

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: STUDENT EMPLOYMENT

NUMBER: 1170

AUTHORIZING BODY: VICE PRESIDENT FOR STUDENT AFFAIRS

RESPONSIBLE OFFICE: FINANCIAL AID OFFICE

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RATIONALE:

POLICY: Detailed student employment statements and specific hiring procedures are available in printed form from the Financial Aid Office, 161 North Foundation Hall.

The file of all student job applicants maintained in the Financial Aid Office provides a source from which student help may be procured. No Oakland student may be employed on campus without the approval of the Financial Aid Office.

To Employ a Student

1. Requests for student labor must be submitted to the Financial Aid Office. Requests may be made only if funds are available in the departmental labor account to pay for such labor.
2. A job description outlining the tasks to be performed, the skills required, the starting rate of pay, and the hours of work needed per week must be filed with the Financial Aid Office. Hiring departments should understand that work schedules should be flexible enough to adjust to the students' class schedules.
3. The Financial Aid Office will provide the the employing department with a student work referral form to be approved by the head of the hiring department. When applicable, the



Financial Aid Office will indicate on the referral form "Federal Work-Study Program," or "Michigan Work-Study Program."

4. There are cases in which the hiring department may feel that the student referred does not have the qualifications for a particular opening. In such instances, the hiring department may ask to interview additional candidates and the Financial Aid Office will then refer other students for interview.

Conditions of Student Employment

1. Students enrolled full-time are not permitted to work in excess of twenty hours during any given week except during vacation periods.
2. The definition of "student" in establishing individuals' eligibility for participation in the Student Employment Program is derived from Section 43, Michigan Employment Security Act as amended 1976 (Public Act No. 77): "...a person is deemed to be primarily a student if the individual is enrolled in an institution, is pursuing a course of study for academic credit and while thus enrolled normally works 30 hours or less per week for the institution."

Other general labor law limitations of the State of Michigan apply to students as they apply to all University employees.

Types of Employment Available for Students

1. A variety of employment opportunities are available for students. The Financial Aid Office considers a number of factors before making a referral. These factors include: job skills, financial need, hours available, and credit enrollment.
2. The Financial Aid Office, working with the Placement Office, posts off-campus employment positions on a board outside the Financial Aid Office and maintains a file of summer job opportunities.

SCOPE AND APPLICABILITY:

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