

Cal R. Lulama

STUDENT WORKER APPOINTMENTS

Description and Scope - Student worker job classes are designed to provide students in secondary, post-secondary and graduate study with employment that assists them in reaching identifiable educational goals. Student worker positions may exist in any state agency and can be filled at any time. Employees appointed as student workers are in the unclassified service pursuant to M.S. 43A.08, Subd. 1.

Objectives - To establish procedures for appointment and employment of students in student worker classes and to provide guidelines for assurance and verification of student status.

Responsibilities -

A. Appointing Authorities

- Identify and define student worker position(s) and duties.
- Establish student worker positions through the standard job classification process.
- Review appointment status for inclusion in bargaining units.
- Recruit and select student workers using recruitment sources and procedures aimed at contributing to affirmative action goals to achieve a representative workforce.
- Require that the selected student complete an Educational Verification for Student Workers form upon appointment, on extension, and every six months throughout the student worker's employment. Review form and assess student's eligibility for student worker status. Contact educational institution if necessary to verify enrollment.
- Assure that student worker appointments do not exceed 36 months of employment, not including time employed in work-study programs at a school the student attends. (An exception would be for student workers in the MnDOT SEEDS program who are actively involved in a four year degree program preparing for a professional career job in MnDOT. These students may be employed as student workers for up to 48 months.)
- Assure state seniority dates are listed on seniority rosters for bargaining unit student workers.
- Determine student worker's eligibility for holidays, sick and vacation leave, per applicable bargaining unit agreement or Commissioner's Plan.
- Terminate the appointments of student workers who are not meeting the provisions of this administrative procedure.

B. Incumbents of Student Worker Positions

- File student worker educational verification forms with the agency personnel office every six months and prior to extending an appointment, to verify enrollment, completion of coursework, and progress toward an educational goal.

C. Department of Employee Relations

- Develop and maintain operating policy and procedures for agencies.
- Establish positions and proper allocation for agencies without delegated authority
- Provide educational verification form for use by agencies.
- Publicize notice of openings upon request by state agencies.
- Monitor adherence to the provisions of this administrative procedure.

Provisions

Appointment and Continuation Procedures:

- A. No person may be employed as a student worker (in any student worker class) for more than 36 total months. (M.S. 43A.08, Subd. 4 provides an exception to this length of service requirement for student workers in the MnDOT SEEDS program who are actively involved in a four year degree program preparing for a professional career job in MnDOT. These students may be employed as student workers for up to 48 months.) Count all time employed as a student worker in any agency in any employment condition, except time employed in a work-study program at a school the student attends.
- B. Upon initial appointment, the student must be enrolled in an educational program or planning to enroll within three months. While students may be "off" for the summer or for one semester/quarter and remain employed as student workers, such absences cannot exceed one semester/quarter in a year. The student must terminate their student worker appointment upon graduation or completion of the educational goal or, if completing a project for the employing agency, within three months of graduation or completion of the educational goal.
- C. To remain eligible for continued employment as a student worker, a student must be enrolled in high school or in a post-secondary or graduate program. If the student is enrolled at a credit-granting institution he or she must be carrying at least six semester (nine quarter) credits. If enrolled at a non-credit granting institution or one that only offers one credit per class, the student must be taking two or more classes per semester/quarter. Any lesser credit (class) load shall be treated as a semester/quarter off. Graduate students shall be enrolled in at least two courses or making progress on a dissertation. Correspondence or GED classes will generally not satisfy enrollment criteria.
- D. Appointments and extensions must be made in accordance with HR Operating Policies and Procedures and the applicable collective bargaining agreement or Commissioners Plan. (See Operating Policy and Procedure HR014).

Terms and Conditions of Employment:

Student workers are covered by and subject to the collective bargaining agreement with AFSCME Council 6 or the Commissioner's Plan as applicable

Student workers must be placed in the bargaining unit if they will be expected to work more than 67 working days in a twelve month period **and** 14 hours or more per week or 35 percent of the normal work week. An exception to this would be for full-time students who are enrolled in a nonprofit or public educational institution prior to being hired by the state and who are under the age of 22, and have indicated their intention to continue as students during or after their student worker employment. In this case the student worker must be placed in the bargaining unit if they will be expected to work more than 100 working days in a twelve month period **and** 14 hours or more per week or 35 percent of the normal work week. Prior state service during the previous twelve months may also impact bargaining unit status. Contact your labor relations representative for assistance in determining bargaining unit eligibility.

Agencies should refer to the collective bargaining agreement or Commissioner's Plan as applicable for benefit eligibility. The length of a student worker's appointment may impact benefit eligibility. Consistent with the state's practice, employees appointed for six months or less are considered to be "temporary".

Other Relevant Laws, Rules, Contracts and Administrative Procedures:

The following items have an impact on material contained in this procedure. Review of these items is essential for a total understanding of the subject.

- A. Minnesota Statutes 43A.08 subdivision 1(16) and subdivision 4
- B. Minnesota Statutes 179A.03, subdivision 14(e and f)
- C. Personnel Rule 3900.9100
- D. AFSCME Council 6 contract
- E. Commissioner's Plan
- F. SEMA4 Operating Policy and Procedure HR014

