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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 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 to May), the student should be enrolled at least half-time. Typically, half-time is six (6) credit/contact hours for undergraduate students and five (5) credits for graduate students.
If the student is in the final semester for degree completion, the student may take whatever remaining credit hours are required (even if one credit) and still participate in the student employment program. In such a case, special approval is not required by the Office of Human Resources and Equal Opportunity (HREO).

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 (CCU) in spring semester and be enrolled at CCU for the subsequent fall semester to be considered a student in the summer.
2. The student employee should be enrolled at CCU at least half-time during a summer term of employment. Typically, for undergraduate students and graduate, half-time is three (3) credit/contact hours in the summer term. For certain graduate students, typically those completing thesis or dissertation work, the number of credits to be considered full-time and half-time may be reduced during the summer. If the student is in the final semester for degree completion, the student may take whatever remaining credit hours are required (even if one credit) and still participate in the student employment program. In such a case, special approval is not required by the Office of Human Resources and Equal Opportunity (HREO).

C. Enrollment Verification
Enrollment status will be verified each semester 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. Monitoring is done by Coastal Carolina University’s Payroll Office.

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 20 hours per week during the periods when University classes are in session, and up to 37.5 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 20 hours per week during the periods when University classes are in session, and up to 37.5 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 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.

D. Hiring departments should review the University’s Employment of Minors policy prior to hiring and/or assigning work to students.

IV. STUDENT HOURS

A. Academic Terms
   A student employee may not work more than 20 hours per week during the academic year, with the exception of school breaks. The 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 37.5 hours 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 30 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 20 hours per week during the summer term in which they are enrolled.

C. Exceptions
Exceptions to student work hours specified in IV. A. and IV. B. should be approved by the appropriate vice president, the associate vice president for human resources (or designee), and any other administrative areas deemed necessary based on the student’s status at CCU. Undergraduate and graduate international students may not be granted exceptions unless allowable based on federal guidelines. The Office of International Student and Scholar Services should be consulted regarding eligibility.

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.
   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 vice president or designee and the associate vice president for human resources (or designee).

VI. TRANSITIONING TO FULL-TIME EMPLOYMENT AT CCU

In the event a student employee applies for and is hired into a full-time position (e.g. FTE, research grant, temporary grant, time-limited, temporary staff/faculty) at CCU, the individual’s primary work status will transition from “student” to “employee.” The transitioning employee should refer to the University’s Tuition Waiver policy for guidance regarding program eligibility, participation protocol and scheduling expectations. The transitioning employee must have and maintain work authorization as required by federal law.

VII. RELATED POLICIES

FAST-216 Minimum Wage and Overtime
FAST-223 CCU Tuition Waiver Program
FAST-228 Employment of Minors