

PRESIDENTIAL MEMORANDUM #39
3rd Revision

Original Issue Date: September 1, 1974
1st Revision: August 1, 1983
2nd Revision: August 16, 1988

SUBJECT: Student Employment

DATE: September 2, 1993

Purpose

The purpose of the student employment program is to provide a convenient and additional source of employment to the University and furnish students with a means of earning funds to help them meet educational expenses. Employment will be of a worthwhile and productive nature, and will support institutional objectives.

Definition

A student employee is an enrolled degree-seeking student at this University appointed in accordance with this memorandum. Each student, so appointed, is a temporary employee of the University and the State of Florida and is subject to all applicable rules, regulations and policy.

Those eligible for student employment (see Funding) will not be appointed in any other capacity, including as a consultant, without special reason and justification and the special approval of the designated authority for such other appointment.

Responsibility

The Vice President of Student Affairs is responsible for the student employment function at Florida Atlantic University.

The Director of Student Financial Aid, through the Assistant Director, Student Employment Programs, is responsible for the administration, coordination and implementation of this activity, as herein provided.

The University Controller administers the overall funding of this program.

Deans, directors, or authorized department heads, directly or upon referral, are responsible for the selection of each student they wish to employ.

The Office of the Dean of Graduate Studies and Research is responsible for the oversight of all graduate students employed.

Any questions with respect to the appointment of student employees or with respect to the program of student employment are to be directed to the Director of Student Financial Aid or the Assistant Director, Student Employment Programs.

Funding

Funds used to pay student employees are Other Personal Services (OPS), Federal Work-Study (FWS) or OPS Grant funds allocated to a budgetary unit. The appointment and continuation of any student employee is dependent upon the availability of such funds as allocated through the budget process to the individual departments or the federal government in the case of FWS funds.

Types of Appointment

FEDERAL WORK STUDY: Undergraduate or graduate appointments qualifying under the Federal Work-Study Program. Maximum earnings are calculated by the Financial Aid Office based on the student's need as derived from a federally approved need analysis.

STUDENT ASSISTANT: Enrolled, degree-seeking undergraduate or graduate students whose assigned duties encompass any of a variety of functions that are clerical, manual, skilled, technical or academic in nature.

GRADUATE RESEARCH ASSISTANT: Enrolled, degree-seeking graduate student whose assigned duties are primarily research related in nature.

GRADUATE TEACHING ASSISTANT: Enrolled, degree-seeking graduate student who has earned a minimum of 18 graduate credit hours and performs teaching duties that are related to his/her academic program.

GRADUATE ASSISTANT: Enrolled, degree-seeking graduate students who assist in the teaching and/or research function, but do not have primary responsibility for teaching and/or research.

Conditions of Employment

Student employment appointments processed through the Student Employment Office shall generally not exceed an average of 20 hours of work (.5 FTE) per week during periods when classes are in session. Exceptions, within reasonable limits, may be made upon the approval of the Director of Financial Aid, the Dean of Graduate Studies in the case of graduate students, or the Director of International Students and Scholars Office in the case of international students.

Special provisions for work up to 40 hours per week during semester breaks and/or summer term may be arranged. Requests for appointment will be processed by the employing department and approved by the Director of Financial Aid through the Assistant Director, Student Employment Programs.

Both the supervisor and the student are responsible for establishing work periods that do not interfere with class schedules. Student employees must inform the employing supervisor, in advance, of necessary changes or deviations from the agreed-upon schedules.

It is, as well, the responsibility of the student employee to maintain reasonable levels of performance and dependability and to discuss work related problems with the employing supervisor.

Rate of Payment

All students employed by Florida Atlantic University must be paid at least the current Federal minimum wage. On April 1, 1991, the Fair Labor Standards Amendments of 1989 increased the minimum wage to \$4.25 per hour.

Specific rates of payment are listed in the Student Employment Manual, Section III: Payroll Procedures.

Procedure for Appointment

An approved FAU Student Appointment form is required for each placement. It is to be initiated and processed in accordance with its contained instructions. No appointment is final until the appointment form has been fully processed and approved. In order for an appointment to be processed through Payroll on a timely basis, it must be submitted to the Student Employment Office approximately two weeks prior to the beginning date of employment.

The completion, personally by the appointee, of required payroll documents is necessary for all appointments. Sign-in for all student employees will be handled by the Student Employment Office, SSB-8, Room 214. Required documents include the Federal Income Tax Withholding Form (W-4), the Employment Eligibility Verification Form (I-9), the State of Florida Loyalty Oath. Each student employee is required to present their social security card at sign-in and one additional form of identification.

Confirmation of appointment approval will be provided to each major employing unit.

Reporting of Time Worked

Hourly contracted student employees, including all Federal Work-Study Program

appointees, must report hours worked on timecards in accordance with institutional instructions which include signatures of student and supervisor to certify accuracy and approval of hours worked. Student employees paid on a biweekly basis do not need to complete timecards.

Time cards are to be completed daily by students as work is performed and monitored by the employing supervisor. The supervisor is responsible for the delivery of timecards to Payroll not later than noontime of the Monday immediately following the end of the biweekly period. Payment will not be made unless the timecards have been properly completed, signed and submitted as specified.

Payment

Student employees will be paid on the established payday at the end of the biweekly period in which hours of work were performed. All paychecks are produced by the State Controller's Office in Tallahassee and forwarded to Florida Atlantic University for institutional distribution. Early or advanced payment is not possible and timely payment is fully dependent upon the timely processing of appointment forms and timecards as prescribed in this memorandum.

Federal Income Tax will be deducted from each paycheck in accordance with the appropriate withholding federal tax tables and the number of exemptions officially claimed.

Termination

Notification of termination of appointment is to be made in accordance with established institutional procedures. It is the responsibility of each employing supervisor/administrator to provide such notification immediately when the appointment is completed. Failure in this respect will continue the encumbrance of available funds and will prevent additional or replacement appointments.

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