



KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Student Employment

APPLIES TO:

Students

Supervisors of Student Employees

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

It is the practice of Kentucky State University (KSU) to employ students in certain situations, as KSU believes that actual work experience can enhance the success of its students. This regulation establishes the guidelines concerning the employment of students. KSU seeks to provide employment opportunities to eligible students whenever possible, provided that students meet the requirements of the available positions. All policy and regulation requirements for employment at KSU shall also apply to students seeking employment at KSU.

PROCESS:

Eligibility Requirements

To be eligible for and to maintain student employment, students must:

- Be enrolled as a student at KSU.

- Be in good academic and disciplinary standing.
- Meet the specific qualifications for the available position.
- Final selection may be based on factors including financial need, qualifications, and GPA.

Work Hours

- Student employees are generally limited to working a maximum of 20 hours per week during the fall and spring semesters.
- A student's work schedule must not conflict with their scheduled academic classes.

Hiring Process

- **Posting:** Student employment opportunities will be advertised by the Division of Student Affairs and posted on the Office of Human Resources (HR) webpage.
- **Application:** All interested students must complete a student employment application form.
- **Interviews:** All interviews for student positions will be scheduled through the Division of Student Affairs.
- **Paperwork:** No student may begin working or be paid until all required employment paperwork has been completed and processed by HR.

Compensation

- All student employees are paid on an hourly basis at a rate that is at or above the federal minimum wage.
- To be paid, student employees must accurately record all hours worked and submit timesheets according to the payroll schedule.

Termination of Employment

A student's employment may be terminated for reasons including, but not limited to:

- Failure to maintain eligibility requirements (e.g., academic standing).
- Unsatisfactory job performance.
- Violation of university work rules, as detailed in the Standards of Conduct for Staff Employees regulation.

REFERENCES AND RELATED MATERIALS:

- Employee Classifications Regulation
- Established Work Rules Regulation

CONTACTS:

Subject	Office	Telephone	E-mail
Regulation questions	Human Resources	(502) 597-6667	Human.Resources@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued	August 2024	Zach Atwell
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