
 Florida Institute of Technology Personnel Policies & Procedures	Student Employment Policy			
	Applicability Employee Classes: <p style="text-align: center;">20 and 21</p>	Effective: <p style="text-align: center;">May 1, 1995</p>	Approved:  Lynn E. Weaver, President	Page 1 of 8

A. POLICY

The intent of this policy is to provide a concise source of information concerning the compensation policies and employment procedures related to employment of students at Florida Tech.

B. DEFINITIONS

1. Employees assigned to the following employee classes are covered by this policy: Federal Work Study (20) and College Roll (21).
2. Graduate Student Assistants are considered salaried/exempt employees and are covered by the *Compensation Policy*.

C. DISCUSSION

1. It is the responsibility of both supervision and management to ensure that the policies and procedures detailed in this document are followed. Individuals responsible for violation of these policies are subject to appropriate disciplinary sanctions up to and including discharge.
2. The University deems a student's primary role while attending Florida Tech as the pursuit of an education and, ultimately, a degree. As such, the University limits full-time students who are also employees as defined by this policy to a maximum of twenty (20) hours of work per week during the academic year. The only exceptions to this general limitation are indicated below.
 - a. During break periods, student employees may exceed the twenty (20) hour per week limitation even if not enrolled as a full-time student. In accordance with federal law, when a student employee works but is not enrolled as a full-time student, his/her earnings are subject to FICA taxes.
 - b. Students employed as Residential Housing Staff or as Tour Guides may hold other student employment that, when combined, may result in more than twenty (20) hours of work per week.

- c. Students performing dispatch duties at the Airport as part of required coursework may hold other student employment that, when combined, may result in more than twenty (20) hours of work per week.
 - d. Graduate Student Assistants in the School of Psychology performing counseling as part of a degree program may hold other student employment that, when combined, may result in more than twenty (20) hours of work per week.
3. Student employees are considered employees of Florida Tech and must be paid through the Human Resources/Payroll system. The use of check requisitions as a method of payment for student employees is expressly prohibited except for Residential Housing Staff and Tour Guides who may be paid by a check requisition submitted through Payroll.
 4. Before an international student may start to work, his/her proposed appointment must be reviewed by the Office of International Student Affairs to clear the international student for employment dependent upon the limitations that might exist with his/her visa.
 5. The use of the employee classes of Temporary Full-time and Temporary Part-time may not be used for the employment of full-time students as use of these employee classes bypasses all system checks in place that limit student employment to twenty (20) hours of work per week.
 6. Before any employee may start to work for the University, but no later than seventy-two (72) hours after the start of employment, the documents indicated below must be completed and submitted to the Office of Human Resources. The employee will not be paid until these documents are received. Permitting an individual to work prior to completion of these documents subjects the University to serious and costly penalties and fines from the Internal Revenue Service, the Immigration and Naturalization Service, and the U.S. Department of Labor.
 - a. Approved authorization to hire signed by the appropriate hiring official.
 - b. Completed W-4 signed by the employee.
 - c. Completed I-9.
 - i) Copies of documents submitted as proof of identity and eligibility to work in the United States must be attached.

- ii) The form must be signed by the employee.
 - iii) The form must be signed by the person who examined the documents that are presented.
- d. Documented proof of measles (rubeola) immunity or inoculation if born after December 31, 1956. Documentation must be provided on the letterhead stationery of the physician or laboratory and must be signed by the physician, registered nurse, or licensed physician's assistant in the employ of the physician or laboratory. Proof may consist of:
- i) Documentation of prior infection with the measles (rubeola) disease.
 - ii) Laboratory evidence of measles (rubeola) immunity.
 - iii) Documentation of two (2) immunizations with live measles vaccine on or after the first birthday.

D. COLLEGE ROLL EMPLOYMENT

College Roll employment is an institutional work program that enables a limited number of students to work part-time on campus. Special skills are often required for specific positions.

1. Application Process

- a. Students should check with the various departments for possible College Roll opportunities. The student's major department is often a good starting point.
- b. When advised of vacancies, the Office of Human Resources will maintain a list of all College Roll opportunities. The list, if any, will be updated weekly and will be made available as part of the Florida Tech Job Line, a recorded message listing job opportunities at the University. The Job Line may be reached by calling 768-8000 extension 8800/8143.

2. Eligibility Requirements

- a. Students should be enrolled as full-time students.
- b. Students employed as Graduate Assistants are not normally eligible to participate in the College Roll program except as detailed in this policy.

- c. All documents detailed in Sections C(4) and C(5) of this policy must be completed before employment commences.
 - d. Prior to beginning work the following must occur:
 - i) Review by the Office of International Student Affairs to clear any international student for employment dependent upon the limitations that might exist with his/her visa.
 - ii) Review by the Office of Financial Aid for possible eligibility for Federal Work Study funds. Students eligible for Federal Work Study funds must utilize that source of funding before utilizing College Roll funds.
3. Employing units will select the student who possesses the most appropriate experience for the job without regard to race, sex, color, religion, creed, national origin or ancestry, age, marital status, handicap, Vietnam-era veteran status, or sexual orientation.
4. Students must continue to meet the eligibility requirements detailed in Section D(2) of this policy.
5. Continued employment is at the discretion of the employing unit.
6. Terms and Conditions of Employment
 - a. Students should be in good academic standing.
 - b. Students will be paid in accordance with the schedule for student wages (included as an addendum to this document).
 - c. Students must arrange work schedules around class hours.
 - d. If working in more than one employing unit, rates of pay may be different for different types of employment but the total hours may not exceed twenty (20) in a week.
7. A category of Graduate College Roll is available for use when the technical skills required for the appointment are of the type that would be available at the graduate student level.
 - a. A Graduate Student with a College Roll appointment of a Non-Technical nature will be employed at the same rates as an Undergraduate Student and subject to the same limitations.

- b. A Graduate Student with a College Roll appointment of a Technical nature will be employed at the rates detailed for Graduate College Roll in the attached Addendum. The Office of Human Resources will seek the concurrence of the Dean of the Graduate School for the use of the Technical Graduate College Roll category of employment.
 - i) Appointments to the Technical category of Graduate College Roll are normally limited to sixteen (16) weeks.
 - ii) If there is a need to extend the Graduate College Roll appointment in the Technical category beyond sixteen (16) weeks, in most cases a regular Graduate Research Assistant contract should be issued.

E. FEDERAL WORK STUDY (FWS)

Federal Work Study (FWS) is a federally funded program of student financial assistance awarded on the basis of financial need.

1. Application Process

- a. Awards are made by the Office of Student Financial Assistance as part of the student's financial aid award package.
- b. Both new and returning students are required to attend financial aid sign-in during the first three days of classes each semester.
 - i) At the sign-in, students will be briefly interviewed by the Student Employment Office Specialist (in the Office of Student Financial Assistance) and then assigned to a department to be interviewed by the department supervisor.
 - ii) Students will be given a referral card, employment eligibility form and blank W-4 and blank I-9.
 - iii) The supervisor will sign the referral card, indicating his/her decision to hire the student.
 - iv) The student will return all completed documents to the Student Employment Office (in the Office of Student Financial Assistance) by the fifth day of classes at which time he/she will receive a time sheet authorizing him/her to begin employment.

2. Eligibility Requirements

- a. Students must remain enrolled for a minimum of six (6) semester hours during each semester and must maintain satisfactory academic progress.
- b. Completed W-4 signed by the employee.
- c. Completed I-9.
 - i) Copies of documents submitted as proof of identity and eligibility to work in the United States must be attached.
 - ii) The form must be signed by the student employee.
 - iii) The form must be signed by the person who examined the documents that are presented.
- d. The student must report to his/her supervisor with an official time sheet before he/she may begin to work.

3. Departmental Responsibilities

- a. Employing departments must maintain time sheets during the period of employment and return the completed time sheets to the Student Employment Office at the end of the term.
- b. Continued employment is at the discretion of the employing department.
- c. The employing department is responsible for submitting the biweekly Payroll Exception report which will ensure proper payment to the student employee.
- d. A biweekly report is sent to the employing department so the department can verify that the student is authorized to work and the department can ensure that the student does not exceed his/her award for the academic term.

4. Terms and Conditions of Employment

- a. Students are not permitted to work under the FWS and College Roll programs at the same time except as detailed in Section C(2) of this policy.
- b. Students must arrange work schedules around class hours.
- c. Students will be paid according to the schedule for student wages.

- d. Students cannot work in more than one employing unit.
 - e. Students may not work more than twenty (20) hours per week. If an employing department permits a student to exceed twenty (20) hours of work in a week, the employing department's budget will be charged for the excess hours worked.
5. FWS employees may only work during the academic semester covered by their award. Any hours worked during a break period that are not authorized (in advance) by the Office of Student Financial Assistance will be charged to the employing department's budget.

ADDENDUM TO STUDENT EMPLOYMENT POLICY

PAY RATES

Effective August 24, 1997₁

Federal Work Study and College Roll Employment

Category	Hourly Minimum	Hourly Maximum
Non-Technical	\$5.15	\$6.25
Technical	\$5.15	\$10.00

Graduate College Roll

Category	Hourly Minimum	Hourly Maximum
Non-Technical	\$5.15	\$6.25
Technical	\$6.50	\$12.00