

MANUAL Student Employment Office Office of Career Services	SECTION Offices Associated with Student Employment	PAGE 1 / 1
SUBJECT <i>The Department (The Employer)</i>		REVISED

The department plays a key role in the administration of student employment on this campus. The employing unit (department) is in the best position to protect the integrity of the programs and the university from potential liability by establishing procedures which insure the compliance with the appropriate rules as outlined in this publication. The following list outlines those items for which the department is responsible:

1. The appointment of a student employment representative to coordinate the student employment program in that department.
2. The hiring, supervising, the determination of appropriate working hours and termination of student employees as specified in this publication.
3. The recommendation of periodic or superior performance increases when appropriate.
4. The retention of records as described in Chapter V.
5. The compliance with rules and regulations regarding enrollment hours, working hours, award limits and any other appropriate rules that may be introduced in the future.

All student employment representatives are urged to attend student employment seminars, sponsored by the Office of Student Employment. In addition, if in mid-year, the department head appoints a new Student Employment Representative, the department may request that the Coordinator for Student Employment visit the department to assist in that individual's understanding of the process. The department must inform the Job Center of the new Student Employment Representative.