



UNIVERSITY POLICY

SUBJECT:	STUDENT AFFAIRS	TITLE:	STUDENT EMPLOYMENT		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input checked="" type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Academic Affairs		Responsible Office:	Academic Affairs	
CODING:	00-01-25-25:00	ADOPTED:	07/01/87	AMENDED:	08/16/11

LAST REVIEWED: 08/16/11

I. PURPOSE

To set policy regarding the employment by the University of UMDNJ enrolled students.

II. ACCOUNTABILITY

Under the Deans, the Associate Dean for Student Affairs or equivalent at each School shall ensure compliance with this policy. The Vice President for Human Resources shall implement this policy.

III. POLICY

- A. Students enrolled in educational programs of the University, regardless of matriculation or immigration status, shall be eligible for employment by the University and its units in accordance with any and all other policies and regulations of the University and its units for employment of individuals.
- B. Students enrolled in University educational programs on a full-time basis may not work more than nineteen (19) hours per week within the University during the academic year or academic sessions of their educational program. If employment is more than nineteen (19) hours per week, it must be classified as temporary and may not extend beyond one year. Full-time students may be employed on a temporary full-time basis during vacation periods when academic commitments are curtailed or suspended. Full-time students may maintain more than one part-time job within the University so long as the total commitment does not exceed nineteen (19) hours per week and all other provisions of this policy have been met.
- C. University students are encouraged to seek the advice and counsel of their Associate Dean for Student Affairs or equivalent, Program Director or Dean prior to undertaking employment of any nature, i.e., either within the University or at an external organization. In all instances of University employment of full-time University students, the approval of the Associate Dean for Student Affairs or equivalent of the appropriate School shall be secured prior to job placement by the Campus Human Resources Office. Furthermore, the Associate Dean for Student Affairs or equivalent shall not approve any job placement of a student which could create a conflict between the student's academic role and his or her role as an employee
- D. In considering the ability of individual students to assume employment responsibilities, the Associate Dean for Student Affairs or equivalent shall evaluate the student's current academic standing and expected academic demands as well as the provision of financial assistance should this be the main factor in the student's seeking of employment. The Associate Dean for Student

Affairs or equivalent shall periodically review the student's employment activities with regard to academic standing and determine the student's continuing ability to maintain his or her employment.

- E. Student employment can affect a student's financial aid eligibility. In all cases in which a student is a financial aid recipient, any employment must be made known to the Financial Aid Office.
- F. Employment of foreign-national students must be in accordance with all rules and regulations of the United States Immigration and Naturalization Service and the United States Department of Labor. Details of these rules are available from the Office of the University Registrar and International Services (UR & IS). The on-campus employment is "incident to status". The students do not need authorization of the Office of the University Registrar and International Services to accept or begin employment on-campus. These students are limited to 20 hours/week of employment while school is in session, but that is superseded by the University's policy, which limits them to 19 hours per week. Employment of F-1 students must be limited to part-time, temporary positions.

By Direction of the President:

SIGNATURE ON FILE

Vice President for Academic Affairs