

Polk State College Procedure

Subject	Reference	Date	Number
Student Worker Employment	6Hx21 3.02	05/31/93	6015

The purpose of this procedure is to provide a procedure for the hiring, placement, payment, and termination of student workers.

1. Definition

Student worker is defined as a special class of college employee whose requisites are: (1) currently enrolled as a credit student; (2) for a minimum number of credit hours; (3) filling a position identified as a student position; and (4) such position meets the requirements to be exempt from Florida Retirement System and other college benefits.

2. Qualifications and Requirements

- A. The student must possess the skills required in the position description.
- B. Student workers must be enrolled at Polk State College for a minimum of twelve (12) credit hours per term during Terms 1 and 2 and a minimum of six (6) credit hours per term during Summer Terms 3 and 4.
- C. A Polk State College student worker application is required. (Applications are available in the Office of Human Resources.)
- D. All student workers must have a Social Security card.
- E. Students under 18 years of age must obtain a state work permit in order to be employed. (Permits are available in the Office of Human Resources.)
- F. No student worker may hold any other position of employment with the college during their term of employment as a student worker.

3. Hiring, Placement Process

- A. A position description which establishes the characteristics and functions of the position will be provided to the Office of Human Resources by the requesting area. Description must clearly indicate STUDENT WORKER as the classification.

- B. An employment authorization will be prepared to request that Human Resources initiate actions to fill student worker position(s).
- C. The Office of Human Resources will prepare and distribute, on campus, the notice of available student worker positions.
- D. Eligible applicants will be referred to the requesting area by the Office of Human Resources until the position is filled.
- E. After the reviewing official has completed the interviews, a Request for Personnel Action (RPA) will be furnished with the review form to authorize Human Resources to hire and place the selected applicant.
- F. The Office of Human Resources will verify student status and process necessary papers.

4. Employment

- A. The term of employment is from the first day of a term or later to the first day of the next term. Employment may be continued by submitting an RPA to the Office of Human Resources.
- B. The number of hours worked should not exceed 20 hours a week. Recognition of need to prepare for exams, etc., is expected of both student worker and supervisor.
- C. Student workers will be paid at the rate identified in the salary schedule. Student worker time sheets and pay days are the same as for part-time career employees.

5. Termination

- A. A budget head wishing to terminate a student worker must inform the student of employment termination.
- B. Students wishing to terminate a position are requested to give two (2) weeks notice.
- C. A student terminated from one position is not prohibited from future employment in another position.
- D. A Request for Personnel Action must be completed and sent to the Office of Human Resources for all terminations.

- E. Students may request a hearing before the administrator responsible for Human Resources if they feel they have been unjustly dismissed.

This procedure does not cover work study students.

History

Adopted June 22, 1978; revised April 15, 1980; August 12, 1985; December 14, 1992; and May 31, 1993.

Distribution

All Holders of PSC Procedures Manual
Financial Aid Office
Payroll Office
Office of Human Resources Office

<i>William Ryan</i>	<i>9/18/97</i>	<i>William Ryan</i>	<i>9/18/97</i>
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>Mary Lee Cook</i>			<i>9/18/97</i>
President's Approval			Date