

**Student workers**

For purposes of these policies, a student worker is defined as a part-time employee who is classified as a full-time student. Student workers are subject to the same federal and state tax and employment laws as are other part-time employees. Also, HPU's employment policies apply to student workers as they would any other part-time employees unless specifically differentiated within HPU's employment policies. Following are additional policies that relate directly to undergraduate student workers.

**Student eligibility to work on campus**

- Full and part-time students are eligible for employment at Howard Payne University.
- Students must maintain good academic standing and making good academic progress in accordance with university policies in order to be employed on campus. For those students receiving Federal Financial Aid/Loans, they must be in good academic standing with Department of Education requirements including academic progress. Good academic standing means a progress rate of 75% and meeting the minimum GPA requirements.
- HPU will not normally conduct background checks on student workers. However, the University may conduct a background check, at its sole discretion, on any employee should circumstances require one.
- Students may not work for more than a total of 20 hours per week for the University. The 20 hours maximum are cumulative regardless of the number of campus jobs held by a student.
- Students with campus jobs may work for outside employers as long as the outside position does not interfere with student's on-campus job responsibilities.
- Students may hold no more than two jobs at a time on campus and not work more than a cumulative 20 hours per week. Students who work a second job on campus must have explicit approval from the Career Services office.
- The University will not discriminate in its hiring practices of students in accordance with HPU's employment policies.
- Eligibility to work for HPU does not guarantee employment with the University.
- Students' eligibility for Federal Work-Study programs will be determined by the Financial Aid Office. Priority in hiring to fill job openings will be given to those students

who are Federal Work-Study eligible. The Financial Aid Office will provide a list of Federal Work-Study eligible students to the Career Services and the Human Resources office at the beginning of the academic term.

### **Job postings and applications**

- Departments requesting student workers must notify Career Services and demonstrate provision for student workers in their current year budgets. Departments requesting student workers but who did not budget for them must obtain permission to hire from the Business Office before Career Services will post the campus job. Openings may be advertised throughout campus but only after approval from Career Services.
- All jobs open to student workers must contain a job description in compliance with HPU and Federal Work Study policies. Career Services is responsible for ensuring that job descriptions for student workers are filed with Human Resources.
- All student workers must complete an application that will be filed with the Career Services office. Career Services will forward copies of job applications of students hired with Human Resources. Students need not reapply in the spring semester if they held the same position in the previous fall semester. Students may also apply in Bamboo.
- All campus positions are filled at the sole discretion of Career Services. However, department heads may make recommendations in regard to specific students to the Director of Career Services. In these cases, he or she will make a good faith effort to comply with the Department Head's request.

Departments posting job openings must list qualification for students in jobs that require specific skills. In addition, they might request a particular student to fill the position known to possess the qualification needed.

### **Other student worker policies**

- Dress Code—All student workers must comply with dress code policies stated in the Student Worker Guidelines. It is the responsibility of supervisors of student workers to ensure that they are complying with dress code. Students who habitually violate the dress code are subject to removal. (See attached Student Worker Guidelines.)
- Homework—Students are prohibited from doing homework while on HPU's clock. The supervisor of a student worker may make an exception of the policy in limited situations that do not interfere with the duties of the job.

## Student Worker Policies

- Supervisors will be required to complete an evaluation of students working at least one full semester. Evaluations will be filed with Human Resources.

**Summary of tasks and responsibilities**

Post and advertise positions available to students	Career Services
Check qualifications and make recommendation for students filling jobs	Career Services
List and distribute Federal Work Study eligible students	Financial Aid Office
Background checks	Human Resources
Tracking of hours worked	Human Resources
Review job descriptions for compliance with HPU policies	Career Services

**Positions eligible for student workers**

Position	Maximum Hours/Week	Rate of Pay	Other Notes
Residential Assistant	20	\$175/Biweekly	Students with second jobs cannot work more than 12 hours per week as a RA
Office/clerical	20	\$8/hr	
Grounds crew	20	\$8/hr	
Tutor	20	\$10/hr	Hours per week are typically much less than 20
Intramural sports	20	\$10/hr	Hours are typically 5 hours or fewer per week
University services	20	\$8/hr	