



# KEAN UNIVERSITY

## HIRING POLICIES AND PROCEDURES FOR STUDENT WORKERS

# **STUDENT ASSISTANT HIRING POLICY & PROCEDURE**

Students are to seek employment through the Office of Human Resources. Departments interested in hiring student assistants must submit a written request to the Office of Human Resources.

If this request is approved, departments must submit a student authorization to hire form and job description to the Office of Human Resources. Departments should not commit to a student's salary without approval from the Office of Human Resources. The department must contact the student once he/she has been selected and instruct him/her to report to the Office of Human Resources to complete the hiring process.

The student will be required to submit an HR Application, W-4 Form and I-9 Form including work eligibility documentation. All Students are required to present their original Social Security Card and Photo ID to be copied and kept on file.

International Students are required to submit proper documentation to establish either Identity or Employment Eligibility (i.e. I-20, I-94, N-550 etc.). Failure to submit proper documentation will result in forfeit of the student worker position.

If any employment documentation is missing or incomplete, a notification email/letter is sent to the student or department giving them two weeks to complete the missing documents. If the missing documents are not completed within the two week period, this will result in forfeit of the student worker position.

If interested in federal work study student employment, please contact the Financial Aid Office.

Kean University policy prohibits students from holding more than one position/title on campus simultaneously.

Students must be registered for classes to be eligible for student employment, and must stop working upon graduation.

Student employment is on a semester to semester basis as required by the hiring department and approved by the Office of Human Resources.

Student Assistants can work a maximum of 20 hours per week.

Students must take appropriate breaks and indicate them on their time sheets. Students are not authorized to and will not be compensated for more than seven (7) hours of work in one day. The work schedule should be based on the 1/2 hour. A total of 6 hours of work or more requires a 1 hour break. A total of 4 hours of work or more requires a 1/2 hour break. Example: 6 hours and 30 minutes requires a 1 hour break. The employee will be compensated for 5 hours and 30 minutes. 4 hours and 30 minutes requires a 1/2 hour break. The employee will be compensated for 4 hours.

Students are not permitted to work until the department has received an authorization email, or letter, from the Office of Human Resources. A processing time of 1 to 2 pay periods (2 to 4 weeks) can be expected from the date all required paperwork is submitted to the Office of Human Resources. During the start of the fall and spring semesters, departments are encouraged to submit paperwork early in anticipation of heavier volume. The Office of Human Resources will require additional processing time during these periods.

## **STUDENT WORKERS PAY RATES**

The Office of Human Resources has established three levels of compensation for students. These are based on the skills, knowledge, problem solving ability and accountability of the student assistant position. These levels are to be used as guidelines to help determine an appropriate rate for your student workers.

**Level I** - Students at this level should be able to perform basic clerical functions such as typing, answering the telephone, taking messages, sending faxes, making copies, hand deliveries of mail on campus. (\$8.38 - \$8.75)

**Level II** - Students at this level should have intermediate computer skills. The student should be familiar with the Microsoft Office Software package. Students working at this level should be able to complete tasks that require word-processing, database maintenance or construction, creating slide presentations. These students should also be able to use independent judgment in more than one specialized area, (\$9.00 - \$9.50)

**Level III** - Students at this level correspond to assignments requiring paraprofessional knowledge and ability. Students should utilize various skills, technical training, and the extensive use of independent judgment and/or creativity. (\$9.75 - \$10.00)

A detailed job description must be attached to the Authorization to Hire Form. All rates indicated on the authorization to hire forms are requested by the department/program. In order to ensure uniformity, the Office of Human Resources will make the final determination regarding hourly rates for student employees based on the job descriptions provided. Hiring departments/programs should not make commitments regarding hourly rates prior to receiving approval from the Office of Human Resources.

# **FEDERAL WORK STUDY STUDENT HIRING POLICY & PROCEDURE**

Students interested in working as a federal work study student must contact the Financial Aid Office. The Federal Work Study (FWS) Coordinator will provide more information on the FWS hiring process. If hired, the student must submit a FWS authorization to hire form to the Office of Human Resources.

The Work Study Student will be required to submit an HR Application, W-4 Form and I-9 Form including work eligibility documentation. All Work Study Students are required to present their original Social Security Card and Photo ID to be copied and kept on file.

International Students are required to submit proper documentation to establish either Identity or Employment Eligibility (i.e. I-20, I-94, N-550 etc.). Failure to submit proper documentation will result in forfeit of the Work Study student worker position.

If any employment documentation is missing or incomplete, a notification email/letter is sent to the Work Study Student or department giving them two weeks to complete the missing documents. If the missing documents are not completed within the two week period, this will result in forfeit of the Work Study Student position.

Kean University policy prohibits Work Study Students from holding more than one position/title on campus simultaneously.

Work Study Students must be registered for classes to be eligible for student employment, and must stop working upon graduation.

Work Study Students must contact the FWS Coordinator towards the end of the semester to inquire about their work eligibility for the upcoming semester.

Work Study Students can work a maximum of 20 hours per week.

Work Study Students must take appropriate breaks and indicate them on their time sheets. Work Study Students are not authorized to and will not be compensated for more than seven (7) hours of work in one day. The work schedule should be based on the 1/2 hour. A total of 6 hours of work or more requires a 1 hour break. A total of 4 hours of work or more requires a 1/2 hour break. Example: 6 hours and 30 minutes requires a 1 hour break. The employee will be compensated for 5 hours and 30 minutes. 4 hours and 30 minutes requires a 1/2 hour break. The employee will be compensated for 4 hours.

Work Study Students are not permitted to work until the department has received an authorization email, or letter, from the Office of Human Resources. A processing time of 1 to 2 pay periods (2 to 4 weeks) can be expected from the date all required paperwork is submitted to the Office of Human Resources. During the start of the fall and spring semesters, departments are encouraged to submit paperwork early in anticipation of heavier volume. The Office of Human Resources will require additional processing time during these periods.

# **GRADUATE ASSISTANT HIRING POLICY & PROCEDURE**

Students interested in working as a graduate assistant must contact the Office of Graduate Admissions. The Office of Graduate Admissions will provide more information on the GA hiring process. If hired, the student must submit a GA authorization to hire form to the Office of Human Resources.

The Graduate Assistant will be required to submit an HR Application, W-4 Form and I-9 Form including work eligibility documentation. All Graduate Assistants are required to present their original Social Security Card and Photo ID to be copied and kept on file.

International Students are required to submit proper documentation to establish either Identity or Employment Eligibility (i.e. I-20, I-94, N-550 etc.). Failure to submit proper documentation will result in forfeit of the graduate assistant position.

If any employment documentation is missing or incomplete, a notification email/letter is sent to the Graduate Assistant or department giving them two weeks to complete the missing documents. If the missing documents are not completed within the two week period, this will result in forfeit of the graduate assistant position.

Please be advised that salary assignment for the Graduate Assistants as established by the Office of Graduate Admissions is currently \$8.38 per hour.

Kean University policy prohibits Graduate Assistants from holding more than one position/title on campus simultaneously.

Graduate Assistant supervisors must submit a Graduate Assistant Position Request Form to the Graduate Admissions Office to ensure continued employment of their GA.

Graduate Assistants can work a maximum of 15 to 20 hours per week.

Graduate Assistants must take appropriate breaks and indicate them on their time sheets. Graduate Assistants are not authorized to and will not be compensated for more than seven (7) hours of work in one day. The work schedule should be based on the 1/2 hour. A total of 6 hours of work or more requires a 1 hour break. A total of 4 hours of work or more requires a 1/2 hour break. Example: 6 hours and 30 minutes requires a 1 hour break. The employee will be compensated for 5 hours and 30 minutes. 4 hours and 30 minutes requires a 1/2 hour break. The employee will be compensated for 4 hours.

Graduate Assistants are not permitted to work until the department has received an authorization email, or letter, from the Office of Human Resources. A processing time of 1 to 2 pay periods (2 to 4 weeks) can be expected from the date all required paperwork is submitted to the Office of Human Resources. During the start of the fall and spring semesters, departments are encouraged to submit paperwork early in anticipation of heavier volume. The Office of Human Resources will require additional processing time during these periods.