

EDINBORO UNIVERSITY OF PENNSYLVANIA

Student Employment - Policy No. F018

Recommended for Approval By James P. Sheehan, Vice President for Finance and Administration

Approved By Frank G. Pogue, President on May 1, 2004

Review Date: As Required



INTENT

The Student Employment program at Edinboro University is designed to help students finance their education through employment in University departments. The program encourages a comprehensive learning approach as a tool for post-secondary education and a valuable means of promoting student financial independence. In addition to being an integral part of University operations, the program decreases student reliance on grants and loans.

The University is committed to offering students valuable learning assignments that represent structured pathways from a school environment to the world of work. While students are not to be regarded as lower-cost alternatives to regular employees, they are recognized as trainees thereby improving potential for future gainful employment by developing their employability skills.

A student-centered employment program must include consistent and readily available information about campus-wide job opportunities. The program must focus on referring students where they can affiliate and align themselves within a department. Student retention is an expected outcome. It is vital that efforts to increase access are accompanied by strategies to retain students once they have enrolled. Given the high costs of student attrition for both the institution and the student, efforts to increase student retention will have positive outcomes for the entire University.

POLICY

The Student Employment program is open to all Edinboro University students in good standing who have completed the annual Free Application for Federal Student Aid (FAFSA) and University's annual Application for Student Employment. Limited employment opportunities are available to international students in lieu of an annual FAFSA. The Office of Student Financial Support and Services will coordinate all student employment applications and referrals in accordance with its student employment guidelines and procedures.

Placement of all students employees in University departments is only available through the student employment referral service within the Office of Student Financial Support and Services; campus departments may not hire student employees directly. Individuals receiving Federal work-study (FWS) funds will receive priority employment. Students must provide evidence of their identity and employment eligibility and complete an I-9 form as a part of the hiring process before they may begin work. Supervisors are responsible for ensuring that student employees' working hours do not exceed their employment award, and under no circumstances may student employees work overtime. Departments must also ensure that students do not work during scheduled classtime. In the implementation of the University's student employment policy, no student shall be discriminated against on the basis of race, color, religion, gender, age, disability, national origin, marital or veteran status, sexual orientation, or any other extraneous considerations not directly and substantially related to effective performance.

ELIGIBILITY REQUIREMENTS

To be eligible for employment, students must be accepted for enrollment in at least 6 credits; or presently in good academic standing and in attendance with at least 6 credits per semester.

1. During the fall and spring semesters when classes are in session, full-time students are restricted to working no more than 20 hours per week; or hours that will not exceed their employment award from the Office of Student Financial Support and Services (if applicable), whichever is less.
2. During the fall and spring semesters when classes are in session, part-time students are restricted to working no more than 10 hours per week; or hours that will not exceed their employment award from the Office of Student Financial Support and Services (if applicable), whichever is less.
3. During the summer or periods of non-enrollment, students must be approved for work by the Office of Student Financial Support and Services and be accepted for enrollment or be prescheduled in at least six (6) credits for the following term. Student employees are restricted to a maximum of 37-½ hours per week during the summer.

The Office of Student Financial Support and Services will notify students about their eligibility in accordance with federal regulation and available funds.

PROVISIONS

1. Departments must request student assistance through the Office of Student Financial Support and Services in accordance with available institutional budget funds.

2. Student employment shall be terminated if student status is lost; FWS funds terminate immediately upon loss of student status.
3. A student may be employed by no more than two supervisors or departments within the University at the same time. However, the student shall be responsible for informing the employers or supervisors of this dual employment and for assuring that the maximum hour limitations are not exceeded.
4. Students may not be employed in the same administrative unit as a family member where the employing relative has direct or indirect responsibility for recommendations or decisions involving the student in such matters as initial employment, retention, supervision and similar personnel matters. Family members are defined as parents, spouse, children and their spouses, siblings, and their spouses and children.
5. Student employment classifications and hourly wage amounts are recommended by the University's Budget Committee for approval by the President. Departments may not negotiate employment conditions that require supervisory or bargaining unit work.