



## Student Employment Policy

|                    |                                      |
|--------------------|--------------------------------------|
| Last Policy Update | January 22, 2024                     |
| Responsible Party  | Human Resources                      |
| Affected Parties   | Students and Student Hiring Managers |

### OVERVIEW

Bryn Athyn College provides opportunities for graduate and undergraduate students to gain work experience while pursuing their degree. This enhances their educational development and provides an income as financial assistance while in school.

### PURPOSE

The purpose of this policy is to provide a guide to hiring managers and students on the procedures for the employment of student employees. The policy is created with all federal, state, Department of Labor and Bryn Athyn College's operating procedures.

### POLICY

Student employees are students first and their job at the college is secondary to their academic requirements. It is imperative managers work with the student's schedule to accommodate academic activities. Students must be enrolled half-time at the college to be eligible to work as a student employee. International students must be full-time to be eligible to work.

All students and managers must follow the procedures below to follow this policy:

#### I. STUDENT APPLIES FOR INTERESTED POSITION

- The student submits an online application via the Human Resources website.
- Human Resources receives the application and forwards it to the hiring manager.

*If the student is receiving money from FWS, they must bring their contract from the Financial Aid Office to Human Resources prior to applying for a position, FWS students can only apply for eligible positions on campus.*

#### II. HIRING MANAGER REVIEW OF APPLICATION

- The hiring manager reviews the application.
- If interested, they contact the student for an interview.



- If not interested, they email the student to advise that they will not move forward with their application.

### **III. MANAGER NOTIFIES HUMAN RESOURCES OF INTENT TO HIRE**

- The manager contacts Human Resources of their intent to hire a student and sends a completed Employee Action Form (PABAC).

### **IV. HUMAN RESOURCES CONTACTS THE STUDENT**

- The Office of Human Resources contacts the student via email to advise of the hiring manager's intent to hire, providing essential information for the hiring process (I9, ADP instructions)

### **V. STUDENTS' RESPONSIBILITY**

- The student completes the I9 form and brings it to Human Resources for processing.
- Human Resources forwards that information along with the Employee Action Form to Payroll for processing.

### **VI. HUMAN RESOURCES NOTIFICATION**

- The Office of Human Resources notifies the student and the hiring manager that the employee is in the system and approved to begin working. Students are not allowed to work until cleared by Human Resources.

*Please be advised that international students must go through the process of obtaining their social security card before they are able to work. This process can take several weeks to complete.*

### **Compensation**

All student compensation should comply with the Fair Labor Standards Act, Pennsylvania Minimum Wage Act and Bryn Athyn compensation policies. Hourly rates should be in line with the position they are performing and align with the knowledge and skills required for the position. Hiring managers can have pay ranges and opt to compensate students more based on previous job experience (or coursework) on or off campus. The Office of Human Resources will review all hourly salaries and make inquiries and recommendations as needed.

### **Work Hours**



Student employees are limited to 20 hours per week during the semester. During breaks and the summer, they may work up to 40 hours a week.

Students must receive rest and meal periods per Federal requirements. Students who work 5 or more hours are entitled to at least a ½ hour break.

If a student works more than 40 hours, they are entitled to overtime pay. It is important for managers to know if their student has more than one job on campus to ensure that students are not regularly working more than 40 hours. For students to maintain a FICA exemption they must remain under a 20-hour threshold (payroll monitors student hours). Summer and break time hours are not calculated into that threshold.