

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Hiring Student Employees (Non Work-Study and Non Graduate Students)

NUMBER: **Policy IV-14** (Formerly Policy IV-D-01)

Hiring procedures and guidelines for the hiring of student employees (other than students enrolled in the work-study program or the graduate studies program) have been established in conjunction with the School of Mines Affirmative Action Plan IV-02.

Departments provide notice of their student job opportunities where students may easily view the information, i.e. departmental bulletin boards, departmental web site, etc. The job announcement will include the hourly rate, start date, application process and a summary of the duties and responsibilities for each job.

Student employees must be enrolled or actively attending classes at the School of Mines or another institution of higher education. Student employees not enrolled for classes at the School of Mines will be required to turn in a Student Employee Enrollment Verification Form at the beginning of each semester to confirm their student status. This form can be obtained from the Human Resources Office or from the HR web site under "forms." This verification form must be signed by the Registrar of the school where the student is enrolled.

Before the student worker begins their employment they must complete all payroll paperwork (i.e. I-9, W-4, tax treaty documents, direct deposit form, etc.) in the Human Resources Office. It is critical that the federally required I-9 form be completed BEFORE the student employee begins working; therefore, if the student employee reports to work without having completed this paperwork it is essential that the employing department sends them directly to the Human Resources Office to do so. This form requires the student worker to provide specific documentation to prove their identity and their ability to work in the United States. After completing Section I of this form, all employees have three (3) days to provide the required documents and if they do not comply with this requirement they will not be allowed to work until such time as they are able to provide such documentation. In this situation, the department is notified and expected to adhere to this legal requirement.

A Personnel Authorization Request (PAR) form is completed by the employing department and forwarded to the Human Resources Office within three (3) days of hiring the student.