

	Oklahoma Union Public Schools	Student Worker Policy
Adoption Date: 9/10/25	Revision:	Pg. 1 of 1

Purpose: Oklahoma Union Public Schools may employ students as part-time workers in order to provide meaningful work experience, support school operations, and encourage responsibility, while ensuring compliance with state and federal labor laws.

Eligibility:

- Students must be **at least 16 years of age** to be eligible for employment.
- Students must be approved by the building principal and/or activity sponsor.
- Students must be enrolled in Oklahoma Union Public Schools and maintain good academic and disciplinary standing.

Employment & Compensation

- All student worker wages will be processed through the district payroll system in accordance with federal and state wage laws.
- Student workers will complete required employment paperwork prior to beginning work.
- Student worker positions are subject to the availability of district funds. A limited annual budget is designated for student employment, and hiring will be determined accordingly.
- Student workers must submit a timesheet signed by their staff supervisor for payroll processing.

Work Rules & Supervision

- Student workers may not perform hazardous tasks or operate equipment restricted under federal and state child labor laws.
- Student workers will be supervised by a designated staff member at all times while on duty.
- Hours of employment will be set to ensure they do not interfere with the student's school attendance or academic performance.

Equal Opportunity: Oklahoma Union Public Schools is an equal opportunity employer. Student worker opportunities will be provided without regard to race, color, national origin, sex, disability, religion, age, or any other status protected by law or district policy.

Confidentiality: Student workers must respect the privacy and rights of others. Access to student records, financial information, or other confidential material is prohibited unless specifically authorized and supervised.

Termination: Employment may be ended at any time if:

- The student's work performance is unsatisfactory.
- The student fails to comply with school or district policies.
- The student's academic or disciplinary record is negatively impacted.
- Budgetary limitations prevent continuation of employment.