



Applies to: Student employees, including graduate associates, and units employing student employees

Responsible Office

Office of Human Resources

POLICY

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The basis for student employment is to provide university students with financial support in pursuit of their academic goals, provide opportunities for them to gain job experience, and to help meet the needs of the university. The job duties and responsibilities of **student employees** vary greatly and may or may not be related to their field of study.

Purpose of the Policy

To provide guidance on the employment processes and procedures for student employees.

Definitions

Term	Definition
Academic term	The time during which the university holds classes, which includes autumn and spring semesters and the summer term.
Common start date	A starting date for employment, which aligns with the start of the bi-weekly pay period. (The schedule may be adjusted during high volume times, and additional dates may be added as necessary, for example, at the start of autumn semester.)
Enrolled	For purposes of this policy, an individual is considered enrolled during the following periods: <ol style="list-style-type: none"> 1. The period between two successive academic terms if the individual is enrolled in those two academic terms. 2. One "off" academic term per academic year in which the individual is not enrolled. 3. For individuals who graduate autumn semester or summer term, the period beginning with graduation and ending on the last day of final examinations for the academic session following that graduation. 4. For individuals who graduate spring semester, the period beginning with graduation and ending on the last day of final examinations for the summer term following that graduation. 5. For individuals who withdraw from enrollment, the period beginning with the individual's withdrawal and ending on the last day of final examinations of the academic session following such withdrawal. These enrollment rules do not apply to graduate associates. See the Graduate School Handbook for more information.
Full-time equivalency (FTE)	The percentage of full time (40 hours per work week) hours worked during the period covered by a given position (for example, 10% full-time equivalency [FTE] equals four hours of work per work week).
International student	A student who is not a U.S. citizen or immigrant (immigrants include permanent residents, refugees, and political asylees).
Session	A seven-week subset of autumn or spring semester, which includes the final exam period for the particular session.
Student employee	An individual who meets all of the following requirements: <ol style="list-style-type: none"> 1. Enrolled, at the university on a full-time or part-time basis; 2. Associated with the university primarily in the pursuit of an academic degree; and 3. Working in a position designated as student employment.
Unit	College or administrative unit.



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Policy Details

- I. Recruitment and Selection
 - A. **Common start dates** will be utilized to hire student employees.
 - B. Each **unit** has responsibility for hiring and managing student employees.
 - C. Students who meet federal work-study program eligibility requirements may be referred for employment opportunities from the Student Financial Aid office, which oversees the work-study program.
 - D. Employment eligibility ([Form I-9](#)) must be verified for all student employees.
 - E. Student employees must undergo background checks in accordance with the [Background Check 4.15 policy](#).
- II. Terms of Employment
 - A. When an individual's association with the university is related primarily to the pursuit of an academic degree, regardless of whether the individual is **enrolled** on a full-time basis, they are ineligible to hold a staff position. Any employment of such an individual at the university will be designated as student employment.
 - B. Graduate associates are paid a monthly stipend and are subject to the terms of their appointments, as well as the policies and eligibility guidelines administered and monitored by the Graduate School. See the [Graduate School Handbook](#) for more information.
 - C. Employment of **international students** is subject to federal regulations and special restrictions may apply. Contact the Office of International Affairs for information relating to the employment of international students.
 - D. **Full-time equivalency (FTE)** and hours
 1. Student employees are hired on a temporary, part-time basis.
 2. Student employees may hold multiple student positions. The positions must be the same Fair Labor Standards Act status (i.e., exempt or nonexempt) and must not total more than 70% FTE. Graduate associates cannot hold any position other than a graduate associate; they can hold multiple graduate associate positions up to 75% FTE.
 3. Student employees are restricted to working 28 hours per week during **academic terms** in which they are enrolled and 38 hours per week during their off academic terms and official school breaks.
 4. International student employees may only hold positions up to 50% FTE and may only work up to 20 hours per week, except during official school breaks or their authorized annual vacation period. Contact the Office of International Affairs for more information.
 5. If a nonexempt student employee works more than 40 hours in a work week, the employee is eligible for overtime at a rate of 1.5 times the employee's regular hourly rate for hours worked over 40.
 6. Student employees are ineligible for differential pay. See the [Scheduling Work and Overtime 6.10 policy](#) for the definition of differential pay.
 - E. A student position cannot be changed to a staff or faculty position without following the applicable procedures for the creation of and hiring for a staff or faculty position. See the [Salary Administration & Classification 3.10 policy](#) and [Staff Recruitment and Selection 4.10 policy](#).
 - F. Absent the availability of qualified Ohio State students, the employment of non-Ohio State students in student employee positions is permitted using the "non OSU student assistant" title.
 - G. State of Ohio employment laws applicable to minors must be followed when hiring individuals under 18 years of age.
 - H. Time Off
 1. Student employees do not accrue paid time off or leave of any type.
 2. Arrangements for time off without pay are negotiated and approved within the unit, including time off during academic break periods. Academic break periods are a function of the academic calendar and do not relate to student employee work assignments.
 3. Graduate associates may be eligible for short- or long-term leaves of absence. See the [Graduate School Handbook](#) for more information.
 - I. Holidays
 1. Student employees are not eligible for holiday benefit pay.



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2. In university offices where services are maintained on holidays and students are scheduled to work, the rate of pay is at the regular hourly rate.
3. University holidays are listed in the [Holidays 6.20 policy](#).
- J. Jury duty
 1. Time used by a student employee in the performance of jury duty or when summoned as a witness must be treated as an excused absence without pay.
- K. Military duty
 1. A student employee who is a member of any reserve component of the United States Armed Forces and who is voluntarily or involuntarily ordered to extended U.S. military service must be granted time off without pay.
- III. Resolution of Workplace Complaints
 - A. Complaints involving discrimination, harassment, or sexual misconduct must be reported to the Office of Institutional Equity pursuant to the [Sexual Misconduct policy](#) and the [Affirmative Action, Equal Employment Opportunity & Non-Discrimination/Harassment policy](#).
 - B. For workplace complaints that do not involve discrimination, harassment, or sexual misconduct, student employees may contact Employee and Labor Relations with their concerns or use the university's Anonymous Reporting Line at 866-294-9350 or ohio-state.ethicspoint.com.
 - C. For workplace concerns that do not involve possible violations of university policy, student employees are encouraged to first seek resolution with their supervisor.
 - D. Student employees are obligated to comply with all procedures set forth in the [Code of Student Conduct](#).
- IV. Discipline and Termination
 - A. Student employees who resign or are terminated must be compensated for work they performed prior to their resignation or termination.
 - B. Student employees are at will and serve at the discretion of the unit. Student employees may be terminated at any time, and may end their employment with the university at any time.
 - C. A student employee terminated for misconduct may be designated as ineligible for rehire with the university.
 - D. Termination of graduate associates prior to the end of their appointment period must be approved by the Graduate School.

PROCEDURE

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- I. Terms of Employment
 - A. Supervisors and their student employees must ensure that student employees adhere to work hours restrictions across all of the student employee's university positions, and supervisors should collaborate with other supervisors as necessary.
 - B. Supervisors must address student employees' workplace complaints, disputes, or concerns, in a timely manner. Supervisors may consult with Employee and Labor Relations and/or appropriate HR professional to determine potential resolution options.
 - C. Student employees must notify their supervisor or follow unit procedures each day when unable to work.
 - D. Student employees should provide advance written or verbal notice to their supervisor when they are called for impending military training or active duty.
 - E. Student employees who complete military training or are discharged under honorable conditions and re-register as students at the university must be returned to their former positions, or similar positions, in a timely manner, based on the availability of student positions.
 - F. Student employees must self-disclose any criminal convictions they receive during their employment in student positions. Refer to the [Self-Disclosure of Criminal Convictions 4.17 policy](#) for more information.



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II. Discipline and Termination

- A. Student employees are expected to provide a two-week advance notice of resignation from their position(s).
- B. When a student employee is being terminated from their position for reasons other than the student employee’s performance or conduct, the unit should provide them with a two-week advance notice of termination.
- C. A student employee who has performance issues, has engaged in misconduct, or is found in violation of university rules or policies may be terminated immediately without advance notice.
- D. The Office of Human Resources will conduct periodic reviews of student employee records to identify employees in student positions who have not been paid for 130 days and who are not on an approved leave. The Office of Human Resources will terminate these student employees.

Responsibilities

Position or Office	Responsibilities
Graduate School	Approve termination of graduate associates prior to end of their appointment period.
Office of Human Resources	Conduct periodic review of student employee records to identify any employees in student positions who have not been paid for 130 days and are not on an approved leave and move through the termination process.
Supervisor	<ol style="list-style-type: none"> 1. Monitor and ensure that student employees adhere to work hours restrictions across all of their positions, collaborating with other units as necessary. 2. Address workplace complaints, disputes, or concerns raised by student employees in a timely manner. 3. Consult with employee and labor relations and/or appropriate HR professional about potential resolution options as needed.
Student employees	<ol style="list-style-type: none"> 1. Follow terms of employment, including that the position(s) must not total more than 70% FTE. 2. Work no more than 28 hours per week during enrolled academic terms and 38 hours per week during once yearly “off” academic term and official school breaks across all positions at Ohio State. 3. Notify supervisor or follow unit procedures each day when unable to work. 4. Provide advance written or verbal notice of impending military training or active duty to supervisor. 5. Self-disclose post-employment criminal convictions, according to Self-Disclosure of Criminal Convictions 4.17 policy. 6. Report complaints involving discrimination, harassment, or sexual misconduct to Office of Institutional Equity. 7. For workplace complaints that do not involve discrimination, harassment, or sexual misconduct, student employees may contact Employee and Labor Relations with concerns or use university’s Anonymous Reporting Line at 866-294-9350 or ohio-state.ethicspoint.com. 8. For workplace concerns that do not involve possible violations of university policy, when feasible, make an initial attempt to resolve the concerns with supervisor. 9. Comply with Code of Student Conduct. 10. Provide two-week advance notice of resignation when applicable.
Unit	<ol style="list-style-type: none"> 1. Recruit, select, and manage student employees. 2. Provide student employee with two-week advance notice of termination from position when reason for termination is not related to student employee’s performance or conduct.

Resources

Forms

Employment Eligibility Verification (Form I-9), hr.osu.edu/services/formi9-everify/

Office of Human Resources forms, hr.osu.edu/policies-forms

Office of Institutional Equity Discrimination and Harassment Report, cm.maxient.com/reportingform.php?OhioStateUniv&layout_id=13

Office of Institutional Equity Sex and Gender-Based Misconduct Report, cm.maxient.com/reportingform.php?OhioStateUniv&layout_id=31

OPERS Request for Optional Exemption as a Student, hr.osu.edu/wp-content/uploads/form-opers-optional-exemption-students.pdf



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Statement Concerning Your Employment in a Job Not Covered by Social Security, hr.osu.edu/wp-content/uploads/form-ssa1945.pdf

STRS Exemption from Contributions for Student Employees, strsoh.org/employer/_pdfs/forms/colleges/50-110.pdf

Student Retirement Election Form, hr.osu.edu/wp-content/uploads/form-strs-gta-election.pdf

University Policies, policies.osu.edu

Affirmative Action, Equal Employment Opportunity & Non-Discrimination/Harassment 1.10, policies.osu.edu/assets/docs/policy_pdfs/AffirmativeActionEqualEmploymentOpportunityandNon-Discrimination-Harassment_FINAL.pdf

Background Check 4.15, hr.osu.edu/wp-content/uploads/policy415.pdf

Holidays 6.20, hr.osu.edu/wp-content/uploads/policy620.pdf

Staff Recruitment and Selection 4.10, hr.osu.edu/wp-content/uploads/policy410.pdf

Salary Administration and Classification 3.10, hr.osu.edu/wp-content/uploads/policy310.pdf

Scheduling Work and Overtime 6.10, hr.osu.edu/wp-content/uploads/policy610.pdf

Self-Disclosure of Criminal Convictions 4.17, hr.osu.edu/wp-content/uploads/policy417.pdf

Sexual Misconduct policy 1.15, policies.osu.edu/assets/docs/policy_pdfs/SexualMisconduct_FINAL.pdf

Additional Guidance

Anonymous reports of discrimination, harassment or sexual misconduct, ohio-state.ethicspoint.com.

Code of Student Conduct, trustees.osu.edu/bylaws-and-rules/code

Frequently Asked Questions: Student Employment, hr.osu.edu/public/documents/policy/resources/1010faq.pdf

Graduate Associate Appointment Document, gradsch.osu.edu/graduate-associates

Graduate School Handbook, gradsch.osu.edu/graduate-school-handbook1

Ohio Public Employees Retirement System (OPERS), opers.org

Ohio Revised Code, Employment of Minors, codes.ohio.gov/orc/4109

Salary Grade Tables, hr.osu.edu/services/compensation/salary-grade-tables/

State Teachers Retirement System of Ohio (STRS), strsoh.org

Student Employee Appointment and Salary Guidelines, hr.osu.edu/services/compensation/salary-grade-tables/

Contacts

Subject	Office	Telephone	E-mail/URL
Benefits	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu
Compensation	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu
Discrimination, harassment or sexual misconduct	Office of Institutional Equity	614-247-5838	equity@osu.edu equity.osu.edu
GA employment	Graduate School	614-292-6031	gradsch.osu.edu
International student employment	Office of International Affairs	614-292-6101	oia@osu.edu oia.osu.edu
Payroll taxes	Payroll Tax Office, Payroll Services, Office of the Controller	614-292-2311	taxoffice@osu.edu
Policy questions	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu
Work-study, student employment opportunities	Federal Work-Study/Student Employment Office, Office of Student Financial Aid	614-292-0300 800-678-6440	ssc@osu.edu sfa.osu.edu/jobs



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History

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Reflects material revision approved by President's Cabinet and subsequent edit inserting HR Connection in the Contacts section