

July 29, 2024

TO: Division Heads, Deans, Directors and Department Chairpersons
FROM: Mathew Cox, Associate Vice President for Enrollment Services
RE: 2024-2025 Personnel Policy for Undergraduate and Graduate Student Employees of the University of South Alabama

The following is the updated 2024-2025 Personnel Policy for Undergraduate and Graduate Student Employees of the University of South Alabama. This policy has been established for undergraduate and graduate student employees only and does not apply to Graduate Assistantships. The Deans of the Graduate School maintains the Graduate Assistantship Policy. Contact the Dean of the Graduate School at 460-6310 or view the graduate assistantship policy at <https://www.southalabama.edu/graduatemajors/graduateschool>.

I. Introduction

Student employment at the University of South Alabama is educational in nature and as such should afford students opportunities to use and further develop their skills, creativity, sense of awareness, and responsibilities while earning a portion of their educational costs. Student employees do not come under the umbrella of regular staff employees. Student employees are defined as those students who are employed as student assistants, have a paid internship through the University of South Alabama or employed in the Work-Study program. Nursing and Allied Health VWXGHQWV HPSOR\HG E\ WKH 8QLYHUVLW\ RI 6R their training, elected SGA student officials, and Resident Assistants are not a part of this definition.

It is the responsibility of supervisors to give new student employees the proper orientation, counseling, and supervision that is needed to develop healthy attitudes toward their jobs. Students are to supplement rather than replace University of South Alabama staff. Any questions or concerns related to the guidelines should be forward to the Associate Vice President for Enrollment Services.

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6WXGHQWV DUH HPSOR\HG XQGHU 3DQ KRXU¶V SD\ IRU DQ K department should not deny payments to students for brief interruptions in their daily VFKHGXOHV VFK DV UHVW SHULRGV RU FRILYHD Practitioner V L permit such interruptions for its regular hourly employees. Students are not compensated under a salary, commission, or fee arrangement. In addition, fringe benefits such as paid sick leave, vacation pay, and holiday pay, which are provided benefits to eligible regular

employees, do not apply to student employment. Student assistants are not covered by Social Security as long as they are enrolled at least half-time and regularly attending classes. Student employees are not covered by W R U N H U V ¶ & R P S H Q V D W L R Q L Q V X U D Q explained to students when hired.

Student employees are free to apply for Unemployment Compensation at www.labor.alabama.gov. When a student employee separates from employment, for any U H D V R Q W K H V W X G H Q W H P S O R \ H H ¶ V G H S D U W P H Q W P X V W S Unemployment Compensation to individuals who separate from employment. The Notice of Availability of Unemployment Compensation may be in the form of a letter, email, text message, or flyer given or sent to each individual undergoing separation. The notice may be found here:

<https://www.southalabama.edu/departments/enrollmentservices/resources/noticeofavailabilityofunemploymentcompensation.pdf>

The decision regarding eligibility for Unemployment Compensation is made solely by the Alabama Department of Labor.

III. Hourly Wage Rates

Wages paid to students working under the student employee program must be paid the minimum wage (**\$7.25/hour**) ; however, said hourly wage should not exceed **\$5.75** per hour over the minimum wage for undergraduate student employees and **\$10.25** per hour over minimum wage for graduate student employees without permission from the Associate Vice President for Enrollment Services. A written justification along with the Student Personnel Action form MUST be sent to the Office of Enrollment Services first for hourly wages exceeding \$13.00 for undergraduate student employees and \$17.50 for graduate student employees. A paper student personnel action form needs to be completed when requesting a student to be paid over the allowed amount with written justification. Once the written justification and student personnel action form has been approved by the appropriate office (Provost and Executive Vice President, VP for Student Affairs, or VP for Health Sciences), Enrollment Services will deliver directly to the Payroll Office.

Medical Affairs and Dean of the College of Medicine, Enrollment Services will deliver directly to the Payroll Office.

Wages under \$13.00/hour for undergraduate employees and under \$17.50 for graduate employees can be sent directly from the departments to the Payroll Office as long as it does not require a signature by the Grants and Contracts Office (Student Personnel Action Forms with FUND # beginning with 2) . Signature is required for all grants except Federal Work Study.

Students employed under the Work-Study program will be paid at least minimum wage as required under the federal guidelines to participate in the program. Employment under the Work-Study program is determined by the financial need of the family. The University of South Alabama is an equal opportunity employer and shall not discriminate on the basis (e)-3 (rsi)5p. (a)-3 (

Work-Study student employees must be enrolled half-time (6+ credit hours as undergraduate student and 3+ hours as a graduate student).

If a graduate student employee is in their final semester, they may continue employment as long as they are registered in a minimum of 1 credit hour.

Student employees currently hired in a department have the option not to enroll for one semester each academic year (fall-summer). During this time, student employees may work up to a maximum of 56 hours per pay period with an average of 28 hours per week during the pay period. *This does not apply to students who have not been enrolled for two consecutive semesters.

- x Example: A student was not enrolled in spring semester or summer semester but wishes to use the following fall for their semester to opt out of enrollment .

A student must be enrolled in the prior semester and registered for the upcoming semester before they are allowed to opt out a semester of being enrolled.

*For enrollment and employment requirements related to a student who is NOT a US citizen or a Legal Permanent Resident of the US please review the employment limitations below in Section VII.

Students admitted and registered to attend the University of South Alabama for the first time are not eligible to work as student employees until the first day of the semester.

Returning students who have applied for readmission and students who withdrew during a semester cannot begin working for the upcoming semester until the student has registered for classes for the upcoming semester. The student may not begin work until the first day of classes.

- x Example 1: Student withdraws during spring semester and has to cease work immediately. Student registers for classes for summer semester but cannot begin working until after spring exams are over and until the first day of the semester.
- x Example 2: Student has not been enrolled for several semesters and has applied for readmission and registered for classes for summer semester. The student cannot begin working until after exams are over for spring semester and until the first day of the semester.

It is recommended that student employees work no more than eight hours per day. Under special circumstances the supervisor may allow students to exceed the eight-hour limit. The maximum number of hours a student employee is allowed to work is 20 hours per week when classes are meeting. If a student holds more than one student employee job, the maximum combined hours a student may work between the jobs is still 20 hours per week, not to exceed 40 hours per pay period. If a department feels it is necessary to have a student work more than 20 hours per week or more than 40 hours per pay period, written approval must be granted in advance by the Provost and Executive President or their Vice President.

Students may not continue to work after they graduate.

Each department must submit a new Student Personnel Action appointment form when a student is hired. The student employment date will only be required at time of termination unless the student is a work study student, in which case an end date is required for each year. See Section VIII for instructions on the mandatory I-9 policy. In addition, Payroll must be notified (for FICA withholding purposes) when a student employee is not enrolled. The original or a copy of the social security card must be presented to the Payroll Office for social security number and name verification. When employment ends for the student a termination PA must be completed. (See Section XIII)

A current student employee hired at pay rate of \$7.25 per hour and you wish to increase the rate of pay to \$9.40 per hour) should be made website at

www.southalabama.edu/financialaffairs/payrollaccounting/calendar.html.

Departments and divisions should observe the University and state laws regarding nepotism . Students who have a relative working in the same department cannot be supervised or take directions from their relative. Refer to Section 2.1.4 of the Staff Employee Handbook for more information.

VI. Breaks and Lunch

VII. International Student employment

United States immigration regulation 8 CFR 214.2(f)(9)(i) limits the employment eligibility of international students. Internan h37j -480.8ow 10.044 0 Td (CFR)Tj -0.0w5

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IX. On-the-Job Injury (OJI)

The University of South Alabama strives to protect its employees from undue financial hardship resulting from qualified job-related injuries. Student employees are eligible for benefits provided by the OJI program. The injury must occur in the course and scope of duties as a University employee. For additional information and instructions on how to apply, please
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<https://www.southalabama.edu/departments/financialaffairs/hr/accidents.html>.

X. FICA Taxes

The IRS has announced through a private letter ruling that student employees who are enrolled less than half-time (less than three hours graduate or six hours undergraduate) are
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verified each payroll period.

XI. Graduation

A student employee cannot work after they graduate from the University of South Alabama.
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If a student chooses to continue their education at the University of South Alabama, they must be degree-seeking and cannot begin employment until the first day of classes.

XII. Voluntary Services

Student employees will be allowed to participate in voluntary services under the following conditions:

absences when necessary, see that pay procedures are followed, and in general ensure that a reasonable work relationship is developed and maintained between the student employee and the department.

Student employees are not allowed to work at home. All work must be conducted under departmental supervision.

XV. Grievances

XVI. Terminations

Student employees are considered to serve at the pleasure of the University of South Alabama

Ending Employment:

The following constitute ending employment with the University of South Alabama:

- x The student graduates
- x The student is no longer enrolled
- x The student resigns from employment
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A termination/resignation student personnel action form SPAF must be completed for the above occurrences.

<https://www.southalabama.edu/departments/eforms/enrollmentservices/studentpaform.pdf>

Disciplinary:

In the event that need arises to terminate a student employee, the supervisor should discuss with the student the on-the-job problem and corrective action necessary to maintain job and appropriate time-line to correct problems before termination. Proper documentation supporting any or all disciplinary actions should be maintained by the department. Their employment must not violate Affirmative Action/Equal Employment Opportunity laws and regulations. The filing and resolution of grievances shall be done in accordance with the terms of Section XV of this policy.

Grounds for immediate termination would include, but not be limited to

- x Student who falsifies their time sheet.
- x Theft or misuse of university property.
- x Disclosure of confidential records which the student may be privileged to in the scope of their student employment

In cases involving student misconduct, the matter will be referred to the University Disciplinary Committee for adjudication as outlined in the Student Handbook. The University reserves the right to suspend the student employee job related activity without pay pending the outcome of the University Disciplinary Committee hearing process.

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6. Student employees must be enrolled at half-time and be a degree seeking student.
7. Student employees must meet Department of Labor and Immigration regulations.
8. 7KH 8QLYHUVLW\ RI 6RXWK \$ODELWV Department Reporting must be followed.
9. Student employees may work (maximum of 56 hours per pay period with an average of 28 hours per week during a pay period) and not be enrolled for one semester each academic year (Fall-Summer). This does not apply to International students during the fall and spring semesters.
10. Student employees may not work after they graduate from the University of South Alabama. Student employee must cease employment on the last day of finals during WKH VWXGHQW¶V ODVW VHPHVWHU ,I D VWXGHQW FKRRV the University of South Alabama they must be degree-seeking and cannot begin employment until the first day of classes. If a graduate student employee is in their final semester, they may continue employment as long as they are registered in a minimum of 1 credit hour.
11. Student employees who are enrolled in on-line classes are only allowed to work 20 hours per week not to exceed 40 hours per pay period. Students who enroll in less than 6 hours for undergraduate or 3 hours for graduate on-line or campus classes must have written approval in advance by the Provost and Executive President or their Vice President. If approved, the student may work up to a maximum of 28 hours per week or a maximum of 56 hours per pay period. A list of students with their JAG numbers and a copy of the written approval must be submitted to Office of Enrollment Services.
12. Termination/Resignation Electronic Personnel Action Forms (EPAFs) or a paper personnel action form if electronic not available for all jobs must be completed and

Student employees are free to apply for Unemployment Compensation at www.labor.alabama.gov. When a student employee separates from employment, for Availability of Unemployment Compensation to individuals who separate from employment. The Notice of Availability of Unemployment compensation may be in the form of a letter, email, text message, or flyer given or sent to each individual undergoing separation. The notice may be found here:

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