

Roger Williams University and Roger Williams University School of Law

Student Employment Policy

Purpose:

Roger Williams University and Roger Williams University School of Law (collectively referred to as the “University”) established this Student Employment Policy (the “Policy”) to define the University’s policy and procedure with regard to hiring RWU students on a temporary basis.

Scope:

This Policy is intended to apply to University student employees and work study students.

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.

University students may work on-campus up to 20 hours per week during the academic year (fall and spring semesters) and 40 hours per week during semester breaks periods (i.e. summer, spring break) without any additional work permission.

School of Law students are generally limited to 20 hours per week in both on-campus and off-campus employment during the academic year (fall and spring semesters) when classes are in session. Questions regarding permissible employment and employment restrictions should be directed to the School of Law Associate Dean for Academic Affairs.

On-campus student employment is defined as any job through which a student enrolled in a degree-granting program at the University is employed by the University. Students hired under these guidelines are matriculating students of the University and any work study and non-work study employment with the University is incidental to their educational program at the University. Students who are currently enrolled at the University are eligible to apply for opportunities via the Student Employment web site regardless of work-study status. A work-study award is not required. Both undergraduate and graduate students are eligible to apply for jobs.

First-year students are eligible for on-campus student employment as of June 1st of the year in which they are to begin their studies at the University. If a student terminates his or her enrollment at the University for reasons other than graduation, he or she may not continue working as a student employee, effective as of the date of separation from the university. Also, upon graduation a student may no longer continue to work as student employee.

Postings

Postings for part-time or full-time student employment and co-ops/internships are posted to HAWKS HUNT, the Career Center's on-line career management tool which can be found at the link below or by contacting the Center center directly.

<https://www.myinterfase.com/rwu/student/home.aspx>

Duration of Position

The approximate end date of a student position should be established at the hiring phase. In the absence of an established end date, it will be assumed to be the end of the current semester. If both parties are agreeable, the work relationship may continue for subsequent semesters while the student is enrolled at the university and/or during semester breaks. Supervisors are under no obligation to re-hire a student for subsequent semesters.

Once the job has been offered to the student, the department must forward a completed New Hire Package to the Human Resources Department. This package includes:

- Student Personnel Action Form (Student PAF)
Note: Supervisors are required to complete and submit all of the required highlighted sections within the Student PAF. The Student PAF can be found at: http://www.rwu.edu/depository/hr/forms/student_paf.pdf.
- I-9 Employment Verification Form and will be E-verified by Human Resources to confirm employment eligibility.
- W-4 Tax Withholding Form
- Direct Deposit Form (Optional)

The hiring and management of student employees is the responsibility of the department's dean, director or manager. Student employees are not eligible for benefits.

Employment Verification (Form I-9)

The Immigration Reform and Control Act of 1986 requires all employers to verify the employment authorization and identity of each person hired, including U.S. citizens. To satisfy the record-keeping requirements of the law, all students employed on campus must complete an Employment Eligibility Verification Form (I-9). ***The student must complete the form and provide appropriate documentation within three business days of the date employment begins.*** Each student must provide proof of citizenship status by furnishing documentation as listed on the I-9. Students who have previously been employed on campus should have this form on file already with Human Resources.

International students who have found employment at the University must contact the Intercultural Center at 401-254-3121 in order to get their Social Security letter as this letter will be required to obtain a Social Security card.

Switching Student to Staff

If a student has graduated and will become a staff employee either temporarily or permanently, the student will then convert to staff payroll upon graduation. The Manager will submit a Staff Personnel Action Form (PAF) with the current GL#. Please contact the Department of Human Resources for the additional employment paperwork that will need to be completed by the student who will be switching to staff.

- A. *Graduates Working on a Grant:* May graduates that have been working on a grant during the school year and will be finishing up their research over the summer (through August) following graduation will remain on student payroll. The Manager will submit a Staff Personnel Action Form (PAF) with the current grant GL# and make a notation in remarks section to include “student status changed upon graduation”. Please note that due to this status change, the graduated student’s pay will be susceptible to the Federal Insurance Contribution Act (FICA) tax withholdings.

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 Employment Processing Policy and Procedure). Confirmation of start date can be established once a favorable background check result has been received by the Department of Human Resources.

Approved: November 13, 2013