

Employment of IU Students

HR



About This Policy

Effective Date:

01-01-2003

Last Updated:

07-07-2014

Responsible University Office:

University Human Resources

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

University Human Resources

policy@iu.edu

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Scope

This policy applies to all Temporary employees.

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Policy Statement

1. It is the policy of the university to employ students to the fullest extent possible utilizing the services of the campus office responsible for student employment. In 1969, the Indiana University Board of Trustees established the below priority system for offering temporary employment on campus. University departments are expected to follow this priority system when filling positions designated as student Temporary positions.
 - a. Academic year
 - i. Regularly enrolled IU students who carry six (6) or more credit hours during the semester. Students in dissertation phase will be considered eligible with one hour of dissertation credit.
 - ii. Spouses of regularly enrolled students.
 - iii. Students carrying less than six (6) credit hours.
 - b. Summer
 - i. Indiana University students enrolled in at least one course during the summer, or who were regularly enrolled during the previous spring semester.
 - ii. Spouses of regularly enrolled students.
 - iii. New matriculants who have been admitted to Indiana University for the fall term.
 - iv. Students living in the immediate area attending other colleges and universities may use the campus student employment office after June 1.
2. Stipends to students such as scholarships, fellowships, or assistantships will not constitute employment within the provisions of this policy.

3. Please note that this system is not used for determining payroll taxes. Contact [University Tax Services](#) for details.

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Reason For Policy

Student employment at Indiana University has three primary purposes: (1) to provide financial self-help so students may further their education; (2) to provide work opportunities that enhance the educational program through the learning of skills, responsibilities, habits, attitudes, and self-development associated with labor; (3) to increase interaction with faculty and the community so students may more readily adjust to university life.

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Procedure

1. **Federal Work-Study Authorization:** All students eligible for Federal Work-Study must first obtain an IU Federal Work-Study Authorization and present it to the hiring department before beginning employment. The authorization indicates the academic period for which the student is eligible to work, verifies that the student is enrolled, and specifies the amount he or she is able to earn.
2. **Non-Work Study employment:** Students and employers should contact the office on their campus responsible for student employment and follow their procedures.

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Definitions

1. **Work-Study Employment:** The Federal College Work-Study Program (FWS) was authorized under Title IV of the Higher Education Act of 1965. Students must apply for and be awarded work-study employment by the campus financial aid office.
2. **Non-Work Study Employment:** Non-work study, sometimes referred to as regular, part-time or student temporary employment, includes all on-campus student jobs other than those funded through the Federal Work-Study program. Non-work study and work-study positions are the same in terms of pay and job responsibilities. The difference between these two types of employment is how they are funded.
 - a. Non-work study employment is funded 100 percent by the university.
 - b. Work-study is jointly funded by the university and the federal government.

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Sanctions

Managers, supervisors, and employees who violate this policy are subject to disciplinary action, up to and including termination.

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History

In 1969, the Indiana University Board of Trustees established the priority system used in the policy for offering Temporary employment on campus.