

NEW POLICY



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Sec III -- STUDENT EMPLOYMENT 2.0

STUDENT EMPLOYMENT

University Policy

1. POLICY STATEMENT

The University is committed to enhancing undergraduate and graduate student employment opportunities at North Carolina A&T State University by : (1) aligning work with expected student learning outcomes; (2) providing opportunities to support the financial obligations of students in an intellectual climate; (3) supporting professional development relative to career and graduate education readiness; (4) creating ease of access via preferred student business processes and University systems; and (5) integrating student employment into the workforce and budget planning process annually, including infrastructure requirements such as establishment of salary ranges, posting requirements, and evaluation processes.

The Division of Human Resources ensures compliance with all applicable University, State, and Federal employment guidelines by monitoring the hiring process and pay rates for undergraduates and completing the onboarding process for graduate students approved for employment by the Graduate School. North Carolina Agricultural and Technical State University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, age, or disability. Supervisors involved with hiring individuals to be employed on the student payroll are responsible for implementation of this policy.

2. SCOPE

A student employee is defined as an individual who is:

- a. An undergraduate or graduate student enrolled at the university on a full-time or part-time basis ([Student Handbook](#))
- b. Appointed to a position designated as student employment, whether through Federal Work Study, Undergraduate or Graduate Student Employment.
- c. 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. Student employees are not categorized as permanent State employees, and therefore do not earn leave, retirement credit or total state service credit, nor are they eligible for health benefits, severance pay, unemployment benefits, or layoff priority reemployment consideration.

Employment of international students is subject to specific federal regulations, and special restrictions may apply. The International Students and Scholars Office establishes policies and procedures relating to the employment of international students ([Foreign National Employment Policy](#)).

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

3. DEFINITIONS

- a. Academic Calendar – Designates start and end dates for each semester which govern eligibility for employment
- b. “At Will” Employment – Contractual relationships in which an employee can be dismissed by an employer for any reason or no reason (that is, without having to establish "just cause" for termination). Student employees are employed “at will” and serve at the discretion of the employing unit.
- c. Employment Term – Fall Semester – Begins in the month of August and ends in the month of December. Full-time students cannot work over 20 hours/week.
- d. Employment Term – Spring Semester – Begins in the month of January and ends in the month of May. Full-time students cannot work over 20 hours/week.
- e. Employment Term – Summer Semester – Begins in the month of May and ends in the month of August. Students not enrolled in summer classes can work up to 40 hours/week if enrolled for the upcoming fall semester. These students are not classified as SPA temporary employees and not charged to 61410.
- f. Enrollment – Enrollment, as used in the definition of student employment above, includes the period between two successive academic terms for which the student is enrolled (i.e., a summer term between fall and spring semesters). Student employee status ends (1) on the day of a student’s withdrawal from enrollment, (2) on the day following the last day of final examinations of the academic session, or (3) on the student’s graduation date.

- g. Federal Work Study – Work-study is awarded to undergraduates and graduate students eligible to receive federal aid as determined by the FAFSA application. Eligible students must be enrolled at least part-time.
- h. FICA – Student employees working over 20 hours/week are subject to FICA (Federal Insurance Contributions Act). Departmental budgets will be charged for FICA withholdings
- i. “Flat Rate” Pay – Term used when pay rate is not based on hours worked but determined on a by-job or by-period (i.e. monthly) basis. In special circumstances, undergraduate students may be paid a flat rate, justified on the basis of work performed, after review by the Student Employment Office in Human Resources. If a graduate student is paid a flat rate, an internal salary authorization form is prepared charging the cost to object code 61112.
- j. Graduate Student Employee – Graduate Student Employees who have not been assigned an Assistantship must have an approved contract from the School of Graduate Studies to qualify for Student Temporary Wage Employment.
- k. Hourly Wage – Term used for work study and student temporary hourly positions which are based on an established pay scale for each job title and level. Hourly Wage ranges are established by the Office of Student Employment.
- l. International Student – A student who is a non-U.S. citizen but eligible to work in the United States after I-9 verification.
- m. Object Codes assigned to student compensation:

| | Account Title | Purpose |
|-------|---------------------------|---|
| 61450 | Undergraduate Hourly Wage | Used to pay an undergraduate student by the hour. The student will receive a pay check for the hours worked; electronic timesheets are submitted through Aggie Access (Banner Self Service). |
| 61451 | Graduate Hourly Wage | Used to pay a graduate student by the hour. The graduate student will receive a pay check for the hours worked; electronic timesheets are submitted through Aggie Access |
| 61452 | Undergraduate Non-Hourly | Used to pay a non-hourly undergraduate student. The undergraduate student receives a check for a fixed pay amount regardless of the number of hours worked. |
| 61110 | EPA Regular Salaries | Used to pay a graduate student at flat rate from a non-faculty fund as a “work against”. The graduate student receives a check for a fixed pay amount regardless of the number of hours worked. |
| 61310 | EPA Academic Salaries | Used to pay a graduate student from a faculty fund as a “work against”. The graduate student receives a check for a fixed pay amount regardless of the number of hours worked. |

- n. Student Temporary Wage – Students selected by departments to work in temporary wage positions supporting university business needs while providing opportunities for student development based on learning outcomes.

4. RECRUITMENT AND SELECTION

- a. Responsibility for hiring student employees is delegated to the

college/school/administrative department unit level.

- b. Students on probation will be evaluated to determine their eligibility to work.
- c. 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.
- d. Employment eligibility ([Form I-9](#)) must be verified for all student employees no later than first day of work.
- e. Students working with minors (students K-12) may be subject to a criminal background check. A criminal background check may be required for undergraduate and graduate students, who, in their job duties, as determined by the supervisor of the hiring unit in consultation with Human Resources, are required to handle sensitive information, financial transactions or work with child care, or related activities, including contact with sensitive populations.

5. LEARNING AND DEVELOPMENT OUTCOMES

North Carolina A&T State University's student employment will not only assist students with meeting their financial obligations, but will also provide relevant and intentional learning experiences that will facilitate the acquisition of fundamental knowledge and skills as well as the development of attitudes that will foster effective citizenship and life-long learning. Consistent with our institutional strategic priorities, we have identified student learning and development outcomes based on six domains and related dimensions. These six domains have been identified by the Council for the Advancement of Standards in Higher Education (CAS):

Student Outcome Domains

- a. **Knowledge acquisition, integration, construction, and application**
Dimensions: understanding knowledge from a range of disciplines; connecting knowledge to other knowledge, ideas, and experiences; constructing knowledge; and relating knowledge to daily life
- b. **Cognitive complexity (Intellectual Curiosity)**
Dimensions: critical thinking, reflective thinking, effective reasoning, and creativity
- c. **Intrapersonal development (Emotional Intelligence)**
Dimensions: realistic self-appraisal, self-understanding, and self-respect; identity development; commitment to ethics and integrity; and spiritual awareness
- d. **Interpersonal competence**
Dimensions: meaningful relationships, interdependence, collaboration, and effective leadership
- e. **Humanitarianism and civic engagement**
Dimensions: understanding and appreciation of cultural and human differences, social responsibility, global perspective, and sense of civic responsibility

f. Practical competence

Dimensions: pursuing goals, communicating effectively, technical competence, managing personal affairs, managing career development, demonstrating professionalism, maintaining health and wellness, and living a purposeful and satisfying life

Each student assignment should include tasks which meet the business needs of the employing unit while consciously providing developmental opportunities in several of these areas.

6. TERMS OF EMPLOYMENT

a. Appointments

- Student employees are appointed on a temporary, part-time basis.
- Student employee assignments are awarded by semester for the academic year, contingent upon the availability of funding.
- Student employees may hold multiple appointments as long as the combined appointments do not exceed 20 hours a week during the fall or spring semester. The appointments must be assigned the same pay status (e.g., hourly or flat rate). During the summer, student employees may work up to 40 hours per week but are not eligible for overtime.
- Student employees are not eligible for overtime.
- A student cannot be employed as a “student employee” and a “permanent or temporary employee” at the same time.
- An individual not currently enrolled as an NC A&T student must be hired as a temporary or regular employee through the standard temporary or permanent recruitment processes.
- The minimum employment age is 18.
- Dependent upon the availability of funds, positions may be subject to renewal. All undergraduate student positions will be funded for a period of time not to exceed a semester (i.e. spring semester/summer session /fall semester) and will require renewing for subsequent semesters.

b. Vacation and Sick Leave

- Student employees do not accrue paid vacation or sick leave.
- In the event of illness or required participation in a university event, a student employee must notify her or his supervisor as soon as possible each day of absence.
- Arrangements for time off without pay are negotiated and must be approved by the supervisor. Students are not required to request time off during academic break periods (established by Academic Calendar).

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. University holidays are listed on the Division of Human Resource web site: <http://www.ncat.edu/hr/index.html>.

d. Pay Schedule

Student employees are required to submit their hours worked through Aggie Access

(Banner Self Service). Failure to submit hours worked through Aggie Access by the established payroll deadlines will result in a delay of the undergraduate student employee's paycheck. Hourly student employees are paid bi-weekly. Flat-rate employees are paid monthly.

e. Evaluation

Student employees will receive a written evaluation from the immediate supervisor at the end of the employment period.

f. Resolution of Disputes

Students must bring concerns about their employment to the attention of their supervisor as soon as possible. Supervisors are expected to make good faith efforts at fair and equitable resolution which includes informing the student of their decision.

g. 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.

h. Military Duty

- 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.
- The student employee should provide advance written or verbal notice of the call for impending training or active duty to the supervisor.
- 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.

i. Termination

- A student employee who resigns or is terminated must receive wages due for services rendered.
- A two week written advance notice for resignation is expected from a student employee.
- Student employees are at will and serve at the discretion of the employing unit.
- Employing unit must inform the Office of Student Employment immediately if a termination or resignation occurs.

7. Responsibilities

| Position or Office | Responsibilities |
|------------------------------------|--|
| Division of Human Resources | <ol style="list-style-type: none"> 1. Establish student employee classifications, titles, pay ranges, and applicable guidelines. 2. Manage student job postings, student applications, and student hiring through web-based system. 3. Enter and maintain accurate employment information in Banner 4. Consult with units on this policy as appropriate. |

| | |
|--------------------------|---|
| Employing Unit | <ol style="list-style-type: none"> 1. Identify the funding source and funds and submit hiring documentation for all student employment positions three (3) weeks prior to the employment date. The Budget Office or Contracts and Grants will verify funding for all student wages. 2. Recruit, select, and manage student employees in compliance with DHR policy. 3. Monitor and ensure that student employees adhere to work hours restrictions across all of their positions. Collaborate with other employing units as necessary. 4. Train students to complete electronic timesheets in Aggie Access prior to established deadlines. 5. Approve electronic timesheets prior to established deadlines. 6. Provide adequate training for student employees with a conscious awareness of development goals. 7. Meet with the student to discuss performance and provide written evaluation. 8. Address disputes or concerns raised by student employees in a timely manner. 9. Accept financial responsibility for any earnings beyond established thresholds for Federal Work Study students. 10. Maintain student employee personnel files. |
| Student Employees | <ol style="list-style-type: none"> 1. Follow terms of employment. 2. Ensure you do not work more than 20 hours per week during enrolled academic terms and 40 hours per week during summer session. 3. Enter all hours worked into Aggie Access prior to established deadlines (hourly rate only). 4. Notify supervisor or follow unit procedures each day when unable to work due to illness or absence related to a university event. 5. Self-disclose post-employment criminal convictions, according to Self-Disclosure of Criminal Convictions and Background Check Policy. 6. Adhere to strict confidentiality agreement regarding university and department information. 7. Bring concerns about employment to the attention of your supervisor as soon as possible. 8. Notify supervisor if resigning from employment or withdrawing from the University. |

Approved by the Board of Trustees

Date policy is effective: Upon approval

First approved: _____

Revised:

Harold L. Martin, Sr.
Chancellor

Date signed for final posting

Linda R. McAbee
Vice Chancellor for Human Resources

Date signed for final posting

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