



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: STUDENT EMPLOYMENT

Code: FF0502

Policy Reference: N/A

All student employees must have prior approval from the Department of Student Financial Aid before starting their work assignments, which are limited to 15-19 hours per week during the academic year and 40 hours per week during periods of nonenrollment such as summer.

Student employees must have an approved student employment application on file in the financial aid office prior to starting their work assignment. Paychecks will be issued biweekly upon proper identification. Student employees are limited to the above restrictions and may not exceed those limits nor may they work as a student employee and staff employee at the same time.

All student employees must be enrolled at least (half-time) 6 credits, or the equivalent as determined by the student employment administrator. The summer term is the only exception to the enrollment requirement. Students working during the summer period must document that they are attending summer school and need to be enrolled in at least 3 credits during summer, except adult high school students.

This policy pertains to all student employees who are part of the school financial aid program, which is financed by the MATC budget, a state or federal work study program, or a state or federal project. It includes the maintaining of a student file in the financial aid office for the student's financial need calculation, personal work history, work assignments, changes and evaluations, and other necessary information. All W-4 and I-9 forms for student employees will be retained in the financial aid office along with the student's application for employment.

Student employees will be paid no less than the current federal minimum wage or an amount above set by the MATC Board. Exceptions to this item would be programs or projects, which are funded by projects or outside agencies and approved by the student employment administrator. Any other exceptions would need to be documented, reviewed, and approved by the student employment administrator.

Office of Responsibility: Student Services