On-Campus Student Employment Work Policies – 2019 Summer Semester

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Eligibility

To be eligible to work on-campus as a student employee during the 2019 summer semester, individuals must meet one of the following criteria:

1. The individual is enrolled at Auburn University and actively taking classes at Auburn University during the 2019 summer semester. A copy of the student’s class schedule for the semester should be included in the hiring paperwork submitted to Human Resources; or

2. If the individual is not enrolled and not actively taking classes during the 2019 summer semester, the student must have been enrolled during the 2019 spring semester, is registered, and has a class schedule for the 2019 fall semester. A copy of the student’s 2019 spring class schedule along with a copy of their upcoming 2019 fall class schedule should be included in the hiring paperwork submitted to Human Resources.

New Auburn University Students

An individual who will be entering Auburn University for the first time during the 2019 fall semester is not eligible to work as an on-campus student employee during the 2019 summer semester. Incoming students hired during the 2019 summer semester, instead, must be hired as a Temporary Employment Services (TES) employee. The individual may transfer to student employment beginning five days prior to the first day of 2019 fall semester classes.

Spring Semester Graduates

An individual who graduates following the 2019 spring semester is no longer eligible to work as a student employee; instead, he/she must be hired as a TES employee, following commencement, in order to continue working during the 2019 summer semester. If a student graduated in the spring and will be entering graduate school in the fall, he/she must work during the summer semester as a TES employee and can begin work as a bi-weekly graduate student employee beginning five days prior to the first day of 2019 fall semester classes.

Summer Work Hours

A student employee is permitted to work up to 40 hours per week for all jobs combined during the summer semester (see below for exception). This applies even if the student is enrolled and actively taking classes during the summer semester. All hours worked over 40 in a designated workweek will be paid at the overtime premium rate of 1 ½ times the student employee’s hourly rate of pay.

Exception: During any semester, a student who is working for the first time as an on-campus student employee cannot work more than 20 hours per week for the first three months of employment.

Questions

Contact Abbi Brown, Director, Student & Temporary Employment Services at (334)844-1610 or barrabb@auburn.edu