



SAINT LOUIS UNIVERSITY

STUDENT WORKER POLICY

Procedure Number:

Version Number: 3

Classification:

Effective Date: 8/10/12

Responsible University Office: Vice President Human Resources

1.0 INTRODUCTION

Inherent in the mission of Saint Louis University is the philosophy that educational efforts are directed to help students develop into critically reflective and socially responsible persons capable of exercising leadership.

2.0 PURPOSE

This policy establishes special requirements for employing student workers.

3.0 PERSONNEL AFFECTED

This policy applies to all student workers at Saint Louis University excluding the Madrid campus.

4.0 DEFINITIONS

Not applicable

5.0 POLICY

Saint Louis University offers employment opportunities to students of the University which provide valuable work experience, financial assistance, and the ability to enhance the total educational experience.

Every consideration will be made to ensure that the student worker is first able to fulfill his/her obligations as a student of the University. However, since student workers are heavily relied upon by their employers to fulfill certain responsibilities, it is expected that they report to work when scheduled and that they fulfill their work responsibilities in a professional manner (i.e. maintain confidentiality, dress appropriately, etc.)

6.0 RESPONSIBILITIES

All open FWS and student worker positions are posted by the hiring departments through Career Services at <http://slu.edu/x30305.xml>. Students searching for positions will use the same link, but register at the site as students and will then be able to review all available jobs and apply for the positions online. Departments submit names of students they are interested in hiring on the FWS Request Form to the Office of Student Financial Services, who will confirm FWS eligibility.

The Office of Scholarship/Financial Aid (OSFA) will coordinate the placement of Federal Work-Study students. Campus employers will contact the OSFA to list their Federal Work-Study job openings. OSFA will first determine if the Department is eligible to participate in the Federal Work-Study program before accepting the job posting. Once the job posting has been accepted, OSFA will refer students eligible for Federal Work-Study funds to the campus employer.

The FWS program provides funding to Saint Louis University of up to 75% of the minimum wage for each worker.

If the department has identified the student they would like to hire, posting at Career Services is not required, but confirming FWS eligibility is still necessary.

The hiring department, Career Services, OSFA and Human Resources are responsible for administering this policy.

7.0 PROCEDURES

7.1 ELIGIBILITY

To be eligible for a student worker assignment, the individual must be enrolled as a student at Saint Louis University and never have had their employment terminated from Saint Louis University for gross misconduct.

A student who was enrolled for the spring semester, and intends to enroll in the fall may be eligible for summer student employment.

Student workers who are no longer enrolled at Saint Louis University must be terminated from the student worker assignment but may apply for other staff (or non-student) employment opportunities within the University.

Eligibility for Federal Work Study (FWS) funds is determined by the Office of Scholarship/Financial Aid.

7.2 FEDERAL WORK STUDY AND STUDENT WORKER PROGRAMS

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The FWS program provides funding to Saint Louis University of up to 75% of the minimum wage for each worker.

If the department has identified the student they would like to hire, posting at Career Services is not required, but confirming FWS eligibility is still necessary.

7.3 BENEFITS

Federal Work Study and student workers are not eligible for University benefits, paid leave time, or holiday pay.

7.4 WORK HOURS

Non-FWS student workers may not work more than 20 hours per week during the regular semester. Federal Work Study students may not work more than 15 hours per week during the regular semester. During winter and summer breaks, both are eligible to work up to 40 hours per week and may also work overtime.

7.5 PRE-EMPLOYMENT DOCUMENTS

Student workers and FWS students are responsible for reporting their tax status to the Payroll office when they first begin their student worker assignment, and at the beginning of each fall semester thereafter.

Pre-employment paperwork including the I-9 Employment Eligibility Verification form must be completed in the Human Resources department prior to employment or the student is not authorized to begin working.

7.6 INTERNATIONAL STUDENTS

International students must obtain a Work Eligibility Form from the International Student Office and submit it to their campus employer prior to the beginning of each semester. International graduate and undergraduate students contracted through their departments/The Graduate School (e.g. assistantships, fellowships) are not required to obtain work permission from the International Students Office. These students are still required, however, to prove U.S. work eligibility.

8.0 REFERENCES

FWS Policy Financial Aid
I-9 Policy
FWS requirements – link to SFS page