

50.3 FAIR AND EQUITABLE TREATMENT OF STUDENT WORKERS

Policy Name (Number):	Fair and Equitable Treatment of Student Workers (50.3)
Approval Authority:	Provost and University Vice President
Responsible Executives:	Members of the Administrative Council
Responsible Offices:	All departments and offices with student workers
Issued:	23 August 2010

1. Policy Statement

Student workers play an important role in the life of the university. They engage in administrative, academic, and research activities that support the achievement of university mission and goals. Treatment of student workers is consistent with the core values and goals of the university including mutual respect, integrity, and personal and professional development.

2 Definitions

Students: Student status is generally established by the full time enrollment in classes or the equivalent in the fall and spring semesters. Student status continues in the summer for those who are scheduled to be enrolled in the upcoming fall semester. Included are undergraduates, graduate (Master's), and Ph.D students.

Post Doctoral: Post docs are full time employees, but are included in the provisions of this policy

Student workers: Student workers include those who are employed by the university, receive a stipend, tuition remission, and/or one time payments. In addition, students who receive no compensation but are engaged in departmental research or administrative activities are covered by the provisions of this policy.

Compensation: Compensation as defined in this policy includes one or more of the following: a salary, stipend, tuition remission, or one time payments

Divisions and departments: Divisions are the university's major academic and administrative units led by deans and vice presidents. Departments include all offices, centers, and departments that report directly or through the chain of command to division leaders.

3. Reason/Purpose for Policy

The purpose of this policy is to establish guidance for the fair and equitable treatment of student workers. It provides supervisors and students a framework within which a productive and mutually beneficial work environment can be established.

Specifically, this policy establishes standards for:

- fair treatment of student workers
- use of student workers including identification of unacceptable practices
- fiscal, legal, record keeping, and compliance requirements
- health, safety, and training standards
- hourly working limits for student workers
- remedies for non compliance

4. Policy applies to

This policy applies to all students, faculty, and administrators

5. Related Documents

Policy Library

10.2.1 Code of Ethics

50.1 Student Code of Conduct

70.2 Policies on Discrimination

80.5 Research Relationship with Outside Entities

6. The Policy

The activities of student workers must be consistent with and in support of the university's mission, core values, and goals. Specifically, work assignments must support departmental, division, and university mission and goals including activities related to research, teaching, and administration. Unless inherent in the nature of the position and defined in a position description, prohibited are requests by supervisors or co-workers to perform personal services (e.g. delivery of laundry, child care) that are unrelated to division and departmental functions.

The following standards govern the use of student workers:

- In accordance with the university's Code of Ethics "Every member of the Stevens Community is expected to extend fair treatment to every other member and to respect the dignity of others."
- Provide a job description which can range from a generic to detailed one depending on the nature of the position
- Sufficient orientation and training to ensure that students can perform their assigned duties
- A safe working environment and training for those working in and around laboratories and hazardous materials
- Students receiving compensation must perform assigned duties; "no show" jobs are prohibited
- Maintenance of accurate records including charging student compensation to the appropriate accounts
- Work hours for compensation are limited to a university-wide total of 20 hours per week during the fall and spring semesters. In the summer 35 hours per week is permitted.

7. Policy Administration

Any member of the Stevens community may report incidents of non compliance with this policy. Non compliance is addressed within the reporting lines of the appropriate department and division. Students have the option of seeking the advocacy of the Dean of Graduate Student Affairs, the Dean of Student Life, or the Student Employment Coordinator.