The departments of Human Resources and Payroll would like to inform the university community regarding changes to the student special project which will take effect 7/1/2019. Recent years have shown a significant increase to the Student Special Project payments. The intention for this type of payment was to compensate a student for work done for a onetime event/project. HR has been auditing these types of assignments, looking at the amount of hours worked, as well as the rate of pay. To ensure that the student assignment is within the guidelines of the Fair Labor Standards Act (FLSA) and the NJ Paid Leave law, HR must review work hours, pay rate, and the criteria for the Student Special Project. Although we realize this may require additional effort, the university must be able to determine hours in order to provide paid leave time to the student as required by law.

The following are the criteria for “one-time events/project” that can be paid on a voucher:

- Performing at an event (instrument, singing)
- Scorekeeper for Athletic events
- Greeter for events/orientation
- A project no longer than two weeks in length.

If the assignment is going to be longer than two weeks, then the student must be hired as a Student Hourly, or Institutional Work Study (IWS) where hours are tracked and timesheets completed.

The guidelines regarding student employment hours and pay rates can be found here:

https://sites.rowan.edu/hr/_docs/recruitment_and_staffing/2019_student_handbook_july_2019.pdf