



Chancellor's Memorandum
CM-15 – Student Worker Employment

To: Vice Chancellors, Deans, Administrative Staff, Department Heads, and Students.

From: LSU Health Sciences Center New Orleans Chancellor

May 15, 1981

This will establish a policy regarding the hiring of student workers in the LSU Health Sciences Center, and will apply to all student positions regardless of the source of funds used.

The following steps must be taken in the establishment and the filling of a student worker job: a) an explanation and description of the duties and functions of the particular job must be provided, along with the expected results of hiring the individual, b) the appointment dates must be specific, covering beginning and ending dates; and the hours to be worked must be indicated, and c) if the student is a relative of a faculty or staff member, this relationship must be indicated to prevent violation of the University Nepotism Policy (see Policy Memo #12).

It is recognized that student employees can be a valuable resource in various areas of the University to fill in for vacationing full time employees and to provide support where seasonal conditions exist. However, every student position utilized must be fully justified as to need for the position and expected benefits from employment of the student.

Signed: Allen A. Copping, Chancellor