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## EMPLOYMENT STATUS AND RECORDS

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### STAFF EMPLOYMENT CATEGORIES

**Full-Time Employment:** Generally, full-time employment is considered 40 hours per workweek. However, for benefit purposes (health insurance, etc.) individuals routinely working 30 or more hours per week are considered full-time (although certain benefits may be provided on a prorated basis). Individuals requiring specific information on this classification should contact the Office of Human Resources.

**Part-Time Employment:** Individuals employed for less than 30 hours per week are considered part-time employees. Staff employees who are assigned to routinely work at least 20 hours but less than 30 hours will receive annual leave, sick leave and holiday on a prorated basis. Additionally, these individuals are eligible for benefits through Oklahoma Teachers' Retirement System (OTRS).

Part-time employment will be offered in five (5) hour increments.

**Temporary Employment:** Individuals who are employed in a position that is not anticipated to last beyond six months are considered temporary employees. Additionally, when approved by the President or his/her designee, certain positions are designated temporary by the number of hours for which the position is approved. Temporary positions do not qualify for SWOSU's benefits package.

**Student Employment:** Students of SWOSU who are enrolled in a minimum of six hours (three for graduate students) during a regular semester and three hours during a summer semester are exempt from FICA taxes. Student employees who drop below six credit hours during a regular semester (three hours during a summer semester) will no longer qualify for FICA exemption status. They may remain on payroll, but their wage will be subject to FICA tax.

Students will register through the Bulldog Job Board and apply for open positions by submitting resumes through the Bulldog Job Board.

Unless approved by the President, the Provost, the Vice-President for Administrative Affairs and/or the Director of Human Resources, student workweeks are limited to 20 hours or less per week (exception, see Summer below).

- **Work-Study Program:** The Work-Study Program provides federal funding for qualifying student employees and departments.
- **Summer:** Student employees may work above the normal 20 hours per week limit during the summer months. Summer months begin the Monday following Spring Convocation and end the Friday prior to the start of Fall Classes. Consideration is to be given to the student's class load, if applicable, to ensure that the workweek does not adversely impact the student's academic pursuits.

Individuals who temporarily lose their student status during the summer (i.e., are not in a minimum of three hours during the summer term) may remain on the student payroll cycle but these individuals will lose their FICA exemption status.

Recent graduates of SWOSU may remain on student payroll until the Friday prior to Fall classes resume.

Recent high school graduates who have enrolled for the fall semester with SWOSU are eligible to apply for student jobs.

**Staffing Agency Employees:** Individuals employed by a staffing agency are not considered SWOSU employees.