STUDENT EMPLOYMENT - Policies and Procedures

ENCLOSEMENT: Student Employment Manual

1. **General Information.** The Human Resources Department and the Office of Student Financial Aid administer the area of Student Employment to provide centralized on-campus employment services for student applicants and departments seeking part-time employees.

2. **Goals.** The primary goals are to recognize the contribution of student employees to the University’s mission, to provide for equitable compensation commensurate with individual responsibilities and job duties, and to provide employment opportunities. This is an important and necessary program since a large number of University of Wyoming students seek employment. The objectives include:

   A. To list part-time (non-benefited) positions with the Human Resources Department.
   
   B. To assist every University of Wyoming student who has a need for employment while attending school.
   
   C. To make students and the academic community aware of Student Employment.
   
   D. To match employment with career goals/skills as often as possible.
   
   E. To provide a central location and contact for administration of student employment on campus.
   
   F. To ensure that the appropriate and required guidelines are being fulfilled, including equal pay for equal work.

3. **Directive.** The necessary policies, procedures, and guidelines are included in the Student Employment Manual attached hereto and by reference incorporated herein.

4. **Responsibility.** General responsibility for implementation and administration of Student Employment rests with the Director of Human Resources. Responsibility for implementation and administration of the College Work-Study Program of Student Employment rests with the Director of Student Financial Aid. Questions relating to other than work-study student employment should be directed to the Student Employment Administrator (Human Resources) at 6-5604. Questions relating to the Work-Study Program should be directed to the Work-Study Coordinator (Student Financial Aid) 6-2317.

Approved January 25, 1998