


Appointment and Pay of Student Employees

	Louisiana Department of Health (LDH)	
	Policy Number	36.1
	Content	Policy and guidelines for the employment and utilization of a student work force.
	Effective Date	April 4, 2011
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If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/override/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

It shall be the policy of the Louisiana Department of Health (LDH) to employ students when funding is available and when such employment will serve to enhance the quality of services of the Department. Student appointments shall be made equitably and in accordance with appropriate federal and state laws and Civil Service Rules.

The objectives of LDH in the employment and utilization of a student work force shall be as follows:

- A. To employ students to supplement and enhance the regular work force;
- B. To employ students within the local communities to enhance recruitment efforts in shortage and hard-to-fill classes and to provide exposure to our programs to give greater understanding of the mission of LDH; and
- C. To employ students in areas to meet the needs of LDH and provide students with

new experiences and opportunities for growth by learning new skills and developing good work habits.

II. APPLICABILITY

This policy shall be applicable to all Offices within LDH.

III. IMPLEMENTATION

This policy was initially issued March 1, 1978. This revision is effective when signed by the Secretary.

IV. PROCEDURES

- A. Eligibility and Certification
1. Student appointments shall be made in accordance with and as defined by existing Civil Service Rules. (Refer to Chapter 1, Rule 1.5.1 and Chapter 4, Rule 4.1(D) 2). The student must meet the requirements in one of the following categories:
 - a. classified as a full-time regular student in a business school, vocational/technical school or a proprietary school, or
 - b. classified as a full-time regular student in a college or university, or
 - c. classified as a full-time regular student in an accredited high school or a high school student participating in a continuing education program or work-study program with a local high school. Such students go to school part-time and work part-time for both pay and school credit. This option shall only be utilized when there is not an availability of students from one of the above-mentioned sources.
 2. Students graduating with an undergraduate degree may continue their student employment after graduation only if they are pre-registered for graduate school.
 3. The student application (SF-10 D) must include official verification from the educational institution (registrar's office) certifying the following:
 - a. student is classified as a full-time regular student;
 - b. current grade/classification of the student;
 - c. the school is accredited; and
 - d. the school is approved by the state in which it is located.

A letter from the educational institution certifying the items listed above will be accepted in the place of the certification on the student application. The application must still be completed by the student.

4. The full-time status and the current grade/classification of each student shall be verified at the beginning of each semester or term. This verification process shall not be required for the summer semester/term only if the employment is continued during the summer.
5. Appointment of students shall be in compliance with the LDH Policy on Nepotism.

B. Pay and Hours of Work

1. The number of hours shall be determined based on the student's schedule and the need of the particular office, department, division or unit.
2. Students shall be paid on an hourly basis for those hours actually worked and shall be paid out of salary object 2210.
3. If a student is required to work on a holiday or on a weekend, and that student will not have worked over 40 hours in the applicable work week, he/she shall be paid in accordance with his/her hourly rate and only for the number of hours that work was actually performed.
4. If a student is required to work over 40 hours in a work week, and that student is designated as FLSA non-exempt, he/she shall be compensated at the time and one-half rate of his/her hourly rate of pay. The time and attendance document must appropriately reflect this designation.
5. In accordance with LA R.S. 23:213, minor students shall not work over five hours without taking a 30-minute meal period, which shall not be included in calculating the working hours of the day. If the period of work exceeds five hours by less than 15 minutes, or if the meal period differs in length by less than 15 minutes, there is no violation of R.S. 23:213.
6. Students' pay shall be determined by the flexible hire chart (Attachment A). However, due to budgetary restrictions or budgetary deficits, the pay of students may be frozen or pay adjustments may be withheld or suspended.
7. Prior to appointment of a graduate student, a listing of job duties shall be submitted to the Human Resources Office for determination of the correct rate of pay.

C. Pay Adjustments

Students become eligible for pay adjustments when the following occurs:

1. Change in student grade/classification

When the student's grade/classification elevates from one level to a higher level (i.e., freshman to sophomore, sophomore to junior), the student's pay shall be adjusted in accordance with the "*Student Pay Schedule.*"

This adjustment shall only be implemented after the student has presented an up-to-date student application indicating a change in the grade/classification level that has been certified by the registrar's office. A letter from the registrar's office will be accepted in the place of the certification on the application as long as it addresses the items that must be completed on the application. The effective date of the pay adjustment shall be determined by the date the grade/classification changed.

2. Change in experience level

When the student's experience level increases based on the "*Student Pay Schedule,*" the student's pay shall be adjusted accordingly.

V. STUDENT GUIDELINES

A. All students employed shall be provided with a list of specific guidelines at the time of employment. The student shall sign indicating he/she has read and understands the guidelines. (Refer to Attachment B for a sample document that may be used). This document shall be maintained in the supervisory file. The following topics shall be covered in the guidelines:

1. Parking
2. Attendance/Tardiness/Absences
3. Dress
4. Telephones/Office equipment
5. Breaks/Lunch breaks
6. Work assignments
7. Operation of state vehicles

B. All students shall also be provided with a copy of the student responsibilities memorandum (refer to Attachment C). This document shall also be signed by the student and maintained in the supervisory file.

VI. RESPONSIBILITIES

A. The students shall be responsible for:

1. Accurately reporting hours worked;
2. Providing acceptable documentation as needed relative to their student appointments;
3. Notifying their supervisors of changes in their course load or hours that would

change their status to "less than full-time"; and

4. Notifying their supervisors of changes in their grades/classifications.

B. The immediate supervisors shall be responsible for:

1. Assuring accurate reporting of hours worked;
2. Assuring that no student works over 40 hours in a work week without prior approval;
3. Evaluating the performance of students under their supervision and taking appropriate action;
4. Notifying appropriate staff of changes in the students' course load or hours that would change their status to "less than full-time";
5. Notifying appropriate staff of changes in the students' grades/classifications; and
6. Explaining and assuring adherence to the students' responsibilities and guidelines.

C. Each Section/Department/Division/Bureau Head shall be responsible for:

1. Securing appropriate approvals prior to appointing students;
2. Assuring that appropriate funding is available for student wages;
3. Assuring that all appropriate enrollment documents are completed by the student employee;
4. Notifying appropriate human resource staff regarding changes in course load or hours and changes in grades/classifications;
5. Terminating students when it is discovered the students no longer meet the criteria for student employment and notifying the Human Resources Office of the actions taken; and
6. Assuring adherence to all aspects of this policy.

D. The Human Resources Office shall be responsible for:

1. Reviewing all student appointments and pay changes to assure compliance with laws, rules, regulations and policies;

2. Verifying status of student employees at the beginning of each semester; and
3. Monitoring compliance with all aspects of this policy.
4. Monitoring adherence to this policy at all levels of the organization;
5. Recommending appropriate courses of action and/or solutions to rectify problem areas; and
6. Answering questions relative to this policy.

VII. EXCEPTIONS

Any exceptions to this policy must have the approval of the Secretary, Undersecretary or Deputy Secretary.

VIII. REFERENCES

Driver Authorization Form (DA2054)

SF-10 D

IX. REVISION HISTORY

Date	Revision
March 1, 1978	Policy created
May 1, 1986	Policy revised
January 13, 1986	Policy revised
February 8, 1990	Policy revised
July 23, 1997	Policy revised
April 11, 2000	Policy revised
July 19, 2004	Policy revised
April 4, 2011	Policy revised
November 7, 2019	Housekeeping Change (Section IV, page 2)

LDH STUDENT PAY SCHEDULE

Effective 7/24/2008

Level	0-1 Yr	1 Yr	2 Yrs	3 Yrs	4 Yrs	5 Yrs
High School	7.25	7.25	7.25			
Business/Technical School	7.25	7.25	7.25			
Freshman	7.45	7.60	7.75			
Sophomore	7.65	7.80	7.95	8.10		
Junior	7.85	8.00	8.15	8.30	8.45	
Senior	8.05	8.20	8.35	8.50	8.65	8.80
**Graduate (Clerical)	10.00	10.25	10.50	10.75	11.00	11.25
**Graduate	14.00	14.50	15.00	15.50	16.00	16.50
Doctoral	18.00	18.50	19.00	19.50	20.00	20.50

****PRIOR TO MAKING A COMMITMENT, A LISTING OF JOB DUTIES SHALL BE SUBMITTED TO THE HUMAN RESOURCES OFFICE TO DETERMINE THE CORRECT RATE OF PAY.**

SAMPLE DOCUMENT

STUDENT GUIDELINES

Welcome to the Louisiana Department of Health. Your employment with us should be a positive learning experience. As in any business, certain protocols and regulations exist. Listed below are some of the regulations and guidelines that will enable you to function within the acceptable rules. Any questions you may have regarding issues not covered below should be directed to your supervisor.

Parking

Students driving vehicles to work are to park _____.
Student employees are not allowed to park in the visitors' parking areas.

Attendance/Tardiness/Absences

In instances where you know you will be late for work and/or you are unable to come to work, you must contact your supervisor no later than 30 minutes after the beginning of your work schedule. This will enable your supervisor to reassign your work scheduled for the day. All students who know they will need to be out due to exams, vacation, etc. are to make prior arrangements with their supervisors as soon as they become aware of a need to be absent.

Dress

This is a business office; therefore, what you wear should reflect the appropriate attire for an office/business. Students may wear appropriate jeans; however, shorts are not allowed.

Office Equipment

Telephones are to be used for official business only. In rare circumstances, phones may be used for personal reasons such as emergencies. **Personal long distance phone calls are totally prohibited.** Should your duties involve the use of the telephone such as answering the phone, etc., you should discuss with your supervisor the method by which you answer the phone, how you are to route calls, etc.

Personal computers are to be used for official business only and only software licensed to LDH should be installed. No configuration changes should be made unless prior approval has been authorized.

Breaks/Lunch Breaks

Under normal circumstances, this Department allows a 15-minute break in the morning and a 15-minute break in the afternoon for students who work a full eight-(8) hour day. However, when workloads require our attention, these breaks may not be observed. Also, breaks not taken are not added to the lunch break. If you do not work an eight-(8) hour day, your supervisor will inform you if you are entitled to a 15-minute break.

Lunch breaks are for 30 minutes and are for students who work a full eight-(8) hour day. Your supervisor will advise you of the time you can break for lunch. You may not be entitled to a lunch break if you work part-time. Your supervisor will inform you if you are entitled to a 30-minute lunch break.

It should be noted that while on break(s), you are not to disturb others working around you, or congregate with other students/staff in an atmosphere that would be disturbing to others working.

Work Assignments

All students are to report to their respective supervisors each day immediately upon arrival in order to receive their work assignments for the day. If the supervisor is out of the office, the student is to report to the person who fills in as a designee in the supervisor's absence.

At the beginning of each semester, each student employee is to meet with his/her supervisor and work up a permanent schedule of hours to be worked during the semester. Students are not to change the hours they are scheduled to work without prior approval of the supervisors. This includes the number of hours to be worked and reporting times. Students are not to work more hours than scheduled in a given day without prior approval from the supervisors.

Operation of Vehicles

If you are required to operate a state vehicle or your own vehicle on state business, you must have proper authorization from your supervisor. You must also have (1) a valid driver's license, (2) an approved Driver Authorization Form (DA2054), (3) a current motor vehicle record and (4) completion of the Louisiana Safe Driver Course.

We hope the information contained in this document will assist you in becoming familiar with the policies and procedures of the Department of Health and Hospitals. We also hope your work experience is a positive one!

I have received, read, and understand the above student guidelines.

Name

Date

Section/Department/Division/Bureau

TO: Student Employee

FROM:

SUBJECT: Student Responsibilities

We are pleased to have you as a student employee with the Louisiana Department of Health. We hope that your experience here will be both educational and enjoyable.

Please review the following and sign the statement below:

Civil Service Rule #1.5.1 defines a bona-fide student as a person enrolled in an accredited high school, college or university in the state, or a person enrolled in a state-operated vocational/technical school 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 he/she 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 461(b) of the Higher Education Act of 1965, as amended. A bona-fide student shall not lose his status as such because of vacations during the academic year or because of his failure to attend summer school.

In order for the Human Resources Office to verify that you are still classified as a full-time student, you will be required at the beginning of each semester to complete an updated student application. **It is your responsibility to have the completed application certified by the registrar's office at the school. A letter from the registrar's office will be accepted in the place of the certification on the application as long as it addresses the items that must be completed on the application.** The completed application should be given to your supervisor for submission to the Human Resources Office. **Failure to comply with this request may require your student appointment to be terminated.**

It is your responsibility as a lawful state employee to notify your supervisor and the Human Resources Office of any changes in your course load or hours that would change your status to "less than full-time." **If your status changes to less than full-time, you will be required to resign from your student position. If at any time you are no longer a "bona-fide" student and you do not notify the offices concerned, it will be considered a willful act of fraud and you will be terminated immediately for misconduct.**

If you have any questions regarding your student appointment, please contact the Human Resources Office.

This is to certify that I have read and understand the above information. Any changes made in my status as stated on my original student application will be reported as requested.

Signature of Student

Date

Section/Department/Division/Bureau