

SUBJECT: Student Employment

PURPOSE:

To establish the policy governing the employment of students by the University. This PS is in support of [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.

Definition of Student for Campus Employment Purposes

In accordance with 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 to be 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.

University policy defines enrollment status as follows:

A full-time student is one enrolled 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. A half-time student is any student enrolled for 6, 7 or 8 hours of class work in a regular semester or at least 3 but less than 6 semester hours of class work during the summer term.

Undergraduate students enrolled in the ULL baccalaureate Elementary Education Program offered on the LSU Eunice campus can also be allowed to serve as student workers providing that the combination of ULL and LSUE 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.

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 following practices are provided:

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

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

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50 The economic status of the student and his or her family are to be given appropriate
51 consideration in addition to the student's competency to perform the duties of the
52 position.

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54 Student employment is to be conducted in accordance with the nepotism provisions of
55 the Louisiana Code of Government Ethics (Act 443 of 1979 Louisiana Legislature,
56 Section 2-13 of Regulations of the Board of Supervisors, and the President's
57 Memorandum of August 24, 1979).

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

- 69 1. Report to immediate supervisor; or
- 70 2. Direct notification to the LSU Office of Internal Audit; or
- 71 3. Notification to an LSUE administrator; or
- 72 4. Anonymous telephone call (1-855-561-4099) or internet report at
73 www.lsu.ethicspoint.com to the LSU Ethics and Integrity Hotline.

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

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81 International students on non-immigrant visa must have their eligibility to work
82 determined by the student employment or other appropriate office before they can be

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83 employed by the University. They must have a valid social security number, hold an F-1
84 or J-1 Visa, demonstrate that the work will not interfere with his or her ability to pursue a
85 full course of study and show a need to work to pay for educational expenses.
86 International students who are eligible for student employment are not allowed to work
87 over 20 hours per week. According to the U.S. Citizenship and Immigration Services,
88 on-campus work is limited to no more than 20 hours per week of employment while
89 school is in session, except during official university breaks and holidays, for F-1 and J-1
90 international student status holders (Citation of the Code of Federal Register: 8 C.F.R.
91 214.2(f)(9)(i)).

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93 Entering freshmen are not allowed to begin working until at least the first day of their first
94 semester.

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

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98 Student employees must be in good academic standing. University policy defines good
99 academic standing as “the typical status of a student who has an overall 2.0(“C”) grade-
100 point average.” Once employed by LSU Eunice, students are required to notify the
101 employing department of any change in their enrollment status, academic standing, or
102 disciplinary action. Department heads or their designee must notify the Financial Aid
103 Office Director or Student Employment Coordinator immediately of any change in the
104 student employee’s status.

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106 Student employees may be terminated at any time.

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108 In the event that two departments wish to share a student employee (i.e., dually
109 appointed to both departmental accounts) it will be the responsibility of the secondary
110 department to obtain written approval from the Chancellor prior to submitting the
111 employment request. Copy of the approval must be provided to the primary department
112 as well. Both departments and the student employee will be responsible for ensuring that
113 all employment regulations are upheld (20 hours per week maximum, etc.). If at any
114 time a discrepancy is discovered the student’s payroll will be delayed until such time that
115 the error is resolved. Federal Work Study accounts are not eligible for dual appointment
116 unless it is between a FWS Funds account and a Regular Funds account.

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118 Grievances pertaining to student employment policies, procedures and issues shall be
119 handled in accordance with LSU Eunice [PS No 08](#) (Appeal Procedures Available to
120 Students).

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122 Summer Employment

123 Employment eligibility for summer is defined by funding source:

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- **Regular Funds** -- A student employee must be enrolled full-time during the summer instructional periods (session A or session B and C) to qualify for employment for the summer session(s). An exception is allowed if the student completed the spring semester as a full-time student and is registered as a full-time student for the upcoming fall semester.
 - **Federal Work Study Funds** – A student employee must be enrolled half-time during the summer instructional periods (session A or session B and C) to qualify for employment for the summer session(s).

134 Break Period Employment

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

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

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154 Student Pay Scales

155 Student employees are to be paid the minimum Federal wage rate. The Chancellor may
156 determine in unusual situations or in highly skilled areas that a higher rate of pay is appropriate
157 for certain positions on campus. Copy of written approval for such pay differentials must be
158 attached to each employment request when submitted for processing.