

Employment of Students

201.24

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
 - 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](#).

Attachment	Size
Printable PDF of 201x24.pdf	23.73 KB

SPG number: 201.24	Applies to: All staff with the exception of those represented by a bargaining unit	Related policies: Employment of Minors Social Security Eligibility Temporary Employment
Date issued: July 1, 2005	Owner: University Human Resources and the Office of the Provost and Executive Vice President for Academic Affairs	
Last updated: August 22, 2011		
Next review date: August 22, 2015	Primary Contact: University Human Resources and the Office of the Provost and Executive Vice President for Academic Affairs	

Hard copies of this document are considered uncontrolled. If you have a printed version, please refer to the University SPG website (spg.umich.edu) for the official, most recent version.