



POLICY NUMBER: SLCC-HR-516

POLICY AND PROCEDURES MEMORANDUM

Title: SLCC Student Worker Policy
Approval Date: 6/5/13
Effective Date: 6/5/13
Date of Last Revision/Review Date: N/A
Office: Human Resources

SLCC Student Worker Policy

The following policy is to address the employment of Student Workers for South Louisiana Community College. This policy will serve as a way to implement conformity and provide a reference when dealing with issues of student workers.

*Students must be enrolled in at least three credit hours to be eligible for student worker status.

In the summer semester, exceptions can be granted to student workers but they must show they are registered for the subsequent Fall semester.

*If the student is not enrolled at full-time status, the student will be required to pay FICA taxes. However, periods outside an academic semester, less than 5 weeks in length, do not require the student's status to revert to less than full time and pay FICA taxes

➤ **Academic Semesters**

Any student that is employed may be allowed to work not more than 29 hours.

➤ **Student Worker Pay**

Student workers are hired at \$7.25 an hour. Student workers that have special skills such as IT and Police Cadets are eligible for additional compensation due to the training necessary to fulfill the role.

Policy Reference:

Review Process:

x	Reviewing Council/Entity	Approval Date	Effective Date
x	Cabinet Approval	6/5/13	6/5/13
x	Executive Committee Approval	5/13/13	6/5/13
x	Chancellor Approval	6/5/13	6/5/13

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