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# **Intern/Student Worker Onboarding Guide**

**Revised 2022**

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## **Purpose**

The purpose of the LSUHSC-NO intern/student worker onboarding process is to provide interns, student workers, and program administrators/coordinators the tools and resources needed to facilitate placement in the Health Science Center system.

## **Process**

Approval to hire a paid (stipend)/ unpaid intern, student worker, or gratis student worker should be obtained from the appropriate administrative official; Department Head, Dean's Office, director, etc. The onboarding process will include the following:

- ✓ Immunization Documentation Required Training
- ✓ Required Documentation for Interns, Student Workers, and Student Volunteers (Gratis Student Worker/Unpaid Interns)

## **Immunizations**

Pursuant to LA.R.S. 17:170(A)(1)(a), immunization of persons entering school within the state for the first time, including elementary and secondary schools, kindergartens, colleges, universities, proprietary schools, vocational schools, and licensed day care centers, at the time of registration or entry shall present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to a schedule approved by the Office of Public Health, Louisiana Department of Health, or shall present evidence of an immunization program in progress. A copy of the intern's immediate prior school immunization record will suffice, i.e. high school, community college, university, etc.

Department/Program Administrators/ Coordinators must securely retain immunization records separate from intern personnel files and annually track records received.

## **Required Training**

LSUHSC-NO's Office of Compliance Programs provides consistency in compliance with Federal and State laws and regulations and University's Policies and Procedures across all the University's schools and administrative areas.

The Office of Compliance Programs contributes to the institution's overall excellence by increasing faculty, staff and student awareness of, and compliance with, applicable statutory, regulatory and policy requirements. This is necessary to minimize the institution's exposure to fraud, waste, and liability, through education, reporting and monitoring. As part of this effort, the following training will be required for all Interns and Student Workers. Program Administrators/Coordinators (Coordinators) are responsible for contacting the Office of Compliance Programs to schedule training, whether online or face-to-face and are also responsible for ensuring the compliance trainings are completed by the established deadline:

- *Code of Conduct*
- *HIPAA Privacy*
- *Information Security*
- *Quarterly Safety Meetings*
- *Security and Confidentiality Statement*
- *Bloodborne Pathogens*
- *Drug-Free Workplace and Campus Violence in the Workplace*
- *Sexual Harassment*

Additional training modules (listed below) may be assigned based on the type of research an individual will be conducting/performing on behalf of the University.

- *Animal Care – Occupational Health and Safety Program Questionnaire*
- *Animal Care – Laboratory Animal Allergies (classroom)*
- *Biological Safety Modules*
- *Conflicts of Interest in Research*
- *HIPAA Privacy Research*
- *Laboratory Safety*

**Office of Compliance Programs Contact Information:**

**Phone: (504) 568-8444**

**Website: <http://www.lsuhs.edu/administration/ocp/>**

**Required Documentation**

Intern Program/Student Worker Coordinators or designee should collect the following required documents prior to the selected paid or unpaid intern or student worker appointment for submission to Human Resource Management (HRM). Coordinators may assign Interns or Student Workers to the following job classifications: “Intern”, “Student Worker”, “Gratis Intern” (unpaid), or Gratis Student Worker (unpaid). In addition, *all* interns and student workers should be assigned to specific online and/or face-to-face training as provided by the Office of Compliance Programs, and Environmental Health and Safety and Animal Care, as appropriate.

***Interns (stipend paid) Required Documentation***

All Interns with stipends will be paid through direct pay and entered as an affiliated entity.

1. The Office of Compliance will assign online training to external affiliates or as gratis appointees.
2. Proof of immunization: A copy of the intern’s immediate prior school immunization record will suffice, i.e. high school, community college, university, etc. Coordinators must securely retain immunization records separate from intern personnel files and annually track records received. HRM does not need a copy of the immunization record.
3. If applicable,
  - a. Contact HRM---HRIS and arrange a time to secure ID Badge(s)
  - b. Contact Parking to secure parking decal, as appropriate.
  - c. Contact Housing/Auxiliary to secure housing, as appropriate.

***Interns (paid hourly) Required Documentation***

Interns paid by the hour should be paid through PeopleSoft.

1. Submit PER-2
2. W-4 AND L-4 (Tax Withholding Forms) *required if intern is being paid through PeopleSoft as an hourly intern.*
3. Eligibility Verification (I-9) Form with proper documentations
4. Biographical Data Form
5. If applicable,
  - Contact HRM---HRIS and arrange a time to secure ID Badge(s)
  - Contact Parking to secure parking decal, as appropriate
  - Contact Housing/Auxiliary to secure housing, as appropriate
6. IF STUDENT IS LESS THAN 18 YEARS OLD, a Dept. of Labor, "Intention To Employ" Form\_ <http://www.laworks.net/Downloads/WFD/MinorApplicationToEmployForm.pdf> must be completed by the prospective hiring department and by the student to the issuing authority: If attending an Orleans Parish school, that authority is delegated to the school while in session and to Orleans Parish School Board when school is out of session at 3520 General DeGaulle Drive, Suite 5055, New Orleans, LA 70114. The Central Office will take your call or e-mail inquiry if you do not wish to come to General DeGaulle Drive. You may reach them via telephone at 504-304-3520.
7. If attending parochial school or public school in any other parish, that authority is the local parish school board. The issuing authority will issue a Work Permit to LSUHSC-N.O. that must then be included in the student's hiring package. The "Intention To Employ" Form can be obtained by accessing this link: <http://www.laworks.net/Downloads/WFD/MinorApplicationToEmployForm.pdf>.
8. Data Protection Form
9. Oath of Affirmation
10. Proof of immunization - A copy of the intern's immediate prior school immunization record will suffice, i.e. high school, community college, university, etc. Coordinators must securely retain immunization records separate from intern personnel files and annually track records received. HRM does not need a copy of the immunization record.

### ***Student Worker Required Documentation***

1. Submit PER-2 (the responsibility level requested should be included in the comments)
2. Copy of resume and application for student employment is required
3. Certification of full-time student status
4. W-4 AND L-4 (Tax Withholding Forms)
5. Eligibility Verification (I-9) Form with proper documentations
6. Biographical Data Form
7. If applicable,
  - Contact HRM---HRIS and arrange a time to secure ID Badge(s)
  - Contact Parking to secure parking decal, as appropriate
  - Contact Housing/Auxiliary to secure housing, as appropriate
8. IF STUDENT IS LESS THAN 18 YEARS OLD, a Dept. of Labor, "Intention To Employ" Form (<http://www.laworks.net/Downloads/WFD/MinorApplicationToEmployForm.pdf>) must be completed by the prospective hiring department and by the student to the issuing authority: If attending an Orleans Parish school, that authority is delegated to the school while in session and

to Orleans Parish School Board when school is out of session at 3520 General DeGaulle Drive, Suite 5055, New Orleans, LA 70114. The Central Office will take your call or e-mail inquiry if you do not wish to come to General DeGaulle Drive. You may reach them via telephone at 504-304-3520.

- If attending parochial school or public school in any other parish, that authority is the local parish school board. The issuing authority will issue a Work Permit to LSUHSC-N.O. that must then be included in the student's hiring package. The "Intention To Employ" Form can be obtained by accessing this link\_ <http://www.laworks.net/Downloads/WFD/MinorApplicationToEmployForm.pdf>.
9. Direct Deposit Form (*also for interns paid hourly*)
  10. Data Protection Form
  11. Oath of Affirmation
  12. Proof of immunization - A copy of the student's immediate prior school immunization record will suffice, i.e. high school, community college, university, etc. Coordinators must securely retain immunization records separate from intern personnel files and annually track records received. HRM does not need a copy of the immunization record.
  13. Verification of Full time student status
  14. Copy of Social Security card

### ***Student Volunteers (Gratis Student Worker or Unpaid Intern)***

LSUHSC-NO provides very limited volunteer opportunities throughout the campus. Volunteers must be 18 years of age or older. Volunteer opportunities must be approved by the Vice Chancellor for Academic Affairs and should be non-clinical, do not consist of any clinical experiences, and are not related to any accreditation processes for student programs. Student Volunteers must also have a school requirement. Documentation of school requirement must be provided with PER-2. Student Volunteers may be subject to training provided by the Office of Compliance Programs.

### ***Student Volunteer (Gratis Student Worker or Unpaid Intern) Required Documentation***

1. Submit PER-2. Student Volunteers/Gratis Student Workers should be assigned Gratis Student Worker on the PER-2
2. Eligibility Verification (I-9) Form with proper documentations
3. Biographical Data Form
4. If applicable,
  - Contact HRM---HRIS and arrange a time to secure ID Badge(s)
  - Contact Parking to secure parking decal, as appropriate
  - Contact Housing/Auxiliary to secure housing, as appropriate
5. Data Protection Form
6. Oath of Affirmation
7. Proof of immunization - A copy of the student's immediate prior school immunization record will suffice, i.e. high school, community college, university, etc. Department Coordinators should securely maintain immunization records separate from intern personnel files and annually track records received. HRM does not need a copy of the immunization record.

### **Student Worker Certification and Pay Scales**

LSUHSC-N.O. departments that are employing a student are required to re-certify the full time status and good standing of each student at the beginning of each new semester. This re- certification can be accomplished in two ways:

- Have the institution complete the "Request For Academic Certification" form (fax or mail)
- Obtain a letter from the registrar that certifies the student's full time status and good standing.

The re-certification documents must be retained by the employing department and a copy must be sent to HRM.

Once employed by LSUHSC-N.O., students are required to notify the employing department of any change in their full time status or in their academic or disciplinary standing at the institution. Any student that is placed on academic or disciplinary probation must resign from their student worker position immediately.

Student workers should not be allowed to work in direct reporting relationships to any immediate family members.

The LSU Health Sciences Center - New Orleans reserves the right to terminate a Student Worker at any time.

Students holding part-time campus jobs should not be allowed to work more than 20 hours per week during the fall and spring semesters.

Students shall only be paid for actual hours worked.

Only LSU Health Sciences students working 20 or fewer hours per week during the period they are attending school will be exempt from F.I.C.A. withholding taxes. F.I.C.A withholding taxes must be paid by all other students and by LSU Health Sciences Center students when they work more than 20 hours per week while attending school or during breaks in the academic calendar.

The Student Worker Responsibility levels and starting rates are designed to reflect the differences in job duties and responsibilities within the structure and brings clarity and consistency to the assignment and pay rates for student workers across the LSU Health Sciences Center – New Orleans Campus.

The type work required and the education level of the incumbent define student worker roles at LSUHSC-NO. There are three types of roles.

- Foundational – Performing standard or routine tasks, clerical support, manual labor, non-technical laboratory tasks. Tasks may be complex, such as collecting data from multiple sources to compile spreadsheets, reports, or presentations, cleaning equipment, preparing samples, or monitoring instruments. Some specialized training may be required to fill these roles.
- Professional – Requires use of college level education to perform complex tasks requiring independent judgement. Tasks would include duties such as executing experimental protocols, analyzing data, diagnosing computer system issues, or planning and implementing projects.
- Specialized Technical – Performing highly specialized professional and technical duties directly related to their field of study. Only open to students who are working towards an advanced degree in healthcare related professions.

Starting salaries should be determined using the scale below based on the complexity of the work performed and

the student's prior work experience/skills. After a full year in the department and at the department's discretion, the student's rate may be increased by up to \$1 per hour, if performance warrants and budget allows. Increases must be approved and submitted on an PER-3 Form to Human Resources prior to the effective date.

Student Worker Starting Rates			
Responsibility Level	High School	Undergraduate	Graduate
Foundational	\$8.00 - \$9.00	\$10.00 to \$12.00	\$10.00 to \$12.00
Professional		\$11.00 to \$14.00	\$13.00 to \$15.00
Technical			\$14.00 to \$16.00

\*Students may be paid below this level based on available funding until the start of the next fiscal year. Exceptions to these rates should be rare for extraordinary situations and discussed with the compensation department prior to extending offers.

Current student workers, both Non-LSU and LSU, may not be enrolled in a summer internship program along with their student worker position unless an exception is granted by the Vice Chancellor of Academic Affairs. If the student worker decides to participate in the summer internship program and a dual appointment is not granted, the student worker appointment will need to be placed in a Leave Without Pay (LWOP) status for the duration of the summer internship program. A LWOP PER-3 will need to be completed by the employing department of the student worker appointment for processing by Human Resources before the summer internship commences.

Hiring departments should specifically identify the responsibility level in the comments section of the PER-2 when a Student Worker is hired. The comments section of a PER-3 should be similarly annotated when moving a Student Worker from one Pay Scale to another, or giving a merit increase on the same scale.

Posting of available positions can be found at this website:

<https://www.lsuhs.edu/Administration/hrm/CareerOpportunities>

For additional questions regarding this process, please contact Human Resource Management:

Email: [recruitalent@lsuhsc.edu](mailto:recruitalent@lsuhsc.edu) Phone: (504) 568-4834