

Policy Number:	5521-23	Policy Section:	Institutional Support
Original Effective Date:	8/23/02	Policy Title:	Student Employment
Date Last Revised:	8/2/22	Department:	Human Resources

Policy Statement:

The University employs students in a variety of roles and departments. Student employment is mutually beneficial to students and to the University. On-campus employment helps to develop and prepare students educationally, experientially, and spiritually; employment of students provides valuable resources to allow the University to operate effectively.

This policy explains various aspects of student employment including:

1. [Eligibility](#)
2. [Budgetary and Pay Rate Parameters](#)
3. [Hours - Limitations](#)
4. [Financial Aid Considerations](#)
5. [Hiring Procedures](#)
6. [Guidelines and Aids for Supervisors](#)

1. Eligibility

Student workers are defined as individuals currently enrolled in the University and/or continuing students registered for the next semester, in which their employment relationship with the University is secondary to their student relationship. Individuals qualify for student worker employment as follows:

1.1 Fall and Spring Semester Employment

During the Fall and Spring semesters, following the drop/add period, undergraduate students shall be enrolled for at least 6 credits, graduate students shall be enrolled for at least 3 credits, and degree completion students shall be enrolled for at least 4 credits in order to be eligible for student worker positions.

1.1.1 In the Fall and Spring semesters, eligibility exceptions will be made only for students who work in the food services area. To hold student worker positions in food services, the only requirement is that the student be actively enrolled. If enrolled for fewer credits than listed in 1.1 above, these student workers will have FICA taxes withheld. In such cases, Pioneer shall reimburse the University for wages as well as the employer portion of FICA taxes for student workers who do not meet the minimum course load requirements to be FICA exempt.

1.2 Relationships to Staff Positions

Traditional Undergraduate students do not qualify to hold regular full- or part-time staff positions unless they are consistently enrolled for fewer than 6 credits per fall and spring semesters.

1.3 Summer Employment

1.3.1 Student workers who graduate are no longer eligible to work as student workers beyond the end of the pay period during which graduation takes place unless they are registered for a Cairn graduate program for the following regular semester. Supervisors should attempt to fill summer student worker positions with other eligible student workers.

- 1.3.2 Summer Employment-Related Housing: On-campus housing is available to summer student workers on a first-come, first served basis. For updated information on rates and availability, contact the Office of Student Life.
- 1.3.3 Summer employment needs, pay rates, and housing are reassessed each Spring and may change from year to year. Refer to the policy [Student Summer Employment, 5521-28](#).
- 1.4 Employment of Relatives
The Employment of Relatives policy found in Section 2 of the Cairn University [Employment Handbook](#) applies to student worker employment.

2. Budgetary and Pay Rate Parameters

- 2.1 Budgetary Considerations
It shall be the responsibility of the department Dean or Director to ensure that student workers' payroll expenses remain within budgetary limitations. Student worker wages are included in a department's operating budget.
- 2.2 Base Rate of Pay
 - 2.2.1 For most positions, student workers are paid the base rate equal to the prevailing minimum wage.
 - 2.2.2 Specialized positions qualify for higher pay rates. These positions are available to Sophomores, Juniors, and Seniors who are selected based on their qualifications and experience. Specialized positions fall into pay rate tiers listed below.
 - 2.2.3 Exceptions to the above include Food Services positions which are available to all students including Freshmen. Pioneer College Caterers offers a variety of positions which pay varying amounts within Pioneer's own pay structure.
 - 2.2.4 Exceptions to the above may be made during the summer employment season, and will be based on University needs, student availability, and prevailing wages paid by area businesses. Please refer to the Student Summer Employment, 5521-28 policy, which is updated annually prior to the conclusion of the Spring semester.
 - 2.2.5 Departments seeking to have positions considered for Specialized status should contact the Sr. V.P. for Human Resources.
 - 2.2.6 Student workers are considered temporary, and are not given performance- or service-based raises.

Specialized Pay Rates - Effective Academic Year '22-'23

Department	Job Title	Pay Rate
EXCEPTION TIER		
Student Life	Lead Resident Assistant	\$127.50/week
Student Life	Resident Assistant	\$112.50/week
TOP TIER		
Academic Resource Center	Writing Lab Lead	\$9.50
Admissions	Nexus Student Supervisor; On-the-Way	\$9.50
Advancement	Donor Relations Coordinator	\$9.50
Library	Reader's Services/Reference Intern; Library Technical Services Intern	\$9.50
Security	Patrol Officer (Note: Retains holiday pay at 1.5 times shift rate, and supervisor pay at \$1.00 more than shift rate.)	\$ 9.50 – 1 st shift \$10.45 – 2 nd shift (10% premium) \$11.40 – 3 rd shift (20% premium)
Technology Services	DevOps Technician/Help Desk Support	\$9.50
Technology Services	TS Audio-Visual Technician II	\$9.50
MID TIER		
Academic Resource Center	Disability Services Student Manager	\$8.50
Admissions	Reach Call Supervisor	\$8.50
Advancement Operations	Student Lead; Database Support	\$8.50
Campus Services	Event Set-up Lead; Groundskeeper Lead; Maintenance Student Worker	\$8.50
Distance Education	Distance Learning Course Developer/Video Editor	\$8.50
Institutional Research	Data Analytics	\$8.50
Library	Library Student Worker II	\$8.50
Student Life	Office Support; SPA Officers	\$8.50
Technology Services	Video Editing/Production Assistant	\$8.50
STANDARD RATE OF PAY		
Technology Services	TS Help Desk Support	\$8.00; \$89.60 - Sunday hours (20% premium)
All other student worker positions, except as indicated in 2.2, are paid at a base rate of \$8.00		

3. Hours – Limitations

3.1 Work Hour Limits

- 3.1.1 It is recommended (**but not required**) that non-international student worker hours be limited to 30 hours in any work week (Sunday through Saturday).
- 3.1.2 It is required that non-international student worker hours not exceed 40 hours in any work week. Many students work for more than one department, and must coordinate schedules with all assigned departments to ensure their hours do not create overtime, whereby overtime costs will adversely impact all of the student's departments.
- 3.1.3 International students may work a maximum of 20 hours per week during any work week (Sunday through Saturday) during which classes are in session. The 20 hours includes all departments which employ a student, requiring coordination between the department supervisors and the student. Exceeding the 20 hour per week limit jeopardizes the student's visa status. During weeks when classes are not in session, international students' hours are subject to 3.1.1 and 3.1.2 above.

4. Financial Aid Considerations

4.1 Work-study

A majority of traditional undergraduate students are eligible for federal and/or state work-study funds which are applied to offset the University's student worker payroll costs. Departments are urged to consider federal work study-eligible students first for positions they need to fill.

4.2 Community Service Positions

Of the total work-study funds provided to the University, a specific percentage must be used toward employment of students engaged in community service positions. "Community service" within the context of work-study guidelines, applies narrowly to include students who tutor pre- and primary-school-aged children; and to those who provide direct or indirect support to Cairn students who benefit from certain services provided by Cairn's Academic Resource Center. Failure to fully utilize the required portion of work-study funds to employ work-study-eligible students in community service capacities compromises the University's eligibility for maximum work-study funding in subsequent years. For this reason:

- 4.2.1 Students who are work study eligible and who qualify to serve in these capacities are given priority for employment in these positions.
- 4.2.2 Exceptions to the standard student-worker pay rates may be approved on an as-needed basis. Requests for consideration are to be submitted to the Sr. V.P. for Human Resources.
- 4.2.3 Responsibilities associated with Community Service employment is coordinated between the Director of Financial Aid, and the Director of the Academic Resource Center.

5. Hire and Payroll Procedures

5.1 Selection - For additional information on the following, please refer to **Suggested Aids to Enhance Employment Success**, in section 6 below.

5.1.1 Position Descriptions

In order to comply with Federal Work Study guidelines and to aid in the consideration and placement of students into positions for which they qualify, a position description must be developed for each type of student worker position.

- 5.1.1.1 A [Student Worker Job Analysis Questionnaire](#)/Template is available. Departments needing to create a new Position Description may start with that of a similar position, or use the Questionnaire. "Make a copy" then rename it and proceed with changes.

5.1.2 Advertising

Once a student worker position description is created, the hiring department shall list the position on the [Cairn Student Job Opportunities](#) list. It is then the hiring department's responsibility to indicate the hiring status (orange indicates "Urgent Need"; green indicates "Accepting Applications" and no color indicates "Currently Filled"). This is how students will know what jobs to pursue. Departments are responsible to update the job status as needed.

5.1.3 Applications

The department Dean or Director is responsible to ensure that the selection of student workers is made in a non-discriminatory manner. Job seekers are directed to the Student Worker Employment Application, K:\Forms\Student Worker Employment Application, which departments may collect and evaluate to aid in choosing qualified students to fill positions.

5.2 Processing New Student Workers

IMPORTANT: Student workers should not be scheduled to begin working until the hiring supervisor receives an email confirmation from Human Resources that employment requirements and payroll set-up are complete.

5.2.1 Payroll Documents for New Student Workers (those not yet on the payroll system):

The Student Worker Employment Authorization must be completed for each student hired or rehired by a department. The other forms listed below should ONLY be completed when the student is hired for the very first time, or when changes (such as address or direct deposit) need to be made.

To confirm employment status of a student thought to be already employed is by:

- Checking the [Student Employment and FWS Status](#) shared Google log;
- Checking the Student Worker I-9 Log at [K:\Student Employment\I-9 Log\I-9 Log.xlsx](#).
- Asking the student if they've ever worked for Cairn;
- Asking if they recently completed new hire paperwork for another department's job.

Returning/resuming student workers may complete any of the following forms as needed to update their records. Forms are available from [K:\Student Employment\Employment Forms](#).

Hiring Supervisor provides a packet, available from K:\Student Employment\Blank - Employment Forms\Required Forms, or from Human Resources, containing:

5.2.1.1 Student Worker Employment Authorization (including dept. info. at bottom)

5.2.1.2 Direct Deposit Authorization Agreement

5.2.1.3 Residency Certification Form

5.2.1.4 W-4

5.2.1.5 I-9, Employment Eligibility Verification

New Jersey Residents will also need:

5.2.1.6 New Jersey State Tax form

5.2.2 Hiring Supervisor certifies the I-9 and collects all other required forms, ensuring thorough completion, including signature and dates.

5.2.2.1 ***Be sure to view the original supporting document(s).*** Do not photocopy or accept a copy or an image (such as on a mobile device).

5.2.3 Forms should be submitted promptly – *all together* - to Human Resources. The student worker's I-9 shall be entered onto the I-9 Log and other information into the payroll system as quickly as possible.

5.3 Processing Returning Student Workers

5.3.1 A [Student Worker Employment Authorization](#) form is required for all returning/resuming student workers as they resume employment at the beginning of the fall semester, or any time they begin a new job during the fall or spring semesters. A new [Student Worker Employment Authorization](#) form is needed as the academic year begins, for students who have filled summer positions on campus.

5.3.1.1 Student workers may pick up any new hire forms and complete them ONLY if necessary to update payroll records. A supply of forms may be retained by each department or obtained from [K:\Student Employment\Employment Forms](#) or upon request from the Human Resources department.

5.3.1.2 Completed forms must be provided to Human Resources. Please submit all relevant forms for a student worker together.

5.4 Reporting Hours Worked

Student worker positions are considered non-exempt according to the Fair Labor Standards Act, and pay is issued based on hours worked (or, in the case of Resident Life student workers, on a standard weekly schedule). For the majority of student worker assignments, payroll system-based Time Cards are required to be submitted for payment purposes, and retained for compliance purposes.

5.4.1 Time Cards are a payroll-system based method of clocking in and out. It should be the standard practice of departments to require this method of timekeeping. Human Resources will set up students' payroll time card access as part of employment processing and will notify the hiring supervisor and student (via email) as soon as that function is available.

5.4.2 *Timesheets* are to be used on a limited and temporary basis when payroll-system-based time cards are not accessible. Timesheets are to be completed by the student, then approved by the student and his/her supervisor at the conclusion of a pay period, and submitted to Human Resources no later than noon Monday following the conclusion of a pay period. An excel-based time sheet template is available at <K:\Student Employment\Student Worker Timesheet.xls>.

5.4.3 Certain departments use a department-based timekeeping system to track and report student hours of work on a bi-weekly basis. Use of this separate system is limited to these departments which are authorized to employ and pay students at several different rates within the department. All departments which use a separate timekeeping system, are required to provide a list of students, hours, and rates to Human Resources on a bi-weekly basis no later than noon Monday following the conclusion of a pay period.

5.5 Access to the Payroll System

Payroll [registration instructions](#) are available from the Faculty/Staff or Student Resource Hubs.

5.6 Financial Aid Information

The Financial Aid Office shall inform students who are eligible for federal work study funds. Effective Fall 2022, tracking of student wages for federal work study students shall be handled in coordination between Business Services and Financial Aid using a post-payroll reporting process. The former process of tracking student worker wages by way of specified clock-in numbers will have been discontinued.

6. Guidelines and Aids for Supervisors

Key to making student employment a positive experience for both the student worker and the University is good communication of expectations. The following are recommended for use, as applicable. These are available from the K drive under Student Employment.

6.1 FAQs for Newly Hired Student Workers

To provide basic employment information applicable to all student worker positions, supervisors may access, customize, and issue a *Student Worker FAQs* document. The document may be downloaded and changed to reflect department-specific information such as the student's supervisor's name, details about availability of work schedules, etc. The basic document is available at <K:\Student Employment\Guidelines and Aids\Student Worker FAQs.docx>.

6.2 Student Confidentiality Agreement

Student workers who are expected to work with, or have access to, sensitive or confidential information should review, sign, and submit this Agreement. Supervisors shall retain the



document in the department's files. The document is available at [K:\Student Employment\Guidelines and Aids\Student Worker Confidentiality Policy.pdf](#)

6.3 Standards of Conduct

Standards of Conduct vary widely from one student worker position to another. Standards, rules, and expectations are to be provided by the student worker's supervisor.

Mary W. Boyer

President Cabinet Representative

August 2, 2022

Date