

## Student Employment Work Rules

As a supervisor of student employees, it is imperative that you clearly communicate the expectations and guidelines of your department. The key to a successful work experience for the department and your student employee is based on the thorough understanding of your expectations as well as swift and consistent follow-up if these expectations are not being met. Below you will find detailed information which should be covered with newly hired student employees and reviewed annually with any student's re-employment.

### A. Absences

It is expected that student employees report to work as scheduled and work the entire scheduled shift unless approved by the supervisor. It is the student's responsibility to notify their supervisor in advance of being absent from work (whenever possible). As a general guideline, a student should notify their supervisor at least two (2) hours prior to their scheduled arrival time if the absence is due to illness or other extenuating circumstances.

#### A.1 Make-up Hours

Make-up hours may be allowed with supervisor's permission when regular work hours are missed provided the total work hours for that week do not exceed 20.

#### A.2 Tardiness

It is expected that student employees will report to work on time. Departmental work assignments are often based on the expectation that student employees will report to work in a timely manner. Therefore, it is critical that the student understands the importance of planning their daily responsibilities and makes every effort to work as scheduled.

#### A.3 Holiday and Break Periods

Holiday and break periods are scheduled by the University. However, some departments may expect students to work holiday and break periods so required services may continue uninterrupted. Requirements for work during such periods should be discussed with the student before employment begins. Students will be paid only for actual hours worked and the disbursement will be in accordance with the regular payroll schedule. Student employees are not eligible for holiday pay or compensatory time.

### B. Pay Rates

The customary hiring rate for new undergraduate student employees will be \$8.25 per hour. Additionally, the incremental structure to increase the hourly rate of undergraduate student employees will no longer be used. The pay rate for new student employees will remain the same over time, unless the prevailing federal minimum wage increases.

For more information regarding student employee pay rates, see:

<https://www.coastal.edu/hreo/studentemployees/rateschedule/>.

Student employees are normally paid at an hourly rate and are expected to record hours worked through Self Service.

### C. Normal Work Hours/Concurrent Employment

Due to the high level of interest in student employment, supervisors should not regularly schedule students to work more than 20 hours per week while classes are in session, excluding summer, holiday and scheduled breaks. If a student assistant is employed in more than one position on campus, the **20-hour limit applies to all positions combined**. It is critical that all affected departments coordinate to ensure that the maximum 20 hours is not exceeded.

### D. Breaks

Student employees will not be eligible for breaks unless they work a consecutive four-hour shift. If the allotted shift is greater than or equal to four hours, students may be given a paid break up to 15 minutes. A student working a full eight-hour day can be given up to two (2) paid 15-minute breaks. Breaks should not be taken at the beginning or the end of the work period and are not

cumulative. The breaks should be taken at times when they will not place an unnecessary burden on the department.

**E. Meal Periods**

A student assistant working a full eight-hour day may take a meal period without pay. Meal periods should not be taken at the beginning or the end of a shift and are not cumulative.

**F. Dress/Grooming**

Each student assistant is responsible for presenting a personal appearance which demonstrates good grooming and neatness. It is expected that a student assistant's attire is not distracting and is appropriate for the work setting. Each department should establish a dress standard appropriate for the location, season and nature of the work being performed. Student employees are expected to comply with these requirements. Student employees are not permitted to wear baseball caps or hats with brims, tank tops, flip-flops, cut offs and like items while working unless it is part of the designed departmental uniform. Student employees should look presentable at all times.

**G. Drug and Alcohol Usage**

The use of alcohol and illegal drugs while working is strictly prohibited. Such activity may result in termination of employment, expulsion and possibly legal action against the student violator.

**H. Driving University/Personal Vehicles/Golf Carts**

Prior to permitting a student to drive a University vehicle, it is necessary for the student to furnish a copy of their satisfactory driving record to Transportation Services. Students must be at least:

- 18 years of age to drive motor pool cars, SUVs, and trucks.
- 21 years of age to drive University 12 passenger vans.
- Maintain as acceptable DMV record.

For additional information, contact the Transportation Services Department at extension 2172. Other information and guidelines are located on the transportation website.

Student employees are often asked to run errands on campus on behalf of the department they are employed in. Student employees use of personal vehicles to perform university-related work is strongly discouraged. There is limited excess automobile liability insurance coverage available from the University should an accident occur. Should an accident occur while a student is driving their personal vehicle, the student or their parent's policy is considered primary. For more information, contact the Office of Risk Management.

Student employees are permitted to drive University golf carts and slow-moving vehicles. Student employees must complete the online golf cart training before being permitted to drive university golf carts and slow-moving vehicles within 90 days of employment.

**I. International Students**

International students may participate in the Institutional Employment Program if they have the appropriate Immigrations and Naturalization documentation and a social security card for work purposes.

International students with a valid J-1 or F-1 visa, are authorized to work on campus up to a **maximum of 20 hours per week** during all periods in which school is in session (in accordance with federal regulation 8 CFR 214.2 (f)(9)(i)). The work hour limitation is based on the total number of hours worked. In the event an international student is employed in more than one department concurrently, the 20-hour maximum is a combined total of all positions held. The regulation does allow full-time campus employment during vacation periods for students that are eligible and intend to register for the subsequent academic term.

It is the international student's responsibility to work with their supervisor(s) to ensure that scheduled work does not extend beyond the 20-hour limitation during academic terms. Failure to comply with this policy may result in removal from the University's student employment program.

- J. Personal Phone Calls/Visits**  
Personal phone calls, text messaging, and visits should be kept to a minimum during scheduled work time. Personal long-distance calls are not permitted.
- K. E-mail/Internet Access**  
E-mail, Internet access, and electronic game usage should not occur during the student's work period unless access is directly related to a work assignment given. E-mail should be used as a form of business correspondence and should be work related. Messages stored are not covered under the South Carolina Privacy Act and may be retrieved with appropriate legal documentation.
- L. Voice Mail**  
Institutional policy does not allow student employees to receive voice mail boxes.
- M. Customer Service**  
Serving the faculty, staff, students, visitors and the general public is very important to all offices on campus. Student employees are expected to offer assistance while being friendly and courteous. If the student is unable to assist, they should be provided with information to make a referral. It is the supervisor's responsibility to provide the student with as much information as possible.
- N. Leaving Assigned Work Area**  
Student employees are often expected to provide office coverage during a staff member's absence from their work area. If the student needs to leave the work area, they are expected to advise a staff member prior to their departure.
- O. Work Assignments and Follow-up**  
Student employees are expected to carry out their obligations and duties to complete their work on time. Often student employees are assigned jobs that cannot be completed during one scheduled work day. Student employees should be advised of their responsibility to follow-up with the person who has assigned the task prior to the end of the work shift.
- P. Professional Conduct**  
Student employees are expected to conduct themselves in a professional manner while on the job. Sleeping and resting will not be tolerated under any condition. Student employees should exhibit a positive attitude and willingness to work with their supervisors as well as their fellow employees and students. Improper behaviors such as insubordination and negligence will not be accepted.
- Q. Homework/Reading**  
Student employees are expected to perform assigned duties during their shift. Completing homework or reading during this time requires permission from their supervisors.
- R. University Property**  
While working student employees should not use university property for personal use.
- S. Safety Standards**  
It is expected that student employees will comply with their departmental safety guidelines and conduct work assignments in a safe manner.
- T. Time Reporting**  
Student employees should enter their time using Self Service located at <https://sservice.coastal.edu/Student/>. It is expected that all hours are entered accurately and in a timely manner. To ensure this, student employees should enter their hours following their scheduled shift. Work hours not entered timely will not be paid until the next regularly scheduled bi-weekly payroll. Failure to report accurate time will result in immediate termination.