

Greater Albany SD 8J
Administrative Regulation

Code: **IGCF-AR(2)**
Adopted: 10/4/95
Readopted: 3/12/01
Orig. Code(s): AR 7108

Pay for Student Workers

The following procedures apply to pay for student workers in the district, including those employed by school-based businesses:

1. The Fair Labor Standard Act and other child labor laws apply to student workers. Thus, the district programs must comply with the provisions of those laws;
2. Minimum wage and hour standards must be met and student workers shall be covered by the district's workers' compensation laws and unemployment insurance provisions;
3. Proper supervision must be provided for student workers and safe working practices must be followed;
4. Pay checks for student work must come from district accounts. Payroll and accounting procedures must be approved by the business department. The business department will provide monitoring of the funds and procedures of all accounts from which the student workers are paid;
5. When a school-based business pays student workers for work performed, the money paid in salary must come from the income generated by the school-based business and the school is responsible for the pay;
6. Work done for a school-based business for which a student is paid must be done outside of regular class time and shall be primarily repetitive production work. Students may be paid when their tasks are no longer a direct part of their training plan;
7. Pay for student work shall not conflict with or deter students from doing volunteer or fund raising work;
8. Compensation for student work in a school-based business may be in the form of store or merchandise credit or other incentives as approved by the advisor of the school-based business. Federal and state compensation provisions apply to this compensation;
9. School-based businesses providing pay for student workers must evaluate the practice regularly to ensure that it is conceptually and legally appropriate.