



Ohio Administrative Code Rule 3364-25-11 Student employment.

Effective: November 1, 2018

(A) Policy statement

The basis for student employment is to assist in meeting the needs of the university, provide university students with financial support in pursuit of their academic goals, and provide opportunities for academic or administrative job experience. The job duties and responsibilities of student employees vary greatly, and may or may not be related to their field of study. A student employee is defined as an individual who is:

- (1) Enrolled in classes during semesters in which they are employed. This policy covers fall and spring semesters. During summer semester, university of Toledo ("UT") students who attended classes the prior spring and are enrolled for the following fall semester may work as student employees. Students attending other institutions who are under an approved consortium agreement may also be employed as UT student employees.
- (2) Associated with the university primarily in the pursuit of an academic degree at the university of Toledo.
- (3) Appointed to a position designated as student employment.

University of Toledo students taking classes at UT during the summer will be given preference for student employment summer positions.

The university maintains a distinction between student appointments and ongoing regular appointments. These distinctions may include but are not limited to nature of work, hours worked, rate of pay, and benefit eligibility.

Graduate assistants ("GA": graduate administrative assistant, graduate research assistant; and graduate teaching assistant) are paid on salaried appointments, exempt from overtime compensation.



They are subject to the terms of their appointments, policies and eligibility guidelines administered and monitored by the college of graduate studies.

Graduate students on an assistantship must be enrolled in classes during the semester they are employed.

Student employees are employed at will and serve at the discretion of the employing unit.

(B) Purpose of policy

The purpose of this policy is to reduce the cost to the university of Toledo for Ohio public employees retirement system ("OPERS") contributions for student employees. Historically, there has been a significant increase in OPERS contributions for student employees during the summer semester.

This policy will assist students to receive the highest possible pay for work performed.

(C) Procedure

Student employment will approve only those student employee personnel action forms when enrollment can be verified for the fall and/or spring semesters in which the student will be working or, in summer, for the prior spring semester and following fall semester. Hiring departments will be required to indicate on the personnel action form that hiring preference was given to students enrolled in UT summer classes. Students who are enrolled at other universities under an approved consortium agreement are also eligible to be UT student employees. No student is eligible to be a university of Toledo student employee unless his/her personnel action form has been approved by student employment prior to commencing work.

Career services, in which the undergraduate student employment function resides, will oversee the employment guidelines handbook and procedures including seeking appropriate legal guidance. The supervisor and student employee handbooks will be posted on the career services website under "student employment." All revisions to procedures will be made available through campus-wide emails and posted in the handbooks.