

 <p>Category: Human Resources</p> <p>Applicable for: CEAS Graduate hourly Student Workers working within CEAS</p>	<p>COLLEGE OF ENGINEERING AND APPLIED SCIENCE Operating Policy</p> <p>Graduate Hourly Student Worker Employment</p> <p>Effective Date: March 19, 2018</p>	<p>Document Owner: CEAS Human Resources Office</p> <p>Responsible Office: CEAS Sr. Associate Dean</p>
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Background

The College of Engineering and Applied Science is supportive of employing graduate hourly student employees to assist in meeting the needs of the college and in providing students with financial support or the opportunity for "real world" work experience while pursuing their academic goals. The following document outlines the terms of graduate hourly student employment and compensation for graduate student employees except those awarded a Graduate Assistantship (GA/RA/TA).

Definitions

- CEAS graduate hourly student employees:
 - are those whose major efforts are directed toward receiving a formal education, and are employed part-time in the unclassified service.
 - must meet the definition terms outlined in [UC's Student Employment Policy 16.12](#).
 - are performing work *not* related to their field of study.
- Clerical/administrative work:
 - includes any work that is not directly related to funded or unfunded research within the department or the teaching mission of the department

Policy

CEAS graduate students may only be paid on hourly basis for Clerical/administrative work within a CEAS department or an administrative office. The job duties and responsibilities of student employees vary greatly, and are not be related to their field of study. All hourly student employees are considered non-exempt employees for purposes of determining overtime compensation.

Note: This policy does *not* pertain to graduate hourly student workers performing work outside of CEAS, including but not limited to UCIT, CCHMC, other Colleges or outside companies.

Terms of Employment

- CEAS graduate hourly student worker appointments must follow the terms of employment outlined in [UC's Student Employment Policy 16.12](#). (Please review carefully.)
- CEAS graduate hourly student workers **cannot** be paid hourly to perform work that is research or teaching related.
 - In these cases, students should be hired as a Graduate Assistant and tuition would be required. (Please refer to CEAS – Graduate Assistant Stipend and Tuition Policy.)
- Research grant funding **cannot** be used to employ an hourly graduate student worker.
- Acceptable sources of funding would include general funds or local monies.
- Programmatic Educational grant funding can be used to employ an hourly graduate student worker if said work is not related to his/her research and is approved at the time of the proposal submittal.
- Graduate hourly student workers must be paid no less than the current minimum wage but not exceed the current maximum hourly rate allowed by the University unless pre-approval is received from Central HR Compensation.
- Graduate hourly student workers must be given an official offer letter with the duties and duration of the appointment defined.
 - The letter will follow the format of the Graduate Hourly Student Worker offer letter.
 - A copy of this letter should go to the department or administrative office they are working for; the student's business office, the student's academic advisor, the College Business Office, CEAS HR, and the Graduate Studies Office.
- Appointments shall not exceed two (2) semesters throughout the duration of the student's graduate studies.
 - If a student is needed to work in an hourly capacity for longer than two semesters, the student's business office should request permission from the Dean or Dean's designee.

Related Policies

- CEAS – Graduate Assistant Stipend and Tuition Policy
- [UC Student Employment Policy 16.12](#)
- [UC Student Worker Handbook](#)