

**Grant Proposals that Include Funding for Student Employees**

Prior to beginning the student employment hiring process, a Principal Investigator (PI) must **FIRST** complete the [On-Campus Student Employment Position Information Form](https://www.kent.edu/career/campus-student-employment-position-information-form) so that job details can be documented. Once the form is reviewed and approval for employment has been established by Career Exploration and Development, the hiring process can begin.

NOTE: In rare occasions when the work-site location is off-campus, Career Exploration and Development will work with the PI and Office of General Counsel to develop appropriate documentation (i.e. the *Student Employment Off-Campus Facility Agreement*) to allow for employment.

**Additional Student Employment/University Policies to Consider:**

1. [**Employment Documents**](http://www.kent.edu/career/student-employment-handbook-hiring-and-supervision#forms)**:** All student employees must complete the required state and federal employment paperwork prior to beginning work.
2. [**Credit Hour Enrollment Requirement**](http://www.kent.edu/career/student-employment-handbook-employment-policies-and-procedures#enrollment)**:** To work on campus during Fall and Spring semesters, students must be enrolled and maintain at least half-time enrollment (6 credit hours for undergraduate students and 4 credit hours for graduate students).  Summer employment requires enrollment in the following fall semester unless the student is enrolled (half-time) for summer or graduating in August.
3. [**Maximum 28 Work Hour Limit**](http://www.kent.edu/career/student-employment-handbook-employment-policies-and-procedures#maximum)**: Students may not work more than 28 hours per week in all jobs combined.** International students may work only 20 hours per week during academic year.
4. [**Recording Hours Worked**](http://www.kent.edu/career/student-employment-handbook-employment-pay-plan-payroll-and-benefits#workweek)**:** Student employees must be paid for ALL hours worked.  Supervisors are not permitted to accept voluntary services from their paid student employees.  Supervisors who routinely record hours worked for student employees (with limited or no access to Empower) must retain the records of actual hours worked at the department level accordance with the [University’s Records Retention Policy](http://www.kent.edu/generalcounsel/human-resources-records) and be able to be produce in the case of an audit.
5. **Rate of Pay:** Student employees’ hourly rate must align with the [Student Employment Pay Plan](http://www.kent.edu/career/student-employment-pay-plan). Classification level and hourly rate are based upon the nature of the job, and left up to the discretion of the hiring department.  Stipend pay is not available because hours per week must be recorded and tracked for compliance purposes; this is particularly critical for students who have more than one job on campus.
6. **Required checks (as appropriate) such as:**

* **Background:** Departments hiring for positions requiring a background check prior to employment may use the fingerprinting and background check services available through the [Instructional Resource Center](http://www.kent.edu/ehhs/centers/irc/fingerprinting) in White Hall. Student positions include 1) working in certain settings with minors such as at the Child Development Center, as an America Reads tutor, or at Recreational Services or Residence Services, 2) in certain positions involving campus/building security, 3) and those that involve driving university vehicles.
* [**Motor vehicle**](http://www.kent.edu/career/student-employment-handbook-employment-policies-and-procedures#motor): Student employees operating motor vehicles owned or leased by the university must have the validity of their operator licenses reviewed on an annual basis and submit motor vehicle operator license numbers to the Director of Public Safety.

1. **Reimbursements such as:**

* [**Mileage**](http://www.kent.edu/career/student-employment-handbook-employment-policies-and-procedures#motor): Student employees who use their own vehicles in performance of their job duties should be reimbursed at the [Standard Mileage Rate](http://www.kent.edu/accountspayable/travel).
* [**Travel & Meals**](http://www.kent.edu/accountspayable/travel)**:** Student employees who are required to travel as part of their job duties should be reimbursed in accordance with administrative policies regarding business travel and entertainment.

1. **Workplace Safety and Security**: It is critical that student employees have an acceptable worksite that includes appropriate supervision. If Career Exploration and Development approves that a student may work at an off-campus work location (i.e. park system for field work, etc.), it is highly recommended that they are supervised at all times. If this is not possible, site visits as well as alternative on-site supervision should be arranged prior to the student beginning work. Some faculty supervisors and students may be required to submit a signed Facility Agreement and/or General Waiver-Hold Harmless Agreement for approval.

**For additional information regarding:**

* **Grant approvals and procedures**, contact Beverly Robertson, Assistant Director, Sponsored Programs, at 330-672-0711 or [brobert1@kent.edu](mailto:brobert1@kent.edu).
* **Student employment policies and procedures**, contact Ami Hollis, Associate Director for Student Employment, Career Exploration and Development, 330-672-8380 or [ahollis@kent.edu](mailto:ahollis@kent.edu).