The Offices of Human Resources and Employee & Labor Relations | West Chester University
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Student Employee Guidelines

Program Overview

West Chester University's Student Employment Program is designed to support students' academic and professional goals, develop career readiness skills, support university needs, and offer financial support. Student employees are an integral part of our campus community and directly contribute to our mission of academic excellence and student success.

Policy

Student employment at West Chester University is an opportunity extended to actively enrolled students who meet institution and federal guidelines.

The University maintains a clear distinction between student and full-time appointments, which differ in the nature of work, hours, rate of pay, and benefit eligibility. Student employee positions are not benefit eligible.

West Chester University is an at-will employer, meaning student employment may be ended at any time, with or without cause or notice, at the department's or University's discretion. Similarly, students may resign at any time, though a two-week notice is requested.

West Chester University of Pennsylvania is an Affirmative Action – Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, gender expression, national origin, religion, age, disability, age, or veteran status.

Scope

All student employees, including Graduate Assistants, must adhere to the standards outlined in BOG Policy 1983-10: Guidelines for Student Employment.

Procedure

I. Eligibility

a. Any matriculated undergraduate or graduate student may be considered eligible for the Student Employee Program. New students are eligible for employment in the first term they are enrolled in classes.
b. Students must maintain good academic standing based on university policies to remain eligible for student employment.
c. It is the employing department's responsibility to verify student status prior to job offer.
d. Students may hold multiple on-campus positions so long as they comply with processes and regulations outlined in this procedure.
e. Students must notify each supervisor of all current and future University positions during employment.

II. Types of Student Employment

a. Federal Work Study Positions

i. Students who complete the FAFSA by the priority deadline may be considered for the Federal Work Study (FWS) Program. This program provides part-time jobs for eligible undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses.
ii. Federal Work Study eligibility does not guarantee student employment. New and returning students must apply for FWS positions through Handshake, WCU's online job board, and follow steps in the hiring and onboarding process to secure student employment.
iii. Work hours and pay rate are based on both the job description and students' financial need, and will be outlined in the FWS contract once hired. Students hired into FWS positions are required to sign a FWS contract before beginning work.
iv. Funds earned are intended to be used for cost of attendance expenses including students' rent, transportation, and food.
v. FWS is need-based eligibility and can change during the year as a result of updates to enrollment, FAFSA information, or additional aid being applied.
vi. Contact the Office of Financial Aid at Finaid@wcupa.edu with questions about the Federal Work Study program.

b. Part-Time Hourly Wage Positions (Non-Federal Work Study)

i. Students who do not receive a Federal Work Study position can still work as a student employee. New and returning students can apply for part-time hourly wage positions through Handshake.
ii. Students can reach out to professors and advisors to see if there are other opportunities available within departments of interest that may not be posted on Handshake.

c. Graduate Assistant Positions

i. A Graduate Assistantship (GA) is an opportunity to work in a research or service-oriented capacity to gain valuable work experience in higher education or an academic field and earn a tuition waiver and stipend.
ii. New and returning students can apply for Graduate Assistantships through Handshake.
iii. Contact The Graduate School at graduateassistantships@wcupa.edu with questions about Graduate Assistantships.

d. Resident Assistant Positions

i. A Resident Assistant (RA) is a paraprofessional, undergraduate student staff member of the Residence Life and Housing Program.
ii. RAs can further develop personal awareness and interpersonal communication skills vital for success in all facets of life.
iii. An RA must be a full-time undergraduate student at West Chester University.
iv. Contact the Office of Residence Life and Housing Services at ResidenceLife@wcupa.edu with questions about Resident Assistants.

e. PsyD Teaching Associate Positions

i. A PsyD Teaching Associate (TA) position is offered only to students in Year 4 and beyond in the PsyD program and provides a stipend for mentored teaching of undergraduate classes in Psychology.
ii. Teaching Associate positions are based on the availability of funds and after submission of a competitive application.
iii. Teaching Associates are covered by the APSCUF collective bargaining agreement.
iv. The University shall provide the Teaching Associate with a package of fee waivers and stipend in any combination, but waivers and stipend must

total no less than a minimum of one-half of the current salary for Instructor Step 1.

v. Teaching Associates may not be assigned to teach at branch campuses.
vi. Teaching Associates may not be assigned to teach summer school.
vii. In no case shall a Teaching Associate be appointed in an academic area where there is a qualified retrenchee with preferential hiring rights or preferred rehiring rights in the state system.

III. Terms of Employment

a. Appointments

i. Student employees are appointed on a temporary, part-time basis.
ii. Student employees may hold multiple on-campus positions.
iii. Student employees are not eligible to work overtime or earn comp time.

b. Hours

i. Full-time students may work up to 20 hours per week during the semester across all University employment.
ii. Student employees may work up to eight (8) hours per day.
iii. Meal breaks must be given to employees who work five (5) hours or more per shift, and are unpaid.
iv. On-campus employment for F-1 international students is limited to 20 hours a week during the fall and spring semesters and 40 hours a week during summer and university breaks to ensure compliance with applicable USCIS regulations.

c. Vacation, Sick, and Bereavement Leave

i. Student employees do not accrue paid vacation, sick, or bereavement leave.
ii. In the event of illness, student employees must notify their supervisor as soon as possible regarding absence(s) from work.
iii. Arrangements for time off without pay are negotiated and approved within the hiring department, including time off during university breaks.

d. University Breaks

i. Eligible students may work up to 40 hours total per week during university breaks when they are not enrolled in classes.

ii. Student employment during university breaks is not required and is contingent upon the needs of the department.
iii. University breaks are a function of the academic calendar and do not relate to student employee work assignments.

e. Holidays

i. Student employees are generally not permitted to work during university holidays.
ii. Residence Life & Housing Desk Assistants and Resident Assistants may be scheduled to work on university holidays based on departmental operational need, with prior supervisor approval and appropriate supervision.
iii. When Conference Services schedules an event that requires a university building to be open and operational on a university holiday, student employees may be scheduled to support event operations, only when all of the following conditions are met:
    a. A supervisor is scheduled and physically present throughout the student's work shift.
        i. Regular staff will be compensated in accordance with the applicable collective bargaining agreement.
        ii. Supervising union employees must enter their time worked in FIORI and notify the Payroll Department by emailing PAYROLL@wcupa.edu to ensure proper payroll processing and auditing.
    b. Holiday staffing has been approved in advance by the student's supervisor and departmental leadership.
    c. Student employees are not scheduled to work alone, independently, remotely, or as the sole staff responsible for building operations.
    d. Regular supervision and established safety protocols remain in effect throughout the work shift.
iv. Student employees are not eligible for holiday benefit pay.

f. Work Related Injury or Illness

i. All West Chester University employees, including student employees, are covered by Workers' Compensation for any injury or illness that occurs while performing work duties or participating in a work-related event.
ii. Students should seek medical attention right away, if necessary.
iii. Students should report all injuries to their supervisor immediately, even if they did not seek medical treatment. This ensures the incident is on record should medical attention be needed in the future.

iv. Refer to Work-Related Injuries/Workers' Compensation for guidance on reporting and managing workplace injuries or illnesses.

g. Military Duty

i. Students that are a member of any reserve component of the United States Armed Forces, who are voluntarily or involuntarily ordered to extended U.S. military service, must be granted time off without pay.
ii. Students should provide advanced written or verbal notice of the call for impending training or active duty to their supervisor.

h. Jury Duty

i. Student employees must notify their supervisor in advance if summoned for jury duty or as a witness during scheduled work hours.
ii. Time missed for such obligations will be considered an excused absence without pay.

i. **International Student Appointments**

i. While U.S. Citizenship and Immigration Services (USCIS) regulations provide a variety of opportunities for F-1 international students to be employed during their time in F-1 student status, working without proper authorization is a serious violation of the F-1 student status.
ii. Contact a Designated School Official (DSO) in the Global Engagement Office at International@wcupa.edu with questions.
iii. West Chester University does not offer international employment opportunities. Student employees, including international students, are not eligible to work internationally (i.e., working remotely while outside of the country).

j. Students Working After Graduation

i. Student employment must end upon graduation from the university.
ii. In accordance with PASSHE requirements, students are not permitted to continue working under the student designation after graduation.
iii. Supervisors are responsible for ensuring compliance with this policy.

IV. Student Hiring

a. Each student employee position requires an up to date, accurate job description.
b. To comply with Equal Employment Opportunity guidelines, hiring departments are strongly encouraged to advertise open student positions on Handshake.

i. Handshake is an online job board that WCU departments use to post

part-time jobs and internships. Hiring managers can post their positions to attract a diverse applicant pool of WCU student applicants.

ii. Federal Work Study positions must be posted to Handshake to comply with the Federal Work Study Program regulations.

c. Employment decisions must not be influenced by family relationships.

i. Students may not work with or be supervised by an immediate family member.

ii. Refer to PASSHE's Conflict of Interest Policy and the Ethics Act for more information.

d. Students should be selected for employment based on their ability to perform the duties and tasks requested in the job posting. Supervisors are responsible for reviewing students' class schedules each term to ensure that work hours do not conflict with scheduled class times.

V. University Onboarding

a. Once an offer is accepted, new student employees will be prompted to complete necessary onboarding steps.

b. All new student employees must complete the onboarding steps outlined on the Student Employment website before beginning work. Rehires may need to recomplete some or all steps depending on breaks in service.

c. Employment eligibility (Form I-9) must be verified for all student employees by the Student Employment Team or an appointed representative **on or before the first day of work.**

d. Under the Policy on Employee Criminal Background Screening, students may be required to complete background check clearances for their student employment position. If clearances are required, they **will not be authorized to work until all three clearances are completed and submitted to the Compliance Department for review**. The three clearances are as follows:

i. Pennsylvania State Police (PSP) Criminal History search

ii. Pennsylvania Child Abuse History search

iii. Federal Criminal History search, including a fingerprinting requirement

e. West Chester University cannot accept any clearances conducted outside of our process regardless of how recently they may have been completed.

f. Clearances are paid for by the University when following the standard process outlined by the Compliance Department. Any employee who has these

clearances run on their own will not be reimbursed for associated costs and will need to have the clearances completed again through CBY Professional Services.

g. Successful completion of background check clearances does not mean that the student is eligible to begin work. The student and supervisor will receive an email notification from the Student Employment Team once the student has completed all hiring requirements and is cleared to work.
h. Students **cannot** be scheduled to work without HR authorization.

VI. Departmental Onboarding

a. Supervisors should explain job duties, performance standards, and how their work supports departmental and University goals.
    i. Review work schedule, pay, dress code, parking, time-off practices, and preferred communication methods.
b. Supervisors are responsible for training student employees to perform the tasks expected of them to be successful in their positions.
c. Supervisors must introduce student employees to their co-working peers, office employees, and any other individuals they will be working directly with in their position.

VII. University Training

a. All employees, including student employees, are required to complete Family Educational Rights and Privacy Act of 1974 (FERPA) training assigned in D2L within the initial day(s) of employment.
b. Employees, including student employees, are required to complete compliance trainings in the Vector Solutions platform by the assigned due date. New employees will be required to complete the following self-paced, virtual trainings:
    i. Harassment Prevention and Title IX
    ii. Child Abuse Prevention/Protecting Minors
    iii. Accommodating Disabilities
    iv. Hazing Awareness and Prevention
c. Training must be completed during scheduled work hours and is compensable.

VIII. Compensation

a. The Fair Labor Standards Act requires that student employees are compensated for the hours they work.

b. All student employees are paid on a biweekly, delayed payroll schedule. Supervisors should inform students of this during departmental onboarding to ensure clear expectations regarding compensation.
c. eTime is the PASSHE time reporting system used for hourly employees.
d. Hourly student employees must enter and sign their hours worked in eTime each pay period to receive pay. Hours not posted and signed on time may result in delayed payment for hours worked.
e. Supervisors are responsible for approving student employees' time worked based on the payroll schedule. Late approvals will delay students' pay.
f. During the academic year, Graduate Assistants and Resident Assistants receive a biweekly stipend, and should not submit hours eTime.
g. Hours must be entered accurately in eTime for the actual day and time worked. Do not enter or approve hours for any other date. If access to eTime is unavailable on a specific date, contact the Payroll Department.
h. Contact the Payroll Department at PAYROLL@wcupa.edu with questions.

IX. Accessibility & Accommodations

a. Student employees may request reasonable workplace accommodations by contacting the Office for Educational Accessibility.
b. Supervisors must support approved accommodations promptly.

Resolution of Disputes

Students must communicate employment concerns to their supervisor as soon as possible. Supervisors must make good faith efforts at fair and equitable resolution and inform the student of their decision. Contact the Student Employment Team at studentemployment@wcupa.edu with questions.

Student Employee Separation Procedures

I. Hourly Student Employee Separation Procedure

a. Departments are encouraged to consult with the Student Employment Team before finalizing an involuntary termination, especially in cases involving misconduct, disputes, or potential policy violations.

b. If the student is a Graduate Assistant (GA), reference the Graduate Assistantship Termination Policy for the Graduate School, which outlines a separate process specific to GAs.

II. Graduate Assistantship Termination Policy

a. As a high impact practice, Graduate Assistantships in the Graduate School in the Division of Academic Affairs are a highly valued education experience intended to also promote student access to graduate school.
b. In rare circumstances, termination of a graduate assistant during their term of employment may be warranted. Similarly, there may be a situation when a request for reassignment of a graduate assistant supervisor by the graduate assistant may be warranted.
c. This policy provides guidance for both supervisors and graduate assistants in such situations. It is also important to note that graduate students holding graduate assistant appointments must also remain in good academic standing as well as abide by the University's Student Code of Conduct policy and the Academic Integrity Policy.

Non-Compliance

Supervisors are responsible for ensuring their student employees adhere to all policies, procedures and regulations outlined in these guidelines. Issues of non-compliance should be communicated to the Student Employment Team at studentemployment@wcupa.edu.

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