

**3356-9-03 Employment of undergraduate and graduate students
(including federal work-study program).**

- (A) Policy statement concerning employment of undergraduate and graduate students (including federal work-study (FWS) program).

While the president has overall responsibility for the management of the university, the responsibility for employment decisions of personnel is delegated to the provost and vice presidents. Each divisional executive officer is responsible for making personnel decisions within the described university procedures.

Undergraduate and graduate students are eligible to be employed by the university according to federal and state laws and university policy.

Youngstown state university (university) participates in the FWS program in order to provide eligible students with part-time employment to help meet academic costs and to provide work experience.

Unless otherwise specified, this policy applies to the employment of undergraduate and graduate students in student employment positions at the university.

- (B) Employment of undergraduate students.

(1) Purpose. This policy is designed to create a fair and equitable process for the employment of students on campus. All procedures are in compliance with federal and state of Ohio law, including Ohio public employment retirement system (OPERS) guidelines and university policy. Information on the student employment process is available on the university's division of [student success website](#).

(2) Definitions. For the purpose of this policy:

- (a) “Domestic student” – a student that is a citizen of the United States, a permanent resident of the United States, or a refugee or asylee, as determined by the U.S. government.
- (b) “International student” – a student that is not a citizen of the United States and is not a permanent resident of the United States.

- (c) “Student employee” – individuals enrolled at the university who meet the requirements of this policy and work part-time jobs in support of university offices and departments.
- (d) “Student employee supervisor” – the individual directly responsible for the hiring recommendation and day-to-day supervision of the student employee, including but not limited to, establishing work schedules, monitoring adherence to established work schedules, approving timesheets, and providing guidance, training, and instructions relative to the student employee’s assigned tasks.

(3) Parameters.

- (a) The office of student success will work with the office of human resources to process the employment of students.
- (b) Student employees are responsible for abiding by general university policies at all times, including but not limited to, the student code of conduct, rule 3356-8-01.1 of the Administrative Code (university policy 3356-8-01.1, “The Student Code of Conduct”).
- (c) As employees of an Ohio public university, student employees are required to contribute to OPERS unless the student opts to waive contributions and elects not to participate in OPERS. Students must do so within thirty days of their hire date. Students who are employed during the summer, but not enrolled for a course (minimum one credit), are required to participate in OPERS. Once a student employee makes their OPERS election, i.e., exempt or nonexempt, the student’s OPERS status is maintained until terminated by the university, as defined in this rule or changes by operation of law.
- (d) The associate provost for student success is responsible for the final approval of all student employees except for those employees participating in the employment programs administered by the graduate school (see paragraph (C) of this rule).

(4) Eligibility for student employment.

- (a) To be eligible for employment during the fall or spring semesters, a student must be enrolled for a minimum of two courses and no fewer than six credit hours and be in good academic standing. Audited classes do not count toward either the two-course or six-credit-hour requirements.
- (b) To be employed during the summer semester without summer enrollment, the student must have been enrolled during the previous spring, be currently registered for the upcoming fall semester, and be in good academic standing.
- (c) Domestic student employees may not work more than twenty-five hours per week. International students may not work more than twenty hours per week during the academic year and may not work more than twenty-five hours per week during official university breaks and vacations. Student employees may work in more than one department; however, the total hours worked in one week by domestic students may not exceed twenty-five and the total hours worked in one week by international students may not exceed twenty hours during the academic year and may not exceed twenty-five hours per week during official university breaks and vacations.
- (d) Students may not work as both a university employee (full- or part-time) and a student employee at the same time.

(5) Leave and time off without pay.

- (a) Student employees are not eligible to receive vacation, sick leave, or holiday pay.
- (b) Arrangements for time off without pay are discussed with and approved by the student employee supervisor, including time off during academic break periods. Academic break periods are a function of the academic calendar and do not pertain to the student employee work assignment.

(c) Time used by a student in the performance of jury duty, or when summoned as a witness, shall be treated as an excused absence without pay.

(d) A student employee who is a member of any reserve component of the United States armed forces, who is voluntarily or involuntarily ordered to extended U.S. military service, shall be granted time off without pay.

(6) Termination of employment.

(a) Status as a student employee is continuous from the date of initial appointment until student employment is terminated by the university.

(b) A student's employment will cease under any of the following circumstances:

(i) Non-enrollment. A student who has not been enrolled for two consecutive semesters will be considered terminated.

(ii) End of appointment. A student is effectively terminated on the end date specified at the time of the student's appointment unless a new appointment is issued.

(iii) Voluntary resignation. Student employees may resign from their university appointment at any time and should provide timely notification to their supervisor of their resignation decision.

(iv) Involuntary termination. The student employee supervisor may terminate the employment of a student employee. No reason is required to substantiate the action. A student employee who has performance issues, has engaged in misconduct, or is found in violation of university rules or policies may be terminated immediately without advance notice.

(7) Procedures.

- (a) Recruitment and application for all student employment positions will follow the procedures developed by the office of student success.
- (b) Actual employment may begin only after the required documents have been processed and approved by the student employment office.
- (c) Wage level and pay rates are based upon the nature of the job and required experience and/or credentials and are approved by the student employment office.
- (d) The student employee supervisor is responsible for ensuring that student employees whose position requires interaction with minors complete a background check as pursuant to human resources “Background Checks for Employees and Volunteers” policy found on the [administrative policies webpage](#).
- (e) The student employee and student employee supervisor should attempt to informally resolve any issues or concerns, such as supervision, work schedule, or duties. If an issue or concern cannot be resolved informally at the department or unit level, it may be referred, by either the student or the student employee supervisor, to the office of student success. If the issue or concern involves a university policy administered by a separate department or unit, such as rule 3356-2-03 of the Administrative Code (university policy 3356-2-03, “Discrimination/harassment”) or rule 3356-2-05 of the Administrative Code (university policy 3356-2-05, “Title IX sexual harassment policy”), the student must follow the requirement of the applicable policy.

(C) Employment of graduate students.

- (1) Purpose. The graduate assistantship program is predicated upon the concept that given an opportunity to assist the faculty and staff, graduate students provide a service to the university and gain valuable academic experience, which is appropriately supported through the annual institutional budget process. The assistantship

must enhance the student's education, and the enhancement must be apparent.

(2) Parameters.

- (a) A graduate assistant (GA) will normally be assigned duties primarily focused on the conduct of research/scholarly activity. A GA may be assigned teaching duties but should not be the instructor of record. A graduate research assistant (GRA) will be assigned duties focused on the conduct of research/scholarly activity. A graduate assistant/intern (GA/I) is a special category of graduate assistant designated to provide opportunities for university offices or departments, community companies or agencies, or other appropriate external sponsors to involve graduate students as academic assistants/interns in professional experiences in support of their fields of study. A teaching assistant (TA) will be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class.
- (b) A student appointed as a graduate assistant (GA, GRA, GA/I and TA) will be paid a stipend and receive tuition remission (up to eighteen semester hours per semester and up to twelve semester hours for the summer term). Parking fee and out-of-state surcharge will be remitted.
- (c) The associate provost office of research services and graduate studies is responsible for the administration of the program and appointment of graduate assistants.
- (d) The total number of graduate assistantships and teaching assistantships shall be allocated annually as part of the institutional budget development process and will take into account the needs of new graduate programs as they are developed and implemented and the opportunities to increase enrollment and research through the growth of existing graduate programs. Colleges, departments, or external sources can also provide funds to support additional assistantships.

- (e) Additional assistantship positions may be created by the associate provost office of research services and graduate studies when external funding has been obtained. In such cases, payment for assistantships may be made at rates higher than normal university rates if the external funding agency has a predetermined payment schedule or allows higher rates of payment.
- (f) GA, TA, and GA/I are typically two-semester appointments and a GRA is a twelve-month appointment.
- (g) Student employees are not eligible to receive vacation, sick leave, or holiday pay.

(3) Procedures.

- (a) The associate provost office of research services and graduate studies shall allocate graduate assistants approved within the university budget across the institution.
- (b) An academic department may recommend only full-time graduate students with regular (not provisional) status for an assistantship. Exceptions to this requirement may be granted only prior to appointment by the associate provost office of research services and graduate studies with sufficient justification from the recommending department. A GA or TA with a teaching assignment may not have any undergraduate academic course deficiencies in any area that will be included in the assistant's teaching assignments.
- (c) Recommendations to appoint a GA, GRA, GA/I and/or TA must be obtained from the academic dean. Applications with the appropriate recommendations for appointment are forwarded to the associate provost office of research services and graduate studies, who makes the official appointment. No department is authorized to communicate to any applicant for a graduate or teaching assistantship that an award will be made. A department is authorized to communicate that they are recommending a student for appointment as a GA, GRA, GA/I, or TA. The college of graduate studies supports the "April 15th Resolution"

regarding graduate scholars, fellows, trainees and assistants of the council of graduate schools (CGS). Appointments and communications regarding appointments will adhere to said resolution as described on the [CGS webpage](#).

- (d) Appointment as a GA, GRA, GA/I, or TA will normally occur for the fall or spring semester and be made prior to the beginning of the fall semester. Graduate research assistant appointments may begin in the summer term. In cases in which an appointment becomes available in the middle of a semester due to the availability of external funding, the stipend will be prorated to accommodate the period of time covered. Regardless of funding source, the stipend may be prorated to accommodate situations where students fail to begin or complete their assistantship as scheduled.
- (e) Graduate assistants (GA, GRA, GA/I, or TA) shall not hold full-time outside employment. Additional employment within the university is not permitted without the approval of the associate provost office of research services and graduate studies.
- (f) A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible for the supervision of the assistant. A mentor from an academic department who will ensure the appropriate educational experience of the assistantship or internship must be designated. This applies to GA, GRA, GA/I, and TA positions.
- (g) All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.
- (h) Additional information about GAs, GRAs, GA/Is, and Tas may be found in the “College of Graduate Studies Policy Book” or online at: [college of graduate studies assistantships and fellowships](#) webpage.

(D) Federal work-study program.

- (1) Purpose. To provide information and guidance to university students, staff, and faculty regarding the United States department of education FWS program.
- (2) Parameters.
 - (a) The office of financial aid and scholarships is responsible for administering and awarding FWS funds, university compliance with FWS regulations, and determination of student eligibility in accordance with federal regulations and university policy. University policy requires students to be reviewed for FWS eligibility on first-come, first-served basis.
 - (b) In addition to on-campus employment, FWS funds may also be used for community service opportunities, such as “America Reads” and other community-based programs.
 - (c) Students receiving FWS funds are not eligible for fringe benefits, including paid vacation and sick time.
 - (d) FWS payments are administered by the office of payroll.
 - (e) FWS awards are cancelled or reduced when students default on federal loans, become over-awarded due to changes in aid eligibility, or do not maintain satisfactory academic progress.
- (3) Procedures.
 - (a) The office of financial aid and scholarships applies annually for FWS funding by submitting the appropriate forms and paperwork to the United States department of education.
 - (b) In order to be considered for FWS funds, students must annually complete the “Free Application for Federal Student Aid (FAFSA)” form after October first for the following year.