

3352-4-05 Student employment.

(A) Wright state university provides student employment opportunities to any student who meets the requirements listed in this rule. A prospective student employee should contact the office of career services for information on the types of employment programs and employment positions available.

(B) Eligibility.

- (1) An undergraduate student must register and attend classes for a minimum of six credit hours during each ~~fall, winter, spring, and summer quarter~~ semester that the student works. ~~Summer quarter hours may be any combination of the A, B, or C sessions.~~
- (2) A graduate student must register for a minimum of four credit hours during each ~~fall, winter, spring, and summer quarter~~ semester that the student works. ~~Summer quarter hours may be any combination of the A, B, or C sessions.~~
- (3) An undergraduate as well as a graduate student may work during ~~quarter~~ semester breaks if the student is registered for the ~~quarter~~ semester immediately following the break.
- (4) An undergraduate as well as a graduate student may work the summer ~~quarter~~ semester without being registered for the minimum number of credit hours only if the student is pre-registered for the fall ~~quarter~~ semester. This option is at the discretion of the student employee's hiring department or unit. However, a student who wishes to use federal work study while working the summer ~~quarter~~ semester must be registered for the minimum number of credit hours as listed in paragraphs (B)(1) and (B)(2) of this rule.
- (5) A graduate student who has an active graduate assistantship contract through the graduate school will not be eligible for any student employment positions.

(C) Working hours.

- (1) A student may work a maximum of twenty-~~eight~~ hours per week ~~when classes are in session; a maximum of thirty hours per week during the~~

~~week—of final exams; and, a maximum of forty hours per week during quarter breaks (when classes are not in session) for all student employment jobs combined. This rule is in effect year around.~~

- ~~(2) The total number of hours that a student employee may work in one week is the combination of all hours worked at all student employment positions and graduate or teaching assistantships held by the student employee.~~
- ~~(3) A student employee may never exceed a total of forty work hours in one week. However, a student with a grade point average of 3.0 or higher may work a maximum of thirty hours per week when classes are in session.~~
- ~~(4) An international student may work twenty hours per week when classes are in session and during the week of final exams. An international student who is registered as a part time student may work forty hours per week when classes are not in session. However, an international student will be able to work up to 28 hours per week during summer and breaks who is pre-registered as a full time student (twelve hours for an undergraduate student and eight hours for a graduate student) may never exceed twenty work hours per week for the upcoming semester.~~

(D) Grievance procedures.

- (1) When there is a disagreement between the employer and the student employee concerning employment, a three-step plan utilizing established administrative levels shall be implemented. All university affirmative action policies and procedures are applicable.
 - (a) Step one. The grievance is handled informally between the student employee and his/her supervisor. A meeting of both parties should be arranged to discuss the problem.
 - (b) Step two. If the grievance is not resolved in step one, the dissatisfied party may appeal the decision to the administrative head of the employer. The grievance must be put in writing. The administrative

head will investigate the allegations and will answer the dissatisfied party, in writing, within ten working days of receipt of the grievance.

- (c) Step three. If the grievance is not resolved in step two, either party may submit a formal written request for a grievance committee hearing to the manager of student employment. The request should indicate why the written answer of the administrative head was unsatisfactory.
- (2) Within ten working days of receipt of the written grievance, the manager of student employment will call a meeting of the grievance committee. The grievance committee will consist of three members. The dissatisfied party will choose two members from a list of volunteers from the university community, and the third member, a moderator, will be the manager of student employment or his/her representative.
- (3) The grievance committee will meet within ten working days of its inception and investigate the allegations and make its recommendation, in writing, to the manager of student employment. A majority decision by the grievance committee will constitute the recommendation of the grievance committee to the manager of student employment.
- (4) The director of career services, in cooperation with the manager of student employment, shall render a final decision of the grievance, in writing, to the dissatisfied party. This decision will be made within ten working days of receipt of the recommendation of the grievance committee.

~~(E) Public employees retirement system of Ohio.~~

- ~~—(1) Section 145.03 of the Revised Code states that a student who is employed with the school, college, or university where he/she is enrolled and regularly attending classes may choose to be exempted from the public employees retirement system of Ohio by signing a request for optional exemption as a student within the first month of employment and filing the request with the public employees retirement system of Ohio. An exemption will remain valid as long as the student continues to be employed by and attending the school that certifies the request~~

~~for optional exemption as a student. Changing positions or departments within the institution does not affect the exemption.~~

- ~~(2) Section 145.03 of the Revised Code is intended to parallel the student exemption found in the Internal Revenue Code for social security purposes. There should never be a situation in which a student exempted from membership in the public employees retirement system of Ohio would be subject to social security coverage. If a student who meets the student exemption requirement is working for a school, college, or university, the student will contribute to neither the public employees retirement system of Ohio nor to social security. If the public employees retirement system of Ohio requirements are not met, the student must contribute to the public employees retirement system of Ohio and not to social security.~~
- ~~(3) Requirements for maintaining public employees retirement system of Ohio exemption status during the summer quarter.~~
- ~~(a) An undergraduate student employee must be enrolled for a minimum of six hours, using any combination of A, B, or C sessions.~~
- ~~(b) A graduate student employee must be enrolled for a minimum of four hours, using any combination of A, B, or C sessions.~~
- ~~(c) A student may work during the summer quarter if the student is not enrolled for classes. However, this option is at the discretion of the student employee's supervisor since it requires that the department or unit and the student employee make contributions to the public employees retirement system of Ohio.~~
- ~~(4) A student may receive a refund from the public employees retirement system of Ohio if three months have passed from the end of contributing service; the student has not returned to contributing service; and, the student is not a member of the state teachers retirement system or the school employees retirement system.~~

~~(FE) Nepotism. Relationship by family or marriage shall constitute neither an~~

advantage nor a deterrent to appointment by university appointment standards. Normally, no individual shall be assigned to a department or unit under the direct supervision of a relative who has or may have a direct effect on the individual's progress or performance.

- (1) Family relationship. A family relationship includes father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.
 - (2) Supervision. Supervision is generally defined as the authority to oversee another person during the execution or performance of the latter person's duties and responsibilities. Supervision also includes the authority of an employee to schedule, assign, evaluate, commend, reward, promote, relieve, discipline, censure, demote, remove another employee, or substantially influence such action for or against another employee.
- (G) Military service. A student employee who is a member of the Ohio national guard or any other reserve component of the United States armed forces or who is involuntarily ordered to extend United States military service shall be granted leave without pay. The student employee is required to submit to his/her supervisor a copy of military orders or other statement in writing from the appropriate military authority in evidence of the call for training or duty. The student employee shall be returned to his/her former position upon re-registration as a student.
- (H) Jury duty. A student employee may be summoned for jury duty or to serve as a witness. Time spent by a student employee for jury duty or serving as a witness will be treated as an excused absence without pay.

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Certification

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