

DAVID Y. IGE
GOVERNOR



EXECUTIVE CHAMBERS

HONOLULU

ADMINISTRATIVE DIRECTIVE NO. 16-02

TO: All Executive Branch Department Heads

FROM: David Y. Ige
Governor

SUBJECT: State Employment Program for Students

Student Helper positions are exempt from the civil service on the basis of Chapter 76-16(b)(13), Hawaii Revised Statutes; and in accordance with guidelines first established in 1980. State employment programs for students are of benefit both to the State, as employer, and to the participants. It is my desire that job opportunities be made available by all departments within their respective budgetary means.

The Director of Human Resources Development will issue implementation guidelines.

This employment program for students does not apply to the University of Hawaii, where separate policy and guidelines are followed. Also excluded from the program are agencies of the Department of Education, Hawaii Health Systems Corporation, Legislative Branch and the Judiciary.

This memorandum supersedes Memorandum 1980-3 dated February 22, 1980 and Memorandum 93-01 dated March 25, 1993.

POLICY FOR STUDENT EMPLOYMENT

I. POLICIES

The Director of Human Resources Development is responsible for developing guidelines and procedures in order to administer and coordinate the State employment program for students. It is in the interest of the State to provide summer and part-time school-year employment opportunities to students for the following reasons:

- (1) The accomplishment of work which, while it is part of an agency's operational program and improves the quality of State services to the public, is of temporary duration and cannot readily be performed by regular civil service positions.

- (2) Gainful employment for students provides them the financial assistance to continue their education.
- (3) Students gain worthwhile work experience, and prevocational training.
- (4) Students become acquainted with the government as an employer and may thereby be encouraged to pursue careers in government.

However, no student helper position will be used on a permanent basis to replace or displace civil service employees.

II. LEVELS OF STUDENT EMPLOYMENT

- (1) The Director of Human Resources Development shall establish a student helper compensation plan.
- (2) The Director of Human Resources Development shall submit recommendations for adjustments to the student helper compensation plan to the Governor for approval.

III. EMPLOYMENT CHARACTERISTICS

- A. Student helpers shall be scheduled to work less than 20 hours per week during the regular school session (August to May). Working hours may be full-time (40 hours per week) during semester breaks, holiday breaks and summer vacation (May to August), but in all such cases the appointment period for full-time employment shall be less than 3 months.
- B. Wages will be paid on an hourly basis, i.e. income earned is determined only by the hours actually worked.
- C. Unless otherwise provided for by federal law, State law, or executive order, students will not be eligible for any type of leave or for any other benefits.

IV. TERMINOLOGY

The following definitions shall apply for the purpose of administering the policy and guidelines for student employment in the State agencies.

- A. A "student" is a person pursuing a course of study at an educational institution. He/She must meet one of the following criteria during the period of employment:
 1. He/She is enrolled in an educational institution on a full-time basis; or
 2. If the person is applying for summer work, he/she is resting between academic years and has applied to continue full-time study in the coming academic year (or certifies that he intends to apply) provided he/she had been enrolled full-

time in the immediately preceding spring session (although not necessarily at the same school); or

3. If the person is applying for summer work and had attended school during the preceding spring session, he/she has been accepted as a full-time student by an educational institution for the coming academic year and certifies that he will be attending that school.

- B. A “student intern” or “intern” is a student participating in a developmental program that provides planned work experience which emphasizes the application of theories, principles and techniques to operating situations. Interns may or may not be paid; if payments are made, they are frequently in the form of stipends.

Interns are regarded as students and are therefore excluded from collective bargaining. Regardless of the nature of the internship, every intern must be currently registered (except during the summer) at an educational institution although he/she may be required to report to the work site rather than the campus or classroom. Intern positions need not conform to the levels or pay rates established for Student Helper positions.

College students may participate in the Student Intern Program regardless of the number of credits they are carrying, so long as they meet all other requirements for the program.

- C. A “course of study” is a cumulative and sequential educational program which provides knowledge and needed skills leading to a degree, diploma or other such certificates of achievement. Such program is normally arranged by “terms,” “semesters,” “quarters,” or “school years.” Examples of qualifying degrees or diplomas are high school diploma; associate of arts degree, bachelor’s degree and master’s degree.
- D. An “educational institution” is an organization or institution which was established for the purpose of educating persons. Examples are high schools, private and public business or technical schools, community colleges, colleges and universities.
- E. “Full-time” means the number of courses taken or number of “credit hours” which the educational institution requires as a minimum of its full-time students. Attendance is continuous and on a regular daily or several days a week basis. Example: At the University of Hawaii, a “full-time” student at the undergraduate level is defined as a person taking 12 or more semester credit hours.

/S/

Apr 22, 2016

David Y. Ige
Governor, State of Hawaii

Date