

# Tips for Hiring and Supervising Student Employees

## Advertising Job Openings

- Open positions can be posted on the [Opportunities Board](#), which allows students to view available jobs and submit their resume and cover letter for consideration. Please contact student employment if you would like assistance posting or advertising open positions.

## Student Employment Eligibility

- The minimum enrollment requirement for on-campus employment is 6 credits per semester for undergraduate students and 4 credits per semester for graduate students.
- The majority of student's work activities must be performed within the state of Washington due to tax regulations. For this reason, students enrolled in a low-residency program and residing outside the state of WA, or studying away, are not eligible for student employment through PLU.
- Most international students will need to [request a social security card](#) before they can start working. This process takes approximately 3-5 days, and an employment offer must be accepted *before* the student can apply.

## Hiring Process

- Once a candidate has been selected and offered a position, please complete a hire request form to notify Student Employment *at least 3 days prior* to their start date to allow time to request and process the student's new hire paperwork. New hires can be reported up to 3 months in advance.
- Students are required to submit an [I-9](#), [W-4](#), and [Student Worker Rights & Responsibilities Agreement](#) prior to their first day of work. Students that have already completed an I-9 and W-4 for a previous on-campus job do not need to submit these forms again. Please confirm all paperwork has been submitted prior to scheduling the student's first shift.
- Students are typically hired to work through the last day of spring semester. The student employment office will email job extension forms for supervisors to complete for positions that require students to work through June 10. Students that work past June 10th will need to be re-hired for the summer by submitting a new hire request form.
- All student positions are paid hourly at a rate equal to or greater than the current minimum wage. Students must receive compensation for all job-related training and work activities. Student employees cannot be paid using stipends and may not be hired as independent contractors. Exceptions to this policy are extremely rare and require approval from Student Employment.

## On the Job

- Students can work up to 19 hours per week while classes are in session, and up to 40 hours per week during PLU breaks. Students with more than one job are still subject to the 19 hour per week limit for all on-campus positions combined.
- Student employees are legally required to take one paid 10 minute break for all shifts lasting 4 hours or more. For shifts lasting 5 hours or more, one paid 10 minute break and a 30 minute unpaid break must be taken, and cannot be combined or used at the beginning or end of a shift.

## **Additional Information**

- Please report all changes to student employees' job title, salary, dates of employment, and FOAP modifications using the [Status Change Form](#).
- All student employees are entitled to [paid sick leave](#). Effective January 2020, student employees are also eligible for the [WA Paid Family Medical Leave Program](#).