

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 4100-03</b>
<b>SUBJECT:</b>  <b>EMPLOYMENT OF STUDENT WORKERS</b>	<b>DATE OF ISSUE: 10/07/86</b> <del><b>REVISIONS: 09/19/02; 12/03/09;</b></del> <del><b>03/01/12; 09/07/23</b></del>  <b>PREPARING OFFICE:</b> <b>HUMAN RESOURCES</b>

**I. PURPOSE:**

To establish and implement the procedure to be used in seeking student employees for available positions.

**II. PERSONNEL AFFECTED:**

District staff using student workers, textbook workers, summer student helpers, after school tutors, and part-time student custodians.

**III. PROCEDURE:**

The human resources office will announce the district's intent to hire student workers.

- A. District staff needing textbook workers and summer student helpers shall submit a request in writing, explaining the need and a description of the job to the manager of classified personnel.
- B. The manager of classified personnel will work with high school principals to post the positions.
  - 1. Applications will be made available online.
  - 2. Managers supervising the approved summer positions will review applications and conduct interviews to fill vacancies. Recommendations will be submitted to the manager of classified personnel and submitted to the Board of Education for final approval.

**EMPLOYMENT OF STUDENT WORKERS (Continued)**

- B. Student workers and part-time custodians employed for the regular school year will be selected using the classified hiring procedures.**
- C. No student employee shall be assigned a position that is supervised by a member or direct subordinate of their immediate family.**
- D. Students employed shall meet all of the legal requirements of state and federal wage and hour laws.**