



## **PERMANENT MEMORANDUM 8**

### **DEFINITION OF STUDENT FOR CAMPUS EMPLOYMENT PURPOSES**

#### **POLICY DIGEST**

Monitoring Unit: Office of Academic Affairs  
Initially Issued: January 19, 1989  
Last Revised: January 6, 2000

#### **I. OVERVIEW**

Only full-time students will be approved for campus employment as student employees. A full-time student retains that status for student employment during the student's Christmas, summer and other vacation periods. During the last semester prior to graduating a student will be considered to be full-time for purposes of employment if the student schedules all courses required for graduation. Full-time high school students and full-time students attending a college or university other than LSU are eligible for employment by LSU; however, preference is to be given to hiring LSU students when available. Full-time students attending a vocational-technical or proprietary school that is approved by the state in which located or accredited by a recognized regional accrediting association are also eligible for employment. An exception is made for students working on the Federal Work-Study Program. Students on this program must be enrolled at least halftime. Residents and interns are not considered to be students under this policy.

#### **II. GENERAL POLICY**

The University recognizes that student employees can make contributions to the functioning of the University by performing services that might not be economically feasible if the services of a full-time employee were required. At the same time, it is recognized that a student employee should be a student first and an employee second. In accordance with this philosophy, the following policies are provided: To the extent possible, student employment should be related to their individual educational objectives.

Students holding part-time campus jobs should not be allowed to work more than 20 hours per week during the fall and spring semesters. In the event a department wishes to have a student work more than 20 hours in any week during the fall and spring semesters, proper justification shall be submitted to the office handling student employment.

Student employment is to be conducted in accordance with the nepotism provisions of the Louisiana Code of Governmental Ethics (Act 443 of the 1979 Louisiana Legislature), Section 2-11 of Regulations of the Board of Supervisors and the President's Memorandum of August 24, 1979.

Graduate assistants should not normally hold other campus employment.

International students on nonimmigrant visa must have their eligibility to work determined by the student employment or other appropriate office before they can be employed by the University. Student employees are not eligible for holiday pay or fringe benefits.

Student employees should be in good academic standing. Once employed by LSU, students are

required to notify the employing department of any change in their full time status or in their academic or disciplinary standing at the institution.

Student employees may be terminated at any time.

### **III. PERSONNEL ACTION PROCESSING**

Unless another designation is made by the Chancellor, all student employees are to be processed through the office that handles campus student employment for certification of the student's eligibility for employment according to University policies.

Full-time high school students and full-time students other than LSU students are eligible for unemployment insurance benefits and are listed on reports to the State for unemployment benefits.

### **IV. STUDENT PAY SCALES**

Unless an authorizing program requires payment at a specific wage rate, student employees are to be paid not less than the minimum Federal wage rate.

Students performing the same type of work with the same degree of competency should receive the same rate of pay. Pay differentials may be recognized when the student gains job experience he or she performs work in an excellent manner, or when he or she assumes additional duties and responsibilities.