

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD POLICY		
Chapter	4	Human Resources
Section	5	Student Employees

1 **4.5 STUDENT EMPLOYEES**
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3 **Part 1. Definitions.**

4 *Work study:* A type of financial aid which is primarily need-based and for which a student must be
5 employed in a position identified for this purpose. The financial aid funds for these positions are
6 provided by either or both federal and state financial aid programs. Work study employment must
7 conform to the applicable federal and/or state work study program regulations which address source of
8 funds for the positions, placement on payroll and other terms and conditions of employment.

9 *Student help:* A category of employment at a college, university, or the Office of the Chancellor, for
10 students enrolled in any Minnesota State Colleges and Universities institution. The hiring college,
11 university, or Office of the Chancellor sets criteria for employment such as credit load, wages, and
12 maximum hours. The hiring entity will also determine whether selection of a student will be determined
13 on student need. Positions may be funded by any appropriate source of campus funds, and are processed
14 through the campus student payroll system. Student eligibility is verified each enrollment term.

15 *Unclassified student worker:* A category of state employment defined by the Department of Employee
16 Relations for students who are enrolled in colleges or universities, including those that are not part of the
17 Minnesota State Colleges and Universities . Positions may be funded by any appropriate source of
18 campus funds, and are processed through the state SEMA4 payroll system. Eligibility as a student must
19 be verified every six months. Other criteria for employment are outlined in DOER Administrative
20 Procedures.

21 *Graduate assistant:* A form of employment at a ~~System Minnesota State Colleges and Universities~~
22 college or university for ~~enrolled~~ graduate students ~~enrolled~~ at a ~~Minnesota State Colleges and~~
23 ~~Universities System~~ university. Usually a graduate student assists in instruction, research, or other
24 ~~professional~~ activities related to his/her graduate program. Positions may be funded by any appropriate
25 source of campus funds, and are processed through the campus student payroll system.

26 **Part 2. Wage Rates.**

27 Work Study, Student Help and Graduate Assistants: The president of each college or university, or the
28 chancellor for the Office of the Chancellor, is granted authority to establish wage rates for work-study
29 students, student help, and graduate assistants at or above the minimum wage rate required by law. The
30 president, and in the case of the Office of the Chancellor, the chancellor, shall consult with the campus
31 student association and may consult with other student groups as appropriate prior to changing wage
32 rates.

33 Unclassified Student Worker: The wages and other terms and conditions of employment are prescribed
34 within the applicable state collective bargaining agreement.

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36 *Date of Adoption:* October 18, 1995

37 *Date of Implementation:* November 14, 1995