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SUMMARY:

To establish eligibility for participation in the institutional (IWS) and federal (FWS) work study employment programs. Additional information on student employment is available at Coastal Carolina University Student Employment.

POLICY:

I. STUDENT EMPLOYMENT ELIGIBILITY

To be eligible for employment in a student employment status:

A. Academic Year

During the academic year (August – May) the student must be enrolled in at least three (3) credit hours per semester.

B. Summer Term

During the summer term the student must meet at least one of the following scenarios:

1. The student must have been enrolled in spring semester and be enrolled for the subsequent fall semester to be considered a student employee in the summer.
2. The student must be enrolled in at least three (3) credit hours in the summer term.

3. Enrollment will be verified at the time of hire, following the University’s scheduled drop/add date and at the beginning of each new semester/term during the employment period. Exemptions from Social Security (FICA/Medicare) contributions will be based on the Internal Revenue Code, IRS regulations and directives.

II. STUDENT EMPLOYMENT PROGRAM

Students meeting the eligibility requirements of this policy may be employed under the following prescribed programs:

A. Federal Work Study (FWS)

1. The Federal Work Study program is a federal student aid program that provides part-time employment on campus for eligible students who demonstrate financial need. This program is not available during the summer term. If eligible, a student may work up to twenty hours per week during the periods when University classes are in session, and up to thirty-seven and a half hours per week during the periods when University classes are not in session.

2. If the student is eligible for the Federal Work Study (FWS) program, notification is sent to the student from the Office of Financial Aid and Scholarships. If the student is not eligible for the FWS program, the student may apply for Institutional Work Study (IWS) program.

B. Institutional Work Study (IWS)

The Institutional Work Study program, funded by the University, provides employment on campus for undergraduate/graduate students who may or may not have financial need. A student may work up to twenty hours per week during the periods when University classes are in session, and up to thirty-seven and a half hours per week during the periods when University classes are not in session.

C. Graduate Assistantship

Graduate assistantships through the Office of Graduate Studies provide employment opportunities for graduate students enrolled in a graduate degree program at the University.
III. STUDENT HOURS

In instances where a student employee participates in the Federal Work Study (FWS) and the Institutional Work Study (IWS) programs, the combined hours may not exceed twenty hours during the academic year, with the exception of school breaks.

IV. SUMMER TERM

A. Students pre-registered for the fall and taking no classes during a summer term may work up to thirty seven and a half hours per week.

B. Students taking one (1) course may work no more than an average of thirty hours per week during the summer term in which they are enrolled.

C. Students taking two (2) or more courses may work no more than an average of twenty hours per week during the summer term in which they are enrolled.

V. STUDENT PAY SCHEDULE

A. Student employees will be paid at a rate consistent with federal regulation and University policy. The current minimum hiring minimum rate for student assistants is $8.00 per hour. In order to maximize consistency campus-wide, a rate schedule for student assistants has been established. Rates are based on the nature of the positions as well as the number of terms the student assistant has been employed on campus.

B. A proposed rate outside the established rate schedule may be requested but will require written consent by the Director of Human Resources.