

Polk State College Procedure

Subject	Reference	Date	Number
Student Worker Employment	F.S 1001.64	8/9/10	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 employment application is required to be considered for employment. (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 parental consent and provide proof of age to the Human Resource department..
- F. No student worker may hold any other position of employment with the college during their term of employment as a student worker.
- G. An employment authorization will be prepared to request that Human Resources initiate actions to fill student worker position(s).
- H. 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.

3. Employment

- A. The number of hours worked should not exceed 20 hours a week.

Notification of the need to prepare for exams, etc. is expected of the student worker.

- B. 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. A two week notice is recommended.
- 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; May 31, 1993 and August 9, 2010.

Distribution

All Holders of PSC Procedures Manual

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Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
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President's Approval			Date