



Undergraduate Student Employment

Purpose: This procedure establishes special requirements for employing undergraduate student employees.

Procedure: Upper Iowa University offers employment opportunities to students of the University which provide valuable work experience, financial assistance and the ability to enhance the total educational experience.

Every consideration will be made to ensure that the student employee is first able to fulfill his/her obligations as a student of the University. However, since student employees are heavily relied upon by their employers to fulfill certain responsibilities, it is expected that they report to work when scheduled and that they fulfill their work responsibilities in a professional manner (i.e. dress appropriately, maintain confidentiality, etc.)

Content:

1. Personnel Affected
2. Student Funded Position
3. Eligibility
4. Benefits
5. Student Positions
6. Work Hours
7. Pre-employment Documents
8. International Students

1. PERSONNEL AFFECTED

This policy applies to all student employees of Upper Iowa University, excluding the Malaysia and Hong Kong campuses.

2. STUDENT FUNDED POSITIONS

There are two types of student funded positions at Upper Iowa University:

Federal Work Study (FWS) Positions - The Financial Aid Office determines the student's eligibility and amount awarded. Financial Aid will also determine if a department is eligible to participate in the FWS program.

UIU Funded Positions – All UIU funded positions have been allocated by the University to specific departments.

3. ELIGIBILITY

To be eligible for a student employee position the individual must be enrolled as a student at Upper Iowa University and have never had their employment terminated from Upper Iowa University for gross misconduct.

A student who was enrolled for the spring semester and intends to enroll in the fall may be eligible for summer student employment.

4. BENEFITS

Student hourly workers will be paid at the current level of minimum wage established by the Federal Government or Upper Iowa University, whichever is the higher of the two, and are not eligible for University benefits.

5. STUDENT POSITIONS

All open FWS and UIU funded student employee positions are posted by the hiring departments on the Peacock Career Portal (<https://www.collegecentral.com/UIU>). Students searching for positions will register with their Student ID to use the portal. When a student has been selected to fill a position the Supervisor will submit the appropriate Student Worker Contract to the Payroll Coordinator.

6. WORK HOURS

Student employment is limited to a maximum of 20 hours per week while classes are in session; students cannot exceed their awarded hours for the semester; and students cannot hold **more than two** student employment positions on campus simultaneously. **If a student holds two positions simultaneously the hours worked between both positions cannot exceed 20 hours per week.**

7. PRE-EMPLOYMENT DOCUMENTS

All student employees are required to complete a Form I-9, Federal and State Withholding Forms and a Direct Deposit Authorization Form. Students may not begin working until all pre-employment documents are completed.

8. INTERNATIONAL STUDENTS

To be eligible for on-campus employment positions, international students must be enrolled as a UIU student and have a Social Security Number. The Center for International Education will assist the student in obtaining a Social Security Card. Per UIU policy and immigration regulations, international students cannot work more than 20 hours per week and cannot hold more than two student employment positions on campus simultaneously. **If an international student holds two positions simultaneously the hours worked between both positions cannot exceed 20 hours per week.**