



## PERMANENT MEMORANDUM 8 STUDENT EMPLOYMENT

### POLICY DIGEST

Monitoring Unit: Office of Academic Affairs

Initially Issued: January 19, 1989

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### I. GENERAL POLICY

Student employment can be a hallmark experience in a college student's journey, providing opportunities to develop and refine competencies necessary to be competitive in their careers, build community and connections at their universities, and earn income to meet financial obligations. In addition, student employees are an essential part of the University workforce. While student employment is mutually beneficial, the University acknowledges that student employees are students first and employees second.

Students enrolled at least half-time are eligible for campus employment as student employees. A student enrolled at least half-time retains that status for student employment during the student's winter break, summer, and other vacation periods.

During the last semester prior to graduating, a student will be considered to be eligible for employment if the student schedules all courses required for graduation. Highschool students enrolled at least half-time and students enrolled at least half-time attending a college or university other than LSU are eligible for employment by LSU; however, preference is to be given to hiring LSU students when available. Half-time students attending a vocational-technical or proprietary school that is approved by the state in which located or accredited by a recognized regional accrediting association are also eligible for employment.

Interns and residents in programs designed to fulfill professional, specialty, or clinical requirements (as defined in Article II, Sec. I. B. of the Rules & Regulations of the Board of Supervisors) are not subject to the provisions in PM 8, which are intended for student employees. The term "intern" may still be used for student employee roles as appropriate.

Students holding campus jobs may not be allowed to work more than 25 hours per week during the fall and spring semesters and during Summer session when enrolled in classes.

Student employment is to be conducted in accordance with the nepotism provisions of the Louisiana Code of Governmental Ethics (Act 443 of the 1979 Louisiana Legislature) and [Article II, Section 1.B.2 of the Regulations of the Board of Supervisors](#).

Graduate assistants are defined in Permanent Memorandum 23, and provisions in this PM are intended to apply to student employees who are not graduate assistants.

International students should consult the student employment or other appropriate office for student employment eligibility. International students who are on a F-1 or J-1 visa are limited to no more than 20 total hours per week of employment while school is in session, except during official University breaks and holidays (Per the Code of Federal Register: 8 C.F.R. 214.2 (f) (9) (i)). International

students must be enrolled full-time to be eligible for student employment unless they are in their final term of study and have prior authorization.

Student employees are not eligible for holiday pay or fringe benefits.

Student employees are required to be in academic and disciplinary good standing with their LSU institution of employment. Employing departments may submit a formal request for an exception to the institution's office responsible for coordinating student employment. Once employed by LSU, students are required to notify the employing department of any change in their enrollment status or in their academic or disciplinary standing at the institution.

Student employees may be terminated at any time.

## **II. PERSONNEL ACTION PROCESSING**

The department hiring the student employee is responsible for ensuring that a student is eligible for campus employment. This includes I-9 compliance which pertains to the verification of the identity and employment authorization status of individuals hired for employment in the United States.

## **III. STUDENT PAY SCALES**

Unless an authorizing program requires payment at a specific wage rate, student employees are to be paid not less than the minimum federal wage rate.

Students within the same unit performing the same type of work with the same degree of competency should receive the same rate of pay. Pay differentials may be recognized when the student gains job experience, they perform work in an excellent manner, or when they assume additional duties and responsibilities.

## **IV. SOURCES**

[LSU Board of Supervisors Rules & Regulations Article II, Section 1.B.2](#)

[PM 23 Ranks, Provisions, & Policies Governing Appointments and Promotions to the Academic Staff](#)

**8 C.F.R. 214.2 (f) (9) (i)**