STUDENT-ATHLETE EMPLOYMENT

NCAA Bylaw: 15.2.7 Employment
Earnings from a student-athlete's on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete's or in the institutions financial aid limitations, provided:

(a) The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;
(b) The student-athlete is compensated only for work actually performed; and
(c) The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

Forms Used for Documentation:
1. Student-Athlete Employment Approval Form
2. Student-Athlete Employment Check Form

Individuals and Departments Involved:
1. Student-Athlete
2. Employer
3. Compliance Office
4. Head Coach

Policy:
1. The Compliance Office will coordinate all aspects of the employment program
2. All employment of student-athletes at any time must be approved by the head coach and administered through the Compliance Office.
3. No student-athlete will start employment until the appropriate documentation is on file with the Compliance Office.
4. Student-athletes will be paid at the same rate paid to other employees performing similar work in the same locale.
5. The employer must agree to maintain accurate time sheets and payroll records and agree to supervise and monitor the job performance of the student-athlete.
6. The Compliance Office will monitor the employment of the student-athletes during the period of employment. This could include phone interviews with employers and on-site job inspections.
7. Student-athletes are required to inform the Compliance Office immediately of the offer or receipt of any benefits not regularly available to all employees.

Procedure:
1. The student-athlete will inform the head coach of his/her desire to seek employment.
2. The student-athlete will obtain and fill out the Student-Athlete Employment Form and present it to their head coach for approval.
3. Upon obtaining employment, the SA must present the form to the employer for their review and verification of Bylaw understanding.
4. The student must then present the form to the compliance office for review and filing.
5. During the period of the employment, the Compliance Office will contact, by phone or in person, employers of student-athletes to discuss the employment situation and to fill out the Student-Athlete Employment Check Form.