Definition
Student Employee: A student employee is an individual whose association with the System is for the primary purpose of furthering his formal education at either the undergraduate or graduate level. Student employees may work 50 percent FTE or less during the regular academic session, and up to 100 percent FTE during break periods (i.e., between academic semesters, summers and holidays). (SAM 02.A.34 Section 2.6)

Requests made by student employees and supervisors for NCWSP employment in excess of 20 hours per week will not be approved because such approval could lend itself to the establishment of the student employee as a “regular” employee.

Should a department audit determine that non-students are employed in the NCWSP classification, non-college work study, the employee(s) involved must be terminated from the department payroll immediately. The employee must be notified both orally and in writing, with a copy submitted to the UC Business Administrator.

Use the established job code and classification for Part-Time Employees for those non-regular staff who do not meet the student classification status guidelines.

Last revised on 8/31/2012

REVIEW AND RESPONSIBILITY
Responsible party: Student Life Policy Team
Review: Every two years on or before August 31st

APPROVAL
Dr. Noel J. Clarke, Director Business Operations