



Eastern Oregon University

Department: Office of Student Affairs

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Policy/Procedure: On-Campus Student Employee Policy

.100 Policy Statement

This policy sets forth eligibility guidelines and limitations for students that desire to work on the Eastern Oregon University (EOU) campus.

.110 Policy Rationale

EOU strives to establish clear guidelines for student employees with regard to Federal Insurance Contributions Act (FICA) exemptions. This policy is based on revisions to the FICA requirements.

.120 Definitions

None

.130 On-Campus Student Employee Policy - Eligibility

During the regular academic year, students desiring to work at EOU must have regular student status and be enrolled for a minimum of 12 undergraduate hours, or a minimum of 9 graduate credit hours, at an Oregon University System (OUS) institution or an EOU partner program. Part-time students must obtain permission to work from the EOU Payroll Manager.

Any student who has been admitted to any OUS institution may be employed as a student at EOU during the term prior to the beginning of classes.

Students graduating from EOU may work as a student employee for one term following graduation, up to the day classes begin for the second term following graduation. Federal work study funds do not apply.

.140 On-Campus Student Employee Policy - Limitations

Students working at EOU are limited to 20 hours a week when classes are in regular session. Exceptions may be made in certain circumstances with approval from the student employee's supervisor and the Payroll Manager. International students in lawful F-1 status and registered for 12 credits or more are eligible for employment on campus at EOU. EOU international students who are employed on campus are limited to working 20 hours per week when classes are in session.

.150 Review and Revision of Policy (see Operating Policies and Procedures #???) For instructions)

The Vice President for Student Affairs is responsible for this policy. It will be reviewed every two years by the Vice President for Student Affairs and the Vice President for Finance and Administration.

.160 Internal Control Considerations

Not applicable

.170 Policy Retention, Access and Copies

- a. This policy is maintained in the EOU central repository for original policies approved by the Executive Cabinet.
- b. Access to and copies of the policy shall be available to all students, faculty, staff and others through the EOU electronic Student Handbook found at <http://www.eou.edu/saffairs/handbook/handbook.html>.

For more information regarding this policy please contact the Payroll Office, 205 Inlow Hall, 541-962-3286 or the Office of Student Affairs, HUB 111, 541-962-3635.

.180 Approval History

Approved by Student Affairs Committee 4-23-2009

Approved by Eastern Oregon University Executive Cabinet 5-11-2009

Adopted into practice July, 2009