

PERSONNEL – STUDENT EMPLOYEES

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Policy No. 4400

8/29/1974

Revised 12/12/1989

Revised 1/16/1996

Renumbered 7/1/2001

Reviewed 12/9/2014

PERSONNEL – STUDENT EMPLOYEE**Student Employees**

Oakton College provides employment opportunities to students in order to enhance their educational experience, promote their involvement with the College and to enable the College to function in an effective and cost-efficient manner.

Policy No. 4401

8/29/1974

Revised 12/12/1989

Revised 1/16/1996

Renumbered 7/1/2001

Revised 3/19/2002

Revised 12/10/2013

Reviewed 12/9/2014

Revised 8/20/2019

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PERSONNEL - STUDENT EMPLOYEE**Student Employee Definition**

For purposes of this policy, a student employee is defined as one who is enrolled at Oakton College, and is employed by Oakton College, but not in a faculty or staff position.

Authorization to Employ

A student's employment is interim or temporary in nature and is incidental to the pursuit of the student's education. Student workers are at-will employees. There is no guarantee of employment, implied or otherwise. The College Administration is authorized to employ those students needed in accordance with the budgeted amounts in the various departments and programs.

Eligibility for Student Employment

During the semester of the appointment, the student must satisfy the following criteria:

- Be able to show proof of eligibility to work in the United States ("eligibility to work in the US" is defined in the student employee handbook).
- Expected to be enrolled in minimum of six (6) credit hours during the fall or spring semester in which they have a student employment work assignment. To be employed during the summer, a student must be enrolled in a summer course or must be able to show intent to register for at least six (6) credit hours in the subsequent fall term. Courses changed to audit and Alliance for Lifelong Learning classes will not be considered for eligibility for student employment.
- Have a minimum cumulative GPA of 2.0 or first semester enrolled at Oakton.
- Be in good academic standing with Oakton College.

Conditions for student employment will be administered and monitored by a designated department assigned by the College Administration.

Work Hour Limitations

A student employee may work up to 20 hours per week during the spring and fall semester, and from one month to one year in length. During the summer, a student employee may work up to 30 hours per week.

Any exceptions are subject to review by and approval of the area Vice President and the College's Career and Transfer Center.

Multiple Student Employee Assignments

A student employee can be active in no more than two (2) student employee assignments at any given time.

Limitation in Semesters Employed

A student will not work as a student employee more than 12 semesters. Any exceptions are subject to review by and approval of the Vice President for Student Affairs and the Vice President for Administrative Affairs.

Salary Schedule

Student employees are paid on the salary schedule approved by the College Administration.