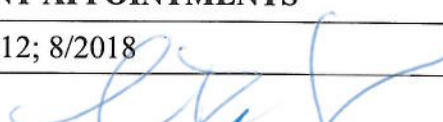



LOUISIANA HOUSING CORPORATION		PERSONNEL POLICY NO. 3	
SUBJECT: STUDENT APPOINTMENTS			
Review Dates:	7/2012; 8/2018		
Approval:		Kevin Brady	Date:
Approval:		E. Keith Cunningham	Date:

SUMMARY OF CHANGES		
Date	Author	Change Description
07/18	K. Brady	<ul style="list-style-type: none"> Removed specific student pay rates. Pay rates change and become obsolete too often to document in policy. Also, some hourly rates are higher than regular classified employee hourly rates. Took out references to student employees under the age of 18; LHC does not hire students younger than 18. Rewording, acronym, punctuation, and grammar corrections. Changed when students receive pay increases.

I. Policy

It is the policy of the Louisiana Housing Corporation (LHC) that the employment of student workers shall serve to enhance services and accomplish the mission of the Corporation. This policy shall serve to ensure equity and compliance in all student employment practices in accordance with federal and state laws and Civil Service rules.

II. Selection and Appointment

1. To be employed by the LHC, a student must meet the definition of Bona Fide Student as defined by Civil Service Rules as a person enrolled in an accredited high school, college, or university in the State, or a person enrolled in a State-operated technical college, in a sufficient number of courses and classes to be classified as a full-time regular student under the criteria used by the institution in which the student is enrolled; or a person enrolled in an off-campus college work-study program in a proprietary institution of higher education as defined in Section 102(b) of the Higher Education Act of 1965, as amended.

A bona fide student shall retain full-time status during breaks, which occur in the course of or between sessions, including summer breaks.

2. Students may not be employed in the same department as or report to another family member who is also an employee of the Corporation, as follows: sister, brother, son, daughter, mother, father, grandchild, grandparent, aunt, uncle, niece, nephew, stepchild, and stepparent.
3. Final employment approval is contingent upon receipt and verification of eligibility as certified by the documentation listed below.
 - Application for Student Employment
 - Verification of Bona Fide student status from the learning institution's Registrar's Office
 - Proof of selective service registration for all males between the ages of 18 and 26.
 - A satisfactory pre-employment drug test.

III. Recertification of Student Status

1. Each student must present documentation at the beginning of each semester to prove they continue to qualify as a Bona Fide Student. Documentation is obtained from the Registrar's Office at the student's college, university, or school and must be certified.

Failure to present a current documentation of student status shall result in termination of student employment.

2. The student shall promptly notify the Human Resources office of any change in status as a student, including reduction in courses taken, termination of student status, or scholastic probation.
3. A student who is a Bona Fide Student in the spring semester and plans to be a Bona Fide Student in the fall semester is not required to attend summer school ~~in order~~ to be eligible to work during the summer. The student would need to prove Bona Fide status for the spring semester and documentation that they are registered as a Bona Fide student for the fall semester.

IV. Secondary Employment

Secondary employment should not interfere with the regular work of the student employee and shall not represent a conflict of interest. Conducting work of a secondary employment while on the job with the Louisiana Housing Corporation is strictly prohibited.

V. Termination of Employment

Student employment is categorized as unclassified service under Civil Service Rules, which allows the Appointing Authority of the LHC to terminate student employment at any time.

Students who voluntarily choose to separate employment must provide written notice to their supervisor and complete an Exit Interview Form prior to the last day of employment.

VI. Work Hours

1. The number of hours worked by a student shall be limited to 20 hours per week. Any work schedule resulting in work hours over the established limit must be pre-approved, in writing, by the Human Resources Director.
2. Students may work up to 40 hours per week during breaks and summer months if they are not full-time students in the summer months.
3. Students may work an approved schedule for any period between 8:00 a.m. and 4:30 p.m. on a regular workday.
4. Students are not permitted to work overtime unless prior approval from the

Appointing Authority is obtained.

VII. Pay

Student employees shall be paid on an hourly basis, ~~and~~ only for those hours actually worked. Student pay shall be determined by education level, experience, and job duties.

1. Pay Periods

Student employees are paid every other Friday following the last day of the pay period. Any questions regarding payroll or any detection of an error should be reported to Payroll.

2. Payroll Deductions

Mandatory payroll deductions result from provisions of law for a student. These provisions include federal and state income taxes, Social Security, and Medicare tax.

3. Pay Increases

Students may be eligible for a pay increase when they elevate from one classification to the next, i.e. sophomore to junior.