DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT GUIDELINES FOR STUDENT EMPLOYMENT

The following guidelines are applicable to all students working at the Louisiana Department of Transportation and Development.

Certification Requirements

- All students employed with the Department must be registered full-time at their university, community college, technical college, etc.
- Students employed to work in their major field of study must be classified as a junior or a senior.
- Engineering students must have a GPA of 2.5 or higher.
- Non-engineering students must be in Good Standing with their school.
- Student Applications must be certified by the school Registrar or the appropriate delegated school official.
- Official Transcripts must be mailed or E-scripts submitted to Human Resources directly from the school.
- Students must promptly notify their Supervisor or the Human Resources Recruiter of any change in their status as a student, including any reduction in courses taken, termination of student status, or scholastic probation.

Recertification Requirements

- Students must present a new and current Student Application (SF-10D) at the beginning of each new semester.
- Failure to submit the new and current Student Application within two (2) weeks of the Semester starting will result in termination of the appointment.

Offer of Employment

- Students serve in unclassified appointments.
- Offers of employment are conditional and contingent on successfully meeting all pre-hire requirements.
- Appointments are subject to verification by Human Resources.
- Students are required to attend New Employee Orientation.

Work Hours

- Students may work up to twenty (20) hours per week during the fall and spring semesters.
- Students may work up to forty (40) per week during the summer semester, Summer Engineering Program, and official school breaks such as Thanksgiving, Christmas, and spring breaks.
- Timesheets must record actual hours worked and must be submitted to your supervisor weekly. Failure to do so could result in delayed payment.
- Timesheets must be submitted to your time administrator bi-weekly.
- Timesheets can be found on the DOTD Intranet under Human Resources, Forms and Job Aids.

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Operating a State Vehicle (as applicable)

• All students who need to operate a state vehicle while doing business for the department must have a valid Louisiana driver's license and verification of completion of a driver's education or defensive driving course. If necessary, students should be scheduled totake and complete DOTD's defensive driving course.

Pay Rates

- Student employees are paid on an hourly basis for hours actually worked, which does not include time provided for lunch breaks.
- Pay rates are based on a combination of educational level, applicable field of study and whether themajor field of study is within the assigned DOTD functional area.
- Students are not permitted to work overtime.
- Students are paid on a bi-weekly basis.

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High School	Hourly rates
High School Summer Program (8 weeks)	\$11.25/hr.
College	i i
College Freshman/Sophomore	\$11.25/hr.
Non-Functional Areas – All Classifications	\$11.25/hr.
College of Engineering – Senior	1
Offices of Engineering and Operations	\$19.55/hr.
Engineering Co-Op - Senior	\$19.55/hr.
College of Engineering – Junior	
Offices of Engineering and Operations	\$17.60/hr.
Engineering Co-Op - Junior	\$17.60/hr.
Other functional area majors - Senior	\$15.46/hr.
Other functional area majors - Junior	\$13.91/hr.

Law students classified as 1L - 0-30 credit hours \$14.45/hr. Law students classified as 2L - 31-60 credit hours \$15.45/hr. Law students classified as 3L - 61 or more credit hours \$16.45/hr.

Note: Student worker pay based on student classification and major field of study