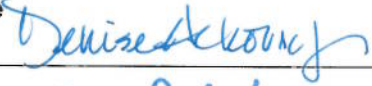




LOUISIANA HOUSING CORPORATION		
Policy Number 3	Policy Name Appointment of Student Employees	Original Effective Date July 10, 2012
Issuing Department Human Resources	Revision Dates 08/2018, 08/05/2026	
Contact Denise Ackoury, HR Director	Signature 	
Appointing Authority Kevin Delahoussaye, LHC Executive Director	Signature 	

I. POLICY

It is the policy of the Louisiana Housing Corporation ("LHC") that student appointments are made solely to enhance the accomplishment of the Corporation's mission. Student employment shall be administered equitably and in compliance with applicable federal and state laws, Civil Service Rules, and LHC policies.

Students employed by LHC must continuously meet the definition of a Bona Fide Student as established by Louisiana Civil Service Rules.

II. PURPOSE

The purpose of this policy is to ensure consistent, equitable, and legally compliant practices governing the appointment, employment, compensation, and supervision of student employees

III. APPLICABILITY

This policy applies to all student employees of the Louisiana Housing Corporation. To be employed by the LHC, a student must meet the definition of Bona Fide Student as defined by Civil Service Rules.

IV. DEFINITIONS

Bona Fide Student

A Bona Fide Student is a person enrolled in:

- An accredited high school, college, or university in Louisiana; or
- A state-operated technical college; or
- An off-campus work-study program in a proprietary institution of higher education as defined by Section 102(b) of the Higher Education Act of 1965, as amended.

The student must be enrolled in sufficient courses to qualify as a full-time student under the standards of the institution.

A Bona Fide Student retains that status during academic breaks, including summer breaks.

V. APPLICATION AND APPOINTMENT

A. Application

Students seeking employment shall submit:

1. An Application for Student Employment;
2. Verification of enrollment or a current enrollment certificate certified by the institution;
3. Documentation of prior work experience, if applicable;
4. Proof of selective service registration for males ages 18 through 25;
5. Any additional documentation requested by Human Resources.

Applications shall be maintained by Human Resources for the duration of the applicable semester.

B. Selection Restrictions

No student shall be appointed within the same department or supervisory chain as a relative who is employed by LHC.

For purposes of this policy, relatives include:

- Mother
- Father
- Son
- Daughter
- Brother
- Sister
- Grandparent



- Grandchild
- Aunt
- Uncle
- Niece
- Nephew
- Stepmother
- Stepfather
- Stepchild
- Stepbrother
- Stepsister

These restrictions apply to relationships by blood or marriage.

C. Offer of Employment

Employment offers are contingent upon:

- Verification of eligibility;
- Successful completion of a pre-employment drug screen;
- Completion of a criminal background check, when required;
- Approval by the Appointing Authority.

No employment commitment shall be made before all requirements have been satisfied

D. Orientation

Student employees shall participate in orientation provided by Human Resources during the first week of employment.

VI. WORK HOURS

A. General

- Work hours for students 18 years and older may be set by the department head based on operational needs and availability of the student.
- Work hours for students under the age of 18 must be in accordance with the Fair Labor Standards Act (FLSA) and Title 23, Chapter 3 of Revised Statutes of 1950, as amended, which require that:
 - **Students under the age of 18** shall not work for any five-hour period without one interval of at least 30 minutes within such period for meals. This interval shall not be counted as part of the working hours of the day



and shall never be reduced to less than 30 minutes. The break must be scheduled at a specific time and entered on the written work schedule.

- **Students 17 years of age** who have not graduated from high school shall not be employed, or permitted, or suffered to work between the hours of 12:00 a.m. and 5:00 a.m. prior to the start of any school day.
- **Students 16 years of age** who have not graduated from high school shall not be employed, or permitted, or suffered to work between the hours of 11:00 p.m. and 5:00 a.m. prior to the start of any school day.
- **Students 14 and 15 years of age** may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions, if no more than:
 - 3 hours on a school day or 18 hours in a school week;
 - 8 hours on a non-school day or 40 hours in a non-school week.
- **Students under the age of 16** who have not graduated from high school shall not be employed, or permitted, or suffered to work between the hours of 7:00 p.m. and 7:00 a.m., except from June 1 through Labor Day, at which time the permissible hours are extended to 9:00 p.m.
- **Students under the age of 16** shall not be permitted or suffered to work more than three hours each day on any day when school is in session, nor more than eighteen hours in any week when school is in session.
- **Students under the age of 14** shall not be employed, permitted, or suffered to work at any time.
- **Students 16 years of age or younger** shall not drive any motor vehicle on a public road as part of their jobs.
- **All other minors (17 and above)** may be employed, permitted, or suffered to work as drivers of a motor vehicle under the following restrictions: The driving constitutes no more than one-third of the minor's work time in any work day and no more than 20% of the minor's work time in any work week. Driving shall be restricted to daylight hours and the minor must hold a state license valid for the type of driving involved in the job performed and has completed a State approved driver education course, and provided further, that the vehicle is equipped with a seat belt or similar restraining device, and the section head has instructed the minor that such devices must be used.
- Work schedules shall be established by the department head based on operational needs and student availability.
- The number of hours worked by a student shall be limited to 20 hours per week. Any work schedule resulting in work hours over the established limit must be preapproved, in writing, by the Human Resources Director.
- Students may work an approved schedule for any period between 8:00 A.M. and 4:30 P.M. on a regular workday within the restrictions described above based on qualifying category.

- Students are not permitted to work overtime unless prior approval from the Appointing Authority is obtained and is allowable by law.

B. Employment Certificates

Title 23, Chapter 3 of Revised Statutes of 1950, as amended requires that:

Each section employing minors (under the age of 18) shall keep on file a copy of the employment certificate for each minor. This certificate shall be accessible on the job site, or in the immediate area of the work location, and at all times should be accessible to any officer charged with the enforcement of the law governing the employment of minors. The certificate shall remain on file for a period of fourteen days after the termination of a minor's employment.

C. Overtime

Student employees shall not work overtime except under extraordinary circumstances approved in advance by the Appointing Authority.

If a non-exempt student works more than forty (40) hours in a workweek, compensation shall comply with FLSA requirements.

D. Time and Attendance Records

- Accurate time and attendance records must be maintained for all student employees. However, it is especially critical to show compliance with the law that specific records be maintained for students under the age of 18 who work five or more consecutive hours in any one day. These records must show precisely when the employee began work, when the thirty-minute break was taken within this five-hour period, and when the employee ended work. The beginning and end of work must fall within the provisions of the law. If the employee works as many as five consecutive hours, the break may be no shorter than thirty minutes, the employee must not perform any work during this thirty-minute period, and the thirty-minute period may not be included as part of the working hours of the day.
- Student appointments are unclassified appointments and may be terminated at any time by the Appointing Authority.

- Student employees who voluntarily separate from employment should provide written notice to their supervisor and complete any required exit procedures before their last day of employment.

VII. RECERTIFICATION OF STUDENT STATUS

Each student employee shall provide updated enrollment verification at the beginning of each semester or quarter.

Failure to provide required documentation within thirty (30) days after the start of the semester shall result in termination of student employment.

Students are responsible for promptly notifying Human Resources and their supervisor of:

- Reduction in course load;
- Scholastic probation;
- Withdrawal from school;
- Loss of full-time status.

A student who is a Bona Fide Student during the spring semester and intends to enroll for the fall semester is not required to attend summer school in order to remain employed during the summer.

VIII. SECONDARY EMPLOYMENT

Outside employment shall not:

- Interfere with assigned duties;
- Create a conflict of interest;
- Be conducted during LHC working hours.

IX. COMPENSATION

Student pay rates shall be established by the Human Resources Department and approved by the Appointing Authority based upon education, experience, market conditions, specialized skills, and available funding.

X. POSTING REQUIREMENTS

- It is required by law that the employers of minors keep conspicuously posted at the place of employment the Louisiana Minor Labor Law Placard. This placard is only an abstract of the provisions of the law. Any questions regarding the placard or the law should be directed to the LHC Human Resources Department.

XI. RESPONSIBILITIES

A. Department Leaders

Department Directors are responsible for:

- Ensuring compliance with this policy;
- Monitoring work schedules and performance;
- Ensuring required documentation is maintained.

B. Supervisors

Supervisors are responsible for:

- Accurately recording time worked;
- Monitoring student performance;
- Ensuring compliance with applicable laws and policies;
- Promptly reporting changes in student status.

C. Human Resources

Human Resources is responsible for:

- Administering this policy;
- Maintaining student employment records;
- Reviewing appointments and compensation;
- Conducting orientation;
- Monitoring compliance;
- Coordinating pre-employment requirements.

D. Student Employees

Student employees are responsible for:

- Providing current enrollment verification;
- Maintaining eligibility as a Bona Fide Student;
- Reporting changes in academic status;
- Providing documentation supporting prior work experience;
- Complying with all LHC policies.

XII. EXCEPTIONS

Exceptions to this policy require prior written approval of the Appointing Authority.

XIII. QUESTIONS

Questions regarding this policy should be directed to Human Resources.

XIII. VIOLATIONS

Violations of this policy shall be reported to the LHC Human Resources Department and the Appointing Authority.

Employees who violate this policy may be subject to disciplinary action up to and including termination.