



## POLICY STATEMENT 24 STUDENT EMPLOYMENT

### POLICY DIGEST

Primary Monitoring Unit: Financial Aid  
Initially Issued: May 1, 2011  
Last Revised: October 29, 2021

### I. PURPOSE

To establish the policy governing the employment of students by the University. This Policy Statement (PS) is in support of LSU Permanent Memoranda [\(PM\) 8](#) on the subject of Student Employment, revised January 6, 2000. Please also refer to the [Student Employment Best Practices](#) document prepared in response to a directive from LSU Finance and Administrative Services as a campus served by the LSU Office of Accounting Service for additional guidance regarding student employment

### II. DEFINITIONS

Student (for Campus Employment Purposes) – In accordance with LSU PM-8, only full-time students will be approved for campus employment as student employees. A full-time student retains that status for student employment during the student's Christmas, summer and other vacation periods. During the last semester prior to graduating a student will be considered full-time for purposes of employment if the student schedules all courses required for graduation. An exception is made for students working on the Federal Work-Study (FWS) Program. Students on this program must be enrolled at least halftime.

Enrollment Status – As defined by the LSU Eunice Catalog, Section 7 Campus Regulations, Minimum and Maximum Work, a full-time student is one registered for 12 or more semester hours of class work during a regular semester or at least 6 hours of class work during the summer term.

Undergraduate students enrolled in the University of Louisiana Lafayette (ULL) baccalaureate Elementary Education Program offered on the LSU Eunice campus are also permitted to serve as student workers providing that the combination of ULL and LSU Eunice courses meet the full-time enrollment requirement, the overall GPA requirement is met, and the student can provide documentation of enrollment as well as fee payment at ULL.

### III. GENERAL POLICY

The University recognizes that student employees can make contributions to the functioning of the University by performing services that might not be economically feasible if the services of a full-time employee were required. At the same time, it is recognized that a student employee should be a student first and an employee second. In accordance with this philosophy, the

41 following practices are provided:

42 To the extent possible, student employment should be related to the student's individual  
43 educational objectives. Any student employee may earn academic credit as well as  
44 compensation for their employment subject to instructor and supervisor or department  
45 head approval. Students who are classified as "degree only" or "non degree seeking" are  
46 not eligible for student employment.

47 Students holding part-time campus jobs may work a maximum of 20 hours per week during  
48 instructional periods (i.e., first day of class to last day of finals in any regular semester or  
49 summer session). During semester breaks (non-instructional periods between regular  
50 semesters or summer sessions) eligible student employees may work up to 40 hours per week.  
51 The last official day of a semester for student employment purposes is the last day of finals.

52 Student employment is to be conducted in accordance with the nepotism provisions ([R.S.  
53 42:1119](#)) of the Louisiana Code of Government Ethics Act 443 of 1979 Louisiana Legislature  
54 (see [Louisiana R.S 42:1101](#)), Article II (Appointment, Promotion, and Tenure), Section 13  
55 (Nepotism), of [Rules and Regulations of the LSU Board of Supervisors](#) (September 13, 2021),  
56 and the President's Memorandum of August 24, 1979.

57 Any student that has altered or forged official payroll documents such as timesheets is not  
58 eligible for student employment. Students who have been determined to have falsified  
59 timesheets will be terminated after investigation and will not be permitted to hold future student  
60 employment positions with the University. [LSU PM-76](#) "Detection, Reporting and Investigation of  
61 Incidents of Financial Irregularity" was implemented effective August 1, 2014. This policy  
62 assigns the responsibility for reporting and investigating incidents of financial irregularities. LSU  
63 Eunice's management is responsible for the prevention and detection of financial irregularities  
64 and for ensuring that proper internal controls are in place to reduce the risk of such conduct.  
65 Known or suspected financial irregularities should be reported in any of the following ways

66 A. Report to immediate supervisor; or

67 B. Direct notification to the LSU Office of Internal Audit; or

68 C. Notification to an LSUE administrator; or

69 D. Anonymous telephone call (1-855-561-4099) or internet report at  
70 [www.lsu.ethicspoint.com](http://www.lsu.ethicspoint.com) to the LSU Ethics and Integrity Hotline.

71 Any supervisors receiving a report should immediately notify the LSU Office of Internal Audit  
72 which has the responsibility of responding to and investigating financial irregularities. LSU  
73 Internal Audit, in coordination with General Counsel and the CFO, determines whether or not to  
74 request assistance of law enforcement. Upon conclusion of investigation, LSU Internal Audit  
75 notifies the District Attorney and Louisiana Legislative Auditor as required by [Louisiana R.S.  
76 24:523](#).

77 International students on non-immigrant visa must have their eligibility to work determined by  
78 the student employment or other appropriate office before they can be employed by the  
79 University. They must have a valid social security number, hold an F-1 or J-1 Visa, demonstrate  
80 that the work will not interfere with their ability to pursue a full course of study and show a need  
81 to work to pay for educational expenses. International students who are eligible for student

82 employment are not allowed to work over 20 hours per week. According to the U.S. Citizenship  
83 and Immigration Services, on-campus work is limited to no more than 20 hours per week of  
84 employment while school is in session, except during official university breaks and holidays, for  
85 F-1 and J-1 international student status holders (Citation of the Code of Federal Register: 8  
86 [C.F.R. 214.2\(f\)\(9\)\(i\)](#)).

87 Entering freshmen are not permitted to begin working until at least the first day of their first  
88 semester.

89 Student employees are not eligible for holiday pay or fringe benefits.

90 Student employees must be in good academic standing. University policy defines good  
91 academic standing as “the typical status of a student who has an overall 2.0 (“C”) grade-point  
92 average.” Once employed by LSU Eunice, students are required to notify the employing  
93 department of any change in their enrollment status, academic standing, or disciplinary action.  
94 Department heads or their designee must notify the Student Employment Coordinator  
95 immediately of any change in the student employee’s status.

96 Student employees may be terminated at any time.

97 Grievances pertaining to student employment policies, procedures and issues shall be handled  
98 in accordance with [LSU Eunice PS-08](#) (Appeal Procedures Available to Students).

#### 99 Summer Employment

100 Employment eligibility for summer is defined by funding source:

101 A. Regular Funds – A student employee must be registered full-time during the summer  
102 instructional periods (session A or session B and C) to qualify for employment for the  
103 summer session(s). An exception is allowed if the student completed the spring  
104 semester as a full-time student and is registered as a full-time student for the upcoming  
105 fall semester.

106 B. Federal Work Study Funds – A student employee must be registered half-time during the  
107 summer instructional periods (session A or session B and C) to qualify for employment  
108 for the summer session(s).

#### 109 Break Period Employment

110 Break periods between semesters or sessions are considered non-instructional periods. The  
111 maximum number of hours student employees may work is 40 hours per week during this  
112 timeframe. Departmental budgets and individual student eligibility (FWS student employees)  
113 must be considered prior to authorizing employment during these periods.

114 A. Summer/Fall Break – A continuing student employee is eligible to work during this period  
115 if they meet the minimum required enrollment level for their funding source in the  
116 upcoming fall semester. New students/student employees are not eligible to work this  
117 period prior to their first semester.

118 B. Fall/Spring Break (Christmas) – A continuing student employee is eligible to work during  
119 this period if they meet the minimum required enrollment level for their funding source in  
120 the upcoming spring semester. New students/student employees are not eligible to work  
121 this period prior to their first semester.

122 C. Spring/Summer Break – A continuing student employee paid through FWS funds is  
123 eligible to work during this period if they meet the minimum required enrollment level for  
124 their funding source in the upcoming summer session(s). For Regular Funds, the  
125 continuing student employee must meet the minimum required enrollment level as  
126 outlined previously in this section under Summer Employment. New students/student  
127 employees are not eligible to work this period prior to their first semester.

#### 128 Student Pay Scales

129 Student employees are to be paid the minimum Federal wage rate. The Chancellor may  
130 determine in unusual situations or in highly skilled areas that a higher rate of pay is appropriate  
131 for certain positions on campus. Copy of written approval for such pay differentials must be  
132 attached to each employment request when submitted for processing. In the case of FWS  
133 funded positions the Director of Financial Aid may approve a higher wage rate based on specific  
134 job requirements (travel, etc.) when considering FWS award approval.

#### 135 **IV. SOURCES**

136 [Louisiana R.S 42:1101](#)

137 [Louisiana R.S. 42:1119](#)

138 Code of Federal Register: 8 [C.F.R. 214.2\(f\)\(9\)\(i\)](#)

139 LSU Permanent Memoranda [\(PM\) 8](#): Definition of Student for Campus Employment Process,  
140 revised January 6, 2000

141 Louisiana State University [Finance and Administration Operating Procedure: AS-25](#): Student  
142 Employment Best Practices

143 [Rules and Regulations of the LSU Board of Supervisors](#) (September 13, 2021)