### Policy Title: Student Employment

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**Policy Management Area:** Human Resources and Equal Opportunity

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**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND COASTAL CAROLINA UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. COASTAL CAROLINA UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART, NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. COASTAL CAROLINA UNIVERSITY'S OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY HAS THE AUTHORITY TO INTERPRET THE UNIVERSITY'S HUMAN RESOURCES POLICIES.**

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**SUMMARY:**

The purpose of this policy is to establish eligibility for participation in the institutional (IWS) and federal (FWS) work study employment programs. Additional information on student employment is available at [https://www.coastal.edu/intranet/hreo/workplace/studentjobs/](https://www.coastal.edu/intranet/hreo/workplace/studentjobs/). This policy does not cover policies related to graduate assistantships offered through the Office of Graduate Studies at Coastal Carolina University (CCU). Newly hired full-time faculty and staff are not subject to this policy.

**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 should be enrolled at least half-time. Typically, half-time is six (6) credit/contact hours. Exceptions must be approved by the appropriate Vice President and the Associate Vice President for Human Resources (or designee).
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 at Coastal Carolina University (CCU) in spring semester and be enrolled at CCU for the subsequent fall semester to be considered a student in the summer, OR
2. The student employee should be enrolled at CCU at least half-time during a summer term of employment. Typically, half-time is three (3) credit/contact hours in the summer term. Exceptions must be approved by the appropriate Vice President and the Associate Vice President for Human Resources (or designee).

C. Enrollment Verification
Enrollment will be verified each payroll period in which the student is employed. Exemptions from Social Security (FICA/Medicare) contributions will be based on the Internal Revenue Code, IRS regulations and directives.

II. STUDENT EMPLOYMENT PROGRAMS

A. Description of Programs
Students meeting the eligibility requirements of this policy may be employed under the following prescribed programs:
1. Federal Work Study (FWS): 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. If the student is eligible for the 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 the Institutional Work Study (IWS) program. The FWS program is not available for graduate student employees.
2. Institutional Work Study (IWS): The Institutional Work Study program, funded by the University, provides employment on campus for undergraduate and 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. This program applies to undergraduate student employees and graduate student employees. This program does not apply to graduate assistantships facilitated by the Office of Graduate Studies.
3. Graduate Assistantships: The Office of Graduate Studies provides employment opportunities for graduate students enrolled in a graduate degree program at Coastal Carolina University. Students must meet the established eligibility criteria. Duties performed in a graduate assistantship must involve development and direct application of knowledge associated with the student’s degree program, such as teaching or research under the direct supervision of a faculty member. For
additional information, visit the Office of Graduate Studies website at https://www.coastal.edu/graduatestudies/ga/.

III. COMPLIANCE

A. Student employees must comply with all applicable University policies, procedures and laws.

B. The I-9 Form, Section One must be completed on or before the first day of work for pay and must be completed by the student employee only. Failure of the student employee to complete the I-9 Form, Section One on or before the first day of work for pay may result in a $1,000 sanction to the hiring department for potential subsequent fines by federal and state compliance agencies.

C. Student employees are required to complete mandatory training within a designated time period.

IV. STUDENT HOURS

A. Academic Terms
   A student employee may not work more than twenty (20) hours per week during the academic year, with the exception of school breaks. The twenty (20) hour limitation applies to all positions combined.

B. Summer Terms
   1. Students not enrolled in classes during a summer term may work up to thirty-seven and a half hours (37.5) per week if they completed spring semester at CCU and pre-registered for the fall semester at CCU.
   2. 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.
   3. 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 EMPLOYEE PAY

A. Student employees will be paid at rates consistent with federal regulation and University policy. It is the practice of Coastal Carolina University to compensate new student employees and current student employees accepting different positions (not considered comparable) at the prevailing federal minimum wage.

B. Rate exceptions may be granted for:
   1. positions that require certification, specialization, supervisory duties, or unique and relevant skills,
   2. tutors with advanced training in specified courses and
   3. technical or research work performed on an external grant.
4. Such exceptions require evidence of certification, specialization or advanced training in specified courses and/or external grant funding award. Pay rate exceptions, excluding external grant rates, must be approved by the appropriate Executive Council Vice President or designee and the Associate Vice President for Human Resources (or designee).

VI. RELATED POLICIES

FAST-HREO 218 Minimum Wage and Overtime