



# EMPLOYEE HANDBOOK

STUDENT EMPLOYEE SUPPLEMENT

Revised 2/28/19

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# Student Employment

## Eligibility and Hours of Work

Only currently enrolled Cal Poly students are eligible for student employment with ASI. Continuing students must have been enrolled in the preceding Spring Quarter or be enrolled in the following Fall Quarter in order to be employed during Summer Quarter. Students may work no more than one quarter immediately following graduation. Students who have temporarily interrupted their academic progress may be employed for an interim period not to exceed one quarter.

## Unit Load Requirements

Students must also be enrolled in a minimum of six (6) units per quarter for undergraduate students and four (4) units per quarter for graduate students throughout their employment with ASI. It is the responsibility of the student employee to immediately notify their supervisor if they are not enrolled in the minimum number of units at Cal Poly.

## Maximum Hours of Employment

Student employees, including Work-Study students, shall work no more than twenty (20) hours per week during any week in which regular classes are scheduled. Student employees who are employed by more than one ASI department (e.g., Children's Center and Recreational Sports) must adjust their schedule so that the total workweek does not exceed twenty (20) hours.

In emergency or unusual situations that require the unique or specialized skills of a student employee, it is permissible for the student employee to work up to thirty (30) hours per week during the academic year if the supervisor first obtains approval from the appropriate Director and notifies ASI Human Resources in writing. During quarter breaks when no classes or examinations are scheduled, or during quarter in which the student is not enrolled in classes but has been approved to work, a student employee may work a maximum of eight (8) hours per day.

## Federal Work-Study Program (FWS)

The Federal Work-Study Program (FWS) offers part-time jobs for matriculated students that are enrolled at least half-time. In order to be considered for FWS, students must complete the Free Application for Federal Student Aid (FAFSA).

The FWS award depends on the student's financial need, the amount of other aid awarded, and the availability of FWS funds. Eligibility is determined by the Financial Aid Office.

The FWS student's schedule is set by ASI. Students may earn up to but not exceed their FWS award. Any work performed in excess of their FWS award will be paid through ASI's normal payroll procedures.

## Student Employee Taxation Status

The Internal Revenue Service excludes from Social Security and Medicare coverage services performed by students employed by a college or university provided that the student is enrolled at least half-time and regularly attending classes. To be excluded from Social Security and Medicare taxes a student employee must be enrolled for a minimum of six (6) units for undergraduate and four (4) units for graduate programs.

Student employees that do not meet the minimum number of required units are required to have Social Security (6.2%) and Medicare (1.45%) withheld from their bi-weekly paycheck.