

RULES AND REGULATIONS FOR STUDENT EMPLOYEES

Students attend Monroe County Community College primarily to pursue an academic course of study to further their education. To help finance the cost of their educational expenses, some students seek part-time employment on campus while going to school.

The purpose of student employment at Monroe County Community College is to provide students an opportunity to gain valuable work experience, to serve as a supplement to the financial aid program, and to assist the College departments in the delivery of their services. All student employee positions are temporary, part-time jobs with work hours arranged so as not to conflict with class schedules, nor interfere with a student's academic progress.

Student Employment Eligibility

The Office of Employment Services serves as the employment office for all student employment. Students enrolled at the College who are interested in working on the main campus, or at extension centers, while attending school should apply at the Office of Employment Services as soon as they have registered for classes.

Students qualifying for the College Work Study Program will be given first consideration for employment. Qualified candidates will be referred for the open positions by the Office of Employment Services prior to posting such positions. All such referrals must meet the qualifications specified in the job description for the position.

A. REGULAR STUDENT ASSISTANTS:

During fall and winter semesters all student employees must be enrolled for a minimum of six credit hours per semester. Courses must be taken for credit to be eligible for student employment. Audits, non-credit seminars and incompletes do not count toward employment eligibility.

A student may work the spring or summer semesters without being enrolled if the student has been enrolled the preceding winter semester or is enrolled for the upcoming fall semester with a minimum of six (6) credit hours.

Student employees are required to notify their immediate supervisor if their enrollment falls below the required number of hours during the semester.

B. SUPPLEMENTAL INSTRUCTION LEADERS AND LAL TUTORS:

The above positions are also classified as student assistants but the positions may be filled, when necessary, by individuals not currently enrolled, or enrolled for less than six (6) credit hours. All applicants for the above positions, if not currently enrolled, must have earned College credits previously, and satisfy all of the job qualifications outlined for the respective position.

For purposes of student employment, a semester begins the Sunday of the week the semester starts and ends the Saturday before the next term begins.

Maximum Number of Hours

The normal student employee work week will not exceed twenty (20) hours.

During the spring and summer semesters, a student may work up to forty (40) hours per week, if they are not enrolled in credit classes for that semester.

Job Description

Each area or department will write a job description in accordance with a format provided by the Office of Employment Services which will include:

- a. Essential job functions
- b. Physical demands
- c. Working conditions
- d. Equipment used
- e. Qualifications needed
- f. Performance standards

Job Posting

All student employment positions shall be posted through the College Office of Employment Services. The openings shall be posted a minimum of five (5) working days prior to the application deadline date. Such job postings will include a job description, preferred starting date, supervisor's name and application deadline.

All jobs posted with the Office of Employment Services can be viewed on the Employment Opportunities Board located in the Administration Building (main hallway), at the Whitman Center, or on the College web site.

Holding More Than One Student Employment Position

A student may hold more than one student employee position. The total hours worked in both jobs may not exceed the maximum number of hours (20) as previously outlined.

A student employee may not be employed in any other capacity by the College (i.e. support or maintenance staff including full and part-time status).

Compensation

Student employees are paid for actual hours worked. No student will receive pay for holidays, jury duty, vacation, sick, snow days, emergency closures, or other absences.

As a student employee, (enrolled in at least six (6) credit hours), F.I.C.A. and retirement contributions are not withheld from paychecks. Any student employee enrolled for less than six (6) credit hours (typically spring or summer) will have F.I.C.A. and retirement contributions withheld from their paychecks.

Student Employee Conduct

Students will be required to observe the following regulations:

- A. Each employee is expected to be on time and work a 60-minute hour—not a 50 minute hour—the same requirement that any business would expect.
- B. No student employee is allowed a break unless the student expects to work over three consecutive hours.
- C. Students are expected to work alone. This means no friends, relatives, etc. are to keep company with student employees while they are on the job.
- D. If student employees do not have something to do, they should find something that needs to be done or ask for additional work. Students are paid for work performed and no student is hired to study on the job.

- E. If a student employee cannot be on time or is sick, the student is expected to report this to the work supervisor the same as would be expected on any job.
- F. Proper respect should be shown to other employees of the College.
- G. If student employees are in a position where they must meet the public (such as a receptionist) or answer the telephone, it is important that they be courteous and as helpful as possible. Remember that they are representing the College in dealing with the public or other students. (See training section below.)
- H. Any and all information acquired by a student employee while on the job is confidential and should not be discussed with friends or relatives.
- I. The cafeteria and Cellar are open to student employees for breaks and lunches. Student employees do not use faculty and staff facilities.
- J. Students are expected to dress appropriately for their position as defined by their supervisor.
- K. All accidents shall be reported as soon as possible to the immediate supervisor. An official accident report form shall be filed by the student employee in the Office of the Vice President of Administration. Student employees are covered under Worker's Compensation for work related injuries. Contact the above office for proper procedures.
- L. Student employees are to observe College policy as stated or implied.

Training

All regular student employees are required to attend the "Partners" staff development program when scheduled. Student employees normally attend this training during their regular work hours and receive their normal hourly pay rate while participating in these training sessions. The Partners Program is designed specifically for student employees in a college/university setting. Its purpose is to help student employees master the art of quality service, increase productivity, and help students develop work habits, attitudes and skills that employers seek.

The program, usually held during the Fall Semester, consists of two, two-hour training sessions of 8-15 student employees from across campus. During the sessions students view videos dealing with topics such as work habits and attitudes, time management, telephone skills, and confidentiality. These videos are discussed in conjunction with the Partners handbook and led by trained support staff facilitators with many years of experience as front-line staff at MCCC.

General institutional training, as well as, specific departmental training may be required. Hours spent for training will be counted as hours worked.

Unemployment Compensation

Under the terms of the Michigan Employment Security Act, students are normally excluded from coverage.

Non-Discrimination and Sexual Harassment

The Community College District of Monroe County, Michigan is an equal opportunity institution and

complies with all federal and state laws and regulations prohibiting discrimination and sexual harassment.

It is therefore the policy of the College that no qualified person shall be discriminated against because of race, color, religion, national origin or ancestry, age gender, marital status, disability, genetic information, sexual orientation, gender identity/expression, height, weight, or veteran status in any program or activity for which it is responsible.

It is furthermore the policy of the College that any acts of sexual harassment of students or employees will be considered as unacceptable and impermissible conduct. Such acts will not be condoned or tolerated by the College and it will take full measure to enforce appropriate action in the event there is a violation.

Student employees who believe they have a complaint should obtain a copy of the College policy and complaint procedure. Forms are available in the Admissions Office and Human Resources office.

Termination of Employment

A student may resign at any time. Following proper work etiquette, at least a two-week notice should be given prior to resigning.

A student employee is an at-will employee and can be terminated at any time for any reason at the discretion of the area administrator.

A student employee will be terminated if the student no longer meets the eligibility requirements or qualifications outlined in these procedures.

Upon termination, notification shall be given, by the area supervisor, to the Office of Employment Services and Payroll Offices.

Student Employee Job Concerns

Student employees are advised to work closely with their supervisor. This would include making sure they understand their job responsibilities, the hours of work and exactly what is expected on the job. Students that have questions or problems regarding their work assignment, schedule, co-workers, accommodations, or other work related issues are advised to contact their area supervisor immediately. Student employees who quit an assigned job, are terminated, or want a different student employee position, should contact the Office of Employment Services, understanding that re-assignment is not assured.

Pay Periods

Student employees are paid at the same intervals as other College staff on a bi-weekly basis. In order for a payroll check to be issued a time sheet for the previous two-week pay period must be completed and returned to your department supervisor. You will receive instructions from the area supervisor on how to complete the time sheet and dates they must be returned.

To pick up your payroll check you must sign-in at the switchboard on the designated pay date and your check will be released. If you wish to make other arrangements for receiving your check, contact your area supervisor for instructions.