



Student Employment Policies and Procedures Manual

Office of Student Employment
Stetson University
2026 - 2027

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Introduction

Welcome to the Stetson University Student Employment Manual. This guide, published by the Office of Student Employment, is designed to answer common questions and provide clear information for both student employees and their supervisors. Our goal is to ensure a fair and consistent employment experience by outlining current policies and procedures that support equitable treatment and student success.

Student employees are an essential part of the Stetson community. With more than 800 students working across campus, they contribute significantly to the daily operations of the University. These roles range from general office support to specialized assignments in areas like marketing and IT. Through on-campus employment, students gain valuable job-specific and people focused skills, professional experience, and a strong foundation for future internship and employment opportunities.

Please note that the information in this manual is current at the time of publication but may be updated as necessary.

If you have additional questions after reviewing this guide, contact the Office of Student Employment at (386) 822-8710 or email us at studentemployment@stetson.edu.

Mission Statement

The Student Employment Program provides a best practice employment program where students grow in their career and academic pursuits through experience and mentorship as they actively contribute to the University.

Eligibility for Student Employment

Student Eligibility

All current and active students who are eligible to work in the United States may participate in student employment. All students are eligible to earn up to \$4,500 per fiscal year (July – June).

Please see **Yearly Allocation** for more details.

Student Employment Programs: Federal Work Study

Students who are awarded Federal Work-Study (FWS) funding as part of their financial aid package have demonstrated financial need based on the results of their FAFSA. These students are eligible to seek on-campus employment opportunities and may earn a portion or all of their awarded Work-Study funds once they secure a student employment position. However, receiving a Federal Work-Study award does not guarantee placement in an on-campus job or that the student will earn the full amount of their awarded funds.

Student Employment Programs: Student Employment Retention Initiative (SERI)

Students hired through the SERI program must be first-year students. These students will hold their SERI position throughout their first year at Stetson, gaining valuable on-campus work experience and support as they transition to university life. After completing their first year, students will transition to other on-campus employment opportunities during their second year at Stetson, allowing them to continue developing professionally while exploring different areas of campus employment.

Summer Eligibility

Continuing students are eligible to work during the Summer. These students must have a demonstrated intent to enroll at Stetson the following Fall Semester. In certain cases, new students can work prior to their first classes in Fall. Please reach out to Student Employment for any questions. Student employment ends for graduating students on the day of their graduation, unless the graduating student is enrolled in summer or fall classes at Stetson.

Student Athlete Eligibility

In compliance with NCAA rules, student-athletes must report their employment to the University's Athletics Compliance Office prior to starting a job. The student athlete must complete a form, which is then attached to their file. Adherence to the NCAA regulations is the student-athlete's responsibility but is coordinated by the Athletics Compliance Office within the Athletics Department.

For questions concerning student athlete eligibility contact the Athletics Compliance Office at **(386) 822-8141**.

International Student Eligibility

For international students who are eligible to work on campus, the hiring process may take longer than domestic students and can require additional steps. International students should contact the Student Employment office, for assistance once offered a student employment position.

Finding a Job & Getting Hired

The Office of Student Employment does not guarantee employment or place students in on-campus positions. Students are responsible for applying for and securing positions independently.

- Three Ways to Find a Position:
 - ❖ HatterJobs website (See instructions below).
 - ❖ Student Employment Job Fair held within the first month of the Fall semester.
 - ❖ Word of mouth: Asking advisors, friends, teammates, professors, staff, etc. regarding their knowledge of open positions and how to apply.

- Steps to Search for Employment on HatterJobs:
 - ❖ Visit the Career Success website at www.stetson.edu/career or click on the HatterJobs tile on MyStetson.
 - ❖ Scroll down to the “**HatterJobs**” section and click the green “**Students/Alums**” button.
 - ❖ Select the **Current Students: Single Sign On button**.
 - ❖ Log in with your **Stetson credentials**.
 - ❖ Select **Jobs** on the upper right of the page.
 - ❖ Find **Position Type** under the search box and check the **On-Campus Student Employment** box.
 - ❖ Select **Search**.
 - ❖ Open positions will be listed there.
 - ❖ Follow the **job specific application instructions** when applying.
 - ❖ Positions are continually added. Remember to check back and apply for additional positions of interest as they are added.

NOTE: There are many students applying for each position; students are encouraged to include information in their application that makes them stand out to the department. They’re

also encouraged to visit the Career Success Office on the second floor of the Rinker Welcome Center for assistance regarding any questions concerning resumes, cover letters, or how to stand out in the hiring process.

Once Selected

All Hired Students

All students must complete the Job Offer Acceptance Form for each Student Employment position. This Form includes information regarding FERPA, safety, confidentiality, and the rights & responsibilities of our Student Employees. Students must review and acknowledge these policies before they are approved to work.

Steps for Accepting a Job Offer

1. Login to your MyStetson account.
2. Select your **Job Offer Acceptance** tile.
3. Select the position listed.
4. Read the documents and check the boxes next to each section.
5. E-sign the form.
6. **Please note that the hiring process can take up to 3 business days.**

Additional Steps for First-Time Student Employees

Students will receive on-boarding instructions in their Stetson email. Students must complete their W-4 and I-9 forms before they can work on campus.

- **W-4 Form** - An IRS form that all student employees submit at the time of hire. This form notifies Stetson how the students will be taxed on their earnings.
- **I-9 Form** - A federal form that must be completed in person by all students hired for any position prior to their first day of work to verify eligibility to work in the United States. The I-9 form requires that employees present original documents to the Office of Student Employment.

○ Acceptable I-9 Documents

- Listed on the second page of the I-9 as acceptable documents, the employee can present one document from List A OR a combination of one document from List B and List C. All documents must be unexpired on the first date of employment.
- The documents most used by **domestic students** are:
 1. An original Social Security card and original photo I.D. (driver's license, school I.D., etc.) OR
 2. An original birth certificate and original photo I.D. (driver's license, school I.D., etc.) OR
 3. An original unexpired US Passport
- The documents most used by **international students** are:
 1. Foreign Passport, Visa (F-1 or J-1), I-20 or DS-2019, I-94 form & Social Security Card OR
 2. Employment Authorization Document that contains a photograph (Form I-766) OR

*Supervisors for International students will need to initiate the hiring process with an [Employment Letter](#).
- The documents most used by **permanent resident students** are:
 1. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) also known as a Green Card

Training

- [New Student Employee Orientation-](#) All new student employees must complete the online orientation. Communication regarding this process and timeline will be through email from the Office of Student Employment. Failure to complete orientation will result in termination.
- **Student Title IX Training Course-** Title IX Training is mandatory to be completed each year; first time being after you get hired. Communication regarding this process will be through email. Failure to complete training will result in termination.

Work Hours, Limits, and Schedules

Students typically work about 8-10 hours per week throughout the academic year. In special cases, student employees can work up to 20 hours per week in all jobs combined during the academic year. A student's work schedule will be determined by the student and their supervisor(s) based on department needs and class schedule. During summer and winter breaks, when classes are not in session, student employees may work up to 29 hours per week.

Students are not permitted to work during a scheduled class or exam time in any case.

A student cannot participate in a preliminary training period without pay. A student must be hired prior to a preliminary training period.

Students are responsible for entering all their hours into web time entry and submitting their timesheets at the end of each pay period.

Federal law does not require lunch or coffee breaks. However, when employers do offer short breaks (usually lasting about 5 to 20 minutes), federal law considers the breaks as compensable work hours that would be included in the sum of hours worked during the work week. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time. Any extension of the break is contrary to the employer's rules, and any extension of the break can be reprimanded.

Bona fide meal (lunch/dinner) periods (typically lasting at least 30 minutes), serve a different purpose than coffee or snack breaks and, thus, are not work time and will not be paid. Students should be offered an unpaid meal break when working 7 or more hours continuously.

Each student must monitor their earnings to not exceed their yearly allocation.

NOTE: The more hours an employee works, the faster the student will earn the maximum amount of their yearly allocation. Once a student employee maximizes their allocation for the year, the student employee may be required to cease working.

Yearly Allocation

Student employment is funded by Federal, State, Grant, and University resources.

All students have a yearly allocation of **\$4,500**. For students who are eligible for Federal Work-Study (FWS), a portion or all of this allocation may be funded through their FWS award and will be visible on their financial aid profile. Students who are not receiving Federal Work-Study will not see an award reflected in their financial aid profile but remain eligible to work under the program.

The Office of Student Employment will consider increasing a student's yearly allocation based on demonstrated financial need or a student's unique ability to serve the institution. In each case, the supervisor or student will need to request an increase by contacting studentemployment@stetson.edu prior to exceeding yearly allocation.

Wages, Payroll, and Tax Information

The Stetson standard wage for the 2026-2027 student employees is \$15/hour. Supervisors may request a higher rate for the position in accordance with our [Pay Structure Policy](#), however, any changes to hourly earnings will not change the student's maximum of \$4500 per fiscal year allocation.

No salary, stipend, or lump sum payments are allowed, with the Federal exception of Resident Assistants and Graduate Assistants. Therefore, all hours earned must be submitted and approved by the student and supervisor via electronic web time entry.

Student employees are paid on a bi-weekly pay schedule. To view the 2026 - 2027, pay period, and pay date schedule, please follow this [link](#).

When a domestic student employee is enrolled full time during the academic year, they will not pay FICA medical or social security taxes. Students not taking classes (typically in summer) will have FICA taxes taken out based on their W-4 form.

For more information regarding federal payroll tax, view the IRS tax guide [here](#). For all tax and payroll questions, contact payroll@stetson.edu.

Direct Deposit

Paychecks can be automatically deposited into a checking account, a savings account, or into multiple accounts. Student employees have an opportunity to complete direct deposit paperwork at the time of their initial hire. If a student decides to use direct deposit after their initial hire, they should follow these [steps](#) to enter your direct deposit information through your employee dashboard.

For more information regarding direct deposit email payroll@stetson.edu.

Student Employment Policy

Students who are employed by the University through student employment, while classified primarily as students, have the additional rights and responsibilities as employees of the University.

Employment Location Requirement

Student employment positions are intended to support students while they are enrolled at Stetson University and must be performed within the State of Florida. Under University policy, student employees may not work remotely or physically perform work duties from another state. Students who plan to relocate or travel outside of Florida during their employment should consult with their supervisor and Student Employment regarding their work eligibility and schedule.

This employment restriction helps ensure compliance with applicable employment, tax, and payroll requirements.

Workers' Compensation

Student employees are covered under the University's workers' compensation insurance should a work-related injury occur. If an injury occurs, students should immediately contact their supervisor, who will follow the reporting procedures. Students, however, do not have other health, vacation, etc. benefits through the University.

Workplace Conflicts

If conflicts arise between student employees and their supervisor, supervisors shall make every effort to satisfactorily resolve the issue. Unresolved conflicts arising from employment or termination issues may be directed to the Office of Student Employment.

For further information on how workplace conflicts are resolved please reference [Stetson University Policies and Procedures](#).

Misconduct

All student employees are expected to refrain from misconduct. The penalty for misconduct is immediate disciplinary action up to and including dismissal. Misconduct includes, but is not limited to:

- Fighting

- Using abusive language
- Damaging University or a co-worker's property
- Altering, falsifying, or damaging any time records
- Falsifying work documents
- Theft or other acts of dishonesty

Leave

Student employees are not eligible for paid leave such as vacation, paid holidays, disability leave, funeral leave, sick leave, or jury duty. However, these can be considered reasons for excused absences when coordinated through their supervisor.

At-Will Employment

A student employee is not guaranteed continued employment. Stetson adheres to the principle of employment-at-will. In compliance with employment-at-will, the University or the individual employee may terminate the employment relationship at any time and without any advance warning. The severance of the employment relationship may be based on good cause, bad cause, or no cause at all.

Resignations

If a student decides to change jobs or stop working, it is customary to give the supervisor prior notice before leaving. Two weeks' notice is the standard notice to give employers.

Terminations

Student employees may be terminated at any time for reasons including, but not limited to:

- Failure to satisfy the requirements of the job as defined by the supervisor
- Failure to fulfill the responsibilities and safety requirements for student employees as agreed to prior to employment
- A violation of the Stetson University Code of Community Standards
- In most cases, these students are still eligible to work in other on-campus positions. In some situations, students will become ineligible to work on campus based upon their reason for termination as determined by the Employment Specialist, Marlene Vinciguerra.

Unemployment Compensation

Students working under the Student Employment program are not eligible for unemployment compensation after termination of employment since they are considered temporary part-time employees throughout their tenure as students.

Nondiscrimination Policy Statement

Stetson University is an Equal Opportunity Employer that affirms inclusive environments and engaging across differences as a core value of academic excellence in which all employees and candidates are treated equally no matter their age, color, disability, ethnicity, gender, gender identity, genetic information, marital status, military status, national origin, pregnancy, race, religion, sex, or shared ancestry. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from a tapestry of backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service.

We are dedicated to actions and policies that foster a community in which individuals across all identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in an increasingly diverse society and a globalized world. We encourage qualified candidates across all backgrounds and identities to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.

Inquiries regarding the University's non-discrimination policies and applicable statutes may be directed to one of the following persons:

- For discrimination related to Title IX of the Education Amendments Act of 1972:

Executive Director and Title IX Coordinator

Carlton Union Building, Office 217

421 N. Woodland Blvd.

DeLand, FL 32723

386-822-7960

- ❖ Deputy Title IX Coordinators have been designated and represent various University divisions/units. Contact information for each Deputy Coordinator can be found on the University's Title IX website shown below in the Related Information section.
- For discrimination issues governed by other statutes such as Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1967, the Age Discrimination Act of 1975, and other similar laws that prohibit discrimination:

**Chief People Officer and Associate Vice President for People
Operations/Human Resources**

Administrative Services Building

421 N. Woodland Blvd.: 8327

DeLand, FL 32723

386-822-7472

Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. The law forbids sex discrimination in all university student services and academic programs including, but not limited to, admissions, financial aid, academic advising, residential life, athletics, discipline, recreational services, health, wellness and support services, academic assignments, and grading. Title IX also forbids sex discrimination in university employment and recruitment consideration or selection.

Title IX violations include discrimination based on sex or gender and include sexual harassment, sexual violence, sexual exploitation, sexual misconduct, dating violence, domestic violence, and stalking.

It is the policy of Stetson University, in accordance with federal and state law, to prohibit unlawful discrimination. Sex discrimination includes a variety of behaviors that can limit or negatively impact educational opportunity. These behaviors include sexual harassment, sexual violence, stalking, relationship violence (dating, domestic and intimate partner violence), gender identity, gender presentation and sexual orientation discrimination.

The Office for Civil Rights (OCR) in the U.S. Department of Education is responsible for enforcing Title IX.

For more information on Title IX please refer to [Stetson University's Title IX](#) page.

Gender-Based Misconduct, Sexual Assault, and Interpersonal Violence Policy Statement

Stetson University seeks to provide all members of the community with a safe and secure learning and work environment that is free of crime and/or policy violations motivated by discrimination, sexual and bias-related harassment, and other violations of rights. The University supports a zero-tolerance policy against discrimination or gender-based misconduct, sexual assault, and interpersonal violence toward any member or guest of the Stetson University community. Anyone who has been the victim of violence or intimidation is urged to make an official report. A report of an act of violence or intimidation will be dealt with promptly.

Confidentiality will be maintained to the greatest extent possible within the law's constraints. for reasons of age, creed, race, ethnicity, national origin, religion, gender, disability, immigration status, marital status, political or social affiliation, sexual orientation, gender

Stetson University has procedures in place regarding the receipt, investigation, and resolution of complaints of sex and gender-based discrimination. The University will initiate a prompt, thorough, and impartial investigation into allegations of sex or gender-based discrimination. This investigation is designed to provide a fair and reliable determination about whether the University's nondiscrimination, Sexual and Unlawful Harassment, and/or Gender-Based Misconduct, Sexual Assault, and Interpersonal Violence policies have been violated. If so, the University will implement a prompt and effective remedy designed to end the discrimination, prevent its recurrence, and address its effects.

For additional information please refer to [Stetson University Policies and Procedures](#).

Americans with Disabilities Act

The Americans with Disabilities Act ("ADA") and other federal, state, and local laws provide an opportunity for greater economic security for a significant number of citizens by providing orderly processes for achieving and maintaining employment. Beyond any legal requirement, the University strives to demonstrate its commitment to this concept by requiring the removal of unnecessary and artificial barriers to employee selection and work access and by maintaining an orderly and structured process for working with employees in an interactive process to make reasonable accommodations that allow an otherwise qualified individual with a disability to perform the essential functions of a job assignment. It is the policy of Stetson University to provide reasonable accommodations in employment to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the operation of the University's business or would change the essential functions of the position. Retaliation against an individual with a disability for using this policy is prohibited.

Members of the college community who are protected under the law and who believe that they require consideration/accommodation must provide, in writing, the following information to the People Operations/HR office:

1. Describe the nature, severity, and duration of the employee's impairment
2. The activity or activities that the impairment limits
3. The extent to which the impairment limits the employee's ability to perform any specific employment activity or activities
4. Documentation substantiating the need for accommodation and makes suggestions, if possible, for any specific accommodations

For more information, please refer to:

- [Stetson's Reasonable Accommodation/Americans with Disabilities Act \(ADA\) Policy](#)