

Undergraduate Student Employment Practices Lock Haven University of PA

In accordance with the Board of Governors Policy, 1983-10, Lock Haven University of PA [hereafter the University or LHUP] has established undergraduate student employment practices for Campus Employment and Federal Work Study [FWS] employment. Students receiving financial aid who are interested in Federal Work Study may be granted those funds through the Student Financial Services [SFS] Office located in 118 Russell Hall. Students may identify both Campus Employment and FWS employment opportunities through the LHUP web site.

General Guidelines

- Students earn minimum wage and are permitted to work up to 20 hours per week during the academic year.
- Students may work up to 20 hours during the academic year and 37.5 hours per week during the summer and scheduled breaks.
- It is recommended that first year students be limited to no more than 15 hours per week during the academic year.
- Students cannot be assigned to work directly for any family members.
- Students may not work for more than two fund centers, and the total combined hours worked cannot exceed 20 hours during the academic year and 37.5 hours during the summer.
- Special permission to work more than 20 hours per week may be requested through the Vice President for Student Affairs, 311 Sullivan Hall.
- No student may work more than 7 ½ hours in a single day.
- Students seeking employment for the summer must be enrolled either for a summer session or for the next fall session.
- Students returning to work in the same office need not complete the employment application process again unless there is a change in fund center.
- Students may identify employment opportunities through the following web site:
<http://www.lhup.edu/career/oncampusemployment.htm>
- Any student enrolled at the University may be employed through Campus Employment.
- Campus Employment is funded through established fund centers and is subject to budget restrictions. A fund center is assigned a specific amount of student employment funding at the beginning of the fall semester which can be used to fund as many students as funding permits.
- The fund center supervisor is responsible for monitoring the number of hours students are assigned. Exceptions may be granted by the Vice President for Student Affairs for students who wish to exceed the maximum number of hours per week.
- Student employment forms for LHUP students are available on the LHUP web site.
- Students must complete the required employment forms, which should then be given to their department supervisors/timekeepers for review and signatures. **Supervisors/timekeepers must review all forms for completeness.** The I-9 form instructions must be followed, and the I-9 form must be signed by the supervisor/time keeper. Supervisors/time keepers shall forward all completed forms to the Human Resources Office.
- **No student may begin working until all forms are completed, signed, and reviewed, and the supervisor/timekeeper has submitted them to the Human Resources Office for processing.**

I, _____ (print name), affirm that I have read and understand the above guidelines and agree to abide by them.

Signature of LHUP Student Employee

Date