

SYSTEM REGULATION

33.99.08 Student Employment

July 31, 1996

Revised October 12, 1999

1. GENERAL

- 1.1 Student employees are those whose association with the System is for the primary purpose of furthering their formal education. To be eligible for part-time employment by the System, a student must maintain an academic record acceptable to the employing department.
- 1.2 Each university president will designate an office to administer student employment and will establish rules and procedures for student employment.
- 1.3 Student financial aid officers are responsible for administering federal and state work-study programs consistent with applicable regulations and in coordination with other offices at the institution that are involved with student employment. Requirements for employment of students who are not in work-study programs will be determined by each System component and set forth in procedures or processes.
- 1.4 A pay plan specifying position titles and pay ranges for undergraduate student employees must be published by each System component, using the Student Worker, Student Technician, and/or other title series as may be needed. Jobs will be assigned to titles and pay ranges based on the duties and responsibilities of the position. Wages paid to students will be based on job duties and the students' previous experience, degree of skill, longevity, and required level of supervision.

2. BENEFITS

Student employees do not qualify for vacation, sick leave, emergency leave, or holiday pay. Undergraduate student workers are not eligible for group insurance benefits, but graduate assistants are eligible if they meet the requirements outlined in System Policy 31.02.

3. GRADUATE ASSISTANTS

- 3.1 Graduate assistant titles are to be used when graduate student status is a requirement for employment. These titles include: (1) Graduate Assistant, Teaching, (2) Graduate Assistant, Non-Teaching, (3) Graduate Assistant, Research, (4) Graduate Assistant, Extension, (5) Graduate Laboratory Assistant and (6) Graduate Student Worker.
- 3.2 Each component may establish the rates of pay for graduate assistants, and such rates may vary by department, by academic discipline, and by job title based on job responsibilities.

4. NONAFFILIATED STUDENT WORKERS

Students who are enrolled in high school or in another educational institution are to be assigned to a title in the Nonaffiliated Student Worker series when employed by a System component. Each Chief Executive Officer, or designee, is responsible for determining the rates of pay for such workers.

5. STUDENT TRAINEES/INTERNS

When the training activities of a student meet all the criteria listed below, the student is not considered to be a System employee and is not covered by System benefit programs, including unemployment compensation and workers' compensation. If any one of these criteria is not met, an employer-employee relationship probably exists, in which case the student is entitled to compensation and may be eligible for participation in System benefit programs.

- (1) The training/internship, even though it includes actual operations of the institutional facilities, is a part of the curriculum.
- (2) The training/internship is for the benefit of the student.
- (3) The student does not displace regular employees, but works under their close observation.
- (4) The one who provides the training/internship derives no net advantage from the activities of the student, and on occasion his/her operations may actually be impeded.
- (5) The student is not entitled to a job at the conclusion of the training/internship.
- (6) Both parties understand that the student is not entitled to wages for the time spent in training.

CONTACT OFFICE: The System Human Resources Office

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