



Policy Title:	Student Employment
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Policy Management Area(s):	Human Resources

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## **SUMMARY:**

The purpose of this policy is to establish eligibility for participation in the University's institutional (IWS) and federal (FWS) work study employment programs. Additional information on student employment is available on the Human Resources website. This policy does not cover policies related to graduate assistantships offered through the College of Graduate and Continuing Studies at Coastal Carolina University (CCU).

## **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, internships or practicum hours are required and still participate in the student employment program. In such a case, special approval is not required by the Office of Human Resources (HR), however, written notification should be provided as confirmation.

B. Summer Term

During the summer term the student should 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 and graduate students, half-time is three (3) credit/contact hours in the summer term. For certain graduate students, typically those conducting 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, internships or practicum hours are required and still participate in the student employment program. In such a case, special approval is not required by the Office of Human Resources (HR), however, written notification should be provided as confirmation.

C. Enrollment Verification

Enrollment status will be verified each semester or term 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 or external grant or contract, 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 College of Graduate and Continuing Studies.

3. Graduate Assistantships: The College of Graduate and Continuing Studies provides employment opportunities for graduate students enrolled in a graduate degree program at Coastal Carolina University. Graduate Assistantships are not covered by this policy. For additional information, visit the College of Graduate and Continuing Studies website at [coastal.edu/graduatestudies/ga/](http://coastal.edu/graduatestudies/ga/). Students engaged in Graduate Assistantships are not eligible to concurrently participate in the IWS program unless written approval is obtained by the student's immediate supervisor and the Dean of the College of Graduate and Continuing Studies or designee. If an exception is granted, the hours limitations referenced in this policy will apply to all paid student positions combined. Refer to VI.C. of this policy.

### III. COMPLIANCE

- A. Student employees must comply with all applicable University policies, procedures, and laws.
- B. Hiring departments should review the University's Employment of Minors policy prior to hiring and/or assigning work to students.
- C. Background checks may be required for certain positions. Refer to FAST-227 Job Reference and Background Checks.
- D. Safety-sensitive positions will be subject to pre-employment and post-employment drug and alcohol testing.
- E. Out-of-state/remote work is not typically permissible. Exceptions should be rare and advance approvals are required by the Vice President for Human Resources and Operations or designee, the appropriate President's Cabinet member and other administrators responsible for compliance aspects of out-of-state/remote work.
- F. Student employees are required to complete mandatory training within a designated time period.

### IV. STUDENT HOURS

- A. Academic Terms

1. A student employee may not work more than 20 hours per week during the academic year, with the exception of school breaks in which a student employee may work up to 37.5 hours.
2. 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 during a summer term 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 during a summer term may work no more than an average of 20 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 student pay practices. Refer to HR webpage for guidance.

VI. POLICY EXCEPTIONS

- A. Student Employment Eligibility – Other exceptions to the minimum credit hour requirements set forth in I.A. and I.B. of this policy will require written approval by the Vice President for Human Resources or designee and the appropriate Dean/Division Head.
- B. Summer Term Eligibility – Exceptions to summer term eligibility criteria set forth in I.B. of this policy may be granted by the Vice President for Human Resources or designee.
- C. Student Work Hours - Exceptions to student work hours specified in IV. A. and IV. B. should be approved by the appropriate vice president, the Vice President for Human Resources and Operations 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 Center for Global Engagement should be consulted regarding eligibility.

VII. 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-227 Job Reference and Background Checks  
FAST-228 Employment of Minors