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# SOUTHEASTERN

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L O U I S I A N A U N I V E R S I T Y

## **Hiring Temporary, Intermittent, and Student Employees**

In addition to the regular staff of the University, Southeastern hires temporary, intermittent, seasonal and student employees.

### **Temporary Employees**

Temporary employees are “at will” employees hired for special temporary assignments or to replace an employee on extended leave. Temporary classified employees may be hired on Job Appointment for up to four (4) years or on a Classified WAE Appointment for up to twelve months for no more than 1245 work hours.

Employees hired on these types of appointments must meet the minimum requirements for the position title to which they are appointed. Temporary unclassified staff and faculty are also hired for short-term or temporary assignments.

### **Intermittent Employees**

Intermittent employees are unclassified hourly employees hired to work in specific areas of the university for short periods of time throughout the year as needed. To establish intermittent positions, the University submits a request for the number of positions needed, written justification why the positions are needed, when they will be used, and the proposed pay rate to the Department of Civil Service for their review and approval. These positions require prior approval of the Department of Civil Service. These employees are only paid for the hours worked, including overtime if applicable. They do not earn leave and are not eligible for benefits. FICA and Medicare are withheld from gross earnings. They are paid biweekly.

### **Student Workers**

Student Workers are bona fide students hired through the Financial Aid Office as part of the federal or state college work-study program. Students hired as student workers must meet established minimum enrollment standards required to be classified as a student worker. They generally must be a full-time student, unless they are in their last

semester and only taking classes required for graduation. Student workers are hourly employees, exempt from FICA and Medicare withholdings, and paid bi-weekly.

### **Student Authority Employees**

Student Authority Employees hired under the Student Authority Program are full-time students hired through Human Resources for special projects. These appointments require the approval of the appropriate vice president. Student Authority employees are exempt from FICA and Medicare because of their full-time student status during the fall and spring semesters.

Student Authority employees may also work during the summer session if they were enrolled as a full-time student during the spring semester and are pre-registered as a full-time student for the fall semester, even if they are not enrolled as a full-time student in the summer session. They are hourly employees paid biweekly. If they are not enrolled in school for the summer semester and they are granted permission to work, they are subject to FICA and Medicare withholdings.