



Applies to: Student employees, including graduate associates

## **POLICY**

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The basis for student employment is to help meet 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:

1. Enrolled at the university on a full-time or part-time basis,
2. Appointed to a position designated as student employment and
3. 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 associates (GA; graduate administrative associate, graduate research associate and graduate teaching associate) are paid on salaried appointments, exempt from overtime compensation. They are subject to the terms of their appointments, 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.

Student employees are employed at will and serve at the discretion of the employing unit.

## **Definitions**

| <b>Term</b>   | <b>Definition</b>   |
|---------------|---|
| Academic term | Includes semesters and the summer term.   |
| Session       | A seven-week subset of autumn or spring semester, including the final exam period for the particular session and the May session. |

## **Policy Details**

### **I. Enrollment**

- A. Enrollment, as used in the definition of student employment above, includes the period between two successive academic terms for which the student is enrolled and may include one "off" academic term in each academic year in which the student is not enrolled. Notwithstanding the definition of student employee above, student employee status may be retained until the last day of final examinations of the academic session following either graduation or withdrawal from enrollment. Student employees who graduate spring semester may retain their student employee status until the last day of final examinations for the summer term. This retention of student employee status stipulation does not apply to graduate associates; see the Graduate School Handbook for more information.
- 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, term or temporary staff appointment. Any employment at the university will be designated as student employment.

### **II. Recruitment and Selection**

- A. Responsibility for hiring student employees is delegated to the college/VP unit level.
- 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.



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- C. Employment eligibility ([Form I-9](#)) must be verified for all student employees.
- D. If the employing unit's approved background check program applies to student employees, then they must undergo the specified background check(s) in accordance with the Self Disclosure of Criminal Convictions and Background Check Policy, 4.15.

### **III. Terms of Employment**

#### **A. Appointments**

- 1. Student employees are appointed on a temporary, part-time basis.
- 2. Student employees may hold multiple appointments. The appointments must be the same status (e.g. exempt, nonexempt) and must not total more than 70% FTE. Graduate associates cannot hold any appointment other than a GA; they can hold multiple GA appointments up to 75% FTE.
- 3. Student employees are restricted to working 28 hours per week during academic terms in which they are enrolled and 38 hours per week during their off academic term and official school breaks.
- 4. International students may only hold appointments up to 50% FTE and may only work up to 20 hours per week except during official school breaks or their authorized annual vacation period. Contact the Office of International Affairs for more information.
- 5. If a nonexempt student employee 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.
- 6. 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 and Classification and Policy [4.10](#) Recruitment and Selection.
- 7. Absent the availability of qualified Ohio State students, the employment of non-Ohio State students in student employee positions is permitted using the "non OSU student assistant" title.
- 8. State of Ohio minor employment law must be followed when hiring individuals under 18 years old.

#### **B. Vacation and sick leave**

- 1. Student employees do not accrue paid vacation or sick leave.
- 2. In the event of illness, a student employee must notify her or his supervisor as soon as possible each day of absence.
- 3. 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.
- 4. Graduate associates may be eligible for short- or long-term leaves of absence. See the Graduate School Handbook for more information.

#### **C. Holidays**

Student employees are not eligible for holiday benefit pay. In university offices where services are maintained on holidays and students are scheduled to work, the rate of pay is at the regular hourly rate. Overtime rules under III-A-5 apply. 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, must 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, must be granted time off without pay.
- 2. The student employee should provide advance written or verbal notice of the call for impending training or active duty to the supervisor.



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3. Upon completion of training or if discharged under honorable conditions and upon re-registration as a student, the student employee must be returned to her or his former position in a timely manner, based on the availability of a student position.

**IV. Resolution of Disputes**

- A. Grievance review guidelines for graduate associates are available in the Graduate School Handbook.
- B. Students must bring concerns about their employment to the attention of their supervisor as soon as possible.
- C. Supervisors are expected to make good faith efforts at fair and equitable resolution which includes informing the student of their decision.
- D. Student employees involved in a dispute should seek resolution at the unit level. Decisions at the unit level are final and there is no appeal process.

**V. Termination**

- A. A student employee who resigns or is terminated must receive wages due for services rendered.
- B. A two week written advance notice for resignation is expected from a student employee.
- C. Student employees are at will and serve at the discretion of the employing unit.
- D. The supervisor or department head should give two weeks advance notice of termination. A student employee who is found in violation of university rules or policies or who has engaged in misconduct may be terminated immediately without advance notice.
- E. Termination of graduate associates prior to the end of their appointment period must be approved by the Graduate School.

**PROCEDURE**

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**Responsibilities**

| Position or Office        | Responsibilities  |
|---------------------------|---|
| Office of Human Resources | <ol style="list-style-type: none"> <li>1. Establish student employee classifications, titles, pay ranges and applicable guidelines.</li> <li>2. Consult with units on this policy as appropriate.</li> </ol>  |
| Employing unit            | <ol style="list-style-type: none"> <li>1. Recruit, select and manage student employees.</li> <li>2. Enter and maintain accurate employment information in the HRIS.</li> <li>3. Monitor and ensure that student employees adhere to work hours restrictions across all of their positions. Collaborate with other employing units as necessary.</li> <li>4. Address disputes or concerns raised by student employees in a timely manner. Consult with unit senior human resource professional about potential resolution options as needed.</li> <li>5. Maintain student employee personnel files according to the University Record Retention Schedule and the Personnel Records Policy 1.20.</li> <li>6. Notify the human resource professional when a student resigns.</li> </ol>        |
| Student employees         | <ol style="list-style-type: none"> <li>1. Follow terms of employment, including total of appointment(s) must not total more than 70% FTE.</li> <li>2. Ensure you do not work more than 28 hours per week during enrolled academic terms and 38 hours per week during once yearly "off" academic term and official school breaks across all positions at Ohio State.</li> <li>3. Notify supervisor or follow unit procedures each day when unable to work due to illness.</li> <li>4. Self-disclose post-employment criminal convictions, according to Self-Disclosure of Criminal Convictions and Background Check Policy 4.15.</li> <li>5. Bring concerns about employment to the attention of your supervisor as soon as possible.</li> <li>6. Notify supervisor if resigning.</li> </ol> |



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**Resources**

**Forms ([hr.osu.edu/policies-forms](http://hr.osu.edu/policies-forms)):**

- Employment Eligibility Verification (Form I-9), [www.uscis.gov/sites/default/files/files/form/i-9.pdf](http://www.uscis.gov/sites/default/files/files/form/i-9.pdf)
- OPERS Request for Optional Exemption as a Student, [hr.osu.edu/wp-content/uploads/form-opers-optional-exemption-students.pdf](http://hr.osu.edu/wp-content/uploads/form-opers-optional-exemption-students.pdf)
- Statement Concerning Your Employment in a Job Not Covered by Social Security, [hr.osu.edu/wp-content/uploads/form-ssa1945.pdf](http://hr.osu.edu/wp-content/uploads/form-ssa1945.pdf)
- STRS Exemption from Contributions for Student Employees, [www.strsoh.org/employer/\\_pdfs/forms/colleges/50-110.pdf](http://www.strsoh.org/employer/_pdfs/forms/colleges/50-110.pdf)
- Student Retirement Election Form, [hr.osu.edu/wp-content/uploads/form-strs-gta-election.pdf](http://hr.osu.edu/wp-content/uploads/form-strs-gta-election.pdf)

**More information:**

- Frequently Asked Questions: Student Employment, [hr.osu.edu/public/documents/policy/resources/1010faq.pdf](http://hr.osu.edu/public/documents/policy/resources/1010faq.pdf)
- Graduate Associate Appointment Document, [gradsch.osu.edu/Depo/PDF/GA2.pdf](http://gradsch.osu.edu/Depo/PDF/GA2.pdf)
- Graduate School Handbook, [gradsch.osu.edu/graduate-school-handbook1](http://gradsch.osu.edu/graduate-school-handbook1)
- Human Resources Policies, [hr.osu.edu/policies-forms](http://hr.osu.edu/policies-forms)
- Ohio Public Employees Retirement System (OPERS), [opers.org](http://opers.org)
- Ohio Revised Code, Employment of Minors, [codes.ohio.gov/orc/4109](http://codes.ohio.gov/orc/4109)
- Salary Grade Tables, [hr.osu.edu/services/compensation/salary-grade-tables/](http://hr.osu.edu/services/compensation/salary-grade-tables/)
- State Teachers Retirement System of Ohio (STRS), [www.strsoh.org](http://www.strsoh.org)
- Student Employee Appointment and Salary Guidelines, [hr.osu.edu/services/compensation/salary-grade-tables/](http://hr.osu.edu/services/compensation/salary-grade-tables/)

**Contacts**

| Subject                                      | Office  | Telephone                    | E-mail/URL   |
|--|---|------------------------------|--|
| Policy guidance                              | Talent Acquisition, Office of Human Resources                                 | 614-292-1050                 | <a href="http://hr.osu.edu/services/talent-acquisition/">hr.osu.edu/services/talent-acquisition/</a>       |
| Compensation                                 | Compensation, Office of Human Resources                                       | 614-292-1050                 | <a href="http://hr.osu.edu/services/compensation/">hr.osu.edu/services/compensation/</a>                   |
| Benefits                                     | Benefits Services, Office of Human Resources                                  | 614-292-1050                 | <a href="mailto:hr@osu.edu">hr@osu.edu</a><br><a href="http://hr.osu.edu/benefits">hr.osu.edu/benefits</a> |
| GA employment                                | Graduate School   | 614-292-6031                 | <a href="http://gradsch.osu.edu">gradsch.osu.edu</a>   |
| International student employment             | Office of International Affairs   | 614-292-6101                 | <a href="mailto:uia@osu.edu">uia@osu.edu</a><br><a href="http://uia.osu.edu">uia.osu.edu</a>               |
| Payroll taxes                                | Payroll Tax Office, Payroll Services, Office of the Controller                | 614-292-2311                 | <a href="mailto:taxoffice@osu.edu">taxoffice@osu.edu</a>   |
| Work-study, student employment opportunities | Federal Work-Study/Student Employment Office, Office of Student Financial Aid | 614-292-0300<br>800-678-6440 | <a href="mailto:ssc@osu.edu">ssc@osu.edu</a><br><a href="http://sfa.osu.edu/jobs">sfa.osu.edu/jobs</a>     |

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