1. Policy Purpose Statement

The purpose of this policy is to establish requirements and parameters for the employment of students enrolled at Kennesaw State University (KSU).

2. Background

The retention, progression, and graduation of students is a top priority for KSU. To support these goals, Human Resources has established a student employment structure designed to augment the student experience without detracting from it. Additionally, both federal law and USG policies allow for specific dispensations for employees whose employment relationship is secondary to that of their relationship as an enrolled student. To remain compliant with these guidelines, KSU must be intentional in the designation and management of this employment status.

3. Scope (Who is Affected)

KSU student employment relationships at the University. Faculty and Staff who act as their hiring managers.

4. Exclusions or Exceptions

Students not on KSU payroll.

5. Definitions and Acronyms

**FICA (Federal Insurance Contributions Act):** The US federal payroll tax which requires workers and employers to contribute towards social security benefits. This tax rate is set by the federal government (6.2% as of July 1, 2021) and applied to gross wages. The employee’s portion is reflected on the pay advice as “Fed OASDI/EE.”

**Federal Insurance Contributions Act:** The US federal payroll tax, often referred to as FICA MED, which requires workers and employers to contribute towards Medicare benefits. This tax rate is set by the federal government (1.45% as of July 1, 2021) and applied to gross wages. The employee’s portion is reflected on the pay advice as “Fed MED/EE.”
**FLSA (Fair Labor Standards Act):** Federal law which establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.

**GDCP (Georgia Defined Contribution Plan):** The retirement plan provided to temporary, seasonal, and part-time employees of the state of Georgia who are not eligible for membership in Employees' Retirement System (ERS) or the Teachers Retirement System (TRS) or any other retirement system under Title 47, Georgia Laws. The required contribution rate for those employees enrolled in GDCP is set by the state of Georgia (currently 7.5% as of July 1, 2021).

**Hiring Manager:** The faculty or staff member responsible for making hiring decisions, directing the work, and/or evaluating the work performance of a student employee.

**Human Resources (HR):** KSU Office of Human Resources.

**Student Employee:** A student enrolled at KSU working in a position designated under this policy.

**Student Employment:** Any position in which the employment relationship is secondary to and dependent upon the individual’s primary relationship of being a student enrolled at KSU. These include but may not be limited to Student Assistants (both graduate and undergraduate), Federal Work Study Students, Graduate Teaching Assistants (GTA), and Graduate Research Assistants (GRA), all of which are part-time, temporary employment statuses.

6. **Policy**

To reinforce the primary relationship as enrolled student over that of an employee, HR will establish eligibility requirements for student employment. These will include factors such as minimum GPA, minimum enrollment, academic standing, maximum number of positions held, and maximum number of work hours. Specific minimum requirements along with the responsibility and processes for eligibility validation are outlined in the Student Employment Handbook. If a Student Employee no longer meets these eligibility requirements, a Hiring Manager who wishes to retain the student must work with HR to transition the student to another applicable employment status. Non-student status will result in the employee being subject to applicable payroll taxes and deductions such as FICA and GDCP.

Pay rates for student employment must be approved by HR and meet the appropriate compensation and FLSA standards. Criteria for GTA and GRA employment will be established in coordination with the Graduate College. Parameters for Work Study Student employment will be established in coordination with the Office of Financial Aid. Student employees will be required to successfully complete applicable background check screenings based on their job function(s) as reviewed against University System of Georgia (USG) employment policies.

All Student Employees and their Hiring Managers are required to be familiar with the work standards and applicable HR policy requirements and those outlined in the KSU Student Employment Handbook. It is recommended that hiring managers consult with HR when providing corrective performance action to Student Employees. Hiring Managers are required to consult with HR prior to issuing any action or notification that may result in termination for cause.

7. **Associated Policies/Regulations**
a. **USG Human Resource Administrative Practice Manual, Classification, Compensation, and Payroll: Employee Categories**
b. **USG Human Resource Administrative Practice Manual, Classification, Compensation, and Payroll: Position Classification**
d. **USG Human Resource Administrative Practice Manual, Employment: Background Investigation**

8. **Procedures Associated with this Policy**

   [**KSU Student Employment Handbook**](#)

9. **Forms Associated with this Policy**

    As required by policy, regulation, or procedure.

10. **Violations**

    A student who fails to comply with this policy may have their employment terminated and may be ineligible for future employment with KSU. A manager who violates this policy may be prohibited from supervising student employees and/or may be subject to appropriate disciplinary action, which may include termination if the violation is determined to be sufficiently significant.

11. **Review Schedule**

    This policy is reviewed annually by the Chief Human Resources Officer or designee.