

Westminster College

Westminster College Student Employment Handbook

STUDENT EMPLOYMENT ELIGIBILITY REQUIREMENTS

To qualify for eligibility to become a student employee at Westminster College you must meet the following criteria:

1. Be enrolled at least half-time (6+ credit hours) in the current semester.
2. To be employed during May Term you must either
 - a. be enrolled at least half-time (6+ credit hours) during Spring Semester or
 - b. be enrolled in at least one course during May Term.
3. To be employed during Summer Term you must intend to
 - a. enroll at least half-time (6+ credit hours) during the subsequent Fall Semester or
 - b. be enrolled in at least one course during Summer Semester.
4. In compliance with the Immigration Reform and Control Act of 1986, each new student employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Upon graduation you will no longer be eligible for student employment unless you are registered to attend Westminster College as a graduate student during the subsequent semester.

If you are placed on Academic Probation while employed, you need to schedule a time to discuss this with your supervisor IN ADVANCE of the next semester. While being on Academic Probation does not disqualify you from your student employment position, it is essential that you let your supervisor know about this. The two of you can then discuss your plans for that semester to ensure you have academic success at Westminster College. Furthermore, because you are a student employee that is working while on Academic Probation, you will need to set up a meeting with the Dean of Students to discuss this as well.

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Student Employment Categories

Effective Date: 7/1/2008

It is the intent of Westminster College to clarify the definitions of student employment classifications so that student employees understand their employment status. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Westminster College.

Each student employee is designated as either **Work Study (Federally Funded)** or **Non Work Study (College Funded)**. All student employee positions are considered NONEXEMPT from federal and state wage and hour laws.

Work Study (Federally Funded) - Work study students are paid from federal funds awarded by the Financial Aid Office. Please remember that this award is a set amount and employment is during the academic year only (while funds are available). Student employees who are classified as Work Study employees may be eligible for Non Work Study employment after their Work Study award is exhausted.

Non Work Study (College Funded) - Non Work Study students are paid from the Westminster College Student Employment budget. Each department head can learn about their available funds from the Human Resources Office. Please note that all summer student employment jobs are non work study.