



HUMAN RESOURCES POLICY MANUAL

Topic: **STUDENT EMPLOYMENT POLICY**

Policy #: **210.00**

Version: **1.0**

Effective Date: **04/01/08**

Purpose:

The Student Employment Policy has been established to define guidelines for student employment at The University of Alabama. This policy does not apply to students employed through the Federal Work-Study Program.

The purpose of Student Employment at The University of Alabama is to assist in meeting the business needs of the University, to provide University students with financial support in pursuit of their academic goals, and to provide opportunities for academic, or administrative and business-related job experience. The job duties and responsibilities of student employees vary greatly, and may or may not be related to the student's field of study. Part-time student employment job opportunities may be available for currently enrolled students, regardless of financial need.

Policy:

1. Definition of Student Status for Employment Purposes:

Student employees must be enrolled at The University of Alabama and taking a substantial course load that is defined as follows:

- a. An undergraduate student is one who is actively pursuing a degree program and is enrolled in at least six (6) semester hours of credit or equivalent work during a semester.
- b. A graduate student is one who is actively pursuing a degree program, and is enrolled in at least four and a half (4.5) semester hours of graduate studies during a semester.

Seniors in their final semester may be allowed to work as student employees without meeting the above enrollment criteria.

Employing departments are responsible for adherence to the above guidelines. Eligibility for student status will be subject to periodic audit and reporting to the divisional Vice Presidents.

2. Limits of Employment:

Student employees are not eligible for benefits.

It is recommended that student employees work no more than 25 hours per work week during periods of enrollment as a student, except during breaks and holidays at which time students may work more hours if needed. The actual number of hours worked must be recorded by the student employees and verified by supervisors.

Student employees as defined by this policy are considered non-exempt employees and are paid by the hour. Student employees are covered under the Fair Labor Standards Act and should be paid time and a half their regular rate of pay for any hours worked over 40 hours in a workweek. The workweek at The University of Alabama begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.

International students in lawful F-1 and J-1 status are eligible to work on campus if enrolled for a full course of study. Eligible international students must not work in excess of 20 hours per week due to visa restrictions. During semester breaks and during the summer semester international students may work up to 40 hours per week.

Due to tax considerations, students cannot be employed simultaneously as a staff and a student employee.

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3. Pay Guidelines:

Jobs may pay different rates of pay depending on department funding, job responsibilities, and other factors. Students are guaranteed to be paid at least the current federal minimum wage. Paychecks are directly deposited to the student's designated checking/savings account. All student employees are paid bi-weekly.

4. Forms to Complete:

I-9 Form: The Immigration Reform and Control Act of 1986 requires all employers to verify the employment authorization and identity of each person hired. To satisfy the record keeping requirements of the law, all students employed on campus must complete an Employment Eligibility Verification Form (I-9). It is the responsibility of each department to see that these forms are submitted to the Human Resources Department. It is the responsibility of the student to provide proof of citizenship status by providing documentation as listed on the I-9 (see reverse of I-9 form for sources of proof) within 72 hours of employment. International students may require other forms of verification.

W-4 and A-4 Forms: Each student employed by the University must have a current W-4 form (Employee's Withholding Allowance Certificate) and an A-4 form (if applicable) on file with the Department of Human Resources. It is the responsibility of the hiring department to provide these forms to student employees and to submit completed forms to Human Resources.