Student Employment Policy

Effective: July 19, 2023 (original)
Responsible Executive: Director, Employment Services – Human Resources
Applicability: The Student Employment Policy is applicable to Auburn University students employed in Auburn University positions, regardless of work location and to university departments employing Auburn University students.
Review By: July 2026

I. Policy Statement
Student Employment Services is a unit of Auburn University Human Resources (AUHR) established to assist with meeting the employment and business needs of the university; to provide Auburn University students with financial support while in pursuit of their academic goals; and to provide Auburn University students opportunities for academic and/or administrative and business-related job experience. Student employees, and departments who employ student employees, must comply with applicable policies, procedures, and guidelines, as well as applicable law.

II. Policy Principles
A student employment position is dependent upon the needs of an employing department. Employment during any period creates no expectancy or obligation for future employment. The university allows students to perform work during any portion of the academic year and/or summer employment period – while adhering to applicable restrictions. The employment of a student, to include assignment length and schedule, is determined at the discretion of the employing department based on factors that include, but are not limited to, student performance, department finances, and/or program needs.

a. Eligibility
To be eligible to work as a student employee, an individual must meet one of the following criteria:
   i. Enrolled and taking classes during the semester they are employed; or
   ii. Not enrolled in classes for the semester of employment, but enrolled in the previous semester and show enrollment status for the following semester (this includes the summer semester).

Note: An international student is eligible to hold a student employment position per the terms of their visa. All eligible international students must first obtain approval from the Office of International Students & Scholars Services prior to starting any type of employment.

b. First Time Auburn University Students
Auburn University students who have enrolled for the first time may begin work as a student employee, as early as, one week prior to the first day that classes begin for the upcoming semester. This includes any conferred undergraduate or graduate planning to enroll in a graduate program for the first time. If it is necessary for the individual to begin employment on an earlier date, the
employing department may instead hire them as a Temporary Employment Services (TES) employee and transition them to a student employee position five business days prior to the first class day of the enrolled semester.

c. Auburn University Graduates
Individuals become ineligible for student employment immediately following the date of their commencement. If a department wishes to continue employing a current student post-graduation, they must do so via TES. This includes conferred undergraduate or graduate students, who are enrolled in a new graduate degree-seeking program (Master’s, Doctorate, or Professional) – these students must perform work as a TES employee between the time of graduation and the start of the new graduate-level program.

d. Nepotism
In accordance with Alabama state law and Auburn University policy, nepotism is prohibited at Auburn University.

e. FLSA Status
Student employees are covered under the Fair Labor Standards Act (FLSA) and are classified as nonexempt employees. The FLSA requires that employees designated as nonexempt must:
   i. Keep accurate records by recording all actual hours worked. Time records, whether electronic or paper, must reflect actual starting and stopping times of work; and
   ii. Be paid at least the federal minimum wage for all hours worked; and
   iii. Receive overtime premium pay, at a rate of time and one-half their regular hourly rate of pay, for all hours worked in excess of 40 hours in a designated workweek.

Exception applies only to graduate students in an approved assistantship position. Assistantship positions are classified as exempt under the FLSA, but are limited to work only the total hours approved under their full-time equivalency (FTE) designation.

f. Verification of Employee Eligibility for Employment
Under the Immigration Reform and Control Act of 1986, all employers are required to verify an employee’s eligibility for employment in the United States upon offer and acceptance of appointment. Hiring a student who is not authorized to work in the U.S. may result in civil and federal penalties.

g. Background Checks
   i. All graduate and professional student employees, along with undergraduate student employees who will be working with minors, must complete a background check in accordance with the Policy on Conducting Background Checks.
   ii. Any student employee working in a position where driving is an essential function of the job is subject to a Motor Vehicle Report (MVR).

h. Assignment Amount and Work Hours
Assignment amount and work hours guidelines are designed to support students with balancing employment while maintaining a focus on academics. Student employees may hold multiple student positions so long as they do not exceed the weekly work hour maximum(s) as outlined:
   i. During both fall and spring semesters, student employees, to include international students, may work a maximum of 20 hours per week for all university jobs combined.
   ii. During the summer semester and during official university academic break periods, student employees, to include international students, may work over 20 hours per week for all university jobs combined.

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2 Refer to the Policy on Temporary Employment Services (TES) for full policy details.
3 Refer to the Nepotism Policy for full policy details.
4 Refer to the Policy on Verification of Employee Eligibility for Employment (Form I-9 and E-Verify) for full policy details.
5 Refer to the Policy on Conducting Background Checks for full policy details.
i. Pay Periods
Nonexempt student employees are paid on a bi-weekly basis for all hours worked. Exempt student employees (i.e. those in an approved graduate assistantship) are paid monthly, based on the established FTE of the position.

j. Pay Rates
Starting pay rates and pay rate increases for student employment jobs are determined at the discretion of the employing department with consideration given to the level of work being performed, longevity in the position, qualifications, responsibilities, and skills required to perform the job. Student employment is not subject to university pay practices that apply to regular employees, such as annual merit increase opportunities and minimum hiring rate.

k. Employment Start Date
The employment start date is the first date that work is performed. Student employee positions are eligible to begin work per the principles of the Policy on Employment Start Dates and in accordance with all other applicable university policies or procedures, as well as applicable law.

l. Benefits and Time Off
Student employees are not eligible for group insurance (including, but not limited to health, dental, vision, and life), retirement, paid leave and holidays, and other fringe benefits as determined by the university, unless required by law.

m. Safety and On-the-Job Injury (OJI)
All employing departments are responsible for ensuring student employees fully understand any hazards associated with their positions and are properly trained on the safety procedures that are necessary to prevent injury or illness. Departments are responsible for providing necessary personal protective equipment (PPE) and training student employees on proper use. Student employees are eligible for benefits provided by Auburn University’s OJI Program if an injury is sustained while in the course and scope of duties as an Auburn University employee.

n. Discipline and Termination
Student employment is at-will and may be terminated by the employing department, or the student employee, at any time with or without notice or cause. Student employees must comply with all applicable federal, state, and local laws, regulations, Auburn University policies, and practices. Additionally, student employees must adhere to all protocols outlined in the Code of Student Conduct. Failure to follow the law, the employing department and/or the university’s established policies, procedures, practices, and code of conduct may result in disciplinary action up to and including termination.

III. Definition
a. Student Employee – an individual who:
   i. Is enrolled in academic classes, as an undergraduate or graduate student, at Auburn University, in either a part-time or full-time capacity; and
   ii. Is employed by an Auburn University department; and
   iii. Is primarily considered a student and secondarily as an employee.

   Note: A student employee can be a part of the Federal Work Study (FWS) program.

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6 Refer to the Policy on Employment Start Dates for full policy details.
7 Refer to the On-the-Job Injury Program for full program details.
8 Refer to the Code of Student Conduct for full standards details.
b. International Student – a student holding a lawful F-1 or J-1 status and is in the United States for the primary purpose of engaging in a full course of academic study.

c. Workweek – the established university-wide workweek begins at 12:01 am Sunday and ends at 12:00 midnight the following Saturday.

d. Official University Academic Break Periods – Spring Break, Thanksgiving Break, and the days falling between commencement and the beginning of the subsequent semester.

IV. **Policy Procedures**

a. All student employee positions are required to be filled through the university’s applicant tracking system (ATS), whether by direct hire or recruitment methods.

b. Students must complete all new hire document requirements on or prior to day one of the employment start date.

   i. Departments are to plan realistic start dates and are responsible for ensuring students are work authorized prior to performing any work.

V. **Sanctions**

Failure to comply with this policy may result in a student’s ineligibility for on-campus student employment, a hiring department’s ineligibility to employ student employees, or other disciplinary actions as may be appropriate up to and including termination.