



On-Campus Student Employment

Supervisor Handbook

Office of Student Financial Services

Office of Human Resources

Student Success and Career Development

August **2021**

*** Payroll will notify a campus employer when a student worker has worked over 20 hours in a week during a pay period. If violation is repeated, this could result in job termination ***

REQUIREMENTS AND RESTRICTIONS OF STUDENT EMPLOYMENT

Enrollment Eligibility

Academic Eligibility

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Privacy of Educational Records (FERPA

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TRAINING OF STUDENT WORKERS

WORKERS COMPENSATION

TIME OFF POLICIES

Sick/Emergency Leave

Severe Weather

Legal Holidays

Religious Observances or Holidays

WAGES

Discipline and Terminating a Student's Employment

Student Termination Form

Resignation

GRIEVANCE PROCEDURE FOR STUDENT EMPLOYMENT

Policy Statement

Grievance Procedure
