Student Employment Manual for Supervisors

Table of Contents

MONTGOMERY COLLEGE

Civility Norms

"We believe the culture of civility begins with each of us."
−PACEI Leadership Team

We aspire to be welcoming, equitable, inclusive, and culturally competent.

We are polite in our interactions by:
greeting and acknowledging others; saying please and thank you; respecting others' time, space, and individuality; being direct, sensitive, and honest.

We listen for common ground.

We treat each other with respect by:
welcoming feedback with an open mind and giving others the benefit of the doubt; acknowledging the contributions of others and recognizing successes; acknowledging the impact of our behavior on others with a caring heart.

We address incivility in a polite, courteous, and responsible manner.

Inspired by *Mastering Civility* by Christine Porath

For more information, contact Sharon Bland, Chief Equity and Inclusion Officer, CEIOAdvisor@montgomerycollege.edu

I. Introduction

This manual serves as a reference for student employment supervisors at Montgomery College. It outlines the policies and procedures established by the Office of Student Financial Aid and Human Resources in addressing specific responsibilities of the student employee and supervisor. These shared responsibilities create what is termed as '"the employment relationship."

Student employees must be enrolled. Summer work must be approved after the student has started attending the college. Student employees should understand that their job plays an important role in their educational success along with academic success in the classroom.

The information outlined in this manual is designed to increase the supervisor's understanding of the important role they play in contributing to an effective student employment program experience and student success.

II. Types of Student Employment

A. Federal Work-Study (FWS) Program

Federal Work-Study is a student employment program administered by the Office of Student Financial Aid that is 100% funded by the federal government. The program is designed to provide part-time employment to students attending Montgomery College. The employment earnings from FWS assist student employees in covering some educational costs and expenses while seeking a rewarding and enriching work experience.

The Office of Student Financial Aid awards FWS to students on the basis of demonstrated financial need as determined by the U.S. Department of Education through the processing of the Free Application for Federal Student Aid (FAFSA). Students who qualify for financial aid could possibly receive Federal Work-Study funding. The number of students offered FWS is dependent on and limited to the yearly allocation of funds from the U.S. Department of Education for the program.

Federal Work-Study employment can be with an on-campus department or unit or an off-campus community service non-profit agency. The program is open only to the U.S. citizens and permanent residents who are deemed eligible for financial aid.

A Federal Work-Study student employee is prohibited from being used to replace a full-time employee whose position was eliminated for any reason. This prohibition extends to instances where a school first replaces the full-time employee with a student position paid with college funds.

B. Student Assistant (SA) Definition

Student Assistant is a student employment program that is funded by the College with institutional funds. Student Assistant funds are placed in departmental budgets each year for the hiring of students to work on-campus. These funds help students work who may not be eligible for participation in the Federal Work Study program. The Student

Assistant program is open to students enrolled at least half-time with the College or 6 hours a semester.

The departments Account Manager allocates and manages the SA employment budget. The SA program administered by the Office of Human Resources and Strategic Talent Management.

III. Student Employment Eligibility

Participation in the student employment programs at Montgomery College is open to all enrolled students based on criteria developed by the Office of Human Resources and Strategic Talent Management.

Eligibility for the Federal Work-Study program is determined by the Office of Student Financial Aid and limited to U.S. Citizens and other eligible non-citizens.

Factors affecting FWS eligibility include the completion of the Free Application for Federal Student Aid (FAFSA) and the preparation of student employment paperwork by the student and department and the subsequent submission of employment paperwork to the Office of Human Resources and Strategic Talent Management. Students should be enrolled in at least 6 credit hours and in good academic standing based on Office of Student Financial Aid and U.S. Department of Education regulations.

Student Assistant employment is open to students enrolled at the college who are deemed eligible by the hiring department. Student Assistant employment eligibility is not based on eligibility for financial aid. Students should be in good academic standing based on College stands and enrolled for at least 6 credit hours if a U.S. Citizen and at least 12 credits if an international students (F1).

Departments should be aware of the impact to budget allocations in the hiring of Student Assistant (SA) employees.

A. Eligibility for Federal Work-Study Program

The Federal Work-Study program is limited to U.S. Citizens and eligible noncitizens.

Factors affecting eligibility include the completion of the Free Application for Federal Student Aid (FAFSA) and the preparation of student employment paperwork by the student and department and the subsequent submission of this paperwork to the Office of Human Resources and Strategic Talent Management. Students must be meeting Satisfactory Academic Progress (SAP) requirements, as determined by the Office of Student Financial Aid. Students who are interested in participating in the FWS program must submit all Financial Aid Application requirements prior to the priority deadline (early March), Once a student is awarded financial aid, they should contact the FWS Program Specialist in order to express their interest in the program. The FWS Program Specialist will confirm if the student has enough unmet need (as determined by the Free Application for Federal Student Aid) in order to qualify for FWS. Since financial aid packages are reviewed and revised periodically, student eligibility and earnings limits may change from one semester to the next.

Students who are offered a work-study award are given an "earnings limit," as indicated on the Student Employment Pre-Employment Authorization Form and the Student Employment Approval Form. This is the maximum amount a student can earn under the program (before taxes) during the academic year.

Whenever a student's work-study award is changed, a revised notice is sent to the student and supervisor. As a result, the student's work schedule should be adjusted as soon as possible to prevent over or under earning from occurring.

It is extremely important to acknowledge the shared responsibility between the Office of Student Financial Aid, the student, and the supervisor to monitor a student's earnings and hours. The student must stop working when the earnings limit is reached. Letters will be sent to both the student and the supervisor when a student approaches the earnings limit. If the students continue to work, they will have to be switched to the Student Assistant Employment Program or be terminated.

C. Eligibility for Student Assistant Program

Student Assistant employment is open to students enrolled at the college who meet employment eligibility requirements as defined by the Department of Homeland Security, U.S. Citizenship and Immigration Services. Student Assistant employment eligibility is not based on eligibility for financial aid. Students should be in good academic standing based on College standards and enrolled for at least 6 credit hours if a U.S. Citizen and at least 12 credits if an international student.

Departments should be aware of the impact of budget allocations in the hiring of Student Assistant (SA) employees. The employing department determines eligibility for the Student Assistant employment program. The program is not based on financial need so completion of the FAFSA is not necessary. U.S. citizens, permanent residents and international students with visa statuses deemed eligible by the U.S. Citizenship and Immigration Services (USCIS) can be employed in the program.

D. International Students

The International Student Coordinator is the first stop for all international students inquiring about employment at the college. The coordinator will assist students in providing the correct documentation to reflect proof of work authorization that complies with all U.S. Federal rules and regulations. All individuals must complete an I-9 within three days of securing employment and authorization will be issued to the student prior to the beginning of work.

International students possessing an F-1 Student Visa or M-1 Visa with work authorization card from the U.S. Citizenship and Immigration Services (USCIS) may be employed under the Student Assistant Employment Program. Students with F-1 and M-1 visas may work anywhere on campus; it is not required that their work be related to their respective course of study.

E. F-1 Students

International students attending Montgomery College holding an F-1 student visa status may be employed on campus up to a maximum of 20 hours per week during the academic year and 40 hours per week, during vacation breaks and summer in accordance with U.S. Citizenship and Immigration Services (USCIS) regulations. On-campus employment may also include work with commercial firms performed on school premises, if the work provides a service to students. On- campus employment must stop once the student completes his/her studies.

F. Social Security Numbers

All international student visa holders must have a valid Social Security Number in order to be employed (Social Security numbers beginning with 000 are not valid for employment purposes). International students pursuing employment without a valid social security number must apply for one at the local office of the Social Security Administration after obtaining the necessary documents from the International Student Coordinator. No student can begin work until an I-9 from is completed.

G. Minimum Credit Hours

International students are required to maintain a minimum of 12 credit hours during the academic year.

H. Employing Minors – Age 14-17

Students enrolled at Montgomery College from the age of 14 - 17 and seeking employment must download and complete an online work permit from the Department of Labor, Licensing and Regulation for the State of Maryland. Parents must certify the age of the minor and sign the form with the minor student and employer.

IV. FWS Student Employment Process

A. Flowchart

Prior to application on the student's part, supervisors must post Job Descriptions on MC eJobs for all Federal Work-Study jobs to comply with federal regulations. Supervisors should also post vacancies for Student Assistant positions on MC eJobs. This allows all students, interested in working, fair and equal opportunity to pursue employment opportunities with the college.

Please Note: Student Assistant (SA) employees looking for employment will search MC eJobs for SA employment opportunities. Students will contact the hiring supervisor for an interview. All paperwork will be completed by the supervisor and Human Resources.

```
┌─────────────────────┐     ┌─────────────────────┐     ┌─────────────────────┐
│ 1. Apply for Financial│    │ 2. Complete and      │    │ 3. Receive Financial │
│ Aid by completing your│ →  │ submit required      │ →  │ Aid Award Notice and │
│ FASFA at             │    │ documents listed on  │    │ review award         │
│ www.fasfa.gov        │    │ MyMC in order to     │    │                      │
│                      │    │ complete your        │    │                      │
│                      │    │ Financial Aid        │    │                      │
│                      │    │ Application          │    │                      │
└─────────────────────┘     └─────────────────────┘     └─────────────────────┘

┌─────────────────────┐     ┌─────────────────────┐     ┌─────────────────────┐
│ 4. Interview for     │    │ 5. If awarded, begin │    │ 6. Contact FWS       │
│ positions, accept offer│ → │ searching and applying│ → │ Program Specialist to│
│ and complete pre-    │    │ for available FWS    │    │ express interest in  │
│ authorization with   │    │ positions on MC eJobs│    │ FWS and confirm      │
│ hiring supervisor    │    │                      │    │ eligibility          │
└─────────────────────┘     └─────────────────────┘     └─────────────────────┘

┌─────────────────────┐     ┌─────────────────────┐     ┌─────────────────────┐
│ Authorization form to│    │ 8. Deliver PAF to    │    │ 9. Provide supervisor│
│ Financial Aid and meet│ → │ HRSTM and complete   │ → │ receipt confirming that│
│ with FWS Program     │    │ all required new     │    │ all required         │
│ Specialist to complete│   │ employee documents   │    │ documentation has    │
│ additional required  │    │                      │    │ been completed with  │
│ documents including  │    │                      │    │ HRSTM                │
│ Personnel Action Form│    │                      │    │                      │
└─────────────────────┘     └─────────────────────┘     └─────────────────────┘

┌─────────────────────┐
│ 10. Begin working on │
│ date specified on PAF│
└─────────────────────┘
```

B. Job Description

Job Descriptions are required for all student employment positions. These descriptions should be submitted and posted on MC eJobs (the electronic job posting board for student employment opportunities).
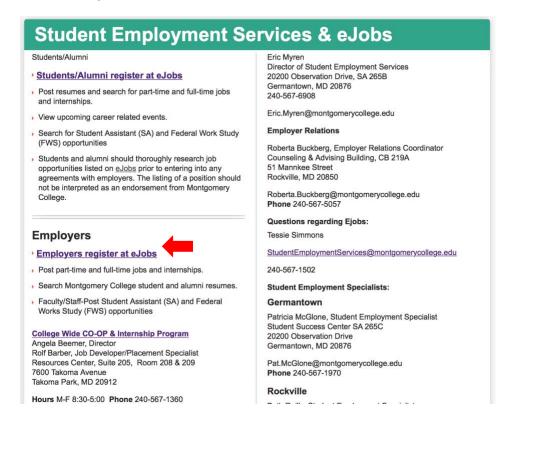
Job descriptions should meet the following guidelines:

1. State the job responsibilities and duties. Since student job responsibilities change frequently, it is advisable to include the phrase, "Other related duties as assigned."

2. List particular qualifications the job requires. Only those skills or knowledge, which will directly relate to successful performance of the job, should be specified.

3. Include the number of hours the student employee may work weekly based on the departmental needs limited up to 15 hours per week. If

appropriate, identify the specific hours each day the student is needed on the job

4. Indicate on MC eJobs if there are multiple openings with the same description.

C. Job Posting – eJobs

Go to Student Employment Services and eJobs and click on "Employers register at eJobs". Sign in or create an account.

D. Hiring Student Employees

When hiring through the FWS employment program supervisors can adhere to the following:

1. Student should have been offered FWS as a financial aid award. If not the student should report to the FWS Program Specialist in the Office of Student Financial Aid. Supervisors should contact the FWS Program Specialist to confirm if the student has been awarded FWS prior to arranging interview.

2. Student should contact supervisor for interview.

3. Supervisor after interviewing student makes a decision to hire.

4. Student provides supervisor with Pre-Authorization Form to complete and sign.

5. Student is sent to Office of Student Financial Aid to meet with FWS Program Specialist to obtain and complete the following documents:
   a. FWS Pre-Authorization that has been signed off by hiring supervisor
   b. Student Employment Approval Form with a tentative start date (supervisor should keep a copy of this form)
   c. Personnel Action Form for submission to Human Resources
6. The student is sent to meet with Human Resources staff to complete the following:
   a. Employee Personal Data Form
   b. W-4 Federal Tax Withholding Form
   c. MW-507 Maryland State Withholding Tax Form or VA, DC or WVA state tax form.
   d. Direct Deposit Form
   e. I-9 Employment Eligibility Verification Form Note: The student must provide original supporting documentation before the student begins working.
7. The student's employment start date will normally occur at the beginning of a payroll period on a Monday. All employment paperwork must be completed before a student can start work. Supervisor should request to see confirmation from HR that all necessary documents have been completed, before allowing student to begin.

Note: SA employment is managed by the supervisor and department so the follow of the hiring process is slightly different.

I. FWS Students Employment--Summer, Fall & Spring

Continuing a student's employment is an annual activity that is time sensitive and necessary in order for a student to continue working beyond the original end date. Continuation is not guaranteed, but the Office of Student Financial Aid makes every effort to continue the employment of FWS student employees for summer and the next academic year starting in Fall and ending in Spring.

The process to continue the employment of FWS student employees currently working begins in February with the sending of the Continuing Student Employment Forms to supervisors. A copy of the Continuing Student Employment will be sent to all supervisors by email. The completed forms are normally due back in late February/early March to the Office of Student Financial Aid. Forms returned late may delay processing of your student request and possibly affect awarding student employment funds to the student.

Facts to Know about Continuing FWS Student's Employment for Summer, Fall & Spring Annually:

1. Continuing Student Employment Form due in Office of Student Financial Aid end of February.

2. Students interested in continuing their FWS employment need to complete their financial aid application (FAFSA and My MC documents) for the following school year by the Priority Deadline (first week of March).
3. End of Spring Semester employment is on the Friday of the last week of final exams in May.
4. Start of Summer Session – I employment begins on the Monday following the end of final exams.
5. Start of Summer Session – II employment begins on July 1st.
6. End of Summer Session – II employment is the first Friday after faculty returns in August.
7. Supervisors and continuing students will be notified with three (3) separate emails about approval to work during summer Session – I, Summer Session – II and Fall/Spring Semester.

Please Note: A FWS Student's eligibility to work during the summer is determined by the Office of Student Financial Aid based on specific criteria and the availability of funds. Students do not necessarily have to be in enrolled to work during the Summer Session but must meet financial need requirements as Satisfactory Academic Progress standards and be active students. FWS students working during Summer Session - II must have a completed financial aid file in the office and be enrolled for at least 6 credits for the upcoming fall semester.

J. Continuing Student Assistant (SA) Employment
The hiring and managing of the Student Assistant (SA) employment process is controlled by the departmental supervisor. SA employment begins July 1st and ends June 30th. Supervisors should contact Human Resources in early June to extend the employment of an SA employee beginning July 1st of each year. SA employees are required like FWS employees to meet certain academic and enrollment standards. A new Personnel Action Form (PAF) may have to be submitted to Human Resources.

K. Monitoring FWS Earnings & Allocations
The Office of Student Financial Aid will monitor the allocated award for all FWS student employees each payroll period. Supervisors will be notified if a student is working more hours than allowed based on the Federal Work-Study (FWS) award as specified on the student's award notification and Student Employment Pre- Authorization Form.

Supervisors will be informed when to terminate student employees who have earned their total Federal Work-Study (FWS) award based a per semester dollar amount.
It should be noted that unused Federal Work-Study awards are not carried over from one award period to the next (i.e. fall semester to spring semester or spring semester to summer semester). Unused funds will be used to make new awards to interested students on our waitlist.
Federal Work-Study employees terminated after earning their full allocated award can only continue working if the supervisor switches the student employee to the Student Assistant (SA) employment program.

If the Office of Student Financial Aid terminates a student employee and the supervisor allows the employee to continue working, the student employee earnings will be

charged and paid from department funds.

1. **Revised Earning Limitations**
   Occasionally a student may receive a revised Federal Work-Study award. The revised award could have resulted from the student's decision to decline other aid or from additional educational expenses. Likewise, reductions may occur due to receipt of additional aid or other financial resources. If either of these situations should occur the Office of Student Financial Aid will notify supervisors and student employee of the change.

L. Terminations

Student employment is temporary in nature and its length is generally the duration of the semester or academic year. Employment may continue from one semester to another, but that decision is the prerogative of the supervisor.

If at any time during employment, the student employee's job performance or conduct is unsatisfactory or the employee has exhibited job performance or behavioral problems of a serious nature, the employee should be advised in writing of the problem. This notice should include the corrective actions to be taken and the consequences, should the corrective actions not be met. This action does not necessarily precede termination.

M. Department Organization Codes

Supervisors are responsible for reporting the correct Department Organization Code (s) to the Student Employment Specialist when completing the Student Employment Pre- Authorization Form. The Department Organization Code tells the Payroll Office where the student works and the supervisor who authorizes the timesheet for payment.

V.   Administering Student Employment

A. Social Security Card

Federal regulations require that every employee provide his or her employer with his/her original social security card. No student can begin work until he/she presents a valid Social Security Card. The regulation applies to all persons hired, including Federal Work-Study and Student Assistant employees. If a student does not have an original social security card, one must be obtained by applying at a local Social Security Administration Office for an original or replacement card. International students who have been offered employment but do not have a social security card must make an appointment to see the college International Student Counselor for to obtain instructions and documentation on acquiring a social security card.

B. Timekeeping - Tracking Work Hours

A major responsibility of the student employee and supervisor is to ensure that the student employee's timesheet accurately reflects the hours worked. Hours worked can be tracked using a timecard, punch clock or sign-in/sign-out sheet. The hours worked will be reported to the Payroll Office through WebTime Entry or paper

timesheet only if the employee does not have access to the online timesheet or miss the online submission deadline.

Timesheets are available online a week prior to the payroll submission deadline. If a student is new to your department, a blank time sheet may have to be used to submit hours worked until the Payroll Office generates access to the online timesheet through WebTime Entry.

Student employees must submit a timesheet to the supervisor for each payroll period through WebTime Entry. The supervisor must verify the accuracy of the hours and authorize the timesheet for submission to the Payroll Office.

Off-campus student employees must fax or email a copy of a signed paper timesheet to the Student Employment Coordinator in the Office of Student Financial Aid in addition to entering hours worked online through WebTime Entry.

FWS student employee timesheets left unauthorized by the supervisor will be deleted by Payroll at the close of the payroll submission window. If this occurs the student must submit a signed paper timesheets to Payroll which could result in a delayed paycheck.

Important points related to work hours:

1. All actual hours for the payroll period must be reported**.**

2. Student employees are limited to 20 hours per week or less depending on eligibility during periods of enrollment. During periods of non-enrollment during winter, spring and summer breaks, students can work a maximum of 40 hours per week if funding permits and the Office of Student Financial Aid grants permission.

   It should be noted that eligible work hours could be limited to less than 20 hours per week based on the information contained on the Student Employment Pre-Authorization and Authorization Forms.

   Additionally, student employees may not work during their scheduled class periods. If a class is canceled or the class ends early, the student employee may work during those times.

3. Employee payroll is based on projected work hours and is therefore subject to corrections during subsequent pay periods. To correct previously reported hours or non-reported hours for a payroll period, the supervisor should print out the authorized timesheet from WebTime Entry, make the corrections and send it to the Payroll Office by noon Friday.

   Students may not work on holidays or when the college is officially closed unless it is off-campus and the employing agency is open.

C.   Payroll & Direct Deposit

Supervisors should become familiar with the payroll procedures and deadlines. The payroll period is every two weeks. The payroll schedule with deadlines is published annually by the Payroll Office and is sent out to supervisors. The Office of Student Financial Aid also provides this information to student employees.

The College recommends that all employees have or open a bank or credit union account in order to participate in the direct deposit program of the College. Several financial institutions have programs readily accessible for accounts with small deposits.

B. Supervising Student Employee

It is the departmental supervisor's responsibility to make sure that student employees are supervised and trained in their job assignment. Student employees should never be left totally alone without supervision at any time to manage the activities of a department, lab, classroom, or area. The purpose of a student employee is not to replace a full or part-time college employee, but to supplement the staff and office operations.

C. Training Student Employees

The student employee should receive adequate training to perform all assigned job duties. Training is the responsibility of the supervisor and should start when the employee begins work. Students with little or no work experience should be instructed on how to be effective employees and how to establish good relationships with co-workers. They should also be assisted in establishing good work habits and confidence in his/her abilities, along with a sense of pride in what they do for the department and the College.

1. The following could enhance the employee's training experience:

- Present an overview of the office functions and organizational structure to the new employee. Describe the goals and activities of the department.

- Introduce the new student employee to the staff and co-workers.

- Describe the student's specific duties and responsibilities and how they relate to other office activities. If appropriate, the student may observe and/or meet with other staff members.

- Discuss expectations of the student's work performance, including quality and quantity standards.

- Assign a workstation. Explain how work assignments will be communicated and where personal belongings may be secured.

- Agree on a specific work schedule, which may then be posted. If there is

a delay or absence from this schedule, the student should notify the supervisor

- Update the student on any policy or procedure changes or other pertinent information affecting his/her employment.

- Provide a safety briefing as appropriate.

- The student evaluation process should be reviewed and explained to the employee.

- Provide an Office Procedures Manual to which the student can refer since it is difficult to remember all of the information given orally.

VI. Policy Guidelines for Student Employment

A. Allowable Work Hours

Federal Work-Study employees work hours are limited to the Federal Work-Study award amount and hours stated on the Student Employment Pre-Authorization and Authorization Forms. No student worker may exceed a total of 1300 hours in any 12-month period.

1. Working While Classes are in Session

Student employees may work no more than a maximum of 20 hours a week while classes are in session. Permission for students to work 40 hours a week during winter break, spring break and summer must be requested from the Office of Student Financial Aid. Please note that working students 40 hours during break periods may shorten the student's length of employment during the regular semester.

If Student Assistant employee hours per week are less than 20 the supervisor will inform the student employee.

2. Working During the Summer

Eligible students that work as FWS employees during the summer must show intent to return to Montgomery College for the upcoming fall semester, by filing the Free Application for Federal Student Aid (FAFSA) for the upcoming year.

Note: Students enrolled during a summer session are subject to the 20 hours maximum for that session.

3. Working in More Than One Positions

a. Federal Work-Study student employees can work in more than one Federal Work-Study position as long as the total hours for both positions do not exceed the total hour limitation stated on the Preauthorization and Approval Forms.

b. A student may work as a Federal Work-Study student employee or a Student Assistant employee, not both. Federal Work-Study cannot work more than 12 hours per week during the semester. Student Assistants cannot work more than 20 hours per week during the semester.

c. Supervisors should inquire if their student employee is employed in another department and make arrangements with student and other supervisor(s) to ensure the students weekly hours do not exceed 20 per week during periods of enrollment.

4. Continued employment

a. Students who graduate or terminate employment as a FWS or Student Assistant can continue to work as a casual temporary if approved by HRSTM.

B. Overtime

Federal Work-Study and Student Assistant employee who work more than 40 hours per week is entitled to be paid overtime pay. Student employees may work no more than 40 hours per week during winter, spring and summer break periods as previously defined. Additionally, 40-hour work weeks for student employees must be approved by the Student Employment Coordinator and supervisor.

C. Tax Withholding on Student Wages

Wages paid to student employees through the payroll system may be subject to the following withholding taxes: Federal Income Tax and State Income Tax. The withholding of federal and state taxes is dependent upon the student's biweekly gross income and how the student files the W-4 form. A student may seek advice from the Internal Revenue Service regarding how to file the W-4 form by calling the IRS toll free. A student is not automatically exempt from tax withholding based upon student status.

F-1 students who are considered non-resident aliens for tax purposes must complete the W-4 by claiming "single" or "married" but will withhold as single, "0" or "1" exemptions. Taxes withheld will be based on taxes treaties held between the U.S. and the country of origin.

1. **W-4 Form**
   The W-4 Form is required by the Internal Revenue Service for withholding federal taxes. Every student must have a W-4 on file in the Payroll Office.
2. **MW 507**
   The MW 507 Form is required by the state of Maryland for withholding state taxes. All residents of Maryland are required to have this form on file in the Payroll Office.

Payroll also has the tax withholding forms for DC, VA, and WV for student employees residing in those states.

D. Rest Periods during Work Hours & Lunch

Student employees may be provided a 15-minute rest period during a continuous four-hour work segment. Rest periods are scheduled by the supervisor. Rest periods must be preceded and followed by work and should not be used to cover a student's late arrival or early departure. Time designated for rest periods cannot be accumulated.

Student employees may be provided a 30-minute unpaid lunch break if they work and eight-hour work day.

E. Absences

A student employee who is unable to work should notify his/her supervisor as soon as possible but no later than the beginning of the scheduled work period. In the case of an extended absence, the student should inform his/her supervisor of the anticipated length of the absence. A student may not be paid for hours that are not actually worked.

F. Studying on the Job

The term work-study indicates that eligible students will be provided with opportunities for employment. It does not mean students will receive jobs where they may have time to study during work hours. FWS and SA employment is a job opportunity and should be treated as such by the student employee and supervisor. However, the application of individual departmental office procedures related to this issue is the decision of the supervisor.

G. Pay Raises

Increases in pay for student employees are determined by the Senior Executive Vice President for Fiscal and Administrative Services and the Chief Enrollment Services & Office of Student Financial Aid in conjunction with minimum wage increases instituted in the county. Pay raises for student employees are not automatic from year to year and depend on available funding.

H. Job Injuries

Student employees who experience on-the-job injuries are covered by Workmen's Compensation Insurance. Coverage includes medical care and lost time wages when a student employee is unable to work because of a job-related disability.

Job-related accidents and illnesses must be reported immediately to the supervisor. Medical attention, if necessary, is available at the Campus Security Office. After hours and in emergency situations when away from the office environment, employees should go to the nearest medical facility capable of providing the necessary services.

The Department must complete the Montgomery College Incident Report Form. For further information contact the Risk Management Coordinator in Human Resources.

I. Employment Benefits

Student employees are not eligible to receive most employment benefits such as, but not limited to: paid vacation, holiday leave, life and medical insurance, overtime pay, unemployment insurance, and retirement benefits. Student employees are eligible for Safe and Sick Leave.

J. Enrollment Requirements for Student Employment Eligibility

Students registered less than half-time are rarely eligible for Federal Work-Study due to a reduced cost of attendance budget of less than half-time.

International students registered less than full-time are ineligible to work in the Student Assistant program.

1. Less than half time is any enrollment of less than 6 credit hours or load hours.
2. Full-time enrollment is considered 12 or more credit hours or load hours

K. Impact of Working Excessive Hours

Studies by the U.S. Department of Education and colleges have shown a direct correlation between unsatisfactorily academic performance and students who work in employment programs over 20 hours a week. As a result, the Office of Student Financial Aid does not allow supervisors to employ students for more than 20 hours per week when school is in session.

Students who perform unsatisfactorily academically due to working excessive hours will be terminated from employment and financial aid eligibility.

L. Working During Scheduled Class Time

Students should not be allowed to work during scheduled class time unless the student can show evidence or proof that the scheduled class has been canceled.

M. Confidentiality

Due to the sensitive nature of most work at the College is advisable for supervisors to review confident nature of work in your department to the student employee. The supervisor should have student employees sign the Student Employment Confidentiality Form.

VII. General Employment Practices

A. Interviewing

Interested students will contact departments directly to arrange job interviews. Supervisors should develop selection procedures. These procedures might incorporate the following suggestions:

1. **Job Requirements**
   Review the job requirements. Evaluate applicants in relation to factors essential to successful performance of the job.

2. **Job Descriptions**
   Present the candidate with an accurate description of the job. Invite the student to ask questions about the job requirements
3. **Interview Questions**
   Ask each candidate the same questions. Take notes during or after the interview on responses made by each applicant for better recall when making the selection.

Each Federal Work-Study student who is eligible should present the prospective employer with a copy of the Student Employment Pre-Authorization Form prior to the employment interview. This serves the following purposes:

1. Notification of the student's Federal Work-Study eligibility.
2. List the gross earning limits a student may earn in the Federal Work-Study position.
3. Notification to supervisor and the student of the award period covered.

B. Employee Relations

Occasionally problems arise between student employees and employers. These are best resolved at the departmental level and should be handled as they arise, not after they accumulate.

Supervisors should consider the following in dealing with student employee problems:

1. Openly discuss job responsibilities and the employee's expectations as well as employer's expectations. Identify where change or improvement is needed.
2. Conduct these discussions in a private place to avoid embarrassing circumstances.
3. Be a good listener and attempt to visualize the situation from the employee's perspective.
4. Be fair and objective. Use a positive approach with the student and remember that the supervisor's purpose is to educate and change behavior, not to punish.
5. Establish a specified time period for needed change or improvement and reassess the situation at the end of the period.
6. If the problem involves the student's performance and the student improves, an evaluation indicating the student's improvement can be a big morale booster. If the student fails to improve, termination may be the only solution.

Students have the right to seek adjustment to any employment-related condition that they consider unjust or adverse to their personal welfare. A grievance must be filed no later than five work days after the incident. Exempt from grievance procedures are policies of the College, rates of pay established by the College for student employees, verbal and written warnings.

C. General Rules of Personal Conduct for Employees

The following general rules governing personal conduct of employees are intended to promote orderly and efficient operation of the Student Employment Program as well as to protect the rights of all of its employees. Any department may establish additional rules for its employees, which are considered necessary for effective operation of that unit. Violation of any of these rules shall be considered cause for disciplinary action

and may result in discharge. An accumulation of minor infractions as well as a single infraction of a serious nature may result in discharge.

1. Absence from work without good cause or excessive absenteeism. Absence from work includes tardiness.
2. Malicious destruction or willful neglect of College property.
3. Theft or attempted theft of property from the College, students, visitors, patrons or employees.
4. Property owned by the College may not be used for personal purposes of any individual employee. All property, including but not limited to land, building, facilities, equipment, supplies, computer software and telephone is to be used solely for College purposes.
5. Presentation of false information on employment application, time cards, and other personnel and work-related records.
6. Failure to comply with safety rules and regulations established by the College. This includes the obligation to promptly report all accidents and injuries incurred.
7. Refusal to carry out the instructions of supervisors and duties of the job unless such actions constitute unsafe acts.

Other misconduct including, but not limited to the following:

- Consuming or possessing alcoholic beverages and/or controlled substances without a prescription on the College premises.
- Reporting to work under the influence of alcohol or a controlled substance with a prescription.
- Use of vulgar and obscene language.
- Threatening other persons and fighting or obstructing a fight.
- Verbally abusing, physically attacking or obstructing a supervisor

D. Student Responsibilities

Student employees make an important contribution to the operations of the College. In their respective departments, they serve as members of a team and perform needed functions. Thus, acceptance of any student employment position should be considered a sincere commitment. With this commitment supervisors can reasonably expect students to:

Notify supervisor immediately of any adjustments in a Federal Work-Study award.

Maintain enrollment and satisfactory academic progress as stated in the College catalog and the Office of Student Financial Aid policies.

- Report to work promptly and perform assigned duties in a satisfactory manner.
- Notify the supervisor as soon as possible of necessary work schedule changes.
- Inform the supervisor when projects and examinations necessitate schedule adjustments.
- Follow the College and departmental rules of personal conduct for employees.
- Submit correct payroll information to the supervisor by the stated

deadlines.
- Keep an accurate record of hours worked.

E. Performance Evaluation

Student employees should receive periodic performance evaluations from their supervisor at least once academic year and more often if needed. This process   may be used to identify the student's strengths and areas for improvement. It also helps to reinforce the supervisor's expectations. These evaluations may be informal in nature except in the event that continued substandard performance may lead to termination of employment. At that time, the supervisor shall complete a written evaluation documenting unacceptable performance.

VII. Student Employee Grievance Procedures

A. Grievance Procedure

Student employees are considered employees for the college and therefore are covered under the college personnel grievance process for Associate and Support Staff employees under College Policy Manual regulation 34101