

Effective: April 28, 1987

Administrative Policy STUDENT EMPLOYMENT

Approved: April 28, 1987 President's Executive Cabinet
Revised: March 13, 2001 President's Executive Cabinet
October 7, 2003 President's Executive Cabinet
June 12, 2007 President's Advisory Council
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The basis for student employment is to assist in meeting the needs of Millersville University, provide the University's students with financial support in pursuit of their respective academic goals, and provide opportunities for academic or administrative job experience. However, student employment should not interfere with academic goals and standing.

The duties and responsibilities of student employees vary greatly and may not be related to their academic areas of study. A student employee is generally defined as an individual who is:

- Enrolled at the University on a full-time or part-time basis;
- Appointed to a position designated as student employment; and,
- Associated with the University primarily in pursuit of an academic degree.

Finally, Millersville University maintains a distinction between student employment and other regular temporary and/or permanent employment. These distinctions may include, but are not necessarily limited to, the nature of the work, hours worked, rate of pay and benefit eligibility.

Terms and Eligibility for Student Employment

1. Eligibility Requirements.

In order to be paid by Millersville University on the Student Payroll, a student must be currently enrolled as a graduate or undergraduate student at Millersville University. Exceptions may be requested under the following circumstances:

- a. A student may begin working one semester/session preceding enrollment as a student. For example, a student may work the summer prior to commencing studies.
- b. A student may continue working while enrolled in courses at Millersville University. A student is no longer eligible for employment after courses are complete or the student withdraws from the University. Students may not work as a student employee after graduation.

- c. High school students (age 16 and above) may be employed in certain difficult-to-fill positions in vital operations such as Dining Services when Millersville students are not available. Documentation of efforts to recruit University students must be provided. Working papers must be approved and signed by the Payroll office.
- d. A student enrolled at another college may be employed in certain areas such as tutoring when it can be documented that Millersville students are not available.

To employ a student who is not currently enrolled at the University, a supervisor must submit a "Request for Exception to Normal Student Employment Enrollment Requirement" form to the Payroll Office. The Payroll Director will review the request and submit it to the Associate Vice President for Human Resources who will make the final determination.

Students are not permitted to work for the University via a temporary employment agency or on the regular payroll at the same time they are employed on the Student Payroll.

Students will not be hired by a parent or relative employed by the University, nor supervised by that parent or relative.

2. Maximum Hours of Employment

Students who have achieved a 2.0 cumulative average are employed on the Student Payroll may work up to a maximum of 30 hours per week when the University is in session. Students with averages below 2.0 shall be limited to no more than 20 hours per week. This includes examination periods and weeks in which holidays fall. The maximum hours per pay period encompasses all hours worked, whether in one department or multiple departments.

During the summer or semester breaks, a student may work up to a maximum of 40 hours per week.

Under special circumstances, a student may be employed for more than the specified maximum hours per week. Requests to exceed the maximum hours must be submitted to the Payroll Unit, describing the situation and the justification. The Payroll Director will review the request and submit it to the Associate Vice President for Human Resources, who will make the final determination.

Responsibilities

1. Monitoring student eligibility

It will be the responsibility of the Payroll Unit to review student employment eligibility on a biweekly basis, comparing student enrollment files with student payroll files. The Payroll Unit will notify supervisors of any student not meeting the eligibility requirements. If an exception form has not been requested or approved, the student will be terminated.

2. Monitoring student hours

It will be the responsibility of the Payroll Unit to monitor maximum student hours on a biweekly basis. The Payroll Unit will notify students and supervisors if permitted maximum hours are exceeded. If the excessive hours continue, and no exception to the maximum

hours has been requested and approved, the Payroll Unit will terminate the student's employment with the University and accept no further reporting of hours for the student. Both the student and supervisor will be notified accordingly.

3. The Financial Aid Office is responsible for monitoring any additional regulations pertinent to Federal Work-Study students.

Types of Student Employment

Millersville University has determined that, with few well delineated exceptions, all student employment will be assigned to one of four (4) grades. These grades, designated as Grade A – D, will be distinguished by a variety of factors to include, complexity of function, required skills and or abilities, and/or level of responsibility. With very limited exception, each student employment position at Millersville University has been designated to one of the aforementioned Grade levels contained in Attachment "A" (Student Employee Rate Chart).

Student Employment Salaries

Students will be paid in accordance with an authorized salary structure approved by the President's Cabinet and maintained in Human Resources by the Associate Vice President for Human Resources. Each Grade has been assigned an initial starting salary appropriate to the duties and responsibilities for student employment within the category. Absent the granting of a wage rate exception, all students will be hired at the initial starting salary of the Grade to which their respective positions have been assigned.

Those student employment positions designated as Student Grade "E" specialty functions will be compensated at a rate outside the matrix and appropriate to the required skill level and/or profile of the assignment.

Student Employment Salary Increases

Any student employee may be eligible for a salary increase upon satisfactory completion of employment of at least one fall and/or spring semester. To receive an increase in salary, the following criteria must be satisfied:

Any request for an increase in student salary must be accompanied by a positive recommendation from the student employee's supervisor. The latter individual must be a member of the University's permanent staff and shall not be another student employee.

Any increase in student salary must be in increments of \$.25 per hour and must be available through currently budgeted funds to student employment. No additional funds will be made available for the purpose of granting increases in student hourly wages.

Absent the granting of a wage rate exception, increases in student salaries shall only be granted and processed at the beginning of the fall and/or spring semester(s).

Wage Rate Exceptions

All requests for exceptions to the wage rates of any Student Grade shall be forwarded to the Associate Vice President for Human Resources for consideration. Each request shall be

forwarded through the designated form Attachment "B" and shall include the following information:

The student's current employment status (if the request is on behalf of an individual student) at Millersville University.

An affirmative statement that the student remains in good academic standing with a cumulative grade point average of 2.0 or higher.

The position for which the wage rate exception is being requested.

The rationale for the wage rate exception to include as much detail as available.

The anticipated duration requiring the requested exception to the established wage rate.

If the wage rate exception is granted, the rate for the position will revert to the minimum starting salary within the respective Student Grade upon vacancy.

Termination of Student Employment

A student employee who resigns or is terminated shall receive all wages due for services rendered.

A two-week advance notice for resignation is expected from a student employee. Failure to provide adequate notice may result in adverse impact upon future employment desires.

A student employee may be terminated due to lack of work, lack of funding, unsatisfactory performance, misconduct, or violations of University rules.

Where practical, the supervisor or department head should give two weeks advance notice of termination. A student employee who is found in gross violation of University rules or misconduct may be terminated without advance notice.

Department Responsibilities

Individual Employing Offices

The management of student employees is the responsibility of the appropriate administrative officer within the various departments' offices, etc. However, no student shall begin employment at Millersville University until all necessary employment verifications and/or documents have been provided to the Payroll Unit of the Office of Human Resources.

Office of Human Resources

The Office of Human Resources is responsible for:

Establishing student employment classifications.

Establishing student employment titles.

Establishing student employment pay ranges and applicable guidelines thereof.

Auditing the student employment records on a quarterly basis to insure the accuracy of said records.

Millersville University
Student Employee Rate Chart
Effective Date July 1, 2007 - Updated June, 2009
Attachment "A"

Job Description
Grade A

Academic Support
Aerobics Instructor
Animal Room and Greenhouse
Aquariums
Athletic Trainer
Baseball Student Assistant
Basketball Student Assistant
Chaperone on buses for workshops
Circ/Res Student- Stacks
Clerical Assistant
Clerical Assistant/Phonathon
Clinical Assistant
Club Attendant
Communication I Assistant
Communication II Assistant
Community Service Learning Program - on Campus
Co-op Data Entry
Costume Shop Assistant
Dining Room Attendant
Dishwasher
Editorial Assistant
EPE (Empower Peer Educator)
Equipment Room Assistant
Facilities Maintenance
Fitness Center Monitor
Fitness Center Monitor II
Fitness Center Receptionist
Fitness Center Receptionist II
Gallery Attendant
Game Room Worker
Game Room Worker II
Game Room Worker III
Game Room Worker IV
General Student Worker
Grader
Grounds Auto
Guide
Houdini Assistant
Information Desk Attendant
Information Desk Attendant II
Intramural Official
Intramural Staff

Kitchen Prep
Laboratory Assistant
Lifeguard
Line - Dining
Marketing Assistants
Moving Crew
Note Taker
Office Assistant
Office Assistants/Phonathon
Peer Health Educator
Photo Assistant
Room Checker
Ropes Course Facilitator
Setup
Sports Assistant
Stock Clerk Assistant
Studio Assistant
Technical Operations
Ticket Sales Staff Worker
Trainer
Ville After Dark Attendant
Waiter/Waitress
Worker - Dining

Grade B

ACE/Testing in Grad Office
Advanced Level Official
Building Monitor
Circ/Res Supervisor I
Circ/Res Supervisor I Duplication
Circ/Res Supervisor I Stacks
Community Service Learning Program - Off Sight
Computer Lab Technician
Deliveries
Desktop Support Tech
Field Assistant
Help Desk
Lead Worker
Library Technology Assistant
Lifeguard Monitor
Office/Research assistant
Orientation leaders
PR Photography Archivist
Research Assistant
Ropes Course Monitor
SafetyNet
Student Marketing Guide
Student Supervisor I
Support Technician
Web and Multimedia Technician

Grade C

Circ/Res Supervisor II
Game Room Supervisor
Game Room Supervisor II
Loan Assistant
Multimedia Services
Networking Tech
Student Supervisor II
Summer Lifeguard
Summer Ropes Facilitator
Ticket Sales Student Supervisor
Web Developer
Weight Room Supervisor

Grade D

Accounting Intern
Assistant Lab Manager
Assistant Manager
Fitness Center Manager
Information Desk Manager
Information Desk Manager II
Information Desk Manager III
Library Supervisor III
Peer Health Educator Student Manager
Police Intern
Student Manager
Summer Resident Assistant
Team Manager
Ville After Dark Manager

Positions Outside the Chart

Tutors

Community Service Learning Reading Tutor
Intern Tutor (1)
Intern Tutor (2-3)
Intern Tutor (4-9)
Associate Tutor (2-3 Tutees)
Master Tutor (4-9)
Peer Mentoring and tutoring

Music

Music Prep

Graduate Assistants working extra hours

GA Extra Hours

**Millersville University
Request for Student Worker
Additional Position
Attachment "B"**

Sample Form – Obtain Original from Payroll

Name				
Cost Center			Perner	
Job Title			Rate* (over)	
Start Date			Increase of position rate (circle)	YES NO
Name of Timekeeper				
SIGNATURE REQUIRED ON BACK				
Position #	1 2 3 4 5 6 7 8 9 10 11	Input by/date		
	12 13 14 15 16 17 18 19			

***Request for a Rate Exception**

Rate:			
Justification:			
Supervisor Approval: Department:			
Payroll Use Only:			
Approved by		Date	
Denied		Reason	