



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: STUDENT EMPLOYMENT	Code: FF0502
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Policy Reference: N/A

All work-study funded student employees must have prior approval from the CareerHub before starting their work assignments, which depending on the amount of their funding, can not exceed 19 hours per week during the academic year. Additional hours may be worked during periods of non-enrollment, but this is determined yearly based on institutional funding.

Student employees must have an approved student employment application on file in the CareerHub prior to starting their work assignment. Paychecks will be issued biweekly via direct deposit. 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 coordinator.

This policy pertains to all student employees who are part of the work study 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 maintenance of a student file in the CareerHub 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 CareerHub office along with the student's application for employment.

Student employees will be paid no less than an amount set by the MATC Board which is currently \$11.00 an hour. Exceptions to this item would be programs or projects, which are funded by projects or outside agencies and approved by the student employment coordinator . Any other exceptions would need to be documented, reviewed, and approved by the student employment coordinator .

Office of Responsibility: Student Employment, Career & Transfer (CareerHub)
Last Reviewed: Jun-2021