

PPM #50

Policy Name: *Student Appointments*
Effective Date: *September 9, 2019*
Revision Date: *February 1, 2021; April 22, 2021; March 6, 2023; January 9, 2024*

Authorization: 
Nancy Watkins, Undersecretary

I. POLICY

The Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) may utilize students when funding is available and when such employment will serve to enhance the quality of services of the Department. Student appointments shall be made equitably and in accordance with appropriate federal and state laws and Civil Service Rules.

II. PROVISIONS

The following provisions apply to OLG/DCRT Student appointments:

A. Eligibility and Certification

1. Student appointments shall be made in accordance with and as defined by existing Civil Service Rules. (Refer to Chapter 1, Rule 1.5.1).

To be eligible the student must meet the requirements in one of the following categories:

- a. A person enrolled in an accredited high school, college, or university in the State, or a person enrolled in a State-operated technical college, in a sufficient number of courses and classes to be classified as a full-time regular student under the institution's criteria; or
- b. A person enrolled in their last two semesters in an accredited high school, college, or university in the State or in a State-operated technical college, in the courses and classes necessary and available to satisfy graduation requirements, even if not classified as a full-time student under the institution's criteria; or
- c. A person enrolled in an off-campus college work-study program in a proprietary institution of higher education as defined in Section 102(b) of the Higher Education Act of 1965, as amended; or

- d. A person employed by the college or university that they attend; or
 - e. A person performing work under the Federal Work Study Program.
2. An eligible student shall retain their eligible status during breaks, which occur in the course of or between sessions, including summer breaks.
 3. Students graduating with an undergraduate degree may continue their student employment after graduation only if they are pre-registered for graduate school.
 4. The Student application (SF-10D) must include official verification from the educational institution (registrar's office) certifying the following:
 - a. Student is enrolled and meets one of the eligibility requirements listed above;
 - b. Current grade/classification of the student;
 - c. The school is accredited; and
 - d. The school is approved by the state in which it is located.

A letter from the educational institution certifying the items listed above will be accepted in the place of the certification on the student application. The application must still be completed by the student.

5. To be eligible for employment, students must be enrolled and provide documentation to Human Resources (HR) each semester, by February 28 for the Spring semester and by September 30 for the Fall semester, certifying their eligibility requirements. Students who satisfactorily completed the Spring semester are eligible to work during the summer months. Students whose enrollment status changes such that they fail to meet one of the above listed enrollment eligibility requirements, must be separated upon the Department becoming aware of the change in their enrollment status.
6. Appointment of students shall be in compliance with the Code of Governmental Ethics.
7. Student employees are temporary, at-will employees with no right to continued employment. For this reason, student employees may be discharged at any time, with or without cause.

B. Pay and Hours of Work

1. Student employees are limited to working no more than 28 hours per week unless prior approval is received from HR. The number of weekly work hours shall be determined based on the student's schedule and the needs of the particular office, department, division or unit.
2. With permission of the supervisor, a paid break period of fifteen (15) minutes may be granted to student employees who work in excess of three (3) hours. Such a break may

not be taken at the beginning or ending of the student worker's scheduled workday nor in conjunction with an authorized lunch break.

3. Student employees who are scheduled to work five (5) hours or more in a workday shall be required to take an unpaid lunch break for at least thirty (30) minutes. Any time not posted by payroll Monday could result in a delay of payment.
 - a. All time entries must include a Start and End Time.
 - b. Hours worked by students must be entered using the Attendance Code "ZARG".
 - c. If working five (5) or more hours, the start and end time must account for the thirty (30) minute lunch break. The total hours worked entered will not include the thirty (30) minute lunch break.

NOTE: Time entries must be fully and accurately completed. Student employees who claim wages for hours not actually worked are required to reimburse OLG/DCRT for all wages improperly received. False payroll documentation will result in termination.

4. For payroll purposes, student employees are required to enter their hours in CATS on the same day in which the time is worked, in accordance with the requirements listed below.
5. Students' pay shall be determined on a case by case basis based on factors such as those outlined below. Please note that the following are only examples and other pertinent factors will be taken into account as appropriate.
 - a. Student position has department-wide responsibility.
 - b. Position requires more practical experience and student application documents the pertinent work experience.
 - c. Position requires larger or more specific skill sets proven by documentation and demonstration.
 - d. Position performs job duties comparable or equivalent to job titles within the TS/AS groups.
 - e. Market conditions make it difficult for DCRT to compete with private business and other government agencies for qualified student employees.

C. Pay Adjustments

1. Students become eligible for pay adjustments when the following occurs:
 - a. Change in student grade/classification
 - i. When the student's grade/classification elevates from one level to a higher level (i.e., freshman to sophomore, sophomore to junior), the student's pay may be adjusted.

1. This adjustment shall only be implemented after the student has presented an up-to-date student application indicating a change in the grade/classification level that has been certified by the registrar's office. A letter from the registrar's office will be accepted in the place of the certification on the application as long as it addresses the items that must be completed on the application. The effective date of the pay adjustment shall not be prior to the date the grade/classification changed.

Note: Due to budgetary restrictions or budgetary deficits, the pay of students may be frozen or pay adjustments may be withheld or suspended.

- b. Change in experience level
 - i. When the student's experience level and/or job duties increase significantly, the student's pay may be adjusted accordingly.

D. Mandatory Training

1. Student employees must complete the following training courses within the first 30 days of employment:
 - a. Sexual Harassment
 - b. Ethics
 - c. Cybersecurity Awareness
 - d. Bloodborne Pathogens
 - e. Defensive Driving*

Additionally, both sexual harassment and ethics must be completed annually thereafter.
*Only required for students who are required to operate state vehicles.

E. Computer Usage and Electronic Devices

1. Student employees are required to comply with OLG/DCRT PPM #7 Computer Usage policy. OLG/DCRT's computers are for business only and are not to be used for homework, personal email, social media, playing games or browsing the internet.
2. Personal cellular devices for talking, texting, browsing and the like are only to be used occasionally and for limited durations. Misuse of cellular phones during work hours will result in such devices being disallowed in the work areas or may result in termination.

III. RESPONSIBILITIES

A. The students shall be responsible for:

1. Accurately reporting hours worked in CATs.
2. Providing acceptable documentation as required relative to their student appointments.
3. Notifying their supervisors of changes in their course load or hours that would change their eligibility status.
4. Notifying their supervisors of changes in their grades/classifications.

B. The immediate supervisors shall be responsible for:

1. Assuring accurate reporting of hours worked in CATS.
2. Assuring that no student works over 28 hours in a work week without prior HR approval.
3. Verifying status of student employees at the beginning of each semester.
4. Evaluating the performance of students under their supervision and taking appropriate action.
5. Notifying appropriate staff and Human Resources of changes in the students' course load or hours that would change their eligibility status.
6. Notifying appropriate staff and Human Resources of changes in the students' grades/classifications.
7. Explaining and assuring adherence to the students' responsibilities and guidelines.

C. The Human Resources Office shall be responsible for:

1. Reviewing all student appointments and pay changes to assure compliance with laws, rules, regulations, and policies.
2. Ensuring verification status of each student employee is received by the deadline outline in this policy.
3. Monitoring compliance with all aspects of this policy.

4. Monitoring adherence to this policy at all levels of the organization.
5. Recommending appropriate courses of action and/or solutions to rectify problem areas.
6. Answering questions relative to this policy.

IV. EXCEPTIONS

Any exceptions to this policy must have the approval of the Secretary (or designee).

Summary of Changes: Revamped entire policy: defined allowed hours per week, training requirements, at-will employment, removed department head responsibilities adding those necessary to supervisor responsibilities, computer usage, CATs entry (February 1, 2021). Changed requirement of lunch break from six hours worked to five hours. (April 22, 2021). Updated required trainings (March 6, 2023). Bona Fide Student definition update (January 9, 2024).