State of Louisiana
Office of the Lieutenant Governor
Department of Culture, Recreation and Tourism

PPM #50

Policy Name:	*Student Appointments*
Effective Date:	*September 9, 2019*

Authorization: _Nancy Watkins_

Nancy Watkins, Undersecretary

I. POLICY

In accordance with Civil Service Rule 23.6, 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 and Chapter 4, Rule 4.1(D) 2). The student must meet the requirements in one of the following categories:

    a. Classified as a full-time regular student in a business school, vocational/technical school or a proprietary school, or

    b. Classified as a full-time regular student in a college or university, or

    c. Classified as a full-time regular student in an accredited high school or a high school student participating in a continuing education program or work-study program with a local high school. Such students go to school part-time and work part-time for both pay and school credit.

2. Students graduating with an undergraduate degree may continue their student employment after graduation only if they are pre-registered for graduate school.

3. The Student application (SF-10D) must include official verification from the educational institution (registrar's office) certifying the following:

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      a. Student is classified as a full-time regular student;
      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.

4. The full time-status and the current grade/classification of each student shall be verified at the beginning of each semester or term. This verification process shall not be required for the summer semester/term only if the employment is continued during the summer.

5. Appointment of students shall be in compliance with the DCRT PPM #51: Nepotism.

B. Pay and Hours of Work

1. The number of work hours shall be determined based on the student's schedule and the need of the particular office, department, division or unit.

2. Students shall be paid on an hourly basis for those hours actually worked and shall be paid out of GL Account 5120035.

3. If a student is required to work on a holiday or on a weekend, and that student may not have worked over 40 hours in the applicable work week, he/she shall be paid in accordance with his/her hourly rate and only for the number of hours that work was actually performed.

4. If a student is required to work over 40 hours in a work week, and that student is designated as FLSA non-exempt, he/she shall be compensated in the time one-half rate of his/her hourly rate of pay. The CATS time statement must appropriately reflect this designation.

5. In accordance with LA R.S. 23:213, minor students shall not work over five hours without taking a 30-minute meal period, which shall not be included in calculating the working hours of the day. If the period of work exceeds five hours by less than 15 minutes, or if the meal period differs in length by less than 15 minutes, there is no violation of R.S. 23:213.

6. Students' pay shall be determined on a case by case basis based on factors such as those outlined below. A brief justification for the requested rate of pay must be submitted to Human Resources prior to the student's hire date. Please note that the following are only examples and other pertinent factors will be taken into account as appropriate.

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      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 workers.

   7. Prior to appointment of a graduate student, a listing of job duties shall be submitted to the Human Resources Office for determination of the correct rate of pay.

C. <u>Pay Adjustments</u>

   1. Students become eligible for pay adjustments when the following occurs:

      a. Change in student grade/classification

         1. 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 upward by a rate of $0.50 per hour.

         2. 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 be determined by the date the grade/classification changed.

         3. 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

         1. When the student's experience level and/or job duties increase significantly, the student's pay may be adjusted accordingly.

III.   RESPONSIBILITIES

A. <u>The students shall be responsible for:</u>

   1. Accurately reporting hours worked.

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2. Providing acceptable documentation as needed relative to their student appointments.

3. Notifying their supervisors of changes in their course load or hours that would change their status to "less than full-time."

4. Notifying their supervisors of changes in their grades/classifications.

B. <u>The immediate supervisors shall be responsible for:</u>

1. Assuring accurate reporting of hours worked.

2. Assuring that no student works over 40 hours in a work week without prior approval.

3. Evaluating the performance of students under their supervision and taking appropriate action.

4. Notifying appropriate staff of changes in the students' course load or hours that would change their status to "less than full-time."

5. Notifying appropriate staff of changes in the students' grades/classifications.

6. Explaining and assuring adherence to the students' responsibilities and guidelines.

C. <u>Each Section/Department/Division/Bureau Head shall be responsible for:</u>

1. Securing appropriate approvals prior to appointing students.

2. Assuring that appropriate funding is available for student wages.

3. Assuring that all appropriate enrollment documents are completed by the student employee.

4. Notifying appropriate human resources staff regarding changes in course load or hours and changes in grades/classifications.

5. Terminating students when it is discovered the students no longer meet the criteria for student employment and notifying the Human Resources Office of the actions taken.

6. Assuring adherence to all aspects of this policy.

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    D. <u>The Human Resources Office shall be responsible for:</u>

      1. Reviewing all student appointments and pay changes to assure compliance with laws, rules, regulations and policies.

      2. Verifying status of student employees at the beginning of each semester.

      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, Undersecretary or Deputy Secretary.