

**EMPLOYMENT - STUDENTS IN NONINSTRUCTIONAL POSITIONS**

STUDENTS MAY BE EMPLOYED TO WORK IN NON-INSTRUCTIONAL POSITIONS ON APPROVAL OF THE AFFECTED ADMINISTRATOR.

**RULES**

1. Students employed within a school or at the county level must have the following information on file ~~in Personnel Department~~ with the district.
  - a. Employee's Withholding Exemption Certificate for Income Tax W4 (this includes Social Security Number).
  - b. Fingerprints clearance.
  - c. Other information as requested by ~~the Personnel Department~~ Human Resources.
2. Students under fourteen (14) years of age may not be employed except under exceptional conditions which require the approval of the Superintendent (designee).
3. The Board shall adopt salary rates for student workers on an annual basis.
4. Student employed by the district are not to have access to private information related to students, parents or personnel. This information includes, but is not limited to, social security numbers, home and email addresses, telephone numbers, medical information including doctors' names, emergency cards/contact names, immigration status, IEP and 504 Plans, etc.

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RULES ADOPTED: 2/27/69

RULES AMENDED: 1/20/72; 7/22/75; 6/4/96