



Nunez Community College

STUDENT EMPLOYMENT POLICY, PROCEDURES AND RESPONSIBILITIES

ENROLLMENT REQUIREMENT

1. All students seeking employment at Nunez Community College must be registered students.
2. If a student enrolls for the semester but is administratively withdrawn by the college or chooses to withdraw, it is the student's responsibility to notify his or her supervisor of this change in status. Failure to do so will result in recovery of financial aid funds and may be cause to place the student on financial aid probation for future work study positions.

STUDENT HOURS/ATTENDANCE

3. Students may work no more than 20 hours per week if Title IV, and no more than 29 hours per week if college-paid during the fall, spring, and summer semesters.
4. Students are not allowed to work during their scheduled class hours. If a class period is cancelled, it is advised that the student use this time to study for the next period. If it is determined that a student violated this policy the Office of Financial Aid will determine the appropriate disciplinary action.
5. Students must take a lunch break if they are working all day. If a student works more than four consecutive hours, a 15-minute break should be allowed.
6. Students are not allowed to work over eight (8) hours in one day. If a student will be working for the entire day, which consists of nine (9) hours, the student must take a lunch break of one (1) hour. If the student is working eight and one-half hours (8.5), the student must take a thirty-minute (.5 hour) lunch break.

OVERALL GOOD STANDING

7. All student employees are required to be in overall good standing in the College. Failure to maintain overall good standing will result in termination of employment. **Overall academic standing means not on academic probation or academic suspension, does not owe any money or property to the College, and does not have any disciplinary sanctions.**

TIME SHEETS – PAY DAY

8. Student employees are not eligible for holiday pay or fringe benefits.

9. Students are paid biweekly. Time sheets should be filled out with black or blue ink that is non-erasable. Time sheets have to be signed by the Department head or supervisor and turned in to the Business Office.
10. Students are to fill out time sheets daily.
11. Receiving two written warnings for timesheet violations will result in the student being suspended from working the remainder of that current semester.
12. If a student does not receive a paycheck or there is a problem with the paycheck, the student should first contact his or her supervisor. The student's supervisor or the student should call Payroll or Human Resources if there are further questions about the check.
13. Student workers are required to participate in direct deposit unless the student has received a waiver from the LCTCS Centralized Payroll Office.

SUPPLYING STUDENT EMPLOYMENT INFORMATION

14. All information supplied for student employment must be accurate. Deceit will not be tolerated. If it is determined that a student willfully submitted inaccurate information for consideration, this student will be subject to disciplinary action as set for by Nunez Community College.
15. A student employee must complete all forms in the Student Employment Packet. These forms must be filled out correctly in order to verify whether or not a student is eligible for employment. Failure to fill out all the forms completely and accurately will result in the student not being able to begin work. Student questions regarding state and federal tax forms should be directed to the student's parent(s) or guardian(s), if a dependent, or to the Internal Revenue Service.
16. To complete the Student Employment packet, the student must also submit a current course schedule (or transcript, if required) for the semester that he or she is applying for employment. The student must give a copy of his or her schedule to the Human Resources Office for each semester following initial employment.

WORKING MORE THAN ONE JOB

17. Students will not be allowed to work more than one job (even with different funding sources) within Nunez Community College unless **prior approval** has been sought from and granted by the Vice Chancellor for Academic and Student Affairs and the Human Resources Office.

18. If the student is allowed to work both jobs, the student must present a memo from the supervisor of the secondary (non-Title IV) job. This memo must detail the number of hours and provide the schedule the student will be working per week at the second job.
19. At no time may the student work both jobs at the same time. The student must sign out from one position in order to sign in to the second position. Failure to do so could result in disciplinary action due to payroll fraud.
20. At no time may the student work over 30 hours per week, in any combination of hours in multiple jobs on campus.

GENERAL POLICY ON NEPOTISM

21. Students are subject to the College's policy on nepotism, which states those employees, related by blood or marriage cannot be placed in a supervisor-employee relationship.

WORK ASSIGNMENTS

22. Students should follow the directive of their supervisors and be flexible at task assignments. **Students may be asked to assist in other departments at critical times. This is especially true during class evaluation times.**

CONFIDENTIALITY

23. Students are expected to use discretion and protect the confidentiality of the content and process in the office in which they may become privy in the course of their duties. Students should make sure that confidential information is not available to visitors on the campus. If it is discovered and proven that the student has divulged confidential information, this breach in policy is grounds for dismissal.

OFFICE ATTIRE

24. Students are expected to adhere to an appropriate dress code. Student employees of Nunez Community College represent our entire system. Students assigned to perform receptionist or clerical duties should dress in office attire that is presentable to the public. If dressed inappropriately, supervisors have the authority to require that students leave work and return properly dressed; in such circumstances, students will **not** be paid for the time to and from home to change clothes.

Inappropriate dress includes, but it not limited to, the following: Torn or ragged jeans and shirts, pants that fall below the natural waistline, halter tops, low cut blouses, muscle shirts, cutoffs, sweatshirts and tee shirts with inappropriate logos or language, or any type of dress which emanates controversial/harassing tones that may be offensive to others.

APPROPRIATE BEHAVIOR/LANGUAGE

25. A student should always be courteous and helpful when dealing with the visitors to the campus. If the student is unsure of answers to questions, refer the visitor to a staff member that can give assistance.
26. A student's work area is not a gathering place for friends nor is the workplace a childcare facility. Students are discouraged from bringing friends or children to work and may be asked to leave work if the supervisor finds that children or friends are disrupting the business of the department.
27. Students should keep personal telephone calls to a minimum.
28. Inappropriate or foul language will not be tolerated no matter what situation arises. If it is determined that a student used offensive language in the presence of the public or other co-workers, this violation of policy is grounds for termination.
29. Supervisors have the discretion to determine what behavior, language, and clothing are appropriate for their sections.

I have read the guidelines and am aware of the student worker policies set forth by the Office of Financial Aid and Scholarships at Nunez Community College.

Print name

Sign name

Date