

STUDENT EMPLOYMENT

SUMMARY

This policy was established to comply with federal, state, and local laws and regulations and to provide guidance for departments that hire and employ student employees. This policy applies to all student employees, including work-study, non-work-study, graduate students, resident advisors, graduate hall directors, research assistants, and teaching assistants.

Affordable Care Act (ACA)

On March 23, 2010, the federal government passed the Patient Protection and Affordable Care Act (PPACA). PPACA (also known as Health Care Reform or Affordable Care Act) is a set of laws designed to increase access to health insurance. The University, along with other large employers, has been implementing the new regulations since then. It requires all large employers to offer healthcare coverage to employees who average 30 or more hours of service per week, or 130 or more hours per month, either: (1) from the date of hire, as determined by Wake Forest based on the position; (2) after a change in employment status; or (3) during an applicable prior measurement period. This requirement encompasses all of our student employee hours, except for work-study hours. The University is required to track and report all hours worked for all of its employees.

POLICY

The basis for student employment is to help meet 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 at the University on a full-time or part-time basis,
2. Appointed to a position designated as student employment, and
3. Associated with the University primarily in the pursuit of an academic degree.

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.

Employment of international students is subject to federal regulations, and special restrictions may apply. Contact the Center for Global Programs and Studies (GPS) for information relating to the employment of international students.

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

DETAILS

Enrollment

Enrollment, as used in the definition of student employment above, includes the period between two successive academic terms for which the student is enrolled and may include one "off"

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academic term in each academic year in which the student is not enrolled. Notwithstanding the definition of student employee above, student employee status may be retained until the last day of final examinations of the academic session following either graduation or withdrawal from enrollment. Undergraduate student employees who graduate spring semester may retain their student employee status, and remain on the student payroll until the last day of final examinations for the summer term (through August). This retention of student employee status stipulation does not apply to graduate students. Student employees will be allowed to remain on the student payroll in the situations described above and the wages earned during the period after their graduation from the University will no longer be subject to the FICA exemption. Students who graduate in December but continue to be employed by the university will be moved to the appropriate staff payroll. When an individual's association with the University is related primarily to the pursuit of an academic degree, whether or not enrolled on a full-time basis, they are ineligible to hold a regular, term or temporary staff appointment. Any employment at the University will be designated as student employment.

Recruitment and Selection

- Responsibility for hiring student employees is delegated to the college/department level, with appropriate department head/VP approvals.
- Incoming students cannot be paid on student payroll before the start of the academic semester.
- Students who meet federal work-study program eligibility requirements may be referred for employment opportunities from the Student Financial Aid office, which oversees the work-study program.
- Employment eligibility must be verified for all newly hired student employees by completing the Form I-9 within three days of the first day of work and entering the I-9 information into E-Verify.
- All paid or unpaid Wake Forest University students who will be working with minors must undergo and successfully complete a comprehensive background check that may include education verification, criminal, driving, and credit history depending on the duties of the position offered to the student.
- Wake Forest University is committed to diversity, inclusion and the spirit of Pro Humanitate. In adherence with applicable laws and as provided by University policies, the University prohibits discrimination in its employment practices and its educational programs and activities on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity and expression, genetic information, disability, and veteran status. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities, and veterans through its affirmative action program.
- Inquiries regarding the University's non-discrimination policies should be directed to the Human Resources Department or the Title IX Coordinator.

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Terms of Employment Appointments

- Newly hired employees are required to complete the Employment Eligibility Verification form (which requires proof of identity). Rehires returning after 3 years of the date of the original completed Employment Eligibility form are required to complete a new form. International students will complete the Foreign National Information form.
- All employees should complete forms W-4 (Federal Tax Withholding) and NC-4 (North Carolina Tax Withholding) in order to have the correct taxes withheld. Completion of the W-4 and NC-4 forms are electronic for employees and accessible through the Wake Forest Information Network (WIN). Foreign National Student Employees should contact the Payroll Department at payroll@wfu.edu to schedule an appointment to review their United States Tax status. Tax forms should be filled out within three days of employment.
- All student employees are required to have a valid Social Security number in the system of record. International Students who need to attain a Social Security card will need to contact Global Programs & Studies for assistance in obtaining a valid Social Security card. Students can work for 30 days with proof of a Social Security number application (a receipt). After 30 days, if no Social Security number is presented, the student can no longer work and their employment will be terminated.
- The method of payment for the University is direct deposit. Direct deposit enrollment can be made online within WIN. Students should enroll in direct deposit online within the Wake Forest Information Network (WIN).
- Undergraduate and Graduate student employees are appointed on a part-time basis and are required to track and report all hours worked.
- Hourly student employees are required to track and enter all hours worked into the University's time and attendance system.
- Stipend student employees are required to manually track all hours worked. If the number of hours worked exceeds the number of hours the student is hired to work, they must notify their supervisor.
- Undergraduate and graduate hourly student employees may hold multiple appointments, but the total hours worked for all positions across campus may not exceed 20 hours per week during the school year and 30 hours per week during official University breaks and vacations. Most students who choose to work on campus average about 10 – 15 hours per week, which allows sufficient time for studying and extracurricular activities.
- Graduate students (Teaching Assistants, Research Assistants, and Law Assistants) are expected to work 15 hours per week during the academic semester. If a graduate student would like to work an additional job on campus, they need permission from their academic advisor and the Graduate School, and the total hours must be less than 30 per week. These hours have been established by the Graduate School.
- University Housing Live-in Student Staff (i.e. Residence Advisor) are a special category of student employment. These students receive room and board, a small monthly payroll stipend, and are available to provide assistance to students living in the residence halls.

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These employees do not work traditional hours and it is expected that they spend approximately 25 hours a week carrying out their duties. The total weekly hours (25) includes 15.5 hours for on-call hours, 1.5 hours for meetings, 1.0 hours for program preparation, 1.5 hours for program time, 2.0 hours for miscellaneous assigned hours, and 3.5 hours for community engagement. Resident Advisors are not allowed to work another job on-campus without the approval from the Director of Residence Life and Housing.

- University Housing Live-in Student Staff (i.e. Graduate Hall Director) are a special category of student employment. These students receive room and board, a small monthly payroll stipend, and are responsible for the general supervision and management of a residence hall community. These employees do not work traditional hours and it is expected that they spend about 20 hours a week carrying out their duties. The total weekly hours (20) includes 1.0 hours for calls, 4.0 hours for administrative tasks, 6.0 hours for meetings, and 9.0 hours for training, community engagement, and other administrative tasks. Graduate Hall Directors are not allowed to work another job on-campus without the approval from the Director of Residence Life and Housing.

Pay

- If a student works more than 40 hours in a week, overtime rules will apply.
- Students must be paid at least minimum wage.
- Resident Advisors and Graduate Hall Directors are exempt from minimum wage and overtime requirements.

Vacation and sick leave

- Student employees do not accrue paid vacation or sick leave.
- In the event of illness, a student employee must notify his or her supervisor as soon as possible each day of absence.
- Arrangements for time off without pay are negotiated and approved with the department, including time off during academic break periods. Academic break periods are a function of the academic calendar and do not relate to student employee work assignments.
- Graduate students may be eligible for short-or long-term leaves of absence and should inquire directly with the Graduate School.

Holidays

- Student employees are not eligible for holiday benefit pay. In departments where services are maintained on holidays and students are scheduled to work, the rate of pay is at the regular hourly rate.

Breaks

- Student employees receive a paid 15 minute break during each four hours worked and an unpaid 30 minute break/lunch for 6-8 hour shifts.

Jury duty

- Time used by a student employee, in the performance of jury duty or when summoned as a witness, must be treated as an excused absence without pay.

Military duty

- A student employee who is a member of any reserve component of the United States Armed

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Forces, who is voluntarily or involuntarily ordered to extended U.S. military service, must be granted time off without pay.

- The student employee should provide advance written or verbal notice of the call for impending training or active duty to the supervisor.
- Upon completion of training or if discharged under honorable conditions and upon re-registration as a student, the student employee must be returned to her or his former position in a timely manner, based on the availability of a student position.

Worker's Compensation

- All student employees are covered under the Wake Forest University Worker's Compensation plan. If a student employee is injured on the job, the student employee must immediately report the incident to his/her supervisor and complete a first report of incident. For more information, please call Human Resources at 336-758-4700.

Medical Coverage

- The Affordable Care Act (ACA) defines full-time employment as an employee who averages 30 or more hours of service per week, or 130 or more hours per month either: (1) from the date of hire, as determined by Wake Forest based on the position; (2) after a change in employment status; or (3) as a variable hour, part-time, or seasonal employee during an applicable prior measurement period.
- If an employee meets the definition of full-time per ACA requirements (excluding Federal Work Study), the University is required to offer medical coverage. The department must notify Human Resources on or before the student's hire date to ensure compliance with offering medical coverage in a timely manner.
- Human Resources will contact the student and offer medical coverage prior to the first date of eligible coverage upon hire, change in employment status, or after an applicable measurement period.

Resolution of Disputes

- Students must bring concerns about their employment to the attention of their supervisor as soon as possible.
- Supervisors are expected to make good faith efforts at fair and equitable resolution which includes informing the student of their decision.
- Student employees involved in a dispute should seek resolution at the unit level. Decisions at the unit level are final and there is no appeal process.
- Students and Supervisors may involve Human Resources Partner for guidance on performance and behavioral related issues by calling 336-758-4700, or sending an e-mail to AskHR@wfu.edu.

Termination

- A student employee who resigns or is terminated must receive wages due for services rendered.
- A two week's written advance notice for resignation is expected from a student employee.
- Student employees are at will and serve at the discretion of the department.
- The supervisor or department head should give two weeks advance notice of the end of the assignment. A student employee who is found in violation of University rules or policies

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- or who has engaged in misconduct may be terminated immediately without advance notice.
- Termination of graduate students prior to the end of their appointment period must be approved by the Graduate School.
 - The department is responsible for submitting an electronic personnel action form (EFAP) to terminate a student's job.