

Student Employee Agreement

Fall 2025 / Winter 2026 / Spring-Summer 2026



Housing and Residence Life (HRL) seeks to build safe and inclusive residential communities, providing meaningful and developmental engagement opportunities. HRL student employees are integral to the enactment of this mission and thus expected to contribute positively to the position and department.

Employees must submit required documentation and paperwork to the Student Employment office within three days of their first shift or required training.

A student must be registered for a minimum of 6 credits to be eligible to be a student employee within the semester they wish to be employed. Students who wish to work during the Spring/Summer semester must be enrolled during the Spring/Summer semester or the upcoming Fall semester.

Students who are below the credit limit and wish to continue working as a student employee on campus should contact the Student Employment Office to request a Student Employee Exception Form.

All domestic student employees, regardless of Federal Work-Study status, are limited to a 25-hour work week for all student positions combined. Students are allowed to work up to 40 hours per week when school is not in session (i.e. Spring Break, Winter Break, and during the Spring/Summer semester).

International students with an F-1 or J-1 Visa are permitted to work a maximum of 20 hours per week during the academic year and up to 40 hours a week during the Spring/Summer semester, Winter Break and Spring Break. This follows U.S. Citizenship and Immigration Services (USCIS) regulations.

Positions may be altered or rescinded in response to a change in student work study award or residency status, if not previously approved for an exception to eligibility requirements.

Employees are expected to uphold the policies and procedures outlined by the Grand Valley State University Student Code (The Anchor of Student Rights and Responsibilities), the Grand Valley State University Student Employee Handbook, and the HRL Community Living Standards.

Employment is contingent upon participation in all required trainings and meetings; including arriving on time and actively engaging in trainings and meetings.

Employees must arrive on time for scheduled shifts and meet all administrative deadlines.

It is against university policy to submit/request pay for hours that a student employee has not worked. Any violation of this policy will result in disciplinary measures, potentially leading to immediate termination of employment.

Students should discuss with supervisors the appropriate times and conditions for breaks.

Student employees are allowed a paid 15-minute break for every four hours of continuous work. For eight hours of continued work, a paid 30-minute meal break may be taken in place of two 15-minute breaks. Students are not required to take these breaks if they do not wish.

If the work period is less than four hours, only bio-breaks are permitted.

Break periods may not be accumulated and are not a reason to arrive at work fifteen minutes late or leave work fifteen minutes early.

Student employees may be required to work during breaks or when the University is closed (i.e. inclement weather, Thanksgiving Break, Semester Break, Spring Break, etc.). Housing and Residence Life student employees will not work on legal holidays as University operations are closed.

In the event of unanticipated work absences (illness, personal reasons, etc.), HRL student employees must notify their position supervisor before the time of their assigned shift or potential absence. Failure to give notification may be cause for termination.

All student employees, including graduate assistants and all temporary employees working 30 hours or more in the calendar year, will accrue 1 hour of paid sick time for every 30 hours worked.

Earned sick time may be used after it has been accrued.

Employees may only use accrued sick time by notifying a supervisor in advance.

Student employees may use earned sick time at any student employee position they hold with Grand Valley State University.

Employees are not eligible for payout of their unused accrued sick time.

For the full policy, and answers to frequently asked questions, please visit the Grand Valley State University webpage for [Earned Sick Time](#).

Vacation benefits are not extended to student employees. Students may plan with their position supervisor for time off without pay.

Student employees are not offered overtime and should never work more than their allowed hours each week. Continued violation of this policy will result in termination from position by the Office of Student Employment. During full-week academic breaks, or Spring/Summer terms, all students may work up to 40 hours per week.

All student employees are protected by the provisions of the Worker's Compensation Act. This law provides for expenses for medical care, as well as certain benefits for loss of pay because of any injuries and subsequent disability received during the regular performance of university duties. More information can be found on the Human Resources website.

Employees are expected to provide high quality service and serve as a positive and professional representative of Grand Valley State University and the Office of Housing and Residence Life.

Housing and Residence Life student employees with grievances should first discuss the matter with their position supervisor. If the student employee is not satisfied with the supervisor's response, they may file a formal grievance using the identified protocol within the Student Employee Handbook.

Housing and Residence Life student employees must comply with the Grand Valley State University's Student Employee Confidentiality Agreement by completing the necessary trainings through in-person education or online modules.

The Family Educational Rights & Privacy Act of 1974 (FERPA) is a federal law that protects the rights and privacy of student educational records. FERPA requires that the university establish a policy and adopt and enforce procedures to protect the confidentiality, accuracy, and privacy of the information it collects on its students. FERPA grants student rights, including the ability to view their educational records and disclose, or prevent some disclosure, of their educational records. All student employees must abide by FERPA. The regulations provide safeguards against the release of information about students to third parties. Student academic, financial aid, and records information is considered confidential and protected under these regulations. This confidential information will include, but is not limited to academic standing information, addresses, class schedules, grades, unique cultural and gender identifiers, income information, etc.

Failure to comply with this confidentiality agreement may result in discipline, up to and including termination of employment in this office.

Student employees may not reveal any student information (verbally, in writing, or electronically) to another person other than the student, or a staff member within the department of Housing and Residence Life.

Any person requesting protected or confidential information should be referred to position supervisors.

Employees are considered Campus Security Authorities under Clery Law and thus serve as mandatory reports. HRL student employees must report any potential crime or emergency to GVPD.

Grand Valley State University strives to maintain a university community characterized by respect for each other. This includes, but is not limited to, a commitment to providing an educational environment, workplace, programs, and activities that are free from all forms of harassment. GVSU Policy prohibits all forms of harassment and discrimination under Title IX of the Education Amendments of 1972, 2020 Title IX Regulations (34 CFR § 106), Section 304 of the Violence Against Women Reauthorization Act of 2013 (VAWA), Title VII of the Civil Rights Act of 1964, and other applicable statutes, including the Elliott-Larsen Civil Rights Act, Michigan PA 453 of 1976.

Employees are prohibited from wearing apparel promoting other Universities or off campus properties while at work; including Grand Valley logo shirts that also include the name or logo of off campus properties.

Employees may be required to use various technologies, including but not limited to: The Housing Director, BlueDesk, Vanderbilt, Google Docs, Microsoft Office/Teams, Adobe Suite, social media platforms, etc.

With the motivation of continuous improvement, student employees are expected to make a consistent and conscientious effort to improve performance based on department priorities and supervisor feedback. This includes participating in the Student Employment Experiential Learning initiatives, self-evaluation and supervisor evaluation processes, personal and professional development opportunities, etc.

Specific student employee positions within the department may come with additional guidelines and responsibilities. Please read job descriptions carefully and report to full-time supervisors about these practices.

Failure to uphold the HRL Student Employment Agreement will result in progressive disciplinary action which may include verbal warnings, written warnings, probation, and termination.