

HUMAN RESOURCES HOURLY AND STUDENT EMPLOYMENT GUIDELINES

HOURLY EMPLOYEES: AD-00
STUDENT EMPLOYEES: Institutional (AM0005), International (AM0009),
and Federal Work-Study (FWS) (AP0101)

Please see the combined HOURLY/STUDENT Pay Rate Schedule for all hourly and student pay rates except the State Work-Study (SWS) students.

General Information for both Hourly and Student Employment:

New Hires:

Non-permanent Hourly and Students hired for employment must pass a background check and make arrangements to visit Human Resources.

PAF Effective Dates:

The start date and end date of each action must be indicated on all authorizations. All authorizations end each year on June 30. If the department wishes to extend employment beyond June 30, supervisor must respond to renewal email that is sent out by payroll.

Holiday and Overtime Pay

Non-permanent Hourly and Students are not eligible for vacation pay or holiday pay. If job responsibilities require a student to work on days classes are not in session (i.e., advising days, holidays or weekends) **the supervisor should indicate approval under remarks on the timesheet in TLR.** Payment for these days is at the established hourly rate. Non-permanent Hourly and Student employees are not authorized for overtime employment.

Sick Leave

Hourly and Student employees will accrue one (1) hour of paid sick leave for every 40 hours worked. Sick leave use must be reported in TLR.

Breaks and Meal Periods

Hourly and Student employees must be provided breaks and benefits in line with appropriate state and federal regulations. At minimum, an employee is entitled to one 10-minute [paid] break in every four consecutive hours worked and one 30-minute [non-paid] lunch period if work over five consecutive hours.

State Work Study (SWS) (AP0303) Student Employees

State work Study (SWS) is a state funded financial aid program. Per program rules, SWS wages must be comparable to on-campus civil service wages. These wage rates are set by Human Resources and are determined by comparison of the job Description to the WA Dept. of Personnel position classification tables. Please contact Janette Reilley @ x1774 to determine job classification title and pay rates prior to hiring an SWS Student Employee. **Please see the separate SWS Classification schedule.**