
STUDENT EMPLOYMENT

PURPOSE: To insure that proper procedures are followed in the employment, termination, re-employment and payroll of student employees.

- I.** Student employment, including budgeting, hiring, wage rates, termination, re-employment and payroll procedures, is coordinated through the Student Financial Aid Office.
- II.** The Director of Student Financial Aid is responsible for implementing, monitoring, and enforcing student employment policies and procedures.
- III.** Faculty or staff who wish to hire or will be supervising student employees should obtain a copy of the Supervisors Handbook for Student Employment from the Student Employment Office. This document contains a detailed summary of University policy on student employment. Supervisors are requested to encourage student employees to obtain and read the Guide to Student Employment.
- IV.** Departments or individual faculty or staff wishing to employ students with federal and state funds administered through the Student Financial Aid Office must observe the following procedures:
 - A. Determine if funding is available in departmental student employment budget. If not, a written request for funding may be submitted to the Director, though normally funds are budgeted on an annual basis and minimal contingency funds are available.
 - B. Submit a job description to the Student Employment Office.
 - C. Select student to be hired only from those referred by this office with a written referral form (students cannot be considered by the Student Financial Aid Office until all the necessary paperwork is on file documenting their eligibility for these funds). Students must reapply and receive written authorization to work each year.
 - D. Other students interested in work study employment should be referred to the Student Financial Aid Office to file the necessary paperwork so that their eligibility can be determined.
 - E. Supervisors must insure that student time cards are turned in on the appropriate dates and that students do not exceed the maximum earnings level stipulated on their referral form. Time cards are sent to the Payroll Office.
 - F. Departments must stay within the student employment monies budgeted them for the year.
 - G. The federal minimum pay rate will be observed. The BSU Student Employment Manual will list the current rate. Supervisors may grant raises up to \$1.00 above the minimum hourly rate by notifying the Student Financial Aid Office, in advance of the increase. A strictly limited number of highly technical and/or responsible positions are authorized above the minimum wage + \$1.00 level. Requests for wages in this range must be submitted in writing and approved by the Director of Student Financial Aid.
 - H. Students working under Boise State University Program (BSUP) funds, Federal Work-Study Program (FWSP) funds, or state Idaho Work-Study Program (IWSP) can only be paid for hours actually worked. Students employed under these programs cannot be paid overtime or exceed 40 hours per week. They cannot receive paid holidays.

- I. Students employed under work study must be terminated when they have earned up to their maximum earnings level as specified on their referral form or at the end of the fiscal year unless they have a new referral for the new year.
- J. Students may be terminated for poor work, high absenteeism, or violation of University or office policies. The student being terminated and the Student Financial Aid Office must be notified of the effective date of the termination and the reason(s) for it as noted on the referral form.