

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:

As defined by the [University Catalog](#), 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 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.

Students holding part-time campus jobs may work a maximum of 20 hours per week during instructional periods (i.e., first day of class to last day of finals in any regular semester or

SUBJECT: Student Employment

43 summer session). During semester breaks (non-instructional periods between regular
44 semesters or summer sessions) eligible student employees may work up to 40 hours per week.
45 The last official day of a semester for student employment purposes is the last day of finals.
46

47 The economic status of the student and his or her family are to be given appropriate
48 consideration in addition to the student's competency to perform the duties of the position.
49

50 Student employment is to be conducted in accordance with the nepotism provisions of the
51 Louisiana Code of Government Ethics (Act 443 of 1979 Louisiana Legislature, Section 2-13 of
52 Regulations of the Board of Supervisors, and the President's Memorandum of August 24, 1979).
53

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

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

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

75 International students on non-immigrant visa must have their eligibility to work determined by
76 the student employment or other appropriate office before they can be employed by the
77 University. They must have a valid social security number, hold an F-1 or J-1 Visa, demonstrate
78 that the work will not interfere with his or her ability to pursue a full course of study and show a
79 need to work to pay for educational expenses. International students who are eligible for student
80 employment are not allowed to work over 20 hours per week. According to the U.S. Citizenship
81 and Immigration Services, on-campus work is limited to no more than 20 hours per week of
82 employment while school is in session, except during official university breaks and holidays, for
83 F-1 and J-1 international student status holders (Citation of the Code of Federal Register: 8
84 [C.F.R. 214.2\(f\)\(9\)\(i\)](#)).

SUBJECT: Student Employment

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

87

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

89

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

97 Student employees may be terminated at any time.

98

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

107

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

110

111 Summer Employment

112 Employment eligibility for summer is defined by funding source:

113

- **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.

116

- **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).

117

118 Break Period Employment

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

123

SUBJECT: Student Employment

- 127
- 128
- 129
- 130
- 131
- 132
- 133
- 134
- 135
- 136
- 137
- 138
- 139
- 140
- **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.

141

Student Pay Scales

142 Student employees are to be paid the minimum Federal wage rate. The Chancellor may

143 determine in unusual situations or in highly skilled areas that a higher rate of pay is appropriate

144 for certain positions on campus. Copy of written approval for such pay differentials must be

145 attached to each employment request when submitted for processing.

146