



SUBJECT: Student Employment	Effective Date: 10-30-09	Policy Number: 7.4	
	Supersedes: Presidential Memorandum #39	Page 1	Of 3
	Responsible Authority: Director, Human Resources		

APPLICABILITY:

This policy applies to all colleges, divisions, departments, institutes, and centers of Florida Atlantic University.

DEFINITIONS:

Student Employee: A student employee is a full-time or part-time student, enrolled at Florida Atlantic University, registered at least half-time (students who are in their graduating semester are permitted to be registered less than half-time) and whose primary purpose for being at the University is the achievement of a degree or certification. In order to be in a half-time status, students must be registered for a minimum of six (6) credits. Student employment is interim or temporary and incidental to the pursuit of a degree or certification. Student employees differ from other employees in that their primary role is that of student, not of employee. Departments are expected to be flexible in regards to work schedules in order to accommodate the student's academic needs.

Student Employment: Student Employment means employment opportunities for Student Employees within Florida Atlantic University. Student Employment provides Florida Atlantic University students with an opportunity to earn funds on campus that will assist them in meeting their educational expenses and to gain valuable workplace experience, all the while offering a productive opportunity to support institutional objectives.

POLICY:

I. General Guidelines: To be eligible for Student Employment, students must comply with the following guidelines:

- A. Be degree seeking;
- B. Be enrolled at least half-time, unless they are in their graduating semester, in the fall and spring semesters (it is not required for students to be registered for the summer semesters); and
- C. Maintain a minimum cumulative GPA of: (i) 2.0 each semester for undergraduate students and (ii) 3.0 each semester for graduate students.
- D. International students must also:
 - 1. Be registered with the FAU Office for International Students and Scholar Services (ISSS), comply with all ISSS requirements, and complete all applicable visa and other required paperwork.
 - 2. Be full-time students in the fall and spring semesters.
 - o International students who are in their graduating semester are permitted to be registered for less than full-time status.
 - o Full-time status is defined as 12 credits for undergraduate students and 9 credits for graduate students.

II. Hours of Work

- A. Student Employees are only permitted to work up to 20 hours per week during the fall and spring semesters, unless they have authorization to exceed 20 hours as follows:
 - 1. Undergraduate students seeking to work more than 20 hours per week must obtain approval from their academic advisors.
 - 2. Graduate students seeking to work more than 20 hours per week must obtain approval from the Dean of the Graduate College.
 - 3. International students are not permitted to work more than 20 hours per week while school is in session, during the fall and spring semesters, under any circumstances.
- B. All students, including international students, may work up to 40 hours per week during winter break, spring break, and the summer semesters, without having to seek approval from either Academic Advisors or the Graduate College. Student Employees must have their supervisor's approval to work the extra hours.
- C. At no time can a Student Employee's full-time employment status exceed 1.0 (40 hours per week).

III. Conditions of Employment

- A. Student Employment is temporary employment and students are not entitled to University benefits, including paid leave.
- B. Both the student and the supervisor are responsible for establishing work periods that do not interfere with class and study schedules.
- C. Students must adhere to all federal, state, and local laws and all University policies and regulations, as well as expected workplace conduct and behavior. Students can be referred to the Dean of Students for disciplinary action.
- D. Student Employment appointments are temporary and may be terminated without notice or reason at any time.
- E. Student Employees must be paid in accordance with applicable minimum wage laws.
- F. All federal tax laws apply to student employees. Qualifying student employees may be eligible under federal law for an exemption from social security and medicare taxes (FICA).

PROCEDURES:

Detailed Student Employment procedures are established by the Department of Human Resources' Office of Student Employment and may be found at the following link: http://www.fau.edu/hr/Student_Employment/index.php.

INITIATING AUTHORITY: Senior Vice President, Finance & Administration

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 7.4

Initiating Authority

Signature: _____ Date: _____

Name: Dennis Crudele

*Policies and Procedures
Review Committee Chair*

Signature: _____ Date: _____

Name: Elizabeth F. Rubin

President

Signature: _____ Date: _____

Name: John F. Pritchett

Executed signature pages are available in the Office of the General Counsel