1. Once the student is offered a position, all necessary paperwork must be completed and approved by administration before they can begin work. Under no circumstances can a student begin working before approval is given by administration. The Program Manager (PM) will inform the student and faculty member when the student is to begin working.

2. Students must be paid a minimum of 10 dollars an hour.

3. Students cannot work more than 28 hours a week. (Note: student’s cannot “volunteer” to work additional hours, they are allowed 28 hours maximum). If a student is working more than 28 hours a week, they must be hired as a university employee and receive salary/benefits.

4. Students must be given time off for examinations/large class projects. Ideally students should not be required to work the day prior to an examination (especially midterm/final examinations.)

5. If the student has two or more university student positions the primary position (i.e. position they were hired for first), takes precedence over the second position and the student’s primary schedule must be fully accommodated. The student’s second position cannot interfere with their primary position and if it does, one or both of the positions may need to be terminated.

6. Student work hours should reflect university hours, if the university is officially closed for a holiday; students are not required to work. (Note: students are only allowed to work when the university is open).

7. Students who are participating in Practicum or an Independent Study are not considered employees and their schedules should not exceed 15 contact hours a week. Projects must be completed by the end of the semester. (Dates will be given to the faculty member and student). Students must be registered for Practicum/ Independent Study in order to be in the laboratory. All hours must be logged weekly on a timesheet and signed by the PM.

8. Students are more than welcome to “volunteer” in the lab if they choose not to participate in an independent study or practicum. However they cannot volunteer for more than 20 hours a week. They must complete all necessary laboratory training and paperwork before they begin. A biweekly timesheet must be kept to log their hours and must be signed by the PM.

9. The federal guidelines for student employment mentioned above must be adhered to, any violations are solely the faculty member’s responsibility and they are subject to any penalties/fines that may be incurred.