



# Student Employment Policy 10.10

## Office of Human Resources

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Applies to: Student employees

### POLICY

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The basis for student employment is to assist in meeting the needs of the University, provide University students with financial support in pursuit of their academic goals, and provide opportunities for academic or administrative job experience. The job duties and responsibilities of student employees vary greatly, and may or may not be related to their field of study. A student employee is 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;
- Associated with the University primarily in the pursuit of an academic degree.

The University maintains a distinction between student appointments and ongoing regular appointments. These distinctions may include but are not limited to nature of work, hours worked, rate of pay and benefit eligibility.

Graduate students holding graduate associate appointments (Graduate Administrative Associate, Graduate Research Associate and Graduate Teaching Associate) are salaried employees, exempt from overtime compensation and subject to the terms of appointment, policies and eligibility guidelines administered and monitored by the [Graduate School](#).

Employment of international students is subject to federal regulations, and special restrictions may apply. Contact the [Office of International Affairs](#) for information relating to the employment of international students.

### POLICY GUIDELINES

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#### I. Enrollment and Appointment

- A. Enrollment, as used in the definition of student employment above, includes the period between two successive quarters for which the student is enrolled and may include one "off" quarter in each academic year in which the student is not enrolled. Student employee status may be retained for one additional quarter following either graduation or withdrawal from enrollment (this does not apply to Graduate Associates).
- B. When an individual's association with the University is related primarily to the pursuit of an academic degree, whether or not enrolled on a full-time basis, they are ineligible to hold a regular appointment. Any employment at the University will be designated as student employment.
- C. A student position cannot be changed to a regular ongoing position without following the applicable procedures for the creation of, and hiring for, a regular position. (Refer to Policy [3.10](#), Salary Administration & Classification and Policy [4.10](#), Recruitment and Selection.)
- D. Fellows and Trainees receive stipends related to their academic programs. They do not render services for pay, and therefore are not considered employees.
- E. Employment of non-OSU students in student employee positions may be approved at the discretion of the Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#).
- F. State of Ohio [minor labor laws](#) should be consulted for the hire of persons less than 18 years of age.



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### II. Recruitment and Selection

- A. University administrators having the authority and funding to hire student employees have opportunities to recruit and select candidates from a variety of sources including, but not limited to, associations through academic programs and referrals from associates and organizations.
- B. Students who meet federal work-study program eligibility requirements may be referred for employment opportunities from the [Student Financial Aid](#) office, which oversees the work-study program, and implementation of regulations.
- C. Employment eligibility ([Form I-9](#)) must be verified for all student employees.

### III. Terms of Employment

- A. Hours of work and overtime
  1. Student employees are appointed on a temporary, part-time basis with all appointments totaling no more than 75% time (30 hours per week). Graduate Associate appointments are limited to 50% time (20 hours per week).
  2. Students may hold multiple student appointments. These appointments must be the same exempt/nonexempt status, and should not total more than 30 hours per week.
  3. Hourly student employees are considered nonexempt employees for the purpose of determining overtime compensation. In the event a student works more than 40 hours in a work week, the overtime rate of 1.5 times the regular hourly rate must be applied to the excess hours.
- B. Vacation and sick leave
  1. Student employees do not accrue paid time off for the purpose of vacation or sick leave.
  2. Arrangements for time off without pay are negotiated and approved within the employing unit, including time off during academic break periods. Academic break periods are a function of the academic calendar, and do not relate to student employee work assignments.
  3. It is not intended that student employees lose employment opportunities for reasonable absences related to illness. In the event of illness, a student employee should notify his or her supervisor as soon as possible on each day of such absence.
- C. Holidays

Generally student employees are not required to work on University-designated holidays, and are not paid for the holiday. In those University offices where services are maintained on holidays, and students are scheduled to work, the rate of pay is at the regular hourly rate. An opportunity should be offered to take an alternate day off without pay within the pay period in which the holiday is observed. Official University holidays are listed in [Policy 6.20](#), Holidays.
- D. Jury duty

Time used by a student employee in the performance of jury duty or when summoned as a witness shall be treated as an excused absence without pay.
- E. Military duty
  1. A student employee who is a member of any reserve component of the United States Armed Forces, who is voluntarily or involuntarily ordered to extended U.S. military service, shall be granted time off without pay.



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2. The student employee should provide advance written or verbal notice of the call for impending training or active duty to the supervisor.
3. Upon completion of training, or if discharged under honorable conditions, and upon re-registration as a student, the student employee shall be returned to his or her former position in a timely manner, based on the availability of a student position. Due to the temporary nature of student employment, if the position is abolished during the student's absence, then no obligation exists.

#### IV. Benefits

##### A. Workers' compensation

The provisions of the [Workers' Compensation Law of Ohio](#) cover student employees. Workers' compensation provides medical, income and survivor benefits in the event of accidental injury, occupational disease or death occurring in the course of, and arising from, employment.

##### B. Social Security and Medicare Hospital Tax

All student employees are exempt from the pension portion of Social Security. In addition, student employees enrolled for at least six credit hours are exempt from Medicare Hospital Tax withholding. The University is required to withhold this tax (currently 1.45% of earnings) from the wages of student employees for five or fewer credit hours.

##### C. Ohio retirement systems

1. Membership in the [Ohio Public Employees Retirement System](#) (OPERS) is **optional** for student employees enrolled for at least six credit hours. OPERS membership is mandatory for student employees enrolled for five or fewer credit hours in any quarter. OPERS membership requires a tax-deferred payroll deduction of 10.0% of earnings. These deductions are remitted to OPERS for the purpose of accumulating service credit toward future retirement benefits.
2. Student employees enrolled for at least six credit hours may also request exemption from OPERS membership by completing an [OPERS Request for Optional Exemption as Student](#). OPERS exemption requests will be honored for the duration of a student's employment unless enrollment drops to fewer than six credit hours. In such cases, OPERS deductions will be withheld until sufficient credit hours are added in subsequent quarter(s).
3. Upon termination or entry into exempt status, student employees who participate in OPERS can either leave their accumulated contributions on deposit to qualify for future retirement benefits, or request a refund of their accumulated contributions. Refunds are subject to tax withholding according to federal and state tax law.
4. The above guidelines apply to all student employees except Graduate Teaching Associates (GTAs) who have an active membership account established with the [State Teachers Retirement System](#) of Ohio (STRS). GTAs who are STRS members have the option to continue their contributions to STRS, or to request exemption from contributing to STRS on their GTA earnings.
5. Further information on student retirement, as well as the necessary forms, can be obtained from and are processed by the Office of Human Resources, [Benefits Services](#).

#### V. Student Employment Dispute Process

This student dispute process does not apply to Graduate Associate appointments. Grievance review guidelines for Graduate Associates may be obtained from the [Graduate School](#).



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The University recognizes that disputes may arise in the student employment setting. Parties involved in a dispute are encouraged to seek informal resolution. Students who have employment disputes may utilize the following process.

### A. Informal resolution

1. Students are encouraged to bring employment disputes to the attention of their supervisor as soon as possible. Supervisors are expected to make good faith efforts at fair and equitable resolution.
2. At any point in this process, the student or supervisor may enlist the assistance of the Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#), to reach a resolution. The informal resolution process may continue until either party or the Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#), decides that informal resolution is not possible.

### B. Formal resolution

1. If a dispute has not been resolved informally, a student may file a formal grievance utilizing the [Employment Dispute Form](#). The form should be presented to the immediate supervisor within 30 days of the incident of discovery of such incident.
2. The supervisor or unit representative should schedule a meeting with the student employee within 14 calendar days of receipt of the grievance. The supervisor or unit representative will respond in writing to the student within 14 calendar days of the meeting. Time limits may be extended by mutual consent of the parties.
3. If the unit's response is not satisfactory, the student may forward a copy of the dispute form to the Office of Human Resources within 14 calendar days of receipt of the supervisor's or unit's response.

### C. Office of Human Resources review

1. Within 14 calendar days of receipt of the dispute form, the Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#), will schedule a meeting with the student and the supervisor or unit representative to discuss the grievance.
2. Within 14 calendar days of the meeting, the Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#), will issue a written decision regarding the grievance, which will be the University's final decision.

## VI. Termination

- A. A student employee who resigns or is terminated shall receive wages due for services rendered.
- B. A two-week advance notice for resignation is expected from a student employee.
- C. A student employee may be terminated due to lack of work, lack of funding, unsatisfactory performance, misconduct, or violation of University rules.
- D. 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.



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### PROCEDURE

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#### I. Unit Responsibilities

The hiring and management of student employees is the responsibility of the appropriate administrative officer within the various colleges, departments and offices.

#### II. Office of Human Resources Responsibilities

The Office of Human Resources is responsible for establishing student employee classifications, titles, pay ranges and applicable guidelines.

### RESOURCES

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#### For consultation:

- Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#) (614) 292-2800, [ohrc@hr.osu.edu](mailto:ohrc@hr.osu.edu)
- Office of Human Resources, [Benefits Services](#), (614) 292-1050, [benefits@hr.osu.edu](mailto:benefits@hr.osu.edu)
- [Office of International Affairs](#) 614-292-6101, [oie.ohio-state.edu](http://oie.ohio-state.edu)
- [Office of Student Financial Aid](#) 614-292-0300, [sfa.osu.edu](http://sfa.osu.edu)
- [Graduate School](#) 614-292-6031, [www.gradsch.ohio-state.edu](http://www.gradsch.ohio-state.edu)

#### For forms ([hr.osu.edu/forms](http://hr.osu.edu/forms)):

- Employment Eligibility Verification (Form I-9) [hr.osu.edu/forms/emp/i-9.pdf](http://hr.osu.edu/forms/emp/i-9.pdf)
- OPERS Request for Optional Exemption as Student [hr.osu.edu/forms/ben/exemptstudent.pdf](http://hr.osu.edu/forms/ben/exemptstudent.pdf)
- Employment Dispute Form [hr.osu.edu/forms/empdispute.pdf](http://hr.osu.edu/forms/empdispute.pdf)

#### For more information:

- Ohio Revised Code, Employment of Minors [codes.ohio.gov/orc/4109](http://codes.ohio.gov/orc/4109)
- Ohio Bureau of Workers' Compensation [ohiobwc.com](http://ohiobwc.com)
- Public Employees Retirement System (PERS) [opers.org](http://opers.org)
- State Teachers Retirement System (STRS) [www.strsoh.org](http://www.strsoh.org)
- Salary Grade Tables [hr.osu.edu/payroll/satable](http://hr.osu.edu/payroll/satable)
- Human Resources [Policy 1.10](#), Affirmative Action [hr.osu.edu/policy/policy110.pdf](http://hr.osu.edu/policy/policy110.pdf)
- Human Resources [Policy 1.15](#), Sexual Harassment [hr.osu.edu/policy/policy115.pdf](http://hr.osu.edu/policy/policy115.pdf)
- Human Resources [Policy 1.20](#), Personnel Records [hr.osu.edu/policy/policy120.pdf](http://hr.osu.edu/policy/policy120.pdf)



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- Human Resources [Policy 1.25](#), Nepotism [hr.osu.edu/policy/policy125.pdf](http://hr.osu.edu/policy/policy125.pdf)
- Human Resources [Policy 1.30](#), Conflict of Interest [hr.osu.edu/policy/policy130.pdf](http://hr.osu.edu/policy/policy130.pdf)
- Human Resources [Policy 3.10](#), Salary Administration & Classification [hr.osu.edu/policy/policy310.pdf](http://hr.osu.edu/policy/policy310.pdf)
- Human Resources [Policy 4.10](#), Recruitment and Selection [hr.osu.edu/policy/policy410.pdf](http://hr.osu.edu/policy/policy410.pdf)
- Human Resources [Policy 4.40](#), Medical Examination [hr.osu.edu/policy/policy440.pdf](http://hr.osu.edu/policy/policy440.pdf)
- Human Resources [Policy 6.20](#), Holidays [hr.osu.edu/policy/policy620.pdf](http://hr.osu.edu/policy/policy620.pdf)
- Human Resources [Policy 6.35](#), Military Leave/Reemployment Rights [hr.osu.edu/policy/policy635.pdf](http://hr.osu.edu/policy/policy635.pdf)
- Human Resources [Policy 7.10](#), Occupational Health and Safety [hr.osu.edu/policy/policy710.pdf](http://hr.osu.edu/policy/policy710.pdf)
- Human Resources [Policy 7.20](#), Non-Smoking [hr.osu.edu/policy/policy720.pdf](http://hr.osu.edu/policy/policy720.pdf)
- Human Resources [Policy 7.25](#), HIV/AIDS [hr.osu.edu/policy/policy725.pdf](http://hr.osu.edu/policy/policy725.pdf)
- Human Resources [Policy 7.30](#), Drug-Free Campus [hr.osu.edu/policy/policy730.pdf](http://hr.osu.edu/policy/policy730.pdf)
- Human Resources [Policy 8.20](#), Complaints of Discrimination [hr.osu.edu/policy/policy820.pdf](http://hr.osu.edu/policy/policy820.pdf)