

**STUDENT EMPLOYMENT DEPARTMENTAL  
RESPONSIBILITIES**

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## ***Section II - STUDENT EMPLOYMENT DEPARTMENTAL RESPONSIBILITIES***

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- Student employees may begin work on the first day of the semester payroll calendar. Student employees not returning to school the following semester are eligible to work until the last day of the current semester payroll calendar. Semester payroll dates announced by Financial Aid relate to, but are not exactly the same as, the academic semester calendar.
- **Employing Departments are required to comply with all policies and procedures of the student employment program.**
- **Employing departments should not allow a student to begin work until a Supplemental Time Card from Financial Aid Office has been received.**
- Employing departments should provide student employees with the following written information: departmental policies, duties to be performed, and number of hours that the student employee can expect to work. Employing departments wanting to enforce more conservative work eligibility requirements than those required by Financial Aid must obtain approval from Financial Aid and provide those requirements in writing to all student employees within the department before the term of employment begins.
- Employing departments are expected to provide work for student employees for at least one semester unless provisions for short-term employment are made and understood. If circumstances make it necessary to terminate a student's employment during a semester for reasons other than unsatisfactory work performance, employers should give the student employee a two-week notice prior to termination. If the termination is a result of unsatisfactory work performance or a violation of student employment or departmental policies, you may terminate a student's employment immediately. You should provide the student the specific reason for the termination in writing at the time of their separation.
- Student employees should not be scheduled for work or allowed to work during class time.
- Students employees required to work when SIUC is closed must be informed by the employing department of this requirement at the time of hire. Otherwise the student employee cannot be required to work during university closure. Student employees who are scheduled to work but are not required to report during university closure will not be paid; however, supervisors should rearrange work schedules when possible so that the affected student employees will be able to make up the time lost. Student employees who are scheduled and required to work during university closure will be paid at the regular rate for the actual number of hours worked.
- Student employees working 4 consecutive hours are entitled to a paid 15-minute break during work hours. The break period is to be preceded and followed by a work period. It should not be used to cover a student's late arrival or early departure. Students are not eligible for a break if working less than 4 consecutive hours.
- Student employees are not paid for scheduled hours missed for holidays, jury duty, funerals, illness, and military obligations or voting.
- Student employees cannot work on a volunteer basis at a job for which they are normally paid.

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- Student employees should be evaluated on their work performance; at the end of every semester; whenever an excess qualification/market adjustment increase is given; whenever a student employee exhibits poor attendance or unsatisfactory work performance; or whenever a student employee is terminated from their employment.

**Maximum Work Hours and Multiple Jobs**

According to University policy, all student employees are to be employed on a part-time basis and cannot result in the displacement of a Civil Service or other full-time Faculty/Staff position. The following maximum work hours and multiple job restrictions were established to comply with University policy, United States Citizenship and Immigration Services and Internal Revenue Service regulations.

**If a student is employed in more than one student employment position, the hours worked in all of their student employment jobs cannot exceed the total hours set forth below.**

*U.S. Citizens and Permanent Residents*

	When School is in Session	When School is not in Session
Employed only in the student employment program.	29.5 hours per week	37.5 hours per week
Employed in the student employment program and as an *undergraduate assistant or housing resident assistant on a 25% basis (10 hours per week).	16 hours per week	27.5 hours per week
Employed in the student employment program and as an *undergraduate assistant or housing resident assistant on a 37.5% basis (15 hours per week).	11 hours per week	22.5 hours per week
Employed in the student employment program and as an *undergraduate assistant or housing resident assistant on a 50% basis (20 hours per week).	6 hours per week	17.5 hours per week
Employed in the student employment program and as a graduate assistant on a quarter time basis.	10 hours per week	27.5 hours per week
Employed in the student employment program and a graduate assistant on greater than a quarter time basis.	Not eligible to be employed in the student employment program without a letter of exception from the Graduate School.	17.5 hours per week
Employed in the student employment program and as a faculty/staff or civil service (including extra-help).	Not eligible to be employed in the student employment program without a letter of exception from the Financial Aid Office.	Not eligible to be employed in the student employment program without a letter of exception from the Financial Aid Office.

**\*UGA contracts are done for fall and spring semesters only (1<sup>st</sup> day of semester to the last day of finals). Therefore, UGA's may work the same amount of hours as other student employees in the break period between fall and spring provided they meet enrollment eligibility requirements for student employment.**

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**International Students**

	When School is in Session	When School is not in Session
Employed only in the student employment program.	20 hours per week	37.5 hours per week
Employed in the student employment program and as an *undergraduate assistant or housing resident assistant on a 25% basis (10 hours per week).	10 hours per week	27.5 hours per week
Employed in the student employment program and as an *undergraduate assistant or housing resident assistant on a 37.5% basis (15 hours per week).	5 hours per week	22.5 hours per week
Employed in the student employment program and as an *undergraduate assistant or housing resident assistant on a 50% basis (20 hours per week).	Not eligible to be employed in the student employment program.	17.5 hours per week
Employed in the student employment program and as a graduate assistant on a quarter time basis.	10 hours per week	27.5 hours per week
Employed in the student employment program and as a graduate assistant on greater than a quarter time basis.	Not eligible to be employed in the student employment program.	17.5 hours per week
Employed in the student employment program and as a faculty/staff or civil service (including extra-help).	Not eligible to be employed as faculty/staff or civil service (including extra-help).	Not eligible to be employed as faculty/staff or civil service (including extra-help).

Student Employment Services monitors maximum work hours and will notify the student and their employer if they exceed the maximum number of hours they are allowed to work.

**The first time a student exceeds the number of hours they are allowed to work they will receive a warning notice; the second time they exceed the number of hours you are allowed to work they will receive a termination notice.**

In order to regain eligibility for student employment, U.S. citizens and permanent residents will need to contact Student Employment Services in the Financial Aid Office. International students will need to contact the International Student and Scholars Office regarding the process about applying for reinstatement with the United States Citizenship and Immigration Service.