

Fairmont State University Student Employment Policies

Student employee at Fairmont State University is defined as an individual who is:

1. Classified as a student as a primary role at the institution and a secondary role as an employee
2. Enrolled in a degree seeking program at the university on a full-time or at least a half time basis
3. In good academic standing making satisfactory academic progress toward a degree and maintaining a minimum cumulative GPA of 2.0
4. Appointed to a temporary/part-time position designated as student employment and not eligible for benefits

In order to ensure equity in employment opportunities for our University work community; students will only be permitted to hold one hourly employment and one stipend position on campus, or two stipend positions simultaneously. Hourly positions require students to clock in at the beginning and end of each shift. Stipend positions provide a set stipend for the semester and students do not use a timeclock at the beginning or end of a shift. Student employment programs include but not limited to: Federal Work-Study, Auxiliary funded, Temporary Appointments, grant funded, Residential Assistants, and Graduate Assistants. The institutions goal is to assist as many students as possible with on-campus employment opportunities to assist with their educational needs.

Confidentiality:

1. All student employees are required to submit the FSU confidentiality form at the time of initial hire.

Federal Work-Study:

1. The Office of Financial Aid Services is responsible for the allocation of student employment dollars involving recipients of Federal Work-Study.

Payroll and Work Hours:

1. Student employees are required to complete the payroll forms which can be found under Institutional Forms on our website.
2. Student employees must be approved by the Payroll Office and complete setting up the MyApps and Kronos systems before working.
3. Student employees can't exceed earning more than allocated funds.
4. All work hours must be reported through Kronos and be compensated. Student employees must immediately inform their supervisors concerning missed Kronos clock in/out.
5. When student employees are scheduled to work more than five (5) hours, their supervisors are required to give a break of 20 minutes.
6. Student employees may not work for the university more than 20 hours per week.
7. Student employees may not exceed a total of 20 hours per week.
8. During the spring, summer, Thanksgiving, and winter breaks, student employees may work up to 29 hours with supervisor's approval. If enrolled in a summer session, student employees are allowed to work up to 20 hours per week.
9. Student employees may work until the last day of final examinations of the academic session following either graduation or withdrawal from enrollment.
10. Student employees must be paid for participating in training.

Student position:

1. All appointments to student positions shall be on the basis of qualifications, suitability and student status without discrimination.
2. The job duties and responsibilities may or may not be related to their field of study.
3. Each appointment is subject to renewal, but not guaranteed.
4. On-the job injuries must be reported to one's supervisor as soon as possible.

International Students:

1. International students will be offered employment in accordance with University rules and Federal regulations. Contact the Office of Educational Pathways for International Centers and Students (EPICS) for information related to the employment of international students.

Absences:

1. Student employees must notify the supervisor for each day of absence.

Dress and Grooming Codes:

1. All employees are to be suitably dressed and groomed during work hours or when representing the interests of Fairmont State University. The supervisor will determine the appropriate dress and grooming codes for each department or work area, according to operational need. Dress and grooming codes will be nondiscriminatory.

Conduct:

1. Employees are expected to be punctual and functioning in their positions consistent with their scheduled work hours.
2. Work areas are considered smoke free areas.
3. Student employees are expected to maintain standards of performance and conduct as outlined by their immediate supervisors and institutional policy, and to comply with all applicable laws, policies and procedures.

Resolution of Disputes:

1. Student employees must bring concerns about their employment to the attention of their supervisor as soon as possible. Student employees involved in a dispute should seek resolution at the unit level. Decisions at the unit level are final and there is no appeal process.

Termination:

1. Student employees are at will and serve at the discretion of the employing unit. Any student employee who has engaged in misconduct or found in violation of university policies may be terminated immediately without advance notice.
2. Student employees who resign or is terminated must receive wages due for work rendered.
3. A two week written notice for resignation is expected.

Training:

1. All student employees are required to complete the SafeColleges Title IX training on-line annually.

Annual Evaluation:

1. Performance evaluations may be done at the discretion of the supervisors.