



UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	Number:	201.24
SUBJECT:	Employment of Students	Revised:	8/22/11
APPLIES TO:	All staff with the exception of those represented by a bargaining unit	Date Issued:	
ISSUED BY:	University Human Resources and the Office of the Provost and Executive Vice President for Academic Affairs	Review Date:	8/22/15

I. Policy

Employment of students is encouraged to support their financial and educational needs, and to provide work experience that will assist them as they enter the regular workforce. Students will normally be placed into jobs that are seasonal, irregular, or sporadic and are considered supplementary to the regular workforce.

II. Regulations and Definitions

University of Michigan students and non-University of Michigan students who meet the definitions below are classified as temporary employees regardless of the characteristics of the work they are performing.

A. University of Michigan Student Employee

1. A University of Michigan Student employee is:

- a) an individual enrolled in the University of Michigan, and
- b) employed by the University of Michigan, and
- c) whose primary purpose for being at the University of Michigan is to obtain an education.

2. An individual meeting the above criteria is considered a student employee even during periods of non-enrollment in the spring/summer terms.

3. The maximum duration of student employment is unlimited as long as the above criteria are met.

B. Non University of Michigan Student Employee

1. A non-University of Michigan Student employee is:

- a) an individual enrolled full time in high school or enrolled for six credit hours or more at a college or university other than the University of Michigan, and



UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

- b) employed by the University of Michigan.
 - 2. Employee status for this purpose is not affected if the student is not enrolled during the Spring-Summer term.
 - 3 There is no maximum duration an individual can remain a Non University of Michigan Student Employee as long as the above criteria are met.
- C. Monitoring Student Status
Departments are responsible for monitoring the ongoing status of Student Temporary employees to ensure that they remain eligible for employment in this category. Students should be requested to report to their departments any changes in their status that would make them ineligible for employment as Student Temporary Employees.

III. Reference

- A. For an outline of the temporary employment process, see Temporary Employment [Standard Practice Guide, 201.57](#).
- B. For information regarding the employment of students who are in the 14-17 age category, see Employment of Minors [Standard Practice Guide, 201.20](#).
- C. For information regarding Tax Withholding, see FICA Tax Withholding, [Standard Practice Guide 202.01](#).