

Policy for Student Workers**

1. Per the ABA Standard 304, “[a] student may not be employed more than 20 hours per week in any week in which the student is enrolled in more than twelve class hours “. The 20 hour limit applies to the total number of hours a student works for the school and anywhere else. This also includes time spent attending meetings.
2. A student may not work on the day the student has an exam and should have limited hours during the exam period. Supervisors must request a copy of the student’s exam schedule when assigning hours during the exam period.
3. A student must not have access to confidential student* or personnel records or information; accordingly, students cannot answer the phone at the front desk, work with student/ alumni files that include academic records, have access to the master key or be in an office without the faculty or staff person with the student. Students working in the Admission’s office may not have access to any information that appears in the LSDAS forms. Even the appearance of breach of confidentiality could raise FERPA concerns.
4. For safety and liability reasons, a student is not allowed to move furniture, move heavy boxes or hang pictures.
5. A student must not have a work assignment that interferes with his or her studies.

*“**Student**,” except as otherwise specifically provided in this part, means any individual who is or has been in attendance at an educational agency or institution and regarding whom the agency or institution maintains education records.

(Authority: 20 U.S.C. 1232g (a)(6))

**Please note that it is important to make a distinction between students who are assigned as research assistants and those assigned as work aid students. A research assistant is a student who is working for a faculty member or administrator involved in a scholarly project, while a work aid student is able to work on a variety of assignments.

Effective September 17, 2008