Effective: April 28, 1987

Administrative Policy STUDENT EMPLOYMENT

Approved: April 28, 1987 President's Executive Cabinet Revised: March 13, 2001 President's Executive Cabinet October 7, 2003 President's Executive Cabinet June 12, 2007 President's Advisory Council August 25, 2009 President's Cabinet August 23, 2010 President's Cabinet March 20, 2018 President's Cabinet September 9, 2019 President's Cabinet

The basis for student employment is to assist in meeting the needs of Millersville University, provide the University's students with financial support in pursuit of their respective academic goals, and provide opportunities for academic or administrative job experience. However, student employment should not interfere with academic goals and standing.

The duties and responsibilities of student employees vary greatly and may not be related to their academic areas of study. A student employee is generally defined as an individual who is:

Enrolled at the University on a full-time or part-time basis; Appointed to a position designated as student employment; and,

to, the nature of the work, hours

Terms and Eligibility studentat Millersville Iniversity. Exceptionsmay be requestedunderthe following circumstances:

. A studentmay begin working one semester session precedingenrollment as a student. For example, a studentmay work the summer prior to

- c. Millersville University does not hire high school students, including dual enrollment students.
- d. A student enrolled at another college may be employed in certain areas such as tutoring when it can be documented that Millersville students are not available.

To employ a student who is not currently enrolled at the University, a supervisor must submit a "Request for Exception to Normal Student Employment Enrollment Requirement" form to the Payroll Office. The Payroll Director will review the request and submit it to the Executive Director of Human Resources who will make the final determination.

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The student's current employment status (if the request is on behalf of an individual student) at Millersville University.

An affirmative statement that the student remains in good academic standing with a cumulative grade point average of 2.0 or higher.

The position for which the wage rate exception is being requested.

The rationale for the wage rate exception to include as much

Millersville University Request for Student Worker Additional