LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA

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Deputy Chief Executive Officer
LSU Health Care Services Division

10/20/2016
Date

Director of Human Resources
LSU Health Care Services Division

10/19/16
Date

LSU HEALTH CARE SERVICES DIVISION

POLICY AND PROCEDURES FOR THE APPOINTMENT AND PAY OF STUDENT EMPLOYEES

I. Policy Statement

It shall be the policy of the LSU Health Care Services Division (HCSD) to employ students when funding is available and when such employment will serve to enhance the quality of services of the HCSD and the Medical Centers. Student appointments shall be made in accordance with Civil Service Rules. Student employees must be at least 16 years of age and classified as a high school senior.

The objective of the HCSD in the employment and utilization of a student work force shall be as follows:

A. To employ students to supplement and enhance the regular work force

B. To employ students within the local communities to enhance recruitment efforts in shortage and hard-to-fill classes and provide exposure to our programs to give greater understanding of the mission of the HCSD and the Medical Centers.

II. Applicability

This policy shall be applicable to HCSD Headquarters and each HCSD Medical Center.

III. Implementation

This policy and any subsequent revisions shall become effective upon approval, signature and date of the HCSD Deputy CEO.

VI. Definitions:

A. Bona Fide Student – Civil Service Rule 1.5.1

1. A person enrolled in an accredited high school, college or university in the state of Louisiana

Must be enrolled in sufficient number of courses and classes in such institution to be classified as a full-time regular student under the criteria used by the institution

2. A person enrolled in a State of Louisiana operated technical college

   Must be enrolled in sufficient number of courses and classes in such institution to be classified as a full-time regular student under the criteria used by the institution

3. A person enrolled in an off-campus college work study program in a proprietary institution of higher education as defined in Section 102 (b) of the Higher Education Act of 1965, as amended

4. Federal Work-Study Program - Less than full-time students may be considered for employment as a bona fide student employee.

5. Louisiana colleges and universities may employ their own full-time and part-time students as bona fide students

6. A bona fide student shall retain his status during breaks, which occur in the course of or between sessions, including summer breaks.

B. Federal Work-Study Program – a program that allows students to go to school part-time and work for both pay and school credit a part of each day. Such students do not have to be full-time students to qualify for student employment

C. Proprietary Schools - one that is privately owned and managed for profit (normally) and includes secretarial and business schools, as well as computer and drafting schools, etc.

V. <u>Certification/Application</u>

A. The Civil Service SF-10D, Application for Student Employment, shall be used for all student appointments.

B. Student application must include official verification of the educational institution to certify:

1. Current enrollment as a full-time student

2. Current semester ranking (freshman, sophomore, etc.)

3. A current, updated student application shall be requested by the Human Resources Department for each student at the beginning of each semester or term

4. **It shall be the responsibility of each student to notify their supervisor and the Human Resources Department of any change that results in a change of their student status. However, it is the responsibility of Human Resources to request a current, updated student application at the beginning of each semester or term.**

C. Student Appointments are authorized in accordance with Civil Service Rule 4.1(d) 1 only.

D. Students enrolled in colleges, universities, etc., outside the state of Louisiana may NOT be employed as a student employee.

VI. Hiring Rates/Payments

A. No adjustments to pay shall be effected without a current, updated student application on file in the Human Resources Department verifying/certifying a change in student classification

B. Student employees shall be paid on an hourly basis, only for those hours actually worked.

C. Student work schedules/number of hours is to be determined based upon the student's schedule and the need of the employing office, department, division, or unit

D. Students may be employed on a full-time basis during semester breaks, holidays, summer, etc.

E. It shall be the responsibility of each student's immediate supervisor to ensure that the student clocks in/out or signs in/out each day on duty. The hours worked by the student must be certified by the supervisor for payroll records.

F. Student Appointments are considered to be non-exempt under the FLSA and shall be paid time and one half overtime when applicable.

G. Students do not earn compensatory leave.

H. Students are not paid during an "Official Closure" and are not eligible for special leave.

I. Hourly rates shall not exceed the following, unless directed otherwise, or unless by exception:

1.	High School Students	$7.25
2.	High School Graduates	$7.25
3.	College Freshman	$7.50
4.	College Sophomore	$8.00

Note: The hourly rate for students enrolled in a two (2) year community college or associate degree program shall not exceed the college sophomore rate regardless of the number of hours the student may have.

5. College Juniors $9.00

6. College Seniors $10.00

7. College Seniors in a specialized field of study employed to work in an area specific to the student's major $11.00

8. Graduate Students $12.00

Note: The graduate student rate may be modified, based on the individual's experience or possession of special skills, and on the job demands and with approval of the HCSD Human Resources Administration.

VII. Exceptions:

Any exceptions to this policy must have the prior approval of the HCSD Human Resources Administration.