

Student Titles Policy

Effective Date:	January 1, 2015
Supersedes:	
Policy Review Date:	July 2020
Issuing Authority:	Research Foundation President
Responsible Party:	Vice President for Human Resources
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Reason for Policy

The Research Foundation for SUNY ("RF") encourages the employment of full-time SUNY students on sponsored programs relating to their fields of study. In order to do this, a separate student fringe benefit rate charge which is lower than the standard rate has been established. This rate is allowed if all of the criteria in The Student Titles Policy are met. The policy requirements ensure that student workers are properly classified and meet the eligibility requirements for employment with the RF.

Statement of Policy

In order for an employee to be appointed to a student title, the employee must satisfy all three of the following criteria:

- The employee is enrolled as a full-time SUNY student. An employee is a SUNY student during the period that begins on the first day of the first semester in which he or she is enrolled and ends with the last day of the last semester during which he or she is enrolled.
- The employee is engaged in work related to the student's education and training that leads to the fulfillment of the academic program; and
- The employee is working part time during the academic year when classes are in session.
When any one of the three criteria is not satisfied, the employee must be appointed to a nonstudent title. Then the current established Research Foundation fringe benefit rate would be applied to salaries and wages earned, and the employee would be eligible for fringe benefits on the same basis as other employees.

Eligibility and Hours of Work

Students are generally appointed by semester and do not work continuously over a 12 month period.

Academic Year

Students work part-time during the academic year when classes are in session. Campuses may limit the number of hours to 20 hours per week based on campus policy. Students with good academic standing may work more hours (but no more than 25 hours per week) during the academic school year to support the business need.

International students are limited per USCIS regulations to working no more than 20 hours per week while classes are in session.

Summer Period

During the summer period, students may work full time (typically no more than 40 hours). Students appointed in the summer must be enrolled as a full time student in the fall.

Designated Student Titles

The following titles are designated student titles:

- Project Instructional Assistant
- Research Project Assistant
- Research Aide
- Senior Research Aide
- Camp Counselor — Student

Responsibilities

The following table outlines the responsibilities for compliance with this Policy:

Responsible Party	Responsibility
RF Operations Manager	Ensuring that employees working under student titles are correctly classified and appointments are administered according to the policy.
CO Vice President of Human Resources	Advising operating locations of any changes pertaining to student titles policy or changes in the student fringe benefits rate.

Definitions

None

Related Information

[F-1 Student Visa Holder Policy](#)

Forms

None

Change History

Date	Summary of Change
November 10, 2014	Added "Eligibility and Hours of Work" section and eliminated "Research Graduate Assistant" title (effective 01/01/15)
July 1, 2001	Added "Research Graduate Assistant" as a designated student title (effective 01/01/01)
March 11, 2002	Added "Camp Counselor-Student" as a designated student title (effective 03/01/02)

Feedback

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