

DEPARTMENT OF NATURAL RESOURCES

Human Resources Policy No.: 31

EFFECTIVE DATE: FEBRUARY 24, 2016

SUBJECT: STUDENT EMPLOYMENT

AUTHORIZATION: THOMAS F. HARRIS, SECRETARY

I. POLICY

The Department of Natural Resources (DNR) benefits from hiring student employees to supplement its regular workforce. Doing so also furthers the public interest by providing valuable job experience to students. It is the policy of the Department to continue to employ student employees as business need and budget availability allow.

II. PURPOSE

This policy sets forth the Department's compensation rates and expectations for student employees.

III. APPLICABILITY

This policy applies to all student employees. The relationship between DNR and student interns who receive course credit for serving an internship with DNR is governed by the Internship Agreement.

IV. EMPLOYMENT ELIGIBILITY

1. Student employees must be enrolled full-time as defined by the college or university. Graduating seniors who are enrolled less than full-time but in the number of course credit hours necessary to fulfill graduation requirements are eligible for employment as WAEs conditioned upon providing verifying documentation from the college or university.
2. Only students actually attending Summer School or who have scheduled a full-time course load for the Fall Semester are eligible to work during the summer months.

V. WORK HOURS/SCHEDULES

1. Supervisors are responsible for working with student employees to develop work schedules which accommodate both class requirements and

work demands. For this purpose, student employees must produce class schedules for their supervisors to review.

2. Once a work schedule is agreed upon, student employees are required to adhere to the schedule.
3. All schedule changes must be approved, in advance, by the student employee's supervisor.
4. When known in advance, a request to deviate from the regular work schedule should be directed to the supervisor as far in advance as possible. If a student employee, without prior authorization, is unable to report to work at the scheduled time, a call-in to the supervisor no later than thirty minutes prior to the commencement of the scheduled reporting time is required. Advance supervisory approval likewise is required if a student employee is unable to work through the end of the scheduled workday.
5. Student employees are limited to working 28 hours per week. Work in excess of this limit must be approved, in advance, by the Undersecretary.
6. Breaks
 - A. With permission of the supervisor, a paid break period of fifteen minutes may be granted to student employees who work in excess of three hours. Such a break may not be taken at the beginning or ending of the student employee's scheduled workday nor in conjunction with an authorized lunch break.
 - B. Student employees who are scheduled to work more than five hours in a workday generally will be granted an unpaid lunch break of thirty minutes. When this is not feasible, the supervisor shall ensure that the student employee is given the benefit of a short break to obtain food to eat at his/her duty station. Student employees who take a lunch break of thirty minutes (or more) are required to reflect the absence from duty in time and attendance records.

VI. RECORDING WORK HOURS

For payroll purposes, student employees are required to enter their work hours in CATS or to turn in a paper timesheet to a designated timekeeper. CATS entries and timesheets are used to create the official document from which student employees' wages are calculated. Timekeepers should provide technical instruction to ensure accurate time entries.

NOTE: Time entries must be fully and accurately completed. Student employees who claim wages for hours not actually worked are required to reimburse DNR for all wages improperly received. Additionally, false payroll documentation will result in termination and may result in criminal prosecution.

VII. CLASSIFICATION AND PERFORMANCE EVALUATION

1. Student employees are temporary, at-will employees with no right to continued employment. For this reason, student employees may be discharged at any time, with or without cause.
2. The performance of student employees generally will be rated in July of each year. In the least, students should be rated on quality and timeliness of work assignments, dependability, following instructions, work ethic and compliance with departmental policy.

VIII. PAY

1. Student employees will be paid in accordance with the following schedule:

<u>Educational Level</u>	<u>Starting Hourly Rate</u>
College Freshman	Up to \$8.00
College Sophomore	Up to \$8.50
College Junior	Up to \$9.00
College Senior	Up to \$9.50
Graduate Student	Up to \$12.00
Law Student	Up to \$12.00

Exceptions: College Juniors and College Seniors working in the area of their major may be paid up to \$2.00 more per hour with approval of the Undersecretary.

2. Wages may never be set below the Federal Minimum Wage.
3. Pay increases for student employees are discretionary. Student employees are eligible for pay increases on October 1 of each year if all of the following requirements are satisfied:
 - A. The student employee has attained a higher educational level;
 - B. The student employee's performance has been satisfactory;
 - C. Funding is available;

- D. The student employee's supervisor recommends a pay increase; and
- E. The recommended pay increase is approved by the Appointing Authority and Undersecretary.

IX. PERSONAL CONDUCT

Student employees are expected to conduct themselves in a professional manner and observe professional office decorum. Casual communications often used when talking with friends or texting is not appropriate for the workplace. Telephone communications are to be courteous and professional. Written communications, including emails, should be checked for proper grammar, spelling and punctuation. The use of profanity, racial epithets or comments of a sexual nature are inappropriate and will not be tolerated.

All DNR policies apply to student employees. Be particularly mindful of DNR's Workplace Harassment Policy, Sexual Harassment Policy, Violence Free Workplace Policy and Substance Abuse and Drug-Free Workplace Policy (respectively, HR Policies #10, 10-A, 11 and 23 found on DNR's intranet).

X. DRESS

The Department's Dress Policy (HR Policy #21 – found on DNR's intranet) generally applies to student employees; however, supervisors may allow student employees to wear blue jeans and clean, well-maintained athletic shoes.

XI. COMPUTER USAGE AND ELECTRONIC DEVICES

1. Student employees are required to comply with DNR's Computer Usage Policy (HR Policy #36 found on DNR's intranet). DNR's computers are for business use only and are not to be used for homework, personal e-mail, social media, playing games or browsing the internet.
2. Personal cellular phones for talking, texting, browsing and the like are to be used only occasionally and for limited durations. Misuse of cellular phones during work hours will result in such devices being disallowed in the work area or may result in termination.
3. Personal iPads, electronic tablets, notebook computers and the like are not to be used during work hours.

XII. MANDATORY TRAINING

All employees, including student employees, must complete the following online training: Defensive Driving, Blood Borne Pathogens, Sexual Harassment and

Ethics. DNR requires that these mandatory training courses be completed within the first 30 days of employment. Thereafter, Sexual Harassment and Ethics training must be completed annually.

XIII. EXCEPTIONS

The Secretary has the authority to make exceptions to this policy that are deemed necessary to further the interests of the Department.

IV. QUESTIONS

Questions regarding this policy should be addressed to the Human Resources Division.



THOMAS F. HARRIS, SECRETARY

2/24/2016

DATE

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REVISION DATES: 2/16

