



BOISE STATE UNIVERSITY

University Policy 7470

Student Employment

Effective Date

July 1978

Last Revision Date

January 2020

Responsible Party

Vice President for Student Affairs, (208) 426-1418
Human Resources, (208) 426-1616

Scope and Audience

This policy applies to all University faculty, students, and staff affiliated with student employment.

Additional Authority

- IDAPA 08, Title 01, Chapter 10
 - Federal Insurance Contributions Act (FICA)
 - University Policy 7170 (Graduate Assistantships)
 - Immigration and Naturalization Service Guidelines
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1. Policy Purpose

To set policy for the employment of student employees.

2. Policy Statement

The primary purpose for students at the University is pursuit of their education. University employment opportunities and financial aid help students pay for the cost of education. This policy provides guidelines to help students coordinate campus employment while balancing education and their career opportunities.

3. Definitions

3.1 Standard Hours

Regular expected work hours that are designated for a job, as established by the department for most work weeks over the period of employment.

3.2 Student Employee

A student enrolled at the university with at least six (6) credits as an undergraduate student, or five (5) credits as a graduate student, or in the final semester of a degree program registered for all classes required for program completion. The student must regularly attend classes or meet the intent to enroll criteria which means: 1) a current student has registered for the next semester, or 2) a new or returning student has current admission status for the next term. Types of student positions include but are not limited to: Work-Study, graduate assistantships, undergraduate student research assistants, or commission-based student work.

4. Responsibilities and Procedures

4.1 Coordination of Student Employment

- a. Student employment for Work-Study, as well as non Work-Study jobs, including hiring, wage rates, employee relations, termination, and payroll procedures, is coordinated through the offices of Financial Aid, Human Resource Services, and Career Services.
- b. The offices of Financial Aid, Human Resources, and Career Services are responsible for implementing, monitoring, and enforcing student employment policies and procedures.
- c. Faculty or staff who wish to hire, or will be supervising student employees, should review the Student Employment Guidelines for Supervisors available on the Career Services website. This document contains information on the recruiting, hiring, onboarding, and management of student employees.

- d. Faculty or staff wishing to employ students with federal and state Work-Study funds administered through the Financial Aid Office must comply with all state and federal financial aid Work-Study regulations. Detailed information concerning these regulations can be obtained through the Financial Aid Office.
- e. Student employees are “at will” and may be lawfully released or terminated without cause at any time.

4.2 Student Employee Hours

Student Employees are restricted in the number of hours they may work at the University.

- a. When enrolled in fall or spring semesters, student employees may work no more than twenty-nine (29) Standard Hours per week for all campus appointments combined.
- b. When school is not in session, or for students on a summer break, a student may work up to but no more than forty (40) hours per week. Any student working more than twenty-nine (29) hours per week may do so no more than ninety (90) calendar days during any break or summer session.
- c. When enrolled in fall or spring semesters, International students may not work more than twenty (20) hours per week. International students may work up to but no more than forty (40) hours per week during academic breaks and summer.
- d. Work-Study students may only work 20 hours per week using Work-Study awards.
- e. Departments that allow student employees to work over the stated maximum hours per week will be responsible to pay for any additional triggered benefits required by law.

4.3 Federal Insurance Contributions Act (FICA) Exemption

Student Employees may be eligible for the FICA Exemption, but are not required to be exempt in order to be considered student employees.

4.4 Benefits

Student employees are not eligible for benefits except as required under federal or state law.

4.5 Types of Positions

4.5.1 Work-Study Student Employee

Students perform work and receive an allotment designated as a WorkStudy award. The source of these awards can be federal, state, or University funds. For more information, contact individuals leading Work-Study implementation on the [Work-Study Resource Site](#).

4.5.2 Graduate Assistantships (GAs)

A thorough overview of graduate assistantships is provided in University Policy 7170 (Graduate Assistantships)

4.6 International Students

- a. International students admitted to Boise State University on an F-1 or J-1 visa are authorized for employment as long as they remain fully enrolled. Human Resources will check to ensure that an international student is fully enrolled. If an international student drops below the required number of credits, Human Resources will check with the Director of International Student Services to determine if the student remains authorized for employment.
- b. International students must qualify for student employment according to the number of credit hours they are taking.

4.7 Policy Compliance

Violations of this policy or related University policies will be dealt with on a case-by-case basis following the policies and procedures applicable to faculty, staff, or students.

5. Related Information

Student Employment Guidelines for Supervisors

<https://www.boisestate.edu/career/employers/student-employment-guidelines-supervisors/>

Work Study Resource Site

<https://www.boisestate.edu/financialaid/home/types-of-aid/work-study/>

Revision History

July 1995; March 2011; May 2016; March 2017; October 2017; January 2020