

STUDENT EMPLOYMENT POLICY

Policy #	SA-400	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

1. Purpose

FBSU offers a limited number of packages under the Student Employment Program every term, excluding summer. This form of scholarship is a win-win proposition. It provides some help to qualified students who need assistance with college expenses.

2. Definitions

NA

3. Policy

1. Student Employment Program is offered to eligible students on a semester basis for every term, excluding summer. The number of students to be employed each semester depends on the available positions and the allocated budget.
2. To be eligible for FBSU Student Employment Program, a student must demonstrate an evidence of need. Newly admitted students are not eligible for this program during their first term at FBSU. The student should also maintain the following average and status requirements:
 - A) A minimum cumulative GPA 3.0
 - B) A minimum GPA of 3.0 in the student's last full-load term
 - C) Carry a minimum load of 12 credits during the term of employment
 - D) Has no misconduct on record
3. Students may be required to work in various campus offices up to 15 hours per week.
4. Students are required to submit in person a Student Employment Application to the Student Affairs Office.
5. Student employment is subject to the approval of the Dean of Student Affairs, the Vice Chancellor for Administration and Finance and the Vice Chancellor for Academic Affairs.
6. Students granted employment should coordinate with the head of the department for which s/he is assigned for their work assignments.
7. At the end of each month of employment, the student must fill a timesheet form and obtain the proper signatures for his/her immediate supervisor, the Department Head, and Vice Chancellor for Administration and Finance and the Vice Chancellor for Academic Affairs.
8. Student Employment privilege will be revoked from a student if he/she:
 - A) Does not fulfill his/her duties as required.
 - B) Receives a disciplinary probation as a result of misbehavior.
 - C) Had intentionally presented false evidence or misleading statements in the employment application. Such violations may jeopardize the student's chances of benefiting from the program in the future.

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4. Related Documents

1. Student Employment Procedure (SA-400-P01)
2. Student Employment Application Form (SA-400-F01)
3. Student Employment Timesheet Form (SA-400-F02)

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