



HUMAN RESOURCE POLICY & PROCEDURE

Topic: **STUDENT EMPLOYMENT POLICY**

Policy #:

Version: 1.0

Updated Date: January 2003

Purpose: To define the University's policy and procedure with regard to hiring RWU students on a temporary basis.

Scope: All employees

Policy: 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 temporary student employment; and
3. associated with the University primarily in the pursuit of an academic degree.

Generally, students are employed by the University up to thirty-five (35) hours per week during the non-academic year and up to twenty (20) hours per week during the academic year.

The University maintains a distinction between temporary student appointments and ongoing regular appointments. A student position cannot be changed to a regular position without following the applicable employment procedure for the creation of, and hiring for, a regular position (see policy and procedure on Hiring Practices).

Newly hired students are required to sign an Employment Eligibility Verification Form (I-9).

The hiring and management of student employees is the responsibility of the department's dean, director or manager.

Student employees are not eligible for any benefits.