

*University of Pittsburgh
Student Employment Policy
Manual*

A Comprehensive Guide for Faculty and Staff



Introduction

Student Employment at the University of Pittsburgh is located on the first floor of Craig hall and is part of the Office of Human Resources. Student Employment is responsible for monitoring the non-work study student workforce, and administering all aspects of the employment process, including but not limited to: Policy enforcement and interpretation; Verifying and processing student employment paperwork initiated by university departments; Entering all student employee information into the University of Pittsburgh's payroll system; Resolving student payroll problems in a timely and efficient manner. The Student Employment Office at the University of Pittsburgh is committed to promoting the employment of University of Pittsburgh students who are registered and taking classes while working towards an undergraduate or graduate degree.



Student Employment Policy

- A. In order to be employed throughout the academic year, student employees must have proof of enrollment for at least 6 credits in an on-going course of study/program at the University of Pittsburgh, such as a validated invoice or term certification. There is no credit requirement during the summer term provided the student met the enrollment qualification in the spring term.
- B. Eligible students may work no more than twenty (20) hours per week during the active academic year. Students may work thirty-seven and one half (37.5) hours per week during the summer term, and during winter and spring recess, as well as during summer break. Student employment tracks hours worked to ensure compliance.
- C. Generally, student workers may have no more than one job within the University at the same time. This includes work-study positions as well. Occasionally exceptions are possible, but they must be cleared with Student Employment prior to hire. Students granted an exception must still comply with the cumulative 20 hours/week in the active academic year and 37.5 hours during recess and summer break.
- D. Students who have graduated may continue in their present position as a student employee and work for no more than four months after graduation. April graduates must terminate by August 31; August graduates must terminate by December 31; and December graduates must terminate by April 30. The department must initiate termination on the Employee Record.
- E. No student may be appointed as a student employee after graduation.
- F. Incoming freshmen/transfer/graduate students who have proof of registration for the upcoming fall term may be hired for summer employment.
- G. Students who drop out of school are not eligible for Student Employment and must be terminated immediately. Students may also have work privileges suspended by Judicial Affairs if actions warrant.

- H. A student position cannot be changed automatically to a staff position and students cannot be moved automatically into a vacant regular staff position.
- I. Students are covered by Worker's Compensation and liability insurance but are not eligible to participate in the other fringe benefits established for faculty and staff, including unemployment compensation.
- J. Student Employment exists to provide University of Pittsburgh students employment opportunities while attending school. As a result, non-Pitt students are ineligible for student employment at Pitt. If your department is experiencing difficulty finding a University of Pittsburgh student employee, contact Student Employment to assist in your search. Non-Pitt students will be eligible for employment only after the search for a Pitt student has been exhausted. Applicants that do not qualify for Student Employment may still be hired as temporary workers through All-Temps.
- K. Please refer to 09-09-02 Employing High School Students for Research Experience in the University Policy and Procedure manual for more detailed information on research programs for High School students
- L. Student Employment is not able to offer assistance to children of faculty and staff who are not registered students at the University of Pittsburgh.
- M. Students who attend the University through the academic year as special students (take courses at the University of Pittsburgh but have them transferred back to their own college/university) are eligible for Student Employment. Students who attend another college/university through the academic year and take courses at the University of Pittsburgh during the summer only are not eligible for Student Employment.

- N. Individuals who are enrolled at the University of Pittsburgh in all certificate programs do not qualify for Student Employment.
- O. During the academic year, graduate students primarily registered for dissertation/thesis credits are not eligible for Student Employment positions outside of their academic department. Dissertation/thesis students are not enrolled in and do not attend actual courses, and preference must be given to students taking at least 6 credits of actual coursework. Graduate students holding assistantships throughout the academic year may be paid as student employees by their department during the summer term. Individuals not meeting the above mentioned requirement may still work through the University, but will be paid as temporary workers through All-Temps or through Faculty Records.
- P. All student employment positions, including federal work study positions, must be posted on PittSource for a minimum of 3 days.
- Q. All student hires must be initiated through PittSource.

Exceptions to the above should be initiated through the Student Employment Office. Exceptions may be considered, but only with departmental justification and approval by the Student Employment Office. Applicants that do not qualify for Student Employment may still be hired as temporary workers through All-TEMPS (412) 624-8367.

PittSource

PittSource is Human Resources' online registration and job search system. University students are able to manage their own online portfolio of documents, job searches, and information from any internet-capable personal computer. PittSource offers students the opportunity to view student employment and work-study positions, upload their résumé, view departmental contact information, and apply to positions online. University departments are able to post their part-time opportunities (from the convenience of their own office) that thousands of University of Pittsburgh students will see!

Any University department or off-campus Federal work-study employer is eligible to use the PittSource system to post student positions. University departments can navigate to <http://www.hr.pitt.edu/pittsource> for instructions on how to apply for a PittSource account. Off-campus Federal work-study employers can contact the Federal Work-Study office for information how to post positions and access PittSource.

<http://www.pittsource.com>