



LOUISIANA
COMMUNITY & TECHNICAL COLLEGES

**HUMAN
RESOURCES**

INTERNAL BOARD OFFICE POLICY STUDENT EMPLOYMENT

Authority: Appointing Authority LCTC
Board Office

Original Adoption: TBD
Effective Date of Current Policy: 09/14/2026
Last Revision Approved: TBD

I. PURPOSE

The Louisiana Community and Technical Colleges (LCTC) Board Office recognizes that student employees can make contributions to the functions of the LCTC. The duties performed by the student employee can be beneficial for the LCTC and the student employee by allowing them to gain valuable experience. It is recognized that a student employee should be a student first and an employee second.

II. POLICY

A. STUDENT EMPLOYMENT ELIGIBILITY:

1. The student must be in full-time student status.
2. Proof of full-time student status is required per semester.
3. Student employees are required to notify Human Resources of any change in their full-time status.
4. During the last semester prior to graduating a student may have less than a full load to complete their course work.
5. To the extent possible, student employment should be related to their individual educational objectives.
6. Student employees should be in good academic standing.

B. STUDENT EMPLOYMENT DURING SEMESTER BREAKS:

1. The student remains in full-time status during the school breaks.

C. STUDENT EMPLOYMENT ALLOWABLE WORK HOURS:

1. Student employees should not be allowed to work more than **20 hours per week** while attending classes (i.e. fall and spring semesters, quarter sessions, etc.)
2. Between class sessions, a student employee may work up to **29 hours per week** but shall not exceed 29 hours for any reason.
3. It is the responsibility of the supervisor to ensure compliance with these limits.

D. HOLIDAYS AND BENEFITS:

1. Student employees are not eligible for holiday pay or fringe benefits.

III. LCTC STUDENT WORKER PAY SCHEDULE

Years of Service	Less than 1 Year	1 Year	2 Years	3 Years	4 years
Undergraduate College Student					
Freshman	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00
Sophomore	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
Junior	\$14.00	\$14.25	\$14.50	\$14.75	\$15.00
Senior	\$15.00	\$15.25	\$15.50	\$15.75	\$16.00
Graduate Students					
Graduate Student	\$18.00	\$18.25	\$18.50	\$18.75	\$19.00

Increases:

Increases must be supported by satisfactory or higher performance as documented in writing by the supervisor and approved by the Appointing Authority. Any increase to the Federal Minimum Wage shall be factored in an increase to current compensation.

AUTHORIZING SIGNATURES:

Toby R Comeaux

Toby Comeaux
Vice President of Administration

09/02/2026

Date

Richard Nelson

[Richard Nelson \(Sep 3, 2026 09:48:21 CDT\)](#)

Richard Nelson
LCTCS President

09/03/2026

Date

Student Employment Board Office Policy - June 2026

Final Audit Report

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