



Student-Athlete Employment

Purpose: To define the manner in which student-athlete employment will be reviewed and monitored for compliance with ASU and NCAA rules and regulations.

Policy:

1. Rules compliance – All student-athlete employment must be permissible under NCAA, Pac-12, and ASU rules and regulations.
2. Scope – This policy applies to employment of student-athletes by non-ASU entities and excludes student-athlete employment at institutional camps or clinics as those are defined under NCAA legislation. (See the **Camp and Clinic** policy and process).

[Note: ASU employment of student-athletes is subject to non-athletics institutional policies and processes that include Compliance Office review. Depending on the risk factors related to the student-athlete or the employment, the Compliance Office may choose to monitor that employment as described below.]

3. Employment documentation – All student-athlete employment must be documented with the Compliance Office.
4. Employment monitoring forms and timeframe for submission –
 - a. Academic year employment form: Each student-athlete must complete an academic year employment form before start of practice or competition at the beginning of the year (including preseason practice).
 - b. Summer employment form: Each student-athlete will be sent the summer employment form.
 - c. Employment verification form: The Compliance Office will send the employment verification form to employers after receiving the completed employment forms.
5. Compliance Office form review – For summer employment forms and employment verification forms, given the volume of work and level of risk associated with retrieving completed forms from all student-athletes or employers, the Compliance Office, at its discretion, based on risk factors relating to the student-athlete or the nature of the employment, will make reasonable efforts to ensure each student-athlete has completed this form and may require specific student-athletes (e.g., student-athletes deemed elite under the associated **Elite Student-Athlete** policy and process) to complete the form.

6. Responsibility to supplement – If a student-athlete begins new employment after completing the summer or academic year form or has a substantial change in his or her existing employment he or she must file an additional employment form.
7. Employment by an SDA staff member – Any SDA staff member who wishes to personally employ a student-athlete (e.g., babysitting, house sitting) must receive prior approval from the Compliance Office.

Process:

1. Student-athletes will submit an employment form in the compliance software system for the academic year and summer.
 - a. Academic year employment – Before the beginning of fall practice, student-athletes will complete an **Academic Year Employment Form** noting whether they will be employed during the academic year and, if so, include information about their employment.
 - b. Summer employment – At the end of the academic year or sport season (whichever is later), student-athletes will be sent the **Summer Employment Form** noting whether they will be employed during the summer and, if so, include information about their employment.

[Note: In accordance with the policy above, student-athletes will submit information regarding new employment or substantial changes in employment to the Compliance Office.]

2. The Compliance Office will review the student-athlete employment forms.
 - a. The Compliance Office will contact the student-athlete if more information is needed to complete the review of his or her employment.
 - b. If the Compliance Office determines the employment does not meet NCAA, Pac-12, or ASU rules and regulations, the student-athlete must advise the employer to modify the arrangement to fit within applicable rules or the student-athlete must terminate the employment. Failure to do so may lead to the student-athlete being declared ineligible. If the employer is able to modify the employment to be permissible under applicable rules, the Compliance Office will continue to step 2(c) below.
 - c. If, based on the information provided, the Compliance Office determines the employment is permissible, the Compliance Office will send the employer the **Employment Verification Form** to be completed through the compliance software system.

3. The Compliance Office will review the forms returned by employers and compare them to information provided by the student-athlete. Further, the Compliance Office will review whether the employment is permissible under NCAA, Pac-12, and ASU rules and regulations.
 - a. The Compliance Office will contact the employer if more information is needed to complete the review.
 - b. If the Compliance Office determines the employment does not meet NCAA, Pac-12, or ASU rules and regulations, the student-athlete must advise the employer to modify the arrangement to fit within applicable rules or the student-athlete must terminate the employment. Failure to do so may lead to the student-athlete being declared ineligible.