

Christopher Newport University

Policy: Student Employment Policy

Policy Number: 5005

Executive Oversight: Vice President for Finance and Planning/CFO and Vice President for Enrollment and Student Success
Contact Office: Center for Career Planning and Business Office
Frequency of Review: Biennially
Date of Last Review: December 2020

A. PURPOSE

This policy governs student employment at Christopher Newport University and defines the roles of the responsible parties involved in the process.

B. POLICY STATEMENT

It is the policy of the University to employ qualified Christopher Newport students to fill temporary hourly personnel needs within university departments. Student employment is intended to be educationally and financially helpful to students and to provide opportunities for work experience. This policy is not intended to govern external internships or graduate assistantships.

C. PROCEDURES

1. Eligibility

To be a candidate for student employment, an undergraduate student must be enrolled in at least 6 credit hours, and a graduate student must be enrolled in at least 3 graduate credit hours during the fall and spring semesters. Students may be employed during break periods and summer sessions, as long as full- or part-time student status is continuous.

If a student is in the last semester of study at the University and is enrolled for the number of credit hours needed to complete degree requirements, the student will remain eligible for student employment.

2. Appearance

When students present themselves for work, they must be clean, neat and in appropriate and clean attire. Personal appearance should not distract others and should comply with safety standards. In addition, tattoos and jewelry on pierced body parts (other than earrings) must not be visible.

The University will provide uniforms for student employees required to wear specific attire for the purpose of protection and/or identification. If uniforms are provided, they are to be worn for University-related duties only and returned upon separation of employment.

Department appearance standards may vary based on the needs of the work environment and the setting in which the work is performed.

3. Conditions of Employment

- a) Students must review this policy and sign a statement confirming their understanding of it.
- b) All students must be hired as hourly employees.
- c) Student employment is “at will” and as such, students may be terminated from a position without notice or cause.
- d) Direct deposit of pay is a requirement of employment, except for Federal work-study employment.
- e) Students must complete required Title IX training in order to maintain employment with the University.
- f) Student employees must complete an I-9 form prior to beginning employment. Student employees are not allowed or eligible to begin employment without the successful completion of this and other required forms through the Business Office.
- g) The Governor has mandated all state agencies to participate in the E-verify system and physically see an employee’s social security card in order to validate data collected on federal tax forms.
- h) Student employment is limited to twenty hours per week when classes are in session during fall and spring semesters. Students are limited to forty hours per week during break and summer session periods. Violations of the work hour policy may lead to the revocation of a department’s right to employ student workers.
- i) It is preferred that students be employed in only one position at any given time. However, if employed in more than one position, the student may not exceed a total of twenty hours per week or forty hours per week during break periods and summer sessions. It is the responsibility of the student worker and hiring departments to coordinate with each other to assure students work hour limits are respected and to avoid any overtime obligations.
- j) Undergraduate and graduate student employees meeting the minimum semester enrollment requirements shall be exempt from having social security taxes withheld from their paychecks during the regular academic year. During the summer, these

requirements must be met as well, or the University and the student employee will be responsible for their share of social security taxes.

- k) The prevailing minimum wage rate shall be established as the base hourly rate for student employment. Exceptions to the prevailing minimum wage rate as the base hourly rate for student employment must be submitted to and approved by the Director of Human Resources or designee.
- l) Student employees are covered under the Commonwealth's Workers' Compensation Act. Students must immediately report any workplace injury to their immediate supervisor and HR. When eligibility is established, compensation is provided by the University.
- m) Student employees do not accrue paid leave, nor are they eligible to participate in the state's health insurance, life insurance, retirement or other benefit programs.
- n) Student employees are not covered by the Virginia Personnel Act.

D. DEPARTMENTAL RESPONSIBILITIES

1. Hiring Managers and Supervisors

Hiring Managers and Supervisors are those individuals who have been identified by their department heads as responsible for hiring student workers in a given area and have completed required training coordinated by the Center for Career Planning. Hiring managers and supervisors are responsible for the following:

- a) Posting a vacancy in the Center for Career Planning recruitment software program for a minimum of 48 hours.
- b) Obtaining prior approval from the Director of Human Resources or designee if a pay rate outside the prevailing minimum wage rate is required.
- c) Ensuring all student hiring paperwork is completed accurately and timely and forwarded to the Business Office.
- d) Ensuring student employees within their department meet job requirements.
- e) Ensuring student employees within their department submit approved student timesheets in accordance with the schedule of pay established by the Business Office.
- f) Ensuring student employees within the department comply with work hour limitations as stated in this policy, and coordinate with other departmental hiring managers in this regard if a student has more than one job.

- g) Completing student employee separation forms when student employees graduate or leave positions and collecting any uniforms or equipment that have been issued within their department.
- h) Obtaining signed statements from their student employees indicating they have reviewed and understand this policy.
- i) Signing a statement indicating they themselves have reviewed and understand this policy.

2. Center for Career Planning

The Center for Career Planning shall serve as the coordinating department for University faculty and staff seeking to hire student employees and for students seeking jobs through the Student Employment and Federal Work Study Programs. The Center for Career Planning is responsible for the following:

- a) Development of and marketing the Student Employment Program to students, faculty and staff.
- b) Assisting faculty and staff in posting position announcements and receiving applicants through their recruitment software program.
- c) Ensuring visibility of all job postings, including Federal Work Study postings in the Career Planning recruitment software system.
- d) Assisting students in development of and uploading their application documents and applying for desired vacancies.
- e) Conducting mandatory Hiring Manager Training at least annually or as needed based on departmental needs.

3. Financial Aid Office

The Financial Aid Office shall serve as the coordinating department for eligible students seeking jobs under the Federal Work Study Program. The Financial Aid Office is responsible for the following:

- a) Notification to students of their eligibility for Federal Work Study.
- b) Tracking award dollars and informing Hiring Managers when funds are running out for their student employees.

4. Business Office

The Business Office shall serve as the coordinating department for payroll and hiring document processing and retention. The Business Office is responsible for the following:

- a) Receipt of original, completed student hiring packets from the Hiring Managers.
- b) Verification of all hiring documents for completion and accuracy. In instances where there are issues, either the Hiring Manager or student employee will be contacted and instructed on what to do for corrective action.
- c) Establishing the student in the payroll system and time sheet system.
- d) Separating student employees upon notification of graduation or from the Hiring Manager.
- e) Maintaining hiring records in accordance with the Commonwealth of Virginia's record retention program.
- f) Establishing Hiring Managers within the federal E-Verify system.
- g) Working with the Center for Career Planning to provide Hiring Manager training.

5. Office of Human Resources

The Office of Human Resources shall serve as the coordinating department for class and compensation of student employees. The Office of Human Resources is responsible for the following:

- a) Determining, with information from management, the general classification of student employment and update the wage scale as needed.
- b) Reviewing exception requests from departments regarding student employee pay rates, and forward decisions to Hiring Managers and Business Office staff.
- c) Assisting departments with personnel-related issues and disciplinary action guidance of student employees as needed.

E. DEFINITIONS

Federal Work-Study Program: The Federal Work-Study Program provides funding for part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses.

Form I-9: The form I-9 is required by the U.S. Citizenship and Immigration Services to verify the identify and employment authorization of individuals hired for employment in the United States.

E-Verify: E-Verify is an Internet-based system that compares information entered by an employer from an employee's Form I-9, Employment Eligibility Verification, to records available to the U.S. Department of Homeland Security and the Social Security Administration to confirm employment eligibility.

F. REFERENCES

29 CFR PART 541

23 CFR 673

34 CFR 675

Fair Labor Standards Act (FLSA)

Higher Education Act of 1965, as amended, Title IV, Part C; 42 U.S.C. 2751-2756b

Immigration Reform and Control Act of 1986

G. APPROVAL AND REVISIONS

Approved By: Chief of Staff and Executive Vice President, July 9, 2008

Revision 1: Chief of Staff and Executive Vice President, March 22, 2013

Revision 2: Policy Committee, December 16, 2020

H. NEXT REVIEW DATE: Spring 2022