



# PA State System of Higher Education Board of Governors

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**Effective:** July 1, 1983

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## **Policy 1983-10: Guidelines for Student Employment**

**See Also:**

**Adopted:** June 20, 1983

**Amended:**

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### **A. Affirmative Action**

All student job classes must have a written statement of minimum job skills required. Each time a position within one of the student job classes becomes available, the announcement of its availability along with the minimum job skill requirements will be posted and advertised on the various campuses. Students selected for the various positions will be from among those whose skills qualify them for positions within the job class. Documentation will be kept by a university officer (affirmative action officer or the financial aid officer) in all cases where a student employment applicant is not assigned to a position that is consistent with the job skill level possessed by the student. Such documentation should include length of time for which job was posted, qualification of student applicant, and reason(s) student applicant was not selected.

### **B. Need Priority**

Students and the university look to student employment to meet several requirements, including the financial need of the student, the institution's need to employ a student workforce in specific job areas, and the students' need to obtain practical work experience. Accordingly, there will be two classes of student employees: the first class that will have priority on student employment will be those students who have properly completed the financial inventory of the College Scholarship Service and who indicate a financial need according to the normally accepted student financial aid administration guidelines (for this purpose, a student whose computed financial need has been entirely covered by financial aid resources other than student employment will not be considered to be in the first class). Students who may be made exempt from this demonstration of need by each local institution are aliens. The second class will be students not qualifying under the conditions of the first class. Members of this class will be considered for student employment positions on a non-priority basis.

**C. Timing**

At a predetermined and advertised deadline date for each term of the individual institution, all students seeking employment must provide the appropriate administrative office (the financial aid officer) with such application as is required by that office and which is not inconsistent with this regulation. The financial need evidencing priority group indicated above shall be determined from those student applicants whose financial statements and application forms have been received by the administering office by the announced deadline date. The administering officer will assign or assist in assigning, according to the procedures in effect at the various institutions for the routine administration of its student employment program, those student job applicants who are defined as priority applicants above, prior to assigning or assisting the assignment of the non-priority applicants. A student whose application and financial statement are received after the announced deadline date will be considered in the non-priority student employment applicant grouping regardless of the demonstration of financial need or no need. During a given employment period, which would normally be for an academic year or a semester/term, a student employee cannot be "bumped." Students may grieve dismal or other terms and conditions of employment pursuant to established grievance procedures.

**D. Monitoring and Reporting**

If there is reason to believe that any campus unit to which student workers have been assigned discriminates against any such worker, the university administrator of the student employment program or the complaining student shall report his or her concern to the university's affirmative action officer. The affirmative action officer, along with the student employment program administrator, will review the reported discrimination as is appropriate to the circumstance and normal college procedures for such problems. The university administrator will provide the State System's Office for Social Equity with reports relative to the student employment program of that institution on a timely basis as requested by the Office for Social Equity.

**E. Maximum Work Hours in June, July, and August**

Students are permitted to work a maximum of 40 hours a week during June, July, and August.

**F. Effective Date:** July 1, 1983