



**RESOLUTION TO RESCIND  
EMPLOYMENT OF STUDENTS POLICY, 3356-9-03**

**WHEREAS**, University Policies are being reviewed and reconceptualized on an ongoing basis;  
and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby rescind University Policy stated above and attached hereto.

**Board of Trustees Meeting  
September 17, 2025  
YR 2026-37**

TO BE RESCINDED

**3356-9-03      Employment of students.**

Responsible Division/Office: Student Success

Responsible Officer: Associate Provost, Student Success

Revision History: June 1999; March 2007; December 2010;  
March 2013; June 2017; June 2022; September  
2025

Board Committee: University Affairs

**Effective Date: September 17, 2025**

Next Review:

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- (A) Policy statement. Students are eligible to be employed by the university according to federal and state laws and university policy.
- (B) Purpose. This policy is designed to create a fair and equitable process for employment of students on campus. All procedures are in compliance with federal and state of Ohio law, including Ohio public employment retirement system (OPERS) guidelines and university policy. Information on the student employment process is available on the university's division of [student success website](#).
- (C) Scope. Unless otherwise specified, this policy applies to the employment of undergraduate and graduate students in student employment positions at the university.
- (D) Definitions. For the purpose of this policy:
- (1) "Domestic student" – a student that is a citizen of the United States, a permanent resident of the United States, or a refugee or asylee, as determined by the U.S. government.
  - (2) "International student" – a student that is not a citizen of the United States and is not a permanent resident of the United States.
  - (3) "Student employee" – individuals enrolled at the university who meet the requirements of this policy and work part-time jobs in support of university offices and departments.

- (4) “Student employee supervisor” – the individual directly responsible for the hiring recommendation and day-to-day supervision of the student employee, including but not limited to, establishing work schedules, monitoring adherence to established work schedules, approving timesheets, and providing guidance, training, and instructions relative to the student employee’s assigned tasks.

(E) Parameters.

- (1) The division of student success will coordinate the student hiring process with the office of human resources.
- (2) Student employees are responsible for abiding by general university policies at all times, including, but not limited to, the student code of conduct, rule 3356-8-01.1 of the Administrative Code (university policy 3356-8-01.1, “The Student Code of Conduct”).
- (3) As employees of an Ohio public university, student employees are required to contribute to OPERS unless the student opts to waive contributions and elects not to participate in OPERS. They must do so within thirty days of their hire date. Students who are employed during the summer, but not enrolled for a course (minimum one credit), are required to participate in OPERS. Once a student employee makes their OPERS election, i.e., exempt or nonexempt, the student’s OPERS status is maintained until terminated by the university, as defined in this rule or changes by operation of law.
- (4) The associate provost for student success is responsible for the final approval of all student employees except for those employees participating in the employment programs administered by the graduate school (graduate assistants, teaching assistants, graduate research assistants, graduate assistant interns) as per rule 3356-9-03.1 of the Administrative Code (university policy 3356-9-03.1, “Appointment of graduate assistants, graduate research assistants, and teaching assistants”).

(F) Eligibility for student employment.

- (1) To be eligible for employment during the fall or spring semesters, a student must be enrolled for a minimum of two courses and no fewer than six credit hours and be in good academic standing. Audited classes do not count toward either the two-course or six-credit hour requirements.
  - (2) To be employed during the summer semester without summer enrollment, the student must have been enrolled during the previous spring, be currently registered for the upcoming fall semester, and be in good academic standing.
  - (3) Domestic student employees may not work more than twenty-five hours per week. International students may not work more than twenty hours per week during the academic year and may not work more than twenty-five hours per week during official university breaks and vacations. Student employees may work in more than one department; however, the total hours worked in one week by domestic students may not exceed twenty-five and the total hours worked in one week by international students may not exceed twenty hours during the academic year and may not exceed twenty-five hours per week during official university breaks and vacations.
  - (4) Students may not work as both a university employee (full- or part-time) and a student employee at the same time.
- (G) Leave and time off without pay.
- (1) Student employees are not eligible to receive vacation, sick leave, or holiday pay.
  - (2) Arrangements for time off without pay are discussed with and approved by the student employee supervisor, including time off during academic break periods. Academic break periods are a function of the academic calendar and do not pertain to the student employee work assignment.
  - (3) Time used by a student in the performance of jury duty, or when summoned as a witness, shall be treated as an excused absence without pay.

- (4) A student employee who is a member of any reserve component of the United States armed forces, who is voluntarily or involuntarily ordered to extended U.S. military service, shall be granted time off without pay.

(H) Termination of employment.

- (1) Status as a student employee is continuous from the date of initial appointment until student employment is terminated by the university.
- (2) A student's employment will cease under any of the following circumstances:
  - (a) Non-enrollment. A student who has not been enrolled for two consecutive semesters will be considered terminated.
  - (b) End of appointment. A student is effectively terminated on the end date specified at the time of the student's appointment unless a new appointment is issued.
  - (c) Voluntary resignation. Student employees may resign from their university appointment at any time and should provide timely notification to their supervisor of their resignation decision.
  - (d) Involuntary termination. The student employee supervisor may terminate the employment of a student employee. No reason is required to substantiate the action. A student employee who has performance issues, has engaged in misconduct, or is found in violation of university rules or policies may be terminated immediately without advance notice.

(I) Procedures.

- (1) Recruitment and application for all student employment positions will follow the procedures developed by the division of student success.

- (2) Actual employment may begin only after the required documents have been processed and approved by the student employment office.
- (3) Wage level and pay rates are based upon the nature of the job and required experience and/or credentials, and are approved by the student employment office.
- (4) The student employee supervisor is responsible for ensuring that student employees whose position requires interaction with minors complete a background check as pursuant to rule 3356-7-44 of the Administrative Code (university policy 3356-7-44, “Background checks for employees and volunteers”).
- (5) The student employee and student employee supervisor should attempt to informally resolve any issues or concerns, such as supervision, work schedule, or duties. If an issue or concern cannot be resolved informally at the department or unit level, it may be referred, by either the student or the student employee supervisor, to the office of student success. If the issue or concern involves a university policy administered by a separate department or unit, such as rule 3356-2-03 of the Administrative Code (university policy 3356-2-03, “Discrimination/harassment”) or rule 3356-2-05 of the Administrative Code (university policy 3356-2-05, “Title IX sexual harassment”), the student must follow the requirement of the applicable policy.