



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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**POLICY TITLE:**

**Employment of Students Policy**

**VOLUME, SECTION & NUMBER:**

**ENTITIES AFFECTED:**

**Students**

**ADMINISTRATIVE AUTHORITY:**

**Office of Human Resources**

**APPROVED BY:**

**Kentucky State University Board of Regents**

**EFFECTIVE DATE:**

**August 9, 2024**

**REVISED FROM:**

**2013 Human Resources Policy Manual**

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**POLICY STATEMENT:**

It is the practice of Kentucky State University (KSU) to employ students in certain situations, as KSU believes that actual work experience can enhance the success of its students. This policy establishes the guidelines concerning the employment of students. KSU seeks to provide employment opportunities to eligible students whenever possible, provided that students meet the requirements of the available positions. All policy requirements for employment at KSU shall also apply to students seeking employment at KSU.

**PROCESS:**

Student employment opportunities will be advertised by Student Affairs staff and posted to the Office of Human Resources (HR) webpage.

All students interested in a position at KSU must complete a student employment form.

Students are considered for employment based on their financial needs, qualifications, seniority, GPA, and involvement in student life. All interviews will be scheduled through the Student Affairs Department.

No hired student shall be paid unless his or her employment papers and time sheets have been duly submitted and processed.

If a student's enrollment, performance, or academic standing does not meet the requirements of his or her position, or the provisions of this policy, the student's supervisor shall advise the student that he or she is ineligible for the job and then take appropriate action, which may include termination of employment.

**RELATED POLICIES:**

Staff Employee Classification Policy

Established Work Rules Policy

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