UNIVERSITY OF ARKANSAS AT PINE BLUFF

STUDENT EMPLOYMENT POLICY

The University of Arkansas provides employment opportunities for students to provide students with financial assistance while they pursue academic goals. Student employment also provides development of essential job and lifelong learning skills.

Policy

It is the policy of the university to provide employment opportunities for students enrolled with the University of Arkansas at Pine Bluff. Students are employed as Extra Help will not replace regular employees.

Provisions

1. Student employees are appointed on a temporary, part-time basis as Extra Help and must be hired in a State approved classified title. The rate of pay shall be at the entry level of the grade for the title. Increase may be awarded when the State approves the awarding of increases for regular classified employees. The Graduate Assistant position is non-classified.

2. Student employees must meet the minimum qualifications and any other requirements set by the official class specification for the position to which he/she is employed.

3. Hours of Work: The maximum number of hours a student may work during the academic school year (August 16 – May 15) when classes are in session is 20 hours per week. Graduate Assistants may work a maximum of 30 hours per week. When classes are not in session (official holiday breaks and summer when not enrolled), students may be permitted to work 40 hours per week. Any hours worked above 40 hours in a work week by a nonexempt employee during holiday breaks and summer shall be paid at a rate of time and one half. Monitoring of hours worked shall be the responsibility of the immediate supervisor.

4. A student may be employed by no more than two supervisors or departments within the University at the same time. The student shall be responsible for informing the supervisors of dual employment and assuring the maximum hour limitation is not exceeded.

5. Students may not be employed in the same administrative unit as a family member having authority in the interest of the university to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees; or the responsibility to direct other employees of the university, to adjust their grievances, or to effectively recommend an action if the exercise of authority is not of a merely routine or clerical nature, but requires the use of independent judgment. Relative is defined as husband, wife, mother, father, stepmother, father, mother-in-law, father-in-law, brother, sister, stepbrother, stepsister, half-brother, half-sister, brother-in-law, sister-in-law, daughter, son, stepdaughter, stepson, daughter-in-law, son-in-law, uncle, aunt, first cousin, nephew or niece.

6. Students on the Federal Work Study Program must follow guidelines and policies of the Federal Work Study Program as administered by Student Financial Services.

7. Employment eligibility (Form I-9) must be verified for all student employees. International students shall receive approval through the International Student Representative who will determine employment eligibility.

8. A background check will be requested for students employed in positions requiring a background check.

9. No employee shall be allowed to report to work until after the Personnel Action Form has been approved by the Chancellor.

10. Time sheets must be signed by the employee and the hiring supervisor whose signature is on the Personnel Action Form. No timesheets shall be accepted with initials on the signature line.