

# **THE SUPERVISOR'S MANUAL FOR STUDENT EMPLOYMENT**

Each year there are some 1500 student positions administered by the Student Employment Office and students earn over \$4 million in wages. Likewise, the CSU student staff generates over \$4 million in services to the University. The Career Services Center administers the Student Employment Program, which is designed to assist matriculating students in financing their education, developing essential job skills, and enhancing their experience and success at CSU.

This Supervisor's Manual for Student Employment was designed for those who hire and/or supervise student employees. This manual was created to make the student employment process more efficient and effective in your department. The Student Employment Office has attempted to answer common questions and concerns, provide basic policies, and outline the responsibilities associated with supervising student staff. It is not intended to cover all circumstances.

A student employee is an individual whose primary intent is to obtain a degree at CSU while working part time at the University. That is to say, the student employee should always be considered a student of the University first. Therefore, it is appropriate that critical work be assigned to other full- and part-time University staff.

To the extent possible, we follow the Federal Guidelines for both our Federal Work Study and Non-Work Study student employees. The Student Employment Program is subject to audit, so it is very important that you and your student staff understand and abide by the guidelines set forth.

## **AREAS OF RESPONSIBILITY**

### **Student Employees**

Student employees are responsible to:

- Adhere to all Student Employment guidelines.
- Notify their supervisor immediately when their enrollment drops below 6 credit hours.
- Accurately maintain time worked using the myTime electronic time reporting system.
- Take the job seriously and perform at the highest level of their ability.
- Treat their supervisor and fellow employees with respect.
- Dress appropriately for the job.
- Limit personal conversations and phone calls.
- Do homework, studying, or any other non-work/ personal activities on their own time.

- Consult their supervisor for their next assignment when assigned tasks are completed.
- Help keep the work area safe and free of clutter.
- Return equipment and supplies to their proper place after use.
- Notify their supervisor before leaving the work area.
- Not eat or drink beverages in work areas, unless permitted by their supervisor.
- Use computers, copiers, and other office equipment and supplies for work assignments only and not for personal use.
- Provide their own reliable childcare and transportation.

### **Departmental Designee**

The individual assigned as the Student Employment Departmental Designee is assigned the following responsibilities:

- Process and review all hiring documents prior to submitting them to the Student Employment Office.
- Review all Student Employment materials/updates and communicate the information with others in their department.
- Process job postings for all open Student Employment positions.
- Accurately complete and process all hiring paperwork prior to any student working.
- Promptly respond and take appropriate actions on all Student Employment notices.
- Process all requests for changes to the student jobs using the Student Employment Form (SEF).
- Instruct new student employees on MyTime and finding their pay information electronically.

### **Student Employee Supervisor**

The direct supervisor of every student employee should ensure:

- That all student workers are compensated in accordance with the University's bi-weekly pay schedule.
- That funds are budgeted in order to retain the student for the full academic term.
- That proper orientation and training is provided.
- That time is approved for payroll in a prompt and accurate manner.
- That appropriate actions on all Student Employment notices are taken.
- That all student staff adheres to the student employment guidelines.
- That the Student Employment Departmental Designee is notified of all changes to the job (including terminations), so that accurate paperwork can be processed timely.
- That work performance and skill building opportunities are reviewed twice annually with the student.
- That the student's academic schedule is reviewed each term to determine an acceptable work schedule.

## **Department Head**

Heads of departments employing student staff are asked to:

- Ensure that all student employees are considered a student of the University first and that critical work is assigned to University staff.
- Assign a departmental representative to act as the Student Employment Designee. (Please note that, whenever this position is vacant, the department head will be assumed to be the default designee.)
- Ensure that departmental personnel adhere to the student employment guidelines.

## **Student Employment Office**

The Student Employment Office is responsible for:

- Processing all accurately completed hiring paperwork in a timely manner.
- Returning inaccurate/incomplete hiring paperwork in a timely manner.
- Providing Student Employment training and communication.
- Assisting in the resolution of student employment-related problems and concerns.
- Ensuring the University community adheres to all federal, state, and University regulations, policies, and procedures regarding student employment.

## **STUDENT EMPLOYMENT BASICS**

### **What Are The Basic Guidelines Of Student Employment?**

- All student employment positions must be posted on CareerLine.
- No student may work until all hiring paperwork has been accurately completed and forwarded to the Student Employment Office.
- All student employees must be paid following the University's bi-weekly pay periods.
- Students are eligible to work as student employees when they are enrolled for at least 6 credit hours in a degree-seeking program at Cleveland State University during the regular academic semesters (Fall and Spring).
  - 1) A one-time exemption is allowed if less than 6 credit hours are needed to graduate at the end of that semester. A memo (or email) of documentation from the student's academic office is required before this exemption can be awarded. Such a student must have met eligibility requirements during the preceding term.
  - 2) Graduate students conducting thesis or dissertation research may be enrolled in less than 6 credits if those credits are the thesis or dissertation. A memo (or

email) of documentation from the student's academic office is required before this exemption can be awarded. Such a student must have met eligibility requirements during the preceding term.

- Student workers must be offered at least a half-hour unpaid meal break after 6 hours of work. MyTime will automatically make this deduction for all students working more than 6 hours who do not clock in/out.
- Student employees may not work more than 20 hours per week during regular academic terms. This includes a combination of all hours for all CSU positions.
- Students may work up to 40 hours a week during breaks between semesters (including Summer) if they did not violate the student employment regulations during the preceding semester, if they intend to return to CSU in the next term, and if they have their supervisor's approval.
- Student employees may never work more than 40 hours in a week or 10 hours in a day.
- Student employees may not work during their scheduled class times, including during finals week. (This includes such situations as a professor cancelling or shortening a class session/exam.)
- Newly-admitted students may begin work during the break before their first semester, including during the summer prior to their first fall semester of classes, if they have registered for at least 6 credit hours for the upcoming term. This does not apply to re-admitted students.
- Graduating students must stop working on the last day of the term, unless they are accepted in an additional degree-seeking program for the upcoming academic term and are registered for at least 6 credit hours. Notice must be sent to the Student Employment Office to alert us of this new registration.
- If a student is taking classes required to be accepted into a graduate degree-granting program, a written request for an exemption must be submitted by the student's academic advisor.
- It is the student's responsibility to understand and abide by the student employment regulations and the policies of the employing department.
- Violation of the student employment rules may result in termination of the student job.

### **What Is Federal Work Study (FWS)?**

FWS is a federal financial aid program designed to help degree-seeking students meet educational expenses. Students earn their FWS award by working in the Student Employment Program. Only students who are citizens or resident aliens can receive a FWS award.

Each year students indicate on their FAFSA if they are interested in receiving a FWS award. Awards are based on the FAFSA filing date, the student being in good academic standing, financial need, and the availability of funds. To facilitate continuity of employment for our students, consideration is given to students who earned their Federal Work Study Award during the previous academic term or academic year. The Financial Aid Office may also use professional judgment to award FWS to a student

under special circumstances.

If not being utilized by the third pay period of the academic year, the FWS award will be removed for the academic year.

As funds permit, students employed as non-work study students who do have FWS eligibility will automatically be awarded FWS, and compensation will be transferred to the FWS budget line based on the above criteria. (This does not apply to grant-funded positions; grant-funded positions are never paid out of FWS.)

### **How Does FWS Work at CSU?**

Students who receive a FWS award may earn up to the amount of the award during an academic year (Fall and/or Spring semester; FWS is not available for Summer). Students should not earn over  $\frac{1}{2}$  of their total award in any one semester. If a student earns more than  $\frac{1}{2}$  of their total award in fall semester, for example, and does not return to CSU for the spring term, the over-earned amount will be charged to the employing department's non-work study budget line (-0151).

FWS wages are charged to the employing department's -0150 account, and the Federal Government reimburses the University for all or part of these wages. Student earnings reduce the amount of funds remaining in the award.

Students may earn FWS in more than one student position; employers may not restrict students to only earning FWS in their department.

When a student's FWS award is exhausted, the wages are automatically deducted from the department's -0151 (non-work study student) budget line.

Monitoring earnings, FWS balances, and budgetary charges is the exclusive responsibility of the student and the employing department.

Federal Work Study guidelines require that we attempt to maintain the student's employment for the full academic year. If your department is one that can only compensate students via their FWS awards, it is important that their hours be scheduled and monitored in such a way that they do not run out of funding and lose their employment before the end of the academic year.

The University over-awards our allocation of FWS. There is always the possibility that the University will exhaust its allocation before individual students do. The Student Employment Office monitors FWS utilization and makes every effort to ensure that the University's allocation lasts throughout the academic terms. Employing departments will be notified if the University's allocation will be exhausted before the end of the spring term.

## **What Is A Non-Work Study (NWS) Student Job?**

A NWS job is any student position for which wages paid to that student come directly from the department's budget (-0151).

It is important that work hours be scheduled and monitored in such a way that student employees do not run out of funding and lose their employment before the end of the academic year.

Monitoring NWS budgetary charges is the exclusive responsibility of the employing department.

## **PROCESSING A STUDENT EMPLOYMENT POSITION**

### **How Do I Find Student Workers?**

- All student positions must be posted and made available to all students. Student positions are posted on the University's CareerLine website at <http://csucareerline.experience.com> .
- Only the Student Employment Departmental Designee has access and authorization to post positions on CareerLine. Forward all of your job posting requests and information to your designee for processing.
- Access to student records to confirm the GPA of a student candidate is considered a misuse of security.
- Supplemental advertising of your position is allowed but not to the exclusion of posting the job on CareerLine.
- Jobs are posted after approval by the Student Employment Office. This is done daily.
- Jobs must be posted for a minimum of 3 business days but can be removed any time after that. If you have filled your position, contact the Student Employment Office so that it can be removed.

### **What Should The Student Employment Interview Include?**

Supervisors usually address the following topics during an interview:

- responsibilities of the job
- skills required to perform the job
- start date and hours needed
- pay rate for the job

Supervisors should review the student's class schedule to be sure the student does not work during scheduled class times.

## **How Do I Complete The Hiring Process?**

When you have chosen your student workers, you should refer them to your Student Employment Departmental Designee. This person is responsible for processing all of the student's hiring forms.

For students who have never worked on campus, please direct them to the New Student Employee Orientation document which is on the Student Employment website. This document will provide your workers with information on the forms they will need to complete with the Designee.

Students may begin working **after** all paperwork has been accurately and completely filled in and forwarded to the Student Employment Office.

After Student Employment processes the job, you will be able to view the job in myTime. This process often takes a few days, so be sure to have the students keep track of their hours on paper timesheets (available on the Student Employment website) until they are able to log in. As their supervisor, you will have access to add those hours in myTime for them.

## **What About Employing International Students?**

International students should confirm permission to work through the Center for International Services and Programs:

216-687-3910  
intadvisor@csuohio.edu

Most of the student employment regulations are the same for national and international students. However, there are some differences:

### **Securing A Social Security Number (SSN)**

After having been extended a job offer, if the international student employee does not already have an SSN, he/she will need to:

- a) Pick up a Social Security Letter from the Center for International Services.
- b) Take the letter back to the employing department for completion.
- c) Return to the Center for International Services for their original signature.
- d) Take the original letter to apply for the Social Security Number, along with Passport with I-94 and I-20, to a Social Security Administration office. The closest office to apply is at the Federal Building, located at 1240 East Ninth Street in downtown Cleveland. The student should ask the social security administrator for a letter stating that he/she has applied. He/she should keep a copy of the letter and give the original to the employer.

### **Completing Payroll Tax Forms**

The international student must call Karen Ellis in the Payroll Office, at 687-2126, to make an appointment to complete payroll tax forms. The Payroll Office is located in the Parker Hannifin Administration Center.

### **Extending Stay**

To extend the stay or period of study at CSU, international students must complete a new I-20. International student employees must also complete a new I-9. Failure to do so will result in the student position being terminated at the end of the original stay date.

## **ALL ABOUT PAYING STUDENT EMPLOYEES**

### **How Much Should I Pay My Student Worker?**

All student employees are paid on an hourly basis, bi-weekly. The following is designed to provide equitable hourly pay rate guidelines for student employees at Cleveland State University. In determining an appropriate wage rate for your student worker, consider the experience level of the student and the complexity of the job. If you have any questions, please contact the Student Employment Office.

<b>Hourly Pay Range</b>	<b>Description</b>
\$7.40 - \$8.00	Routine responsibilities with little training or prior experience required; independent action is limited; specific instructions required from supervisor; close supervision is usually necessary.
\$8.01 - 9.50	Responsibilities require some independent action and resourcefulness; supervisor's instructions are more general; prior related experience or skill required; moderate supervision is required.
\$9.51 - 11.00	Responsibilities require independent action and resourcefulness in applying policies, procedures, and solving problems; prior related experience or skill required; limited supervision is required.

\$11.01 - \$12.50	Instructional, administrative, supervisory, technical responsibilities, as required of graduate assistants; prior related experience required; original thinking and little supervision required.
\$12.51 - \$15.00	Reserved for highly specialized positions, i.e. interpreters; research assistants; special tutors; campus newspaper editors or reporters; prior related experience required; original thinking and little supervision required.

Pre-approval is required prior to any student worker being paid over the \$15 per hour cap. Please contact Hyacinthe Raven at [h.raven@csuohio.edu](mailto:h.raven@csuohio.edu) with documentation justifying the proposed pay rate.

### **What About Time and Payroll Records?**

- The student and supervisor should generally be able to see the job record in myTime 24 hours after the job is entered into PeopleSoft.
- All student jobs are identified by the job title. It is essential that job titles on the SEF clearly identify each specific job.
- A paper record of the time worked should be maintained until myTime is activated.
- Student workers are paid only for time worked. Holidays, snow days, sick days, and breaks do not count as hours worked and are not compensated to student employees. Students should clock out for all breaks.
- Student workers must be offered at least a half-hour unpaid meal break after 6 hours of work. MyTime will automatically make this deduction for all students working more than 6 hours. If your student employee opts not to take the offered meal break, be sure the proper adjustment is made in myTime.
- At the end of the bi-weekly pay period, supervisors verify the hours worked and submit the time to the Payroll Office. For actual payment dates refer to the Pay Dates document in the forms section of the Student Employment website.
- Compensation will be deposited to the student's bank account or payroll card on the morning of the pay date.
- Student employees should be advised that an electronic pay stub can be viewed on the Human Resources website under Employee Self Service, myProfile.

### **What Taxes Are Withheld From Student Earnings?**

Both state and federal taxes are withheld from the earnings of citizens. International tax treaties will determine the taxes withheld from the pay of international students.

During the academic year, students who are enrolled for six or more credits and who are working on campus are exempt from Medicare. Students may also elect to be exempt from withholding of OPERS.

However, even if students have applied to be exempt from OPERS, OPERS will be taken from their check any time they are enrolled in less than 6 credit hours (including Summer). For information on obtaining a refund of the OPERS deduction, students may contact the Payroll Office (216-687-3611) after the **end** of the semester.

### **How Do I Make Changes to my Student Employee's Job?**

A Student Employment Form (SEF) needs to be processed to initiate all changes to a student's job: supervisor, budget number, pay rate, termination, etc.

All pay rate changes and budget changes need to be effective on the first day of a pay period. If pay rate or budget change is effective any other date, the Student Employment Office will adjust the effective date to the first date of the indicated pay period.

Please contact your Student Employment Departmental Designee for processing of the SEF.

## **STUDENT EMPLOYMENT AND A LIFETIME OF CAREER SUCCESS**

### **Why Encourage Students to Work On-Campus?**

Research shows that students who work on-campus:

- enjoy greater academic success
- are more connected to the University
- develop relationships with members of the University community who can help them deal with a variety of questions and concerns
- have employers who support their educational endeavors and coordinate work schedules with academic schedules

Every student position can be beneficial even if it is not significantly related to a field of study. Student positions help our students gain a better understanding of the dynamics of the working world and help students develop many of these essential job skills:

- computer skills
- communication skills
- customer service skills
- writing skills
- problem-solving skills
- decision-making skills

- interpersonal skills
- team member skills

## **How Does The Employee Orientation Support Success?**

Research shows that the more extensive the orientation, the greater likelihood of job success. Each student employee should be oriented to their specific position and the overall department, including job functions, departmental policies, work schedule, and expectations. Understanding that this may be the student's first professional work experience, providing a thorough orientation is particularly important. Orienting a new student worker to your area should also include:

### **Student Conduct Code**

All students and student supervisors should be familiar with the Student Conduct Code of the University.

### **Confidentiality**

Each student worker should be reminded about the importance of confidentiality. Any violation of the University's confidentiality policy should be subject to disciplinary action, including termination.

### **The Family Educational Rights and Privacy Act (FERPA)**

FERPA is a federal law that guarantees the confidentiality of student records. Student Employees must not, under any circumstances, release student information to anyone (including parents and employers), unless they have been instructed to do so by their supervisor.

Students should be cautioned not to discuss student information with family or friends and to not check into student records, unless required as a function of their job. Any student employee who violates any portion of this policy should be subject to disciplinary action, including termination.

### **Discrimination**

As a member of the Student Employment program, it is essential that student employees respect the diversity that every individual brings to the University. Cleveland State University is committed to the principle of equal opportunity in employment and education. No person at the University will be denied opportunity for employment or education or be subject to discrimination in any project, program, or activity because of race, color, religion, national origin, sex, age, sexual orientation, disability, or veteran status. Any student employee who violates any portion of this policy should be subject to disciplinary action, including termination. Any student employee who believes he/she has been subjected to discrimination should be referred to the Affirmative Action Office (216-687-2223).

### **Sexual Harassment Policy**

As a member of the Student Employment program, it is essential that students understand this sensitive issue. Sexual harassment is a form of discrimination that is both reprehensible and unlawful. It is the policy of Cleveland State University that no member of the University community shall engage in sexual harassment. Any student employee who violates any portion of this policy should be subject to disciplinary action, including termination. Any student employee who believes he/she has been subjected to sexual harassment should be referred to the Affirmative Action Office (216-687-2223).

### **Providing A Safe and Healthy Workplace**

Cleveland State University is dedicated to providing a safe and healthy workplace for its employees. Therefore, CSU recognizes that one of the most important obligations to its employees is to maintain a completely alcohol- and drug-free workplace. Illegal use or influence of drugs/alcohol is prohibited on Cleveland State University property. The unlawful manufacturing, distribution, dispensation, possession or use of controlled substances is strictly prohibited. Any student employee who violates any portion of this policy should be subject to disciplinary action, including termination.

### **Work Schedules**

Students should establish a work schedule with their supervisor that does not interfere with their classes and one to which they can commit.

- Student schedules should be designed so that funding for their positions will enable them to work through the end of the academic year.
- Student schedules may need to be adjusted every semester.
- Students cannot work during their scheduled class or exam times, even if their instructor cancels a class session, ends class early, or does not issue an exam.

### **Meal breaks**

Student workers must be offered at least a half-hour unpaid meal break after 6 hours of work. MyTime will automatically make this deduction for all students working more than 6 hours who do not clock in/out. If your student employee opts not to take the offered meal break, be sure the proper adjustment is made in myTime.

### **Comfort breaks**

Most students work in areas where they are free to use restroom facilities at their convenience. In situations where students aren't free to take periodic comfort breaks without some work coverage being provided, supervisors must arrange such reasonable coverage. However, student workers only get paid for time worked. If actual breaks are taken (coffee breaks, smoking breaks) those need to be unpaid time and the student must clock out.

### **Phone Usage**

Telephone training should be provided by the supervisor and should include the proper way to answer the telephone, placing a caller on hold, transferring a call, and taking a message. Additional training can be provided by the

Telecommunications Department.

Students should limit use of the University phone for personal calls and may not make long-distance personal calls from work.

Students should limit use of their cell phone during work hours to only emergencies.

### **University Property**

The Student Employment Office does not administer or approve the use of University property (including but not limited to keys, vehicles, computers, uniforms, etc.). It is up to the discretion of each individual department to provide their student employees with the resources necessary to perform their jobs. Therefore, it is the responsibility of the employing department to monitor use and return of such property. In addition, departments should refer to Access Control for the University key policy and Human Resources for the University motor vehicle policy.

### **Dealing With Difficult Situations**

Until your student employee is well trained, you may want him/her to simply turn over difficult situations to you or a more experienced co-worker for handling. Please advise your student worker of your expectation. Encouraging students to observe others effectively dealing with difficult situations will be a valuable learning experience.

### **Departmental Dress Code and Personal Hygiene**

Since the University does not have a uniform dress code, it is up to individual departments to communicate what constitutes appropriate dress. Business casual dress is generally appropriate for most departments on most days, although certain activities may warrant something more formal or more casual.

Although we understand that our students may not have funds to purchase new clothes to wear to work, modest, clean, pressed, and appropriate clothing is expected.

The following should not be considered all-inclusive but should be used as a general guide. Please feel free to make changes to these guidelines, as appropriate for your own work area.

#### **Generally Appropriate Business Casual Dress:**

Open collar shirts, polo or golf shirts, dress slacks, trousers, casual pants (e.g. Dockers), casual skirts, casual blouses, sweaters, loafers, and other nice casual wear.

#### **Generally Inappropriate Office Wear:**

T-shirts, torn blue jeans, sweatshirts, shorts, or other recreational clothing. Torn clothing, tight fitting, low-cut, sleeveless tops; clothing with drug,

violence, or other distracting messages; outside jackets.

Headwear (hats, caps, visors, sweatbands, or bandanas), except for religious head coverings.

Sockless footwear, including flip-flops, is not appropriate office attire. Cleavage and underwear should never be visible in the workplace.

### **Personal Hygiene**

Some students may not use personal deodorants. When this is the case, it can become disruptive and difficult for the supervisor to address. While we do not want to ask anyone to do anything that compromises religious or cultural practices, consideration to our co-workers and customers is essential. This may include washing and changing a shirt/blouse more than once a day. Addressing this issue at the time of hire will help alleviate potential problems.

## **How Can I Help My Student Worker Develop Degree-Related Work Experiences?**

You have the unique opportunity to contribute to the success of students by providing work experiences that enhance their career goals. A simple conversation about your student worker's career goals may lead to ideas about projects and skills that would benefit his/her career development while also helping your department achieve its goals.

Cooperative Education facilitates paid, degree-related work experiences which are reflected on the student's transcripts. If you are interested in having your student position meet co-op criteria, please contact the Career Services Center (216-687-2233).

Internships are defined as degree-related work experiences, for which academic credit is awarded. If you are interested in having your student position meet internship criteria, please contact the Chair or Dean's office in the appropriate College.

## **How Should I Evaluate My Student's Work Performance?**

Supervisors are encouraged to complete a written evaluation of the student's performance. Student workers should be evaluated:

- within 30 days of hire
- at the time of any pay increases and/or promotions
- at the end of each semester
- at the time the position is terminated

We recommend to supervisors that they review the evaluation with their student employee and maintain a copy for their files. A Performance Evaluation form is available in the forms section of the Student Employment website.

## **What If Problems Arise?**

Establishing guidelines during the first few days of employment helps clarify expectations and reduce potential problems.

- Use the job description and other guidelines provided as a training tool.
- Go over guidelines a few times during the first weeks of work.
- Ask if the student employee needs any assistance or if he/she has any questions or concerns.

Evaluating your student after 30 days is also a way of identifying and discussing problem areas and strengths. When you have a concern:

- Identify the problem
- Ask how you can help
- Ask the student if there are roadblocks preventing him/her from achieving the expectation
- Establish a time frame for review of the expected performance again

The following are provided as suggestions for dealing with common situations that may arise:

### **Work Schedule Violations**

You committed to a work schedule when you started this position. However, you are not able to keep to it. Do you need to revise the schedule? I need to be able to expect you to come to work and to be on-time.

### **Inaccurate Work**

I am finding errors in your work. Do you feel that you need additional training? I need to be able to rely on you to do this assignment accurately. Can you make that commitment to me? I would like to get together again to review your progress in one week.

### **Inefficiency**

You don't seem to be able to get the work done. Is there something I can do to help you be more efficient? Do you have some concerns that we should discuss? I need to be able to rely on you to finish the work completely and accurately. I would like to get together again to review your progress in one week.

### **Dress Code Concerns**

We discussed the office dress code when you were hired. Even though you are a student, you are an employee of this office and a representative of the University. Please review the dress code guidelines and dress more appropriately for the work environment.

## **ON-THE-JOB ISSUES AND CONCERNS**

### **What About Terminating Student Positions?**

#### **When a student terminates a position:**

If a student terminates his/her employment, we encourage him/her to give the common two weeks notice. However, this may not always be possible and students should not be penalized if notice is not given. A Student Employment Form must be processed, indicating the last day of employment, so that accurate records can be maintained.

#### **When a supervisor terminates a position:**

Student employment positions are considered at-will employment. However, most student positions are terminated for:

- poor performance or violation of student employment regulations
- graduation or academic dismissal
- budgetary reasons

If a supervisor is not satisfied with a student worker's performance, the supervisor is encouraged to discuss the concerns with the student and to specify a period of time in which the student is expected to improve. It is always best to refer to the job description and to document such conversations with a memorandum to avoid confusion later.

In some cases, such as gross misconduct, supervisors may opt to terminate the employment immediately.

All terminations of student workers must be reported to the Student Employment Office using the Student Employment Form so that accurate records can be maintained.

#### **When the Student Employment Office terminates a position:**

The Student Employment Office will terminate student positions under certain circumstances. The following list includes most, but may not include all, circumstances under which the Student Employment Office will terminate a student position:

- the student or employer fails to provide required employment documentation
- the student drops to zero credit hours during a normal academic term (including summer semester, unless summer is considered a break period for the student)
- a student drops below six credit hours for the current or upcoming term and fails to meet the exemption criteria for under-enrollment
- a student violates the work hour rules and exceeds working 20 hours during semesters or 40 hours during breaks
- the student graduates

- the student is academically dismissed
- the student's I-9 expires
- the student is dismissed for non-payment of tuition
- there are unresolved problems with the student's hire.

### **What's Different About Summer Guidelines?**

There is no Summer Federal Work Study. All of our allocation is utilized during the Fall and Spring terms. You must use your department's non-work study budget line (-0151) to pay student wages during the Summer session.

Even if students have applied to be exempt from OPERS, OPERS will be taken from their check any time they are enrolled in less than 6 credit hours, which includes Summer semester. If students ask about this, please advise them that they can contact Payroll (216-687-3611) for a refund after the Fall term begins.

Students in good standing, who completed at least 6 credit hours in Spring term and who intend to return in the Fall for at least 6 credit hours, may work up to 40 hours a week during the summer term with or without taking any classes.

Student employees who **did not** complete at least 6 credit hours in the Spring term may not work after the last day of Spring classes, unless enrolled in 6 credit hours during Summer term.

Newly-admitted students to the University may begin working in the Summer before their first term if they are to start in the Fall. They must be registered for at least 6 credit hours that Fall.

## **MISCELLANEOUS QUESTIONS**

### **Can Family Members Be Employed As Student Workers?**

Cleveland State University imposes no restriction on the simultaneous employment of members of the same immediate family. However, we strongly discourage employing a child in the same department as a parent or other family member, and CSU employees cannot supervise the work of a member of their own family.

### **May A Student Have More Than One Student Position?**

Yes, a student may have more than one student position. Students who work two or more jobs should notify each of their supervisors, and students must take responsibility to ensure that they do not work more than 20 hours per week during academic terms, regardless of how many positions they have.

## **What About Employing Graduate Students?**

Like all students, graduate students may not work more than 20 hours per week during regular academic terms. This includes a combination of hours for all CSU positions: student employment, graduate assistantship, tuition waiver, lecturer, etc. Students must take responsibility to ensure that they do not violate this work-hour regulation.

Students with a graduate assistantship can work during breaks by processing a Student Employment Form. It is not necessary to repost these positions, just write "Continuing GA" in the Job Title area of the SEF.

## **What About Employing Consortium Students?**

The University's policy regarding consortium students working on campus is that the student must be enrolled at CSU for at least six credit hours during normal academic terms. Consortium students may work during breaks between semesters if they have also registered for at least 6 credit hours at CSU for the upcoming term.

## **What About Employing PSEOP Students?**

The Post-Secondary Enrollment Options Program (PSEOP) is a state-funded program that offers high school juniors and seniors the opportunity to earn college credit. Because of the increasing popularity of this program, the concern over hiring minors has come into question. It should be noted that the University policy does not permit the hiring of anyone under the age of 16. Participants in the PSEOP program may participate in the Student Employment Program if they are at least 16 and are enrolled for at least six credit hours. Since they have not yet graduated from high school, these students will need to provide a work permit from their high school.

## **Do I Have To Rehire My Student Position Every Semester?**

Student positions are considered active until terminated. Positions that are vacated for more than a few weeks should be terminated. When/If the student returns to work, the job will have to be rehired.

You will want to be sure the student worker has a clear understanding of your intention to continue or terminate a position either at the end of a semester or when funding is exhausted.

## **What Happens If Student Employment Regulations are Violated by the Student?**

Student employment offers certain tax advantages to the students and to the University. Violations of the student employment regulations are considered to be very serious.

Students who violate the student employment regulations may be terminated, lose their tax advantage of being exempt from OPERS deduction, and may not be permitted to participate in the Student Employment Program during breaks. This may include the entire summer semester, unless the student is enrolled.

### **What Happens When Guidelines are Violated by the Employing Department?**

Departments that violate these student employment guidelines may cause delays in the hiring process and delays in the student employee's start date.

In cases where documents are repeatedly completed incorrectly, the responsible party will be required to participate in further student employment training prior to authorizing the hire of additional student workers.

If errors continue after additional training has been provided, this department will be required to wait until the job has been processed before allowing the student to work. The department head will be notified when this occurs.

In cases where other guidelines are not adhered to, notices will be provided to the department head for remedy. A copy may also be sent to the University's auditor.

### **Need More Help?**

Feel free to contact the Student Employment Office to ask for guidance or to offer suggestions on how we may better serve you.

**Student Employment Office**  
**Rhodes Tower West 280**  
**(216) 687-5577**  
**[studentemploy@csuohio.edu](mailto:studentemploy@csuohio.edu)**

