



## Compensation for Student Employees

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### **Purpose**

This procedure ensures that student employees in the Division of Student Affairs are fairly compensated for all work-related tasks, including attending meetings, in a manner consistent with their regular hourly wage and in compliance with applicable labor laws. This promotes equity and transparency across all job duties.

### **Scope**

This approach applies to all student employees in the Division of Student Affairs and Academic Support who are required to perform work-related tasks, including attending meetings, as part of their employment responsibilities.

### **Approach**

All student employees shall be compensated at their regular hourly rate for all work-related activities, including meetings, without exception. This ensures consistent and fair treatment of all student employees, and compliance with federal, state, and institutional wage laws.

### **Compensation Structure**

#### **1. Regular Hourly Rate:**

All student employees will be paid at their regular hourly wage for:

- Performing assigned work duties as specified in their job descriptions.
- Attending mandatory meetings that are part of their job responsibilities.
- Participating in training sessions, professional development, or any other required activity related to their employment.

#### **2. Meeting Attendance:**

Meetings are considered a part of the student's job duties. As such, attendance at any required or job-related meeting will be compensated at the regular hourly rate, the same as any other task associated with the position.

#### **3. Professional Development:**

Meetings or activities that are optional and focused on professional development (outside of required duties) will also be compensated at the regular hourly rate if the student chooses to participate and has received approval to attend.



### **Overtime and Compliance**

Students are only allowed to work full time during academic breaks. If a student employee works more than 40 hours in a workweek (or more than the standard as determined by state law), they are eligible for overtime pay in accordance with the Fair Labor Standards Act (FLSA) and any applicable state regulations. Overtime pay will be calculated at one and a half times the regular hourly rate for hours worked beyond the standard 40-hour workweek.

### **Communication and Agreement**

All student employees must receive a clear explanation of their hourly rate at the beginning of their employment, and this rate will apply to all job-related activities, including meeting attendance. Any changes to the student's pay rate must be communicated in writing with sufficient notice.

### **Compliance**

This aligns with the Fair Labor Standards Act (FLSA) and any applicable state wage laws. Supervisors and department heads are responsible for ensuring that student employees are compensated in accordance to all relevant wage and hour laws.