

## **On-campus employment for First Year students**

The College employs students in various capacities campus wide. Priority is given to Federal Work Study (FWS) eligible students. It is the policy of Dickinson College that all First-Year students desiring employment will work their primary job in the Dining Services Department. The starting wage of \$13.00 per hour for Dining Services student employees is the highest starting wage on campus and provides for regular retention increases according to the [Dining Services Student Wage Rate Structure](#). First year students may choose to work a second job on campus, however, they must work a minimum of two regularly scheduled shifts or 6 hours per week in Dining Services as their primary job. Any student choosing to work a second job, will be paid according to the Student Employment [Wage Rate Structure](#) based on the job they obtain. Hours will be monitored throughout the year and a minimum of two regularly scheduled shifts or 6 hours per week must be maintained in Dining Services to continue employment with another department.

Students may be permitted to work outside of Dining Services with prior approval. In most cases, a student will be required to work two regularly scheduled shifts or 6 hours per week in Dining Services as their primary job.

- The supervisor of the hiring department must request the approval prior to hiring a student.
- No First-Year student may be hired by a department until an approval has been received.
- Approved exemptions must be renewed each semester on a per semester basis.

## **Exemption Process**

To request an exemption, the following must occur:

- The Supervisor of the hiring department must send an email to the [Student Employment Office](#).
- The email must contain the name of the student, the position the student is being considered for, and the reason an exemption is being requested. Please list any special skills which are relevant to the position.
- Upon approval, the Student Employment office will notify the hiring department.
- Departments must receive an official written approval from the Student Employment office prior to the student being hired.

## **Unconditional and Conditional Exemptions**

Exemptions to work outside of Dining Services are not guaranteed and will be reviewed on a case-by-case basis.

- In some cases, a student may be granted a Conditional Exemption.
  - The student may be permitted to work at another department on-campus if the student works a minimum of two regularly scheduled shifts or 6 hours per week in Dining Services.
  - The student is required to maintain at least two regularly scheduled shifts or 6 hours per week for the duration of the semester.
  - If the student does not maintain at least two regularly scheduled shifts or 6 hours per week in Dining Services, the student may be terminated, and the exemption may be considered invalid.
- In some instances, an Unconditional Exemption may be granted.
  - The request may be approved, and the student may be permitted to work outside of Dining Services.