



<b>Policy Number:</b>	5521-28	<b>Policy Section:</b>	Institutional Support
<b>Original Effective Date:</b>	4/27/2021	<b>Policy Title:</b>	Student Summer Employment
<b>Date Last Revised:</b>	2/27/2024	<b>Department:</b>	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. Annually, decisions about summer employment will be made, and often adjusted, based on 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.

The following is a description of the above-mentioned factors, and the recommended parameters for summers.

- 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.
  - Student pay rates will be increased by a \$.50 per hour pay differential for summer work hours.
  - 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. Student staffing needs:** Departments that need student workers 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 staffing needs, there are limits to the opportunities that can be offered.
  - The 16-week summer period begins the first Sunday following spring commencement and concludes on the Saturday that falls one week prior to the start of the fall semester. Limited breaks will not disqualify resident student workers from the discounted housing rate. It is expected and acceptable that, during the July 4<sup>th</sup> week (7/1 through 7/5) many will not work or will have reduced hours.
- 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.
  - Departments with student worker needs shall aim to employ students to work a minimum of 40 hours and a maximum of 80 hours per bi-weekly pay period. Exceptions to the minimum requirement may be granted for non-resident student workers.
  - See Section 6 for an exception for International Students.

4. **Housing:** Some students request or require on-campus housing. The housing rate for students who work on campus is considered in concert with the pay rates offered, and with biweekly pay periods. Housing may be made available to students who are not employed on campus (including those completing academic practicums or internships), but their housing rate will be higher than the rate for qualified student workers.
  - Resident students who are not employed on campus: \$140/week
  - Resident student workers who meet the above minimum hrs/pay 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).
  - The Associate Dean of Students 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.

  - 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 **UNLESS** they are taking classes. In weeks during which they are in one or more class sessions, their hours must be limited to 20.

**Procedure:**

- 1.1 Decision Making - Decisions regarding the parameters for student summer employment will be evaluated and adjusted based on input from the Office of Student Life, the Sr. V.P. for Finance, and Department of 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 by the end of March.
- 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, Associate Dean of Students, and to the Student Accounts Director for the purpose of coordinating student housing charges to students' self-service accounts. The Associate Dean of Students may also list, for tracking purposes, non-student workers who are summer residents.
- 1.6 Departments hiring summer student workers may fully-schedule (40-80 hrs/pay period) 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. Supervisors of student-employing departments are encouraged to co-schedule student workers as needed.

A handwritten signature in black ink, appearing to read "J. C. O.", written over a horizontal line.

President Cabinet Representative

2-27-2024

Date