2.6.1 STUDENT EMPLOYMENT

A. Policy

Only full-time or equivalent students will be approved for campus employment as student employees. The exception to this rule is work study programs which allow students to go to school part-time and work for both pay and school credit a part of each day. This exception was established primarily to aid students from low income families. Such students do not have to be full-time students to qualify for student employment. Any student considered must be a minimum age of sixteen (16).

B. Appointment of Students Under Civil Service Rule 1.5.1 and PM-8

A full-time student is a person enrolled in an accredited high school college or university in the state of Louisiana or a person enrolled in a state operated Vocational-Technical School in a sufficient number of courses and classes in such institution to be classified as a full-time regular student under the criteria used by the institution in which he/she is enrolled. Full-time status as defined under the criteria used by the school shall be accepted on the basis of notification from that school that the student is enrolled in what is considered a full-time program. A bona fide student shall not lose his status as such because of vacations during the academic year or because of his/her failure to attend summer school. During the last semester prior to graduating, a student will be considered to be full-time, for purpose of employment, if the student schedules all courses required for graduation (PM-8).

C. Appointment of Students Under Civil Service Rule 4.1 (d) 2

State agencies and institutions are thus authorized under this rule to support in the unclassified service, any student who meets the criteria stated below:

1. Louisiana residents enrolled in a public or private out-of-state high school college, university, vocational-technical school or proprietary school that is approved by the state in which such institution is located or is accredited by a recognized national or regional accrediting association are eligible for employment.

2. Students must be enrolled in a sufficient number of courses or classes to be classified as full-time students under the criteria used by the institution.

House Concurrent Resolution No. 10 of the 1983 Regular Session of the Louisiana Legislature urged the Civil Service Commission to also provide for employment in the unclassified service for qualified Louisiana residents who are students in privately-owned secretarial colleges or schools or other proprietary schools. A proprietary school is one that is privately owned and managed for profit.
and includes secretarial and business schools, as well as computer and drafting schools, etc. To determine if a proprietary school in Louisiana is approved by the state, one may contact the Director of Proprietary Schools at the Department of Education.

D. Definition

A Louisiana resident is defined as a person who is domiciled in Louisiana. Domicile is defined as a place where a person has his/her true, fixed and permanent home and principal establishment and to which, whenever he/she is absent, he/she has the intention of returning.

E. Process

1. Applications for student employment are to be picked up in the Human Resource Management Office - Hiring Section or can be found on the HR website.

2. The completed application should be returned or mailed to Human Resource Management along with the official certification of full-time status as defined by the school. The certificate is considered official only if signed and sealed by the registrar at the school or by his/her designee.

3. When a student worker is needed in a department, the supervisor must have on file an approved PER-1 in the Department of Human Resource Management which states any need for special qualifications. Upon request, Human Resource Management will post student worker vacancies. A file of eligible student worker applications will be maintained in Human Resource Management and available to departments upon request.

4. After students are interviewed and a selection is made, the department sends Human Resource Management a memo along with the application of the student they are interested in hiring.

5. The student will be contacted by Human Resource Management, a job offer extended and a hiring date confirmed. If the student is under eighteen (18) years of age, he/she will be asked to complete an "Intent to Employ" form. The student must take the form to the school board office to be issued a Work Permit. The Work permit is to be brought back to Human Resource Management to be placed in the student's personnel file. Final processing of paperwork for hiring can then be completed.

6. The department has the responsibility for:

- Verification of continued full-time status of the student each semester. Failure to maintain full-time status must result in separation from employment.
- Notification to the Department of Human Resource Management of change in status.
F. Salary Provisions

The Health Sciences Center in Shreveport has elected to pay all students the Federal Minimum Wage. Effective July 24, 1009, the Federal Minimum Wage will be $7.25 per hour.

Students will start at the minimum wage rate. Students returning for subsequent years may be allowed a four percent increase over the previous year's hourly rate.

Students interested in employment with the Health Sciences Center must complete an Application for Student Employment (SF 10D).