Name of Policy: **Student employment**

Policy Number: 3364-25-11

Approving Officer: President

Responsible Agent: Vice President and Chief HR Officer

Scope: all University of Toledo campuses

<table>
<thead>
<tr>
<th>( ) New policy proposal</th>
<th>( ) Minor/technical revision of existing policy</th>
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<td>( ) Major revision of existing policy</td>
<td>X Reaffirmation of existing policy</td>
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(A) Policy statement

The basis for student employment is to assist in meeting the needs of the university, provide university students with financial support in pursuit of their academic goals, and provide opportunities for academic or administrative job experience. The job duties and responsibilities of student employees vary greatly, and may or may not be related to their field of study. A student employee is defined as an individual who is:

1. Enrolled in classes during semesters in which they are employed. This policy covers fall and spring semesters. During summer semester, university students who attended classes the prior spring and are enrolled for the following fall semester may work as student employees. Students attending other institutions who are under an approved consortium agreement may also be employed as university student employees.

2. University of Toledo students taking classes at the university during the summer will be given preference for student employment summer positions.

3. Associated with the university primarily in the pursuit of an academic degree at The University of Toledo.
(4) Working in a position other than graduate assistant or graduate teaching assistant.

The university maintains a distinction between student appointments and ongoing regular appointments. These distinctions may include but are not limited to nature of work, hours worked, rate of pay, and benefit eligibility.

(B) Purpose of policy

The purpose of this policy is to reduce the cost to the University of Toledo for Ohio public employees retirement system ("OPERS") contributions for student employees. Historically, there has been a significant increase in OPERS contributions for student employees during the summer semester.

This policy will assist students to receive the highest possible pay for work performed.

(C) Procedure

Student employment will approve only those student employee personnel action forms when enrollment can be verified for the fall and/or spring semesters in which the student will be working or, in summer, for the prior spring semester and following fall semester. Hiring departments will be required to indicate on the personnel action form that hiring preference was given to students enrolled in university summer classes. Students who are enrolled at other universities under an approved consortium agreement are also eligible to be university student employees. No student is eligible to be a University of Toledo student employee unless his/her personnel action form has been approved by student employment prior to commencing work.

Career services, in which the student employment function resides, will oversee the employment guidelines handbook and procedures including seeking appropriate legal guidance. The supervisor and student employee handbooks will be posted on the career services website under "Student Employment." All revisions to procedures will be made available through campus-wide emails and posted in the handbooks.
Policies Superseded by This Policy:

- Previous 3364-25-11, effective date September 13, 2013

Initial effective date: May 26, 2010
Review/Revision Date: September 13, 2013; October 13, 2016
Next review date: October 13, 2019