



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Student Employment or Part-Time Employment – How do we know?

There are often situations where it may be unclear if an individual should be hired through the student employment system or as a part time employee through Human Resources. The following are some frequently asked questions that may help clarify these situations. If you are still unsure please contact John Randle, Manager of Student Employment (x2892) or Michelle Balliet, Manager of Employment (x3873).

The basic premise of student employment is that the employee is here primarily for the reason of attending classes. Individuals hired as part time employees, even though they may be enrolled for classes at certain times, are here primarily for employment reasons.

Q: If an individual is a student enrolled **half time or more** but the student pay scale is less than you would like to pay this individual because you feel they deserve a higher wage, can you process as a part time employee? (Half time is 6 credits for undergrad students and 5 credits for grad students.)

A: No. The student pay scale is based on the responsibility /skill level required for a particular job. These levels are set by the Student Employment Manager and approved by the Presidents Council. If you feel the student should be paid more you may wish to contact the Student Employment Manager to discuss the position to determine if it is in the appropriate wage scale.

NOTE: Student employees are exempt from FICA and have an effectively higher pay rate than a part time employee earning the same wage. I.e. a student employee earning \$7.40 is earning the equivalent of a part time employee earning \$8.00 per hour. They would not be eligible to be hired as a part time employee.

Q: If an individual is a student enrolled **less than half time** should they be hired as part time or student employment? (Half time is 6 credits for undergrad students and 5 credits for grad students.)

A: Most students enrolled less than half time are not eligible to be hired through the student employment program. There are certain exceptions...Students enrolled in their last semester who can document that they have fewer than 6 credits remaining for graduation. Students enrolled less than half time for summer but who are enrolled at least half time for the following fall semester are also eligible for student employment.

Q: If you need an employee to work more than the 26 hour maximum allowed by Student Employment can you hire them as a part time employee?

A: No. Student employees are limited to 26 hours per week because they are here primarily as students. As students it would not be prudent for us to allow them to work additional hours. Many Institutions limit their student employees to 20 hours per week or less. If you have a situation where you

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have a temporary need for a student to work additional hours you should contact the Manager of Student Employment to discuss any other arrangements. The fact that you would like additional hours would not constitute them qualifying for part time employment as long as they are still here primarily as a student. They would have to be hired through student employment.

Q: If your department has a posted position that is typically been a part time position with a higher level of responsibility than a typical student position and an individual who is enrolled in 6 or more credits applies. Do you hire as a student or part time position?

A: If this position could be classified as a student position they may be run through Student Employment, however, there may be cases where this position is earmarked to require additional hours, higher pay rate or may be an ongoing part time position that may be lost if converted to student employment. This may be a situation that would have the potential to continue to be done as a part time employee. Please contact Michelle Balliet in HR.

Q: If your department has posted a position (part-time or full-time) as internal only available to current FSU employees, does that allow students to apply?

A: No. Student employment does not count towards an internal FSU posting. Only employees who are working in a part-time (non student employment) or full-time manner are eligible to apply.

Q: You have a grant funded position that has, as one of its allowances, money to hire a student. Because the amount the grant allows us to pay is much higher than the student wage rates allow can you run them through as part timers to take advantage of the wages the grant provider is willing to fund?

A: No, this should still be run through Student Employment. We do, however, make exceptions for grant funded positions requiring higher pay. Please contact John Randle, Student Employment Manager.

Q: You have a student who is considered a "dual enrollment" student. (High school student taking Ferris classes). If you would like to hire this student during the year or in the summer, can you hire him/her as a student employee? After all, he/she IS a student here?

A: High school students who have not yet graduated from high school are NOT eligible to be hired as student employees. They would have to be hired as part time employees. Individuals may be hired as student employees starting as soon as their final year of high school has been completed. We consider the academic year to end on the day of graduation/commencement ceremonies.

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Additional Comments:

The Human Resources Employment Office would like add the following for informational purposes only:

If any department hires a person for part-time or full-time employment and the person is currently or has been a student employee, their employment with FSU is considered a "New Hire" thus meaning that the person will be required to attend New Employee Orientation and complete all new hire paperwork. The Student Employment Office keeps all hiring paperwork that was submitted at the time the person was hired under the condition of student employment. These two types of employment are completely separate.

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