

INTERDEPARTMENTAL


DEPARTMENT OF HEALTH SERVICES

OFFICE OF THE CHAIR

Box 357660

Date: 07/07/2010

To: Department of Health Services

From: Larry Kessler, ScD
Chair 

Re: **Employment of Students Policy**

Employees will be appointed on the payroll by the payroll coordinator in the department from which the funding for the position comes. Health Services students may be appointed as TAs, RAs, or student hourly in any department that offers them a position and their payroll will be done by the department that offers them the position. If Health Services faculty have research projects that are funded in another department, this means that they should work with that other department when hiring employees on that project.

TAs and RAs will normally have a maximum of a 50% appointment, and hourly student appointments should be for fewer than 19.5 hours per week. If a graduate student wishes to accept positions that exceed a total of 50%, they must have the approval of their academic advisor.

Stipend appointments are not considered to be employment. They are paid through the payroll for convenience, but are for a set amount of money per month and are not related to work hours. Because of this, a student may have a stipend and a TA or RA position if the stipend agreement allows the student to work. The student is responsible for checking with the department that provides their stipend to be sure what restrictions are placed upon their stipend before applying for employment.

WHY IMPORTANT: To ensure our students are not overextended and provide a guideline as to which department is responsible for their hire.