

<b>Applicability:</b> Employee Classes 20 and 21	<b>Effective Date:</b> July 1, 2006	<b>Approved By</b> Signature on file Anthony J. Catanese, President	<b>Page:</b> 1 of 3
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**A. POLICY**

The intent of this policy is to provide a concise source of information concerning the compensation and employment procedures related to the employment of students at Florida Tech.

**B. DEFINITIONS**

1. Employees assigned to the following employee classes are covered by this policy: Federal Work-Study (20) and College Roll (21).
2. Graduate Student Assistants are considered salaried/exempt employees and are covered by the *Compensation Policy*.

**C. DISCUSSION**

1. It is the responsibility of both supervision and management to ensure that the policies and procedures detailed in this document are followed. Individuals responsible for violation of these policies are subject to appropriate disciplinary sanctions up to and including discharge.
2. The university deems a student’s primary role while attending Florida Tech as the pursuit of an education and, ultimately, a degree. As such, the university limits full-time students who are also employees as defined by this policy to a maximum of twenty (20) hours of work per week during the academic year defined as fall and spring semesters. The only exceptions to this general limitation are indicated below.
  - a. During break periods (winter break, spring break and summer semester), student employees may exceed the twenty (20) hour per week limitation whether enrolled as a full-time student or not (at the discretion of the student’s supervisor and academic department). In accordance with federal law, when a student employee works but is not enrolled as a full-time student, his/her earnings are subject to FICA taxes.
  - b. Students employed as Residential Housing Staff or as Tour Guides may hold other student employment that, when combined, may result in more than twenty (20) hours of work per week even during the academic year.
  - c. Students performing dispatch duties at the airport as part of required course work may hold other student employment that, when combined, may result in more than twenty (20) hours of work per week even during the academic year.
  - d. Graduate Student Assistants in the College of Psychology and Liberal Arts performing counseling as part of a degree program may hold other student employment that, when combined, may result in more than twenty (20) hours of work per week even during the academic year.
3. Student employees are considered employees of Florida Tech and must be paid through the Human Resources/Payroll system. The use of check requisitions as a method of payment for student employees is expressly prohibited.
4. Before an international student may start to work, his/her proposed appointment must be reviewed by the Office of International Student and Scholar Services to clear the international student for employment dependent upon the limitations that might exist with his/her visa.
5. The use of the employee classes of Temporary Full-time (18) and Temporary Part-time (19) may not be used for the employment of full-time students, as use of these employee classes bypasses all system checks in place that limit student employment to twenty (20) hours of work per week during the academic year.
6. Before any employee may start to work for the university, but no later than seventy-two (72) hours after the start of employment, the documents indicated below must be completed and submitted to the Office of Human Resources. The employee will not be paid until these documents are received. Permitting an individual to work prior to completion of these documents subjects the university to serious and costly penalties and fines from the Internal Revenue Service, Department of Homeland Security and the U.S. Department of Labor.
  - a. Approved authorization to hire signed by the appropriate hiring official.
  - b. Completed W-4 signed by the employee.

- c. Completed I-9.
  - i. Copies of documents submitted as proof of identity and eligibility to work in the United States must be attached.
  - ii. The form must be signed by the employee.
  - iii. The form must be signed by the person who examined the documents that are presented.
- d. Documented proof of measles (rubeola) immunity or inoculation if born after December 31, 1956. Documentation must be provided on the letterhead stationery of the physician or laboratory and must be signed by the physician, registered nurse or licensed physician's assistant in the employ of the physician or laboratory. Proof may consist of:
  - i. Documentation of prior infection with the measles (rubeola) disease.
  - ii. Laboratory evidence of measles (rubeola) immunity.
  - iii. Documentation of two (2) immunizations with live measles vaccine on or after the first birthday.

#### **D. COLLEGE ROLL EMPLOYMENT**

College Roll employment is an institutional work program that enables a limited number of students to work part time on campus. Special skills are often required for specific positions.

##### 1. Application Process

- a. Students should check with the various departments for possible College Roll opportunities. The student's major department is often a good starting point.
- b. When advised of vacancies, the Office of Student Employment will maintain a list of all College Roll opportunities. The positions (if any) will be listed on the Job Location and Development Web site (<http://www.fit.edu/career/JLDJobListing.html>). Students also have the option of signing up for a College Roll e-mail list serve through the Office of Student Employment. When enrolled, students will receive, via e-mail, College Roll opportunities when they are advertised.

##### 2. Eligibility Requirements

- a. Students should be enrolled as full-time students.
- b. Students employed as Graduate Assistants are not normally eligible to participate in the College Roll program except as detailed in this policy.
- c. All documents detailed in Section B(6) of this policy must be completed before employment commences.
- d. Prior to beginning work, the following must occur:
  - i. Review by the Office of International Student and Scholar Services to clear any international student for employment dependent upon the limitations that might exist with his/her visa.
  - ii. Review by the Office of Student Employment for possible eligibility for Federal Work-Study funds. Students eligible for Federal Work-Study funds must either utilize that source of funding entirely OR forfeit their Federal Work-Study award before utilizing College Roll funds.

3. Employing units will select the student who possesses the most appropriate experience for the job without regard to race, sex, color, religion, creed, national origin or ancestry, age, marital status, handicap, Vietnam-era veteran status, or sexual orientation.

4. Students must continue to meet the eligibility requirements detailed in Section C(2) of this policy.

5. Continued employment is at the discretion of the employing unit.

##### 6. Terms and Conditions of Employment

- a. Students should be in good academic standing.
- b. Students will be paid in accordance with the schedule for student wages (included as an addendum to this document).

- c. Students must arrange work schedules around class hours.
  - d. If working in more than one employing unit, rates of pay may be different for different types of employment but the total hours may not exceed twenty (20) in a week during the academic year.
7. A category of Graduate College Roll is available for use when the technical skills required for the appointment are of the type that would be available at the graduate student level.
- a. A Graduate Student with a College Roll appointment of a Non-Technical nature will be employed at the same rates as an Undergraduate Student and subject to the same limitations.
  - b. A Graduate Student with a College Roll appointment of a Technical nature will be employed at the rates detailed for Graduate College Roll in the attached Addendum. The Office of Human Resources will seek the concurrence of the Associate Provost for Graduate and International Programs for the use of the Technical Graduate College Roll category of employment.
    - i. Appointments to the Technical category of Graduate College Roll are normally limited to sixteen (16) weeks.
    - ii. If there is a need to extend the Graduate College Roll appointment in the Technical category beyond sixteen (16) weeks, in most cases a regular Graduate Research Assistant contract should be issued.

**E. FEDERAL WORK-STUDY (FWS)**

Federal Work-Study (FWS) is a federally funded award given by the Office of Financial Aid to eligible students based on financial need.

**1. Florida Tech Federal Work-Study Supervisor Handbook**

Please refer to the current Florida Tech Federal Work-Study Supervisor Handbook online for Federal Work-Study Eligibility Requirements, Policies and Procedures:

<http://www.fit.edu/career/employers/workstudyforms.htm>

**2. Federal Work-Study Web Page**

Prospective FWS Students, faculty and staff may refer to the Federal Work-Study Web page for program details, instructions on locating positions, necessary forms and important deadlines:

<http://www.fit.edu/career/Student%20Employment/FWS.html>

**F. ADDENDUM**

Pay Rates

**1. Federal Work-Study and College Roll Employment**

Category	Hourly Minimum	Hourly Maximum
Non-Technical	\$6.40	\$7.75
Technical	\$6.40	\$12.48

**2. Graduate College Roll**

Category	Hourly Minimum	Hourly Maximum
Non-Technical	\$6.40	\$7.75
Technical	\$8.09	\$14.92