



STUDENT EMPLOYMENT POLICY

PURPOSE

The University employs students to accomplish necessary work for the campus while at the same time providing them with financial support and opportunities for job experience that may complement their academic credentials.

STATEMENT OF POLICY

The University supports the employment of students and realizes the benefits of accomplishing necessary campus work. Students have the opportunity to gain valuable work experience, explore career options, obtain transferrable skills, work with faculty and staff who understand student life, and earn financial support to cover the cost of their education. Formal University policies are necessary to guide the employment of student workers to ensure compliance with Federal, State and Local laws and regulations.

The University encourages and prioritizes the employment of students eligible for participation in the Federal Work Study Program. Students participating in the Federal College Work-Study Program:

- Must be a US citizen or a permanent resident
- May work up to 17 hours per week while classes are in session
- May work up to 35 hours per week during breaks and holidays provided they perform necessary work duties, and funds are available to accommodate the hours worked and do not go over the 1,000 hours limit.

This policy applies to all students employed by Long Island University. This policy does not apply to students receiving stipends or on fellowship appointments related to their academic programs; these individuals are not required to render services and are not considered employees.

This policy applies to all forms and types of student employment at LIU, including camps, office and program support, and all aspects of athletics, academic, and administrative duties. It is a violation of University policy and law to initiate services from students prior to completion of hiring requirements. Specifically, this practice is a violation of law under the U.S. Department of Labor.

Below is a summary of general parameters, policies, and standard operating procedures for hiring, employing, and compensating student workers:

- Students providing paid services to the University are required to be hired as employees. Under IRS regulations, students are employees given the nature of their services and the supervisory relationship that exists between the University as employer and the student as employee. Student services do not meet IRS requirements for students to be engaged or compensated as independent contractors.

- The primary employment structure for student workers is as part-time hourly employees. Accordingly, student workers are required to complete and submit timesheets reflecting hours worked during a given pay period. Like all part-time employees at the University, supervisors are required to approve these timesheets through the University's electronic time reporting system.
- To activate student workers in the payroll system and render them eligible for employment and compensation, students must be hired and onboarded in accordance with University policy and law. Students are not permitted, and employees are not authorized, to initiate student services until the student is hired and confirmation is received from Human Resources that all hiring documents required by law have been received and processed. Students cannot begin employment until formal notification is received from Human Resources. Given the importance of complying with policy and law, employees engaging student workers prior to be hired may risk disciplinary action and/or termination.
- University policy requires that rate of pay for student employees be determined solely by Human Resources. Non-Human Resources employees are not authorized to establish rates of pay for student employees.
- University policy requires the timely submission and approval of timesheets in the electronic time and attendance reporting system, as this system provides the data required to calculate rate of rate and hours worked. It is the responsibility of students and their supervisor to ensure this information is submitted timely and accurately to support compensation.
- The University must use at least seven percent of the sum of its initial and supplemental Federal Work Study allocations for an award year to compensate students employed in community service activities. Community service activities include activities in which a student serves as a mentor for such purposes as tutoring, performing the duties of a student success coach, supporting educational and recreational activities, and counseling, including career counseling.

The following eligibility requirements must be met for student employment:

- Students must be enrolled at the University and in good academic standing to qualify for student employment. Domestic undergraduate and graduate students must be registered for at least half-time enrollment (typically 6 credits) to be eligible for employment, although preference will be given for full time undergraduate (12+ credits per term) and graduate (9+ credits per term) students. International students do not qualify for the Federal Work Study program and may only seek out a very limited number of positions offered each year.
- Student workers are required to be appointed at an approved hourly pay rate.
- Student workers are not eligible for vacation, personal or holiday pay.
- Eligible students may work in the Summer if they are registered for class in the Summer or upcoming Fall term.
- Student workers working 6 consecutive hours in a day must take a 30-minute unpaid meal period. Student workers must record their 30-minute unpaid meal period in the Time reporting system.

It is the University's policy to ensure comprehensive job descriptions are prepared and posted for all student employment positions. Student employment job descriptions are posted on the University jobs site at jobs.liu.edu.

Written job descriptions help ensure positions and related responsibilities and terms are clear and

conform with Federal Work Study guidelines set forth by the U.S. Department of Education. Each student employment job description must be completed using the University-approved template that contains the following information:

- Position Name (e.g., Student Worker or Federal Work Study Student Worker)
- Position Classification (e.g., Reading Tutor Level 1; Reading Tutor Level 2; Laboratory Assistant, Library Assistant, etc.)
- Name and Address of student's employer
- Department or Office in which student will be employed
- Primary location where student will perform their duties
- Name of Student's Supervisor
- Purpose or Role of the Position
- Duties and Responsibilities associated with the position
- Rates of Pay for the position
- General and/or Specific Qualifications for the position, if any
- Length of the Student Employment, with beginning and end dates
- Statement of University Policies and Procedures for timesheet submission and approval

LIU students who are employed and registered for six or more credits are not subject to Social Security and Medicare withholding when regularly attending classes. When not regularly attending classes (i.e., during summer), they are subject to Social Security and Medicare withholding.

Non-resident students in F-1 or J-1 status are exempt from Social Security and Medicare withholding under Treasury Regulation 1.3121 (b) (19).

POLICY TYPE: HUMAN RESOURCES

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