



Employment of Students

Policy Statement

This policy follows the University System of Georgia (USG) Business Procedures Manual except where identified in the section labelled UGA Procedures below. All employees should adhere to the full Business Procedures Manual in addition to the UGA Procedures.

The University System of Georgia (USG) has established employee categories (types of employees and types of employment) to identify persons who are employed by the USG. The types of employees and types of employment are used to determine benefits eligibility and applicability of Board of Regents (BOR) policy, as well as ensure accuracy in reporting based on employee and employment type. This policy ensures consistency among institutions of the USG as necessary for hiring, extending benefits, applying policy, and meeting applicable reporting requirements while also affording the appropriate level of flexibility needed at the institutional level.

Student Employees: Student Employees are considered temporary and include graduate assistants and student workers. Student Employees may not exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12-month period. Student employees are not subject to the re-employment restriction requiring a break-in-service after 12-consecutive months of employment.

Refer to USG's Policy: [Link to Policy](#)

Record Retention

[Refer to USG for Records and Retention](#)

Related information

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Senior Associate Vice President for Human Resources

Policy Owner: University Human Resources, [Talent, Diversity and Inclusion](#)

Policy Contact: Senior Director, [Talent, Diversity and Inclusion](#)

Contact Information: HRWeb@uga.edu or (706) 542-2222

Policy Dates

Effective Date: 3/31/2023

Date Last Updated: 5/31/2023