



OFFICE OF ADMINISTRATION

ADMINISTRATIVE POLICY

POLICY TITLE: Summer Employment	AUTHORIZED BY: Douglas E. Nelson Commissioner
POLICY : B-24	PAGE: 1 of 1
ISSUED: April 13, 1987	REVISED: October, 2014

I. General Statement

- A. This policy is established to provide standardized guidelines for compensation of summer workers throughout the department.
- B. All actions under this policy are subject to the provisions of the Rules and Regulations of the Personnel Advisory Board.

II. Definition

Summer workers are defined as students who work primarily during those months when school is not in session i.e. June, July, and August. Summer workers may also be employed during school recess; such as Christmas, Easter, and semester breaks.

III. Guidelines

- A. Unclassified appointments per 1 CSR 20-1.040(2)(D) shall be requested prior to the employment of summer workers. Requests shall be submitted to the Human Resources Service Center of the Office of Administration.
- B. The rate of pay for summer workers should fall within the following ranges:

<u>Pay Range</u>	<u>Category</u>
1	In High School
2	High School Graduate
3	In College
4	College Graduate

- C. No summer worker may be hired by a member of his or her family as provided in Art. VII, Section 6 of the Mo. Constitution .
- D. Summer workers shall not accrue benefits.

The Commissioner shall review any requested deviation from the above and shall determine if unusual circumstances warrant approval.