budget up to 40 hours per week; no student shall work more than 40 hours per week.

Adopted by Cabinet 04/08/98

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