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
August 25, 2009 President's Cabinet
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March 20, 2018 President's Cabinet
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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. Millersville University does not hire high school students, including dual enrollment students.

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 Executive Director of 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 and are employed on the Student Payroll may work up to a maximum of 30 hours per week when the University is in session, or 20 hours per week if an International Student. 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 Executive Director of 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 Office to monitor maximum student hours on a biweekly basis. The Payroll Office 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 Office 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. A detailed listing of both the Grade levels/Job descriptions and the suggested salary structure can be found on the HR website (see under TIMEKEEPERS ONLY).
https://www.millersville.edu/hr/payroll/studentservices/addlstudentpayrolldocs.php

Student Employment Salaries

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 not to exceed 50 cents 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 Wage Rate exceptions shall be forwarded to the Executive Director of Human Resources for consideration. Each request shall be forwarded through the designated form Attachment "A" 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 Department 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 quarterly to insure the accuracy of records.

Millersville University
Request for Student Worker
Additional Position
Attachment "A"

Sample Form – Obtain Original from Payroll
Request for Student
Worker Additional
Position

Please print or type

Name:			
Cost Center:		Perner:	
Job Title:		*Rate/Grade:	
Start Date :		Increase of position rate (yes or no)	
Name of Timekeeper:			
Supervisor Signature/Dept:			
Print Supervisor Name:			
Payroll Use Only :			
Position #: Circle	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20		
Input By/Date:			

*REQUEST FOR RATE EXCEPTION
(Art model, Community music lessons, GA working add'l hours, or Paid by a grant)

Rate Request Exception: $	
Justification :	
Payroll Use Only :	
Approved by:	
Reason if Denied:	