



BOBBY JINDAL
GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

MARK A. COOPER
DIRECTOR

Appointment and Pay of Student Employees
Policy Number: HR-0024

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Revised Date:

Approval:


Mark A. Cooper, Director

I. POLICY:

It is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) that the appointment of student employees shall be solely to enhance the accomplishment of the mission of the agency. Appointments shall be done equitably and in accordance with Federal and State Law. Students must always meet the definition of Bona Fide Student as listed in section IV. Definitions.

II. PURPOSE:

The purpose of this policy is to ensure equity and compliance with applicable laws in the employment and pay of students throughout the GOHSEP.

III. APPLICABILITY:

This policy shall be applicable to all student employees of the GOHSEP.

IV. DEFINITIONS:

"Bona Fide Student" means a person enrolled in an accredited high school, college or university in the State, or a person enrolled in a State-operated technical college, in a sufficient number of courses and classes in such institution to be classified as a

full-time regular student under the criteria used by the institution in which he/she is enrolled; or a person enrolled in an off-campus college work-study program in a proprietary institution of higher education as defined in Section 102(b) of the Higher Education Act of 1965, as amended. Less than full time students may be considered for employment as bona fide student employees only for work performed under the Federal Work-Study Program. A bona fide student shall retain his status during breaks, which occur in the course of or between sessions, including summer breaks. In addition, colleges and universities may employ their own full-time and part-time students as bona fide students.

V. PROCEDURE:

A. APPLICATION FOR STUDENT POSITIONS:

1. Student applications (SF-10D) may be obtained from the Human Resource Office or the GOHSEP website at www.gohsep.la.gov.
2. A certified student application may be forwarded to the Human Resource Office where it shall be maintained on file for the duration of the semester during which it was received. Sections may contact the Human Resource Office when seeking applications from interested students.

B. SELECTION OF STUDENT APPOINTMENTS:

No applicant who is the:

Brother	Son	Nephew	Step Sister
Sister	Grandmother	Aunt	Step Mother
Mother	Grandfather	Uncle	Step Father
Father	Grandchild	Step Child	
Daughter	Niece	Step Brother	

of a current employee of the Section may be appointed in that same Section. The above restrictions apply to student workers related through either blood or marriage.

C. REQUIRED DOCUMENTATION FOR APPOINTMENTS:

The Human Resource Office is responsible for obtaining and maintaining all documentation required for student appointments and subsequent student pay raises, (i.e. proof of past work experience and educational level etc.) in the student worker's personnel file at all times.

The following documentation must be forwarded to the Human Resource Office when requesting a student appointment:

1. A student application (SF-10D) certified by the registrar of the school or delegated official of the appropriate school OR a student application and a Current Enrollment Verification Certificate.
2. An employment certificate for students under the age of 18. The student applicant should contact his/her school to determine where an employment certificate may be obtained and what documents must be presented in order to make application for the employment certificate. In many cases, the school itself will issue a certificate. Otherwise, the school board for the parish in which the student applicant resides should issue the certificate. Documents that normally would be required in order to receive an employment certificate would be an "Intention to Employ" form (located on the Louisiana Workforce Commission's website) and suitable documentary proof of age of the minor (i.e. birth certificate, driver's license).
3. Proof of selective service registration for all males between the ages of 18 through 25. This may be obtained on the Internet at:
<http://www.sss.gov/regist.htm>.

D. OFFER OF EMPLOYMENT:

The employing section shall not make a commitment for employment until the student has taken and passed a drug screening, and a Personnel Action Request Form (PARF) has been approved by the Appointing Authority. All appointments are subject to verification of the employee data by the Human Resource Office.

Students shall attend an Orientation Program in the Human Resource office within the first week of employment.

E. WORK HOURS:

1. Work hours for students 18 years and older may be set by the Deputy Director or his/her designee based on need and availability of the student.
2. Work hours for students under the age of 18 must be in accordance with the Fair Labor Standards Act (FLSA) and Title 23, Chapter 3 of Revised Statutes of 1950, as amended, which require that:
 - **Students under the age of 18** shall not work for any five-hour period without one interval of at least 30 minutes within such period for meals. This interval shall not be included as part of the working hours of the day and shall never be reduced to less than 30 minutes. The break must be scheduled at a specific time and entered on the written work schedule.

- **Students 17 years of age** who have not graduated from high school shall not be employed, or permitted, or suffered to work between the hours of 12:00 a.m. and 5:00 a.m. prior to the start of any school day.
- **Students 16 years of age** who have not graduated from high school shall not be employed, or permitted, or suffered to work between the hours of 11:00 p.m. and 5:00 a.m. prior to the start of any school day.
- **Students under the age of 16** who have not graduated from high school shall not be employed, or permitted, or suffered to work between the hours of 7:00 p.m. and 7:00 a.m. prior to the start of any school day, or between the hours of 9:00 p.m. and 7:00 a.m. on any day.
- **Students under the age of 16** shall not be permitted or suffered to work more than three hours each day on any day when school is in session, nor more than eight hours on any non-school day, nor more than eighteen hours in any week when school is in session, nor more than six consecutive days in any one week, and no more than 40 hours in a non-school week.
- **Students under the age of 14** shall not be employed, permitted, or suffered to work at any time.
- **Students 16 years of age or younger** shall not drive any motor vehicle on a public road as part of their jobs.
- **All other minors** (17 and above) may be employed, permitted, or suffered to work as drivers of a motor vehicle under the following restrictions: The driving constitutes no more than one-third of the minor's work time in any work day and no more than 20% of the minor's work time in any work week. Driving shall be restricted to daylight hours and the minor must hold a state license valid for the type of driving involved in the job performed and has completed a State approved driver education course, and provided further, that the vehicle is equipped with a seat belt or similar restraining device, and the Human Resources Office has instructed the minor that such devices must be used.

F. EMPLOYMENT CERTIFICATES:

Title 23, Chapter 3 of Revised Statutes of 1950, as amended requires that:

Each section employing minors (under the age of 18) shall keep on file a copy of the employment certificate for each minor. This certificate shall be accessible on the job site, or in the immediate area of the work location, and at

all times should be accessible to any officer charged with the enforcement of the law governing the employment of minors.

G. PROHIBITED EMPLOYMENT:

Title 23, Chapter 3 of Revised Statutes of 1950, prohibits minors to be employed, permitted, or suffered to work in certain occupations. The Louisiana Minor Labor Law Placard outlines the types of employment which are prohibited. This placard is located on the Louisiana Workforce Commission and the GOHSEP websites.

H. PAY RATES:

1. Student employees shall be paid on an hourly basis, only for those hours actually worked (this does not include time provided for lunch breaks).
2. Pay rates shall be based on a combination of educational level achieved and work experience that can be documented by the GOHSEP. The current rates are detailed on the Student Pay Schedule (attached).

Students who are unable to immediately provide documentation of previous work experience may be hired at a pay rate which can be justified with available documentation, i.e. copies of previous pay stubs. If and when the student provides necessary documentation, his/her salary may be adjusted appropriately (but not retroactively).

All requests for student pay changes must be submitted to the Human Resource Office. Sections must document the points earned for educational level and the points earned for work experience (both state and non-state). Documentation supporting the request should reside in the Human Resource Office.

3. Student pay rates may be modified, based on the individual's possession of special skills or experience, special job demands, location, or when the student is performing work which is comparable to work performed by professional level staff in an office. Any pay modification must be completely justified in writing and approved by the Appointing Authority.
4. OVERTIME:

STUDENTS SHALL NOT BE ALLOWED TO WORK OVERTIME EXCEPT FOR EXTRAORDINARY CIRCUMSTANCES WHICH MUST BE FULLY DOCUMENTED BY THE DEPUTY DIRECTOR OR HIS/HER DESIGNEE.

IF A STUDENT WORKS 40 HOURS OR LESS IN A WORK WEEK, then all hours worked are paid at the student's hourly rate. This includes work performed on holidays, weekends and work exceeding 8 hours in a day.

IF A STUDENT WORKS MORE THAN 40 HOURS IN A WORK WEEK, and that student is designated as FLSA Non-Exempt, he/she shall be paid at time and one-half his/her hourly rate of pay for the hours worked in excess of 40 hours. The time and attendance document must appropriately reflect the non-exempt designation.

I. TIME AND ATTENDANCE RECORDS:

Accurate time and attendance records must be maintained for all student employees. However, it is especially critical to show compliance with the law that specific records be maintained for students under the age of 18 who work five or more consecutive hours in any one day. These records must show precisely when the employee began work, when the thirty minute break was taken within this five-hour period, and when the employee ended work. The beginning and ending of work must fall within the provisions of the law. If the employee works as many as five consecutive hours, the break may be no shorter than thirty minutes, the employee must not perform any work during this thirty-minute period, and the thirty-minute period may not be included as part of the working hours of the day. A time sheet can be obtained from the Human Resource Office.

J. RECERTIFICATION:

Each student must present a new and current Student Application (SF-10D) or a Current Enrollment Verification Certificate at the beginning of each new semester or quarter. The Student Application (SF-10D) must be certified by the college, university, or school. Failure to present one of these documents within thirty days of the start of the new semester or quarter will result in termination of student employment.

By signature on the Application for Student Employment or the Current Enrollment Verification Certificate, the student agrees to promptly notify the proper agency official of any change in status as a student, including any reduction in courses taken, termination of student status, or scholastic probation. For purposes of this policy, the proper agency official is the supervisor or a Human Resource Office representative.

A student who is a Bona Fide Student in the spring semester and plans to be a Bona Fide Student in the fall semester is not required to attend summer school in order to work during the summer.

VI. POSTING REQUIREMENTS:

It is required by law that the employers of minors keep conspicuously posted at the place of employment the Louisiana Minor Labor Law Placard. The Placard must be posted in the building housing each section of the GOHSEP. Sections not housed within the Independence Office are required to post the placard in an accessible and conspicuous area within their facility. This Placard is only an abstract of the provisions of the law. Any questions regarding the placard or the law should be directed to the Human Resource Office. The placard is located on the Louisiana Workforce Commission and the GOHSEP websites.

VII. RESPONSIBILITY:

All employees of the GOHSEP must comply with all aspects of this policy.

VIII. EXCEPTIONS:

Any exception to this policy, including pay requests outside the parameters of this policy, must have the prior written approval of the Appointing Authority.

IX. VIOLATIONS:

Any violation of this policy shall be brought to the attention of the Appointing Authority and the Human Resource Office.

Employees found to have violated this policy are subject to disciplinary action up to and including termination.

X. QUESTIONS:

Questions regarding this policy should be directed to Human Resource Office.

**GOHSEP Policy HR-0024: Appointment and Pay of Student Workers
STUDENT PAY SCHEDULE**

EDUCATIONAL LEVEL EQUIVALENTS:

Currently a High School: **

Freshman = 9 points
Sophomore = 10 points
Junior = 11 points
Senior = 12 points

Currently a College: **

Freshman (0-29 cumulative hours) = 13 points
Sophomore (30-59 cumulative hours) = 14 points
Junior (60-89 cumulative hours) = 15 points
Senior (90+ cumulative hours) = 16 points

** Classification Documentation Required From Institution.

NOTE: For pay purposes, a higher classification attained by a student at the end of a semester (school year) will not be considered an official classification until the first day of class of the following semester (school year).

WORK EXPERIENCE EQUIVALENTS:

520 hours but less than 1040 hours = 1 point
1040 hours but less than 1560 hours = 2 points
1560 hours but less than 2080 hours = 3 points
2080 hours but less than 2600 hours = 4 points
2600 hours but less than 3120 hours = 5 points
3120 hours but less than 3640 hours = 6 points
3640 hours but less than 4160 hours = 7 points
4160 hours but less than 4680 hours = 8 points
4680 hours but less than 5200 hours = 9 points
5200 hours but less than 5720 hours = 10 points

Maximum of 1559 hours (2 points) work experience gained outside of state government will be creditable. Maximum of 10 points creditable for total work experience.

PAY SCHEDULE:

9-12 points = \$7.25	17 points = \$8.20	22 points = \$8.95
13 points = \$7.60	18 points = \$8.35	23 points = \$9.10
14 points = \$7.75	19 points = \$8.50	24 points = \$9.25
15 points = \$7.90	20 points = \$8.65	25 points = \$9.40
16 points = \$8.05	21 points = \$8.80	26 points = \$9.55

\$10.65 per hour for graduate students. Graduate students will be eligible for annual increases of at least \$.25 per hour.

SPECIALIZED DEGREES – Specialized degree is defined by example: A student majoring in accounting performing accounting functions for the Chief Accountant, or majoring in computer science working in the Office of Information Services as a programmer. Students will be eligible for annual increases of at least \$.25 per hour.

- \$9.65 per hour for **college juniors** and **seniors** working toward a specialized degree and working in their field of study.
- \$11.20 per hour for graduate students working toward a specialized degree and working in their field of study.

Students may always be paid less than the schedule offers, but not below Federal Minimum Wage.

Exceptions to this scale must be provided by the Appointing Authority.

APPLICATION FOR STUDENT EMPLOYMENT

PLEASE PRINT OR TYPE

File form with employing agency.

An Equal Opportunity Employer

Name of Applicant		Position Applied For			Telephone No. () -	
Address		City	State	Zip Code	Date of Birth	Social Security No.
PERSONAL	YES	NO	In the section below, if the answer to items 1,2, or 3 is YES, you are required to answer the accompanying questions. A YES answer to these questions will not automatically bar you from employment.			
	<input type="checkbox"/>	<input type="checkbox"/>	1. In the past five (5) years, have you been removed from a position as a result of misconduct or resigned to avoid such removal?		1. If yes, give name and address of employer(s) and reason(s) for separation.	
	<input type="checkbox"/>	<input type="checkbox"/>	2. Within the past five (5) years, have you been convicted of any law violation? (Exclude minor traffic violations.)		2. & 3. If yes, give law enforcement authority (city police, sheriff, FBI, etc.) offense, date of offense, place and sentence.	
	<input type="checkbox"/>	<input type="checkbox"/>	3. Have you ever been convicted of a felony?			

EDUCATION	4. Are you now a full time regular student? <input type="checkbox"/> YES <input type="checkbox"/> NO		5. School, college or university you are now attending. NAME ADDRESS			
	6. Current Grade/Classification		Other School		7. If you are not presently attending school	
	High School				MO YEAR	
	College		A. When were you last registered?			
Graduate School _____ 1 st yr _____ 2 nd yr		B. When do you plan to return to school?				

8. LIST PREVIOUS WORK EXPERIENCE ON PART 2

AUTHORIZATION	I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation prescribed by law and I consent to the release of information concerning my capacity and fitness by employers, educational institutions, law enforcement agencies, hospitals and other individuals and agencies to duly accredited investigators, personnel technicians and other authorized employees of the state government for that purpose.	
	I certify that the answers I have given to all questions in this application are true to the best of my knowledge. If I am appointed, I agree to promptly notify the proper agency official of any change in my status as a student, including any reduction in courses taken, termination of student status, or scholastic probation.	
	Signature of Applicant	Date

REPORT OF SCHOOL OFFICIAL

Yes	No	THE RECORDS OF THIS SCHOOL INDICATE THAT THE APPLICANT NAMED HEREIN			
<input type="checkbox"/>	<input type="checkbox"/>	A. Is classified as a full-time regular student of this school under its criteria		D. Current Grade/ Classification	
<input type="checkbox"/>	<input type="checkbox"/>	B. Has completed his course and received a diploma or certificate or has graduated			
<input type="checkbox"/>	<input type="checkbox"/>	C. Has applied for enrollment in this school effective (give date)			
<input type="checkbox"/>	<input type="checkbox"/>	Is your school accredited?			
<input type="checkbox"/>	<input type="checkbox"/>	Is your school approved by the state in which it is located?			
Name of School			Address		
Signature of School Official		Title	Date		

AGENCY REVIEW OF STUDENT STATUS

Date Reviewed	Initials										
1.		2.		3.		4.		5.		6.	

The following information is collected to compile equal opportunity reports, as required by law. You **ARE NOT** legally obligated to provide this information.

Racial Group						SEX					
<input type="checkbox"/> White	<input type="checkbox"/> Black or African American	<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Native Hawaiian or other Pacific Islander	<input type="checkbox"/> Other	<input type="checkbox"/> Male	<input type="checkbox"/> Female			
Ethnic Group											
<input type="checkbox"/> Hispanic or Latino						<input type="checkbox"/> Non-Hispanic or Non-Latino					

PART 2

PRESENT AND PREVIOUS EMPLOYMENT –Start with Present or Most Recent Position				
EMPLOYMENT HISTORY	DATE (Month/ Year)		NAME AND ADDRESS OF EMPLOYER	POSITION
	From	To		
	Have you worked under another name? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give name(s).			May inquiry be made of your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO May inquiry be made of your former employers? <input type="checkbox"/> YES <input type="checkbox"/> NO
				Do you have a legal right to work In the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO

MAY PUT ADDITIONAL WORK EXPERIENCE BELOW.