

Student Employment Policy

Unit: [Human Resources](#)

Effective Date: 8/1/2013

Revision Date: 8/13/2019

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Title: Assistant Vice President for Human Resources

Purpose

The Student Employment Policy has been established to define guidelines for undergraduate students who are employed in Student Assistant positions at The University of Alabama. This policy does not apply to students employed through the Federal Work-Study Program. The employment policy for graduate students is available on the [Graduate School's Graduate Student Employee Administration web page](#).

The purpose of Student Employment at The University of Alabama is to assist in meeting the business needs of the University, to provide University students with financial support in pursuit of their academic goals and to provide opportunities for academic or administrative and business-related job experience. The job duties and responsibilities vary greatly and may or may not be related to the student's field of study. Part-time Student Assistant job opportunities may be available for currently enrolled students, regardless of financial need.

Policy

1. Definition of Student Status for Employment Purposes:

Student Assistant employees must be actively pursuing a degree program and enrolled in at least six (6) semester hours of credit or equivalent work during a semester at The University of Alabama.

Seniors in their final semester may be allowed to work as Student Assistant employees without meeting the above enrollment criteria. Students who have completed their degree program may not continue as a Student Assistant employee beyond their graduation date.

Employing departments are responsible for adherence to the above guidelines.

2. Limits of Employment:

Student Assistant employees may work a maximum of 20 hours per week during Fall and Spring terms. However, they may work up to 40 hours per week during summer and academic year break periods. Note: These limits apply to the total hours worked for all combined on-campus jobs.

Student Assistant employees as defined by this policy are considered non-exempt employees and are paid by the hour. They are covered under the Fair Labor Standards Act and should be paid time and a half their regular rate of pay if the hours worked in any workweek are greater than 40. The workweek at The University of Alabama begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.

Due to tax considerations, students cannot be employed simultaneously as both a staff and student employee.

International students in lawful F-1 and J-1 status are eligible to work on campus if enrolled in a full course of study. Eligible international students must not work in excess of 20 hours per week due to visa restrictions. During summer and academic year break periods international students may work up to 40 hours per week.

3. Pay Guidelines:

Jobs may pay different rates of pay depending on department funding, job responsibilities and other factors. Student Assistant employees are guaranteed to be paid at least the current federal minimum wage. Paychecks are directly deposited to the student's designated checking/savings account.

Scope

This policy applies to undergraduate students who are employed in Student Assistant positions at The University of Alabama.

Office of the Vice President of Finance and Operations

Signed: DocuSigned by: Cheryl Mowdy 8/13/2019
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Cheryl Mowdy
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