

July 29, 2023

employees, do not apply to student employment. Student assistants are not covered by Social Security as long as they are enrolled at least half-time and regularly attending classes.

Student employees are not covered by W R U N H U V ¶ & R P S H Q V D W L R Q L Q V X U D Q explained to students when hired.

Student employees are free to apply for Unemployment Compensation at

Work-Study student employees must be enrolled half-time (6+ credit hours as undergraduate student and 3+ hours as a graduate student).

If a graduate student employee is in their final semester, they may continue employment as long as they are registered in a minimum of 1 credit hour.

Student employees currently hired in a department have the option not to enroll for one semester each academic year (fall-summer). During this time, student employees may work up to a maximum of 56 hours per pay period with an average of 28 hours per week during the pay period. *This does not apply to students who have not been enrolled for two consecutive semesters.

- Example: A student was not enrolled in spring semester or summer semester but wishes to use the following fall for their semester to opt out of enrollment .

A student must be enrolled in the prior semester and registered for the upcoming semester before they are allowed to opt out a semester of being enrolled.

*For enrollment and employment requirements related to a student who is NOT a US citizen or a Legal Permanent Resident of the US please review the employment limitations below in Section VII.

Students admitted and registered to attend the University of South Alabama for the first time are not eligible to work as student employees until the first day of the semester.

Returning students who have applied for readmission and students who withdrew during a semester cannot begin working for the upcoming semester until the student has registered for classes for the upcoming semester. The student may not begin work until the first day of classes.

- Example 1: Student withdraws during spring semester and has to cease work immediately. Student registers for classes for summer semester but cannot begin working until after spring exams are over and until the first day of the semester.
- Example 2: Student has not been enrolled for several semesters and has applied for readmission and registered for classes for summer semester. The student cannot begin working until after exams are over for spring semester and until the first day of the semester.

It is recommended that student employees work no more than eight hours per day. Under special circumstances the supervisor may allow students to exceed the eight-hour limit. The maximum number of hours a student employee is allowed to work is 20 hours per week when classes are meeting. If a student holds more than one student employee job, the maximum combined hours a student may work between the jobs is still 20 hours per week, not to exceed 40 hours per pay period. If a department feels it is necessary to have a student work more than 20 hours per week or more than 40 hours per pay period, written approval must be granted in advance by the Provost and Executive President or their Vice President.

Students may not continue to work after they graduate.

The international student employee must meet Department of Labor and Immigration

VII. International Student employment

United States immigration regulation **8 CFR 214.2(f)(9)(i)** limits the employment eligibility of international students. International students who maintain their F-1 or J-1 immigration status are eligible to work part-time on the premises of the institution that issued their current, valid I-20 or DS-2019. On- or off-campus employment requires authorization and updates to their SEVIS record (I-20) from the Office of Immigration prior to accepting on-campus employment. However, J-1 students require authorization and updates to their SEVIS record (DS-2019) from the Office of Immigration prior to accepting on-campus employment.

International students are permitted to work on-campus (e.g., Aramark, Starbucks, etc.) a maximum of 20 hours per week while school is in session. According to University of South Alabama policy, on-campus student employees may work up to a maximum of 56 hours per pay period with an average of not more than 28 hours per week during the pay period between semesters and during fall and spring breaks as long as students who eligible and demonstrate an intent to register for the subsequent academic semester. For any international student awarded a scholarship, fellowship, or assistantship, there is no exception to the overall 20 hours per week cap for on- or off-campus employment. International students may be subject to U.S. tax withholdings and should speak with USA

3. Those who do not provide acceptable documentation as required for Section II of the I-9

absences when necessary, see that pay procedures are followed, and in general ensure that a reasonable work relationship is developed and maintained between the student employee and the department.

Student employees are not allowed to work at home. All work must be conducted under departmental supervision.

XV. Grievances

Student employees may use the grievance procedure to seek redress of grievances arising out of terms or conditions of student employment. A student employee having a co3 (loy)8 (e)nalt erk

XVI. Terminations

Student employees are considered to serve at the pleasure of the University of South Alabama
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Ending Employment:

The following constitute ending employment with the University of South Alabama:

- The student graduates
- The student is no longer enrolled
- The student resigns from employment
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A termination/resignation student personnel action form SPAF must be completed for the above occurrences.

<https://www.southalabama.edu/departments/eforms/enrollmentservices/studentpaform.pdf>

Disciplinary:

In the event that need arises to terminate a student employee, the supervisor should discuss with the student the on-the-job problem and corrective action necessary to maintain job and appropriate time-line to correct problems before termination. Proper documentation supporting any or all disciplinary actions should be maintained by the department. Their employment must not violate Affirmative Action- (o)-3 (rm.)6 (n)-3 (t)-3 (t)-3 (t)-3 (t)-37u4 (m)-6 (1t)-3 oss

XVII. Child Labor

All departments hiring student employees must post the following script regarding Child Labor.

A printable copy is available at

www.southalabama.edu/departments/enrollmentservices/studentemployeepolicy.html

6. Student employees must be enrolled at half-time and be a degree seeking student.

7.

