

Student Employment Policies

Policies Governing Student Work, SIUE - 4B3

Section 1. Degree/Enrollment Status

To be eligible for student employment a student must be one of the following: 1) classified as seeking a baccalaureate or graduate/first professional degree; 2) documented as enrolled in a teacher certification program; or 3) a visiting student approved for student employment by the Associate Director of Student Financial Aid or his/her designate.

For Fall, Spring, and Summer semesters, the student must enroll for and maintain at least half-time student status: for Fall and Spring, 6 credit hours for undergraduates and 5 credit hours for graduate/first professional students; for Summer, 3 credit hours for undergraduates and 2 credit hours for graduates/first professional. Note: For students earning Federal Work Study funds during summer semester, the student must enroll for and maintain at least half-time status for financial aid: 6 credit hours for undergraduates and 5 credit hours for graduates/first professional. International student employees on F-1 or J-1 Visas must maintain full-time enrollment (12 hours undergraduate, 9 hours graduate/first professional, 6 hours graduate assistants) or more during Fall and Spring semesters. Audit courses do not count toward meeting the enrollment minimum.

Any student employee who drops below the applicable minimum semester hours of enrollment, withdraws or is suspended is not eligible to continue work.

A student employee must provide proof of enrollment and a class schedule to his/her supervisor at the beginning of each semester.

Section 2. Satisfactory Academic Progress

To be eligible for student employment, students must maintain Satisfactory Academic Progress as outlined in the Financial Aid Satisfactory Academic Progress Policy <https://www.siu.edu/policies/4a2.shtml>.

Section 3. Citizenship Status

Foreign students who have maintained their "F-1" or "J-1" legal Visa status are eligible for on-campus student employment. Questions concerning legal Visa status should be directed to the Office of International Affairs.

Section 4. Work Schedules

Students may not be excused from class in order to work during scheduled class time.

Section 5. Job Postings

All position openings must be advertised for at least three working days. Employers may not discriminate in their hiring, working conditions, promotion, or termination practices on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, including gender identity, marital status, civil union status, age, physical or mental disability, military status or unfavorable discharge from military service. Openings will be advertised through Student Job Finder.

Section 6. Work Study Preference

Employers are allowed to express a preference for students with a current Federal Work Study Award when advertising a job.

Section 7. New and Re-entering Students

Entering or re-entering students who have registered for classes and are financially cleared for the subsequent semester may view existing job vacancies through Student Job Finder two weeks prior to the first day of the break period preceding the semester.

Students may begin work the first day of the payroll period that includes the first day of classes for the semester after providing proof of enrollment and financial clearance to their supervisor.

Section 8. Academic Suspension

Students suspended from SIUE are not eligible to continue employment or begin student employment until they have been officially reinstated and provide proof of reinstatement to the student employment area.

Section 9. Select Service Registration

All students beginning employment must have a current Student Employee Compliance Agreement on file with Student Financial Aid.

Section 10. Interviews

Student employment applicants must assume the responsibility of arranging an interview with their prospective employer.

Section 11. Employer Selection

The department or agency listing the vacancy has the right to determine whom they will employ from among the candidates referred.

Section 12. Social Security Number

All students must have a Social Security Number issued by the Social Security Administration and must complete state and federal tax withholding forms prior to beginning employment.

International students on F-1 or J-1 Visas may work up to 30 days with receipt of application for Social Security Number.

Section 13. Summer Session

Continuing students from SIUE may be given preference by employers over students enrolling at SIUE for Summer Session only.

Section 14. Policies

No student worker may be employed under conditions which exceed the parameters of student employment policies or student wage rate policies.

Section 15. Food Service

Students employed in certain food service positions must obtain clearance from the University Health Service, if requested, prior to beginning work and at specified times thereafter.

Section 16. Nepotism

University policy prohibits nepotism. Students may not be employed in a department where a direct "supervisor/subordinate" relationship would exist between a student and a member of his/her immediate family or a relative.

Section 17. Civil Service Displacement

A student's employment may not result in the displacement of a certified University Civil Service employee or other faculty-staff employee.

Section 18. Wage Rates

Student wage rates are assigned by Student Financial Aid according to the University's approved job classification plan.

Section 19. Hiring

A student is considered "hired" when a written commitment is made by the employer. In no case should a student begin employment prior to a Payroll Authorization Form being submitted and completing a U.S. Citizenship and Immigration Service's Employment Eligibility Verification (Form I-9). The employing department has the responsibility of obtaining any required signatures authorizing a student employee under a given account and must promptly return such Payroll Authorization Forms with attached Form I-9 and other documentation to the student employment area so that the student employee can be placed on the University payroll.

Section 20. Job Descriptions

The hiring department must have on file on Student Job Finder a current job description for each type of student position in their unit. The job description must include, but is not limited to, the following minimum components:

- A. A clear and concise description of the minimum qualifications and the expected duties to be performed.
- B. Specific time periods or blocks of time to be worked required by the position.
- C. A statement of the approximate number of hours that the student can expect to work each week.
- D. If the job meets the criteria to be considered as Community Service Employment, a statement describing the service provided must also be included.

Section 21. Agreement of Principles

Once a student is hired, and before beginning work, the employing unit's fiscal officer or his/her delegated representative and the student employee shall sign an "Agreement of Principles" which shall be in writing and which shall include:

- A. A copy of the job description.
- B. An explanation of the employer's office procedures and regulations that pertain to student employees.
- C. A statement of required work hours during class breaks, University holidays, or Summer semester, if any.
- D. A statement indicating the period of employment and the approximate ending date of the job.
- E. A statement that will inform the student employee how job performance will be evaluated.
- F. If the student will have access to student records or other confidential documents or information, a statement that confidentiality will be observed in compliance with University policies and State and Federal privacy laws.
- G. A statement that makes the student aware that there are Student Work Grievance and Appeals Procedures available at <https://www.siue.edu/policies/4b5.shtml>.
- H. The following responsibility statement regarding enrollment, class attendance, and academic progress:

"I understand that in order to continue eligibility for student employment I must be enrolled in classes at SIUE. I agree to enroll for and maintain at least the minimum enrollment requirements each semester I work at SIUE. I will promptly notify my supervisor if I withdraw from school or decide not to re-enroll at SIUE. I will work only during the time(s) when I am not scheduled to be in classes and agree to regularly provide my class schedule and enrollment information to my supervisor when requested to do so. I further understand that I am required to maintain Satisfactory Academic Progress as a condition of continuing student employment."

- I. If the student employee's eligibility for or continuation of employment in this position is contingent upon background checks to be performed by University Police or an external agency, a statement that the student must sign a release that SIUE or an external agency can conduct an investigation of his/her background for prior criminal convictions as well as prior work performance. Because some student employment positions may be contingent upon a successful background check, the statement should indicate non-employment if the background check is unsatisfactory. Both the student and the employing unit shall keep a copy of the signed Agreement.

Section 22. Reappointment

Appointment to a student employment position does not presume continuation in or reappointment to that position after the term specified in the "Agreement of Principles."

Section 23. Compensation

Once an employer/employee relationship has been established between a student employee and his/her department, he/she must be compensated for each hour worked. A student cannot do volunteer work or serve a preliminary training period without pay. Students are to be compensated for all hours actually worked.

Section 24. Work Hours

Student employees may not work more than a total of 28 hours per week while classes are in session (including finals week) during Fall, Spring and Summer semesters.

Students on F-1 or J-1 Visa's are prohibited from working more than 20 hours per week while classes are in session during Fall and Spring semesters including students with graduate assistantships, but may work up to 28 hours during Summer semester.

No student employee may be required to work more than eight hours in a given day without his/her consent. Student employees must receive a 20 minute break after 5 hours if they are to work 7.5 continuous hours or more.

Graduate students must also be in compliance with the Graduate School's policy on employment, Graduate students with a 50 percent time assistantship can work 8 hours in the student employment program, and allows those with a 25 percent time assistantship to work 18

additional hours per week in the student employment program. Students employed in a Faculty/Staff or Civil Service (including extra help) position will not be allowed to work as student employees.

Section 25. Leaves

Student employees are not eligible for paid leaves such as vacation, paid holidays, disability leave, funeral leave, sick leave, or jury duty. However, these are considered excused absences. Students are eligible for such leaves without pay. A student employee is entitled to a minimum of two weeks unpaid vacation per year (break weeks count toward this total) to be arranged with his/her employing unit.

Section 26. Worker's Compensation

Student employees are protected under the State of Illinois Worker's Compensation and Occupational Disease Acts for injuries or illnesses arising out of and in the course of their employment. Worker's Compensation is a broader coverage than group health insurance and TRISTAR Risk Enterprise Management is the administrator for the State of Illinois Worker's Compensation program. If the injury/illness is accepted as a covered injury/illness, Worker's Compensation pays the medical bills connected with the injury or illness.

The supervisor must be verbally notified of the injury or illness immediately, or as soon as practical, depending on the circumstances.

The student must report the injury/illness to TRISTAR Risk Enterprise Management, Inc. at 1-855-495-1554 immediately. The student may elect to be treated at Health Service or may be treated by his/her own private physician. The student must also notify the Office of Human Resources at 1-618-650-2190 to obtain the packet of forms to file a worker's compensation claim. Completed forms must be returned to the Office of Human Resources, Campus Box 1040, Edwardsville, IL 62026. More information can be found at the Office of Human Resources Workers' Compensation website:

http://www.siu.edu/humanresources/benefits/workers_comp.shtml.

In addition, the supervisor must also be verbally notified of the work injury or illness immediately, or as soon as practical, depending on the circumstances.

If the student is unable to return to work due to his/her injury or illness, the student must contact the Office of Human Resources, telephone 1-618-650-2190, concerning possible reimbursement of lost wages on a partial basis.

If the student receives continuing bills from the physician, hospital, clinic, or pharmacist, they should be sent to the Office of Human Resources, Campus Box 1040, Edwardsville, IL 62026.

Please note: Contacting TRISTAR does not guarantee that a claim will be accepted. If the student's claim is accepted by TRISTAR, the student will work directly with Tristar about their

Worker's Compensation claim. For accepted claims, the medical bills should be sent to Tristar Risk Management, PO Box 2803 Clinton, IA 52733-2803. If the claim is not accepted, the student must use his/her own insurance to cover the bills.

Section 27. Work Schedules/Accountability

Students are expected to report promptly for assigned work hours. In the case of emergency, illness, or other serious reasons making it impossible to work that particular day, a student should contact his/her supervisor at 8:00 a.m. or as soon as possible thereafter. Students are expected to sign in and out or punch a time clock for each work period.

Section 28. Federal Work Study

Student employees who are receiving a Federal Work Study (FWS) award have a pre-determined student work earnings limit. Should the student employee meet this earnings limit before the end of the award period, he/she may continue working under the following conditions: 1) Students may continue to be employed by their department if the department pays 100 percent of their wages without any further matching of FWS funds; or 2) the student may be employed at another campus job so long as it is not funded by FWS. Student employees are responsible to notify their supervisor if there has been a change in their FWS award amount.

Section 29. Elimination of Position/Notice

If a student employment position is to be eliminated before the end of the date specified in the "Agreement of Principles," the student employee currently employed in that position shall be given a minimum of two weeks written notice prior to the termination of the position.

Section 30. Student Resignation

Student employees should give at least two weeks written notice prior to leaving a student employment position.

Section 31. Dress Codes

Employers may require dress codes when they are reasonable and rationally related to the purpose or function of the employing unit. If uniforms are required, the employing unit shall provide them at no extra cost to student employees.

Section 32. Conflicts

Whenever conflicts arise between student employees and their employers, every effort shall be made to satisfactorily resolve the issue within the employing unit.

Section 33. Discharge

A student employee may be discharged only for cause and will be given the specific reason in writing at the time of the termination. A copy of this statement shall be kept on file by the employing unit for a period of five years. Causes justifying discharge shall include, but are not limited to:

- A. Recurring unauthorized and unexcused absences;
- B. Refusal to do work assigned or refusal to work properly assigned time period;
- C. Intentionally falsifying entry of hours worked on time records;
- D. Inability to perform tasks required by the nature of the position after completion of a reasonable training period;
- E. Violations of the University Student Conduct Code which occur in connection with student employment;
- F. Violation of University policies and/or Federal or State confidentiality laws, related to divulging student records or other confidential information.

Section 34. Grievances

Grievances resulting from employment or termination may be filed in accordance with procedures outlined in the "Student Employment Appeals Policies and Procedures" <https://www.siue.edu/policies/4b5.shtml>

Section 35. Pay for Holidays

Student employees are paid their regular hourly rate only for the hours worked on a Federal Holiday, Designated Holiday or Administrative Closure.

Section 36. JLD Program Enrollment Requirements

Students who are enrolled in a minimum of one course for the current semester and are financially cleared may participate in the JLD Program, an off-campus employment program.