

3356-9-03 Employment of students.

- (A) Policy statement. Students are eligible to be employed by the university according to federal and state laws and university policy.
- (B) Purpose. ~~These procedures are~~ This policy is designed to create a fair and equitable process for employment of students on campus. All procedures are in compliance with federal and state of Ohio law including Ohio public employment retirement system (“OPERS”) guidelines and university policy.
- (C) Parameters.
- (1) ~~The executive director of student life~~ associate provost for student success is responsible for the approval and coordination of the process of employing all student employees except for those employees participating in the employment programs administered by the graduate school (graduate assistants, teaching assistants, graduate research assistants, graduate assistant interns).
 - (2) Students may be employed through hourly student wages or a task-based stipend. In both categories, students are subject to the same eligibility requirements. Task-based stipends are available on a limited basis and require the special approval of the associate provost for student success.
 - (3) To be eligible for employment under hourly student wages or task-based stipend during the fall or spring semesters, ~~the a~~ a student must be enrolled for a minimum of ~~one course~~ two courses and no less than ~~three credits~~ six credit hours and be in good academic standing. Student employees enrolled at this level ensure that they meet the criteria for exception from FICA taxes.
 - (4) To be employed during the summer semester without summer enrollment, the student must have been enrolled during the previous spring, be currently registered for the upcoming fall semester, and be in good academic standing. While students may continue employment without enrolling for classes during the summer sessions, only those students enrolled for at least six credit hours and enrolled for a minimum of eight weeks during the summer will meet the criteria for exception from FICA taxes.

- (5) Student employees may elect whether to participate in OPERS or not. Students who are employed during the summer, but not enrolled for a course (minimum one credit), are required to participate in OPERS.
 - (6) Regulations regarding compliance with the internal revenue service and OPERS are made available to students by the ~~office of student life~~ payroll office.
 - (7) Appointments to all student employment positions and the effective appointment dates are made by the office of student ~~life~~ success.
 - (8) Students may not work as both a university employee (full or part-time) and a student employee at the same time.
- (D) Procedures.
- (1) All positions for student employment, including federal and institutional work study, are described in written position descriptions maintained and posted ~~in~~ on the university website for the office of student life success.
 - (2) Students interested in a posted position ~~apply directly to the employing department or unit~~ must submit an application for employment. ~~That~~ The department or unit makes the offer of employment and submits the required documents for appointment to the position to the office of student ~~life~~ success.
 - (3) Actual employment may begin only after the required documents have been processed and approved by the office of student ~~life~~ success. The student is required to complete one OPERS election form during the term of their employment.
 - (4) Status as a student employee is continuous from the date of initial appointment until the student is terminated by the university. For purposes of this policy, a student who has not been enrolled for two consecutive semesters will be considered terminated. Changing positions of employment of departments does not impact one's student employment status. Therefore, once a student

employee makes their OPERS election, i.e., exempt or nonexempt, the student's OPERS status is maintained until terminated by the university as defined in this rule or changes by operation of law.

- (5) Concerns of student employees or those of their supervisor that cannot be resolved at the department or unit level may be referred to the office of student ~~life~~ success.

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CERTIFIED ELECTRONICALLY

Certification

10/24/2017

Date

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