

SAN JUAN COLLEGE BUSINESS SERVICES PROCEDURES

TOPIC: STUDENT EMPLOYMENT Related to Board Policy: 500B

General

The college supports the employment of students while completing their educational endeavors where possible. The college also maintains that student employment is for the purpose of training and enhancement of educational goals. The college, therefore, maintains the philosophy that a student's employment with the college is secondary to the student's educational efforts.

Students seeking employment with the college are REQUIRED to explore the availability of financial assistance through State and Federal Financial Aid programs. All student employment applications will be routed through the Financial Aid Office to assign the optimum funding arrangement, both for the student and the college.

Student Employment Criteria

A student must be currently enrolled for 6 or more San Juan College credit hours, for Fall and Spring semesters, and must be maintaining academic progress at a 2.0 GPA or better in the previous semester of attendance. During the Summer semester, a student must be enrolled in 3 or more San Juan College credit hours for State or Departmental funding, and 6 or more San Juan College credit hours for Federal funding.

Student Employment Procedures

A. Student Responsibilities

1. All students interested in being employed by the college as a student worker must begin the process by submitting the Free Application for Federal Student Aid (FAFSA). Any student(s) not having submitted a FAFSA will be placed on Departmental funds for a period of 30 days. If the student has not received a Student Aid Report (SAR), the student will be terminated.
2. The student must complete a current year W-4 (Exhibit 3), an I-9 (Exhibit 4), and a Student Employment Information Worksheet (Exhibit 5). These items are available at the Financial Aid Office during regular business hours.
3. The Student must present a current valid driver's license or State ID, a copy of their Social Security Card and a copy of their class schedule.
4. If a student qualifies for employment, the student is given an Approval to Interview Form (Exhibit 1) to interview at openings on campus.
5. After the student is determined to be a suitable candidate for that department's need, the supervisor signs the Approval to Interview and the student returns to the Financial Aid Office to receive an Approval to Work Form (Exhibit 2).
6. The student returns to the hiring department with the Approval to Work Form and begins work.

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Updated
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B. Supervising Department Responsibilities

The hiring department is to notify the Financial Aid Office of all student worker openings. These openings will be posted for student information. Departments will interview and choose the student worker of their choice(s) from those with a completed Approval to Interview form.

2. The hiring department supervisor interviews the student and determines whether to hire or not to hire the student.
3. The hiring department will complete the Approval to Interview Form and direct the student to return to the Financial Aid Office for and Approval to Work Form.
4. The hiring department supervisor is to assign the student worker a schedule that is agreeable to both the department and the student after the student returns with the Approval to Work Form. A student worker cannot be paid for time submitted on a timesheet until after the Approval to Work Form Date.
5. The hiring department supervisor is to monitor the hours worked by the student and to sign all time sheets by the posted payroll due dates. The hiring supervisor will manage all student hours to not exceed the budgeted figure. Once the total number of budgeted hours are met; no student can work any additional hours.
6. All student workers are required to perform at an acceptable level throughout their employment. If the supervisor determines that the worker is not performing at the desired level, the student worker may be returned to the Financial Aid Office for another assignment or be terminated.
7. The hiring supervisor is to notify the Financial Aid Office when a student worker fails to report to work for longer than one week or terminates their services to the department. The Financial Aid Office will in-turn notify the Personnel Office.

C. Financial Aid Office Responsibilities

1. The Financial Aid Office will coordinate the employment of all student workers with hiring supervisors. The Financial Aid Advisor will release an Approval to Work form only to those students who have completed the Student Employment Package and are registered in the minimum number of San Juan College credit hours.
2. The Financial Aid Office will assign all payroll expenditure codes, including financial aid (state and federal) or institutional fund codes, to Student Employment Transaction Forms. First hiring preferences will continue to be given to students with financial need.
3. For exceptions to this policy, the Director of Financial Aid will assist the Vice President for Student Services in making a determination.

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4. Financial Aid Office will coordinate the employment of all student workers with hiring supervisors. The Financial Aid Advisor will release an Approval to Work form only to those students who have completed the Student Employment Package and are registered in the minimum number of San Juan College credit hours.
5. If the Financial Aid Advisor terminates a student worker, the Personnel Director shall be contacted first to ensure payroll considerations are met.

General Student Employment Conditions

1. All student worker wages are budgeted in an institutional pool and the subsequent salary costs will be charged to the appropriate department account at the end of the month. An equal and offsetting budget transfer will be made from the pool to offset these salary charges.
2. Student employees are exempt from participation in the New Mexico Educational Retirement Association program, and are not eligible for any College benefits (i.e., paid holiday, health/life insurance, paid leave).
3. All student workers must complete a current year's W-4 (Exhibit 3), I-9 (Exhibit 4), SJC Receipt Certification for the Drug-Free Schools and Communities Act (Exhibit 6). The Financial Aid Office is responsible for making sure the above payroll forms are complete.
4. All student employees shall complete an hourly time sheet and with approval by their supervisor, be paid through the College payroll system (Exhibit 7).
5. Student employees cannot be employed for more than 20 hours per week, except for Spring Break, the break between Fall and Spring semesters and the break between Summer and Fall semesters. The student must meet the aforementioned credit hour and registration requirements.
6. The hiring supervisor is to assign duties to the student workers which are of a "trainee" level. Student workers are not to be assigned complex or difficult task which are normally performed by regular Professional or Support Staff.

If the individual does not meet the above student employment conditions, the individual may not be hired as a student worker.

Student Rate of Pay

The College will pay all student workers \$5.65/hour though 6/30/2002.

Students and Non-Students as College Employees

A. Individuals Who Do Not Qualify as Student Workers

1. If the individual does not meet the above student employment conditions, the individual may be (with approval and money available) employed as a "temporary employee". Temporary employees may only work for 6 months.

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Updated
January 2004

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2. Questions on hiring an individual other than as a student employee should be referred to the Personnel Office/Department Director.
3. To hire a non-student worker, the hiring department must have funds budgeted or a vacancy must exist in a budgeted full or part time position.
4. The “temporary” worker will be compensated at the appropriate Support Staff Wage and Salary Plan rate of pay assigned to the position and is subject to employment regulation and guidelines which apply under FLSA.

B. Individuals Who Do Qualify as Student Workers

1. A student worker may apply for a temporary support staff position, which is open for recruitment, and they meet the minimum qualifications.
2. To hire a student worker at other than the student hourly rate, the hiring department must have funds budgeted or a vacancy must exist in a budgeted full or part time position.
3. If the department supervisor wishes to appoint an individual who meets the criteria of a student worker to a temporary support staff position, the supervisor must complete the Request for Employment of a Student As a Support Staff Employee (attached) explaining the following:
 - a. how the individual meets the special skills and minimum support staff position qualifications;
 - b. how the position responsibilities differ from a student worker position; and
 - c. this form must accompany a completed Personnel Transaction form.
4. Each situation will be evaluated on a case-by-case basis and the hiring supervisor to support the request must submit all supporting documentation.
5. Final approval of such an appointment is dependent upon the approval of the Director of Personnel, the supervising Vice President and the Vice President for Student Services.
6. The supervisor is advised that such a decision, if approved, may eliminate the student for eligibility for financial assistance and will impact a department's personnel services salary budget.

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Updated
January 2004