

Policy Number:	5521-28	Policy Section:	Institutional Support
Original Effective Date:	4/27/21	Policy Title:	Student Summer Employment
Date Last Revised:	4/18/22	Department:	Human Resources

Policy Statement:

Policy 5521-23, Student Employment, focuses on student employment during the traditional fall and spring semesters. This policy focuses on student summer employment, which differs from traditional semester employment. On an annual basis, decisions about summer employment will be made, and often adjusted, based a variety of factors, including but not limited to pay rate, manpower needs, minimum and maximum weekly work hours, housing, community life responsibilities, and international student needs.

Administration intends to update this policy on or about March 15 each year, to allow departments to plan for the summer work to become available to students.

Following is a description of the above-mentioned factors, and the recommended parameters for *Summer 2022*.

1. **Pay rate:** With local establishments relying on summer student help, the University may need to offer competitive wages, higher than the customary student worker rates, in order to fill certain positions. Pay to be offered to Cairn student workers must be within the departments' budgets. Pay rates will also adjust when impacted by changes to the prevailing minimum wage.
 - **For 2022:** The established hourly pay rate will be \$8.25 per hour.
 - The following departments, which already have unique pay rates established, will be exempted from the above pay rate, and will continue with the rates currently in effect:
 - Food Services
 - Security
 - On-the-Way

2. **Manpower needs:** Departments which need student manpower during the summer often seek to provide more hours per week to fewer employees than they're accustomed to using during semesters. Because fewer departments have summer worker needs, there are limits to the opportunities that can be offered.
 - **For 2022:** It is expected and acceptable that, in addition to the July 4th week (7/3 through 7/9) students may have up to two weeks during the 16-week summer period during which they have fewer than 25 hours, due to spending time with family, etc. The 16-week summer period is the week beginning Sunday, May 1, 2022 through week beginning Sunday, August 14, 2022. Limited breaks will not disqualify resident student workers from the discounted housing rate.

3. **Minimum and Maximum Work Schedules:** Due to the above considerations, the University seeks a limited number of students to work a maximum number of hours, which also serves as the basis for qualifying for a student worker housing discount.
 - **For 2022:** Departments with student worker needs shall aim to employ students to work a minimum of 25 and a maximum of 40 hours per week. Exceptions to the minimum requirement may be granted for non-resident student workers.

4. **Housing:** Some students request or require on-campus housing. The weekly housing rate for students who work on campus is considered in concert with the pay rates offered. Housing may be made available to students who are not employed on campus (including those completing academic practicums or internships), but the housing rate will be higher for non-student workers.
 - **For 2022:**
 - Resident students who are not employed on campus: \$140/week
 - Resident student workers who meet the above minimum hrs/wk requirement: \$15/week
 - Resident student workers who are approved to perform Community Life related responsibilities (see below): No housing charge.

5. **Community Life Responsibilities:** Certain students may be offered or selected to fulfill community life responsibilities as part of their summer employment arrangements. Those who do would be *required* to live on campus and thereby receive campus housing at no cost, as compensation for performing this work (in addition to pay).
 - **For 2022:** The Director of Community Life will be responsible for selection of these individuals and oversight of their assignments.

6. **International Students:** A significant number of international students find returning to their home countries during the summer to be difficult logistically or financially. Therefore, departments seeking summer student workers are encouraged to consider international resident students for on-campus employment.

Note: Graduating international students' Visas allow for them to remain in the country for up to 60 calendar days, post-graduation or program completion. International graduates may continue as student workers through this time, but not longer.

 - **For 2022:** Hiring departments may contact the Missionaries-In-Residence (Guy and Caroline Eshleman) to obtain for a list of international summer resident students, and may contact those students for recruiting purposes.
 - **International students may work up to 40 hours per week during the summer.**

Procedure:

- 1.1 Decision Making - Each spring, decisions regarding the parameters for student summer employment will be evaluated and adjusted based on input from Sr. V.P. for Student Affairs and Administration, the Sr. V.P. for Finance, V.P. for Human Resources, and directors of the departments with summer student staffing needs.
- 1.2 Adjustments to pay rates, housing rates, and minimum/maximum weekly work schedules, and other considerations will be determined on or about March 15.
- 1.3 Hiring departments shall provide a Student Employment Authorization Form to Human Resources for each student hired for summer work. This is required even if the student is continuing employment following the spring semester. **Please write SUMMER somewhere on the form.**
- 1.4 Students graduating in May do not qualify to continue as student workers through the summer except when they are already enrolled in a Cairn graduate program, or in other Cairn courses for the summer or for the upcoming fall semester. Temporary staff employment may be considered for summer work for domestic students who are recent grads. Human Resources can provide further details, upon request.
- 1.5 Human Resources will establish a Google Sheet listing the summer student workers, their department assignments, their Cairn residency status, and noting biweekly hours upon the



conclusion of for each pay period for those living on campus. This information will be available to summer student worker supervisors, Director of Community Life, and to the Student Accounts Director for the purpose of coordinating student housing charges to students' self-service accounts. The Director of Community Life may also list, for tracking purposes, non-student workers who are summer residents.

- 1.6 Departments hiring summer student workers may fully-schedule (25-40 hrs/wk) students they hire, or coordinate schedules with one or two other departments in the event that no one department is able to offer the established minimum number of hours which resident students need to qualify for discounted on-campus housing. Human Resources aims to connect supervisors of work-sharing departments to co-schedule certain student workers.

Mary W. Boyer

President Cabinet Representative

April 19, 2022

Date