

Student Employee Guide

Muskegon Community College employs students in part-time, on-campus through federal government program. The program is designed to provide students with work experience and financial assistance as a part of their overall education. Eligibility for employment under this program is determined by the Financial Aid office upon receipt of all required application materials.

Student Employee Eligibility

Students interested in becoming a student employee must meet the following criteria:

- ✓ **ALL** students **MUST** apply for **FAFSA** (Free Application for Federal Student Aid) at www.fafsa.gov before semester begins.
- ✓ Students who have attended MCC **must possess and maintain** a minimum 2.0 grade point average to be eligible. If a current student worker fails to maintain the minimum 2.0 grade point average, he/she will be given one semester to bring up the overall GPA to 2.0 before employment is terminated.
- ✓ Students **MUST** maintain at least six (6) credit hours per semester to qualify as a student employee.
- ✓ Students who plan to work during summer semester should complete a new financial aid form (for the next year) in February.

Policies & Procedures

PAPERWORK – ALL pre-employment paperwork **MUST** be completed **BEFORE** you begin working. You may begin working once you have been placed on Web Time.

SCHEDULING – Meet with your supervisor to determine your work hours, working arrangement, and how training will take place. Remember that your education comes first; **HOWEVER**, MCC is under no obligation to continue your employment if you cannot cover the hours you were hired to work.

WORKING/STUDYING – This program is known as a “Work-Study” program; however, it does not mean that students are allowed to **ONLY** study while at work. It means that you are being **PAID** to work and gain valuable work experience. **ALL** work must be completed as directed and only if there is time is studying allowed.

AUTHORIZED HOURS – Student employees **MAY NOT EXCEED** the number of hours that has been approved on the Authorization Form signed by the supervisor.

WEB TIME ENTRY

- ✓ It is the responsibility of the student employee to make sure that they place their correct hours on the “Web Time Entry” time form daily, this is found in the Web Advisor under employee.

PAYDAY – Payday is every other Thursday and checks will be direct deposited or mailed to the student’s address on file.

NEPOTISM – Absolutely no student employee can work in the same department as a relative.

GRADING & PROCTORING TESTS – Students **MAY NOT** grade or proctor tests in any situation.

Grounds for Termination

This list of termination items can be extended by the student’s immediate supervisors.

- ✓ Breach of confidentiality
- ✓ Theft or gross negligence resulting in serious injury to property, person or public relations
- ✓ Physical violence or obscene language when dealing with the public or other staff members
- ✓ Being under the influence of drugs or alcohol while working
- ✓ Falsification of timesheets
- ✓ Withdrawal from all classes

Work Rules

1. You are entitled to a 15-minute paid break for every three consecutive hours worked.
2. You may not work during holiday periods or between semesters unless you receive prior approval.
3. You may **NOT** work during any scheduled class time.
4. If you are injured at MCC, you must report it immediately to your supervisor and the Human Resources (Room 400). A written report must be filed. Include information on whether or not you were working at the time the injury occurred.

5. By accepting employment at MCC, you become a representative of the College and are expected to assume the responsibilities that go with being such an employee.
6. Any and all information you acquire on the job is **confidential** and must be treated as such.
7. You are in a position where you meet students and the public. It is important that you be as courteous and helpful as possible.
8. Work closely with your supervisor to make sure you understand your job responsibilities, the hours you will work, and exactly what is expected of you on the job.
9. If work problems develop, schedule a time to discuss them with your supervisor immediately. Problems that cannot be solved at that level should be referred to the Student Employee Coordinator (Room 106). Ask questions before problems become serious.
10. If you will be late or will be absent from work, you are expected to contact your supervisor in **advance**.
11. Dress standards vary from department to department, dependent upon the work environment. Consult with your supervisor for appropriate dress standard.
12. You can be given a verbal warning if your work performance is or becomes unsatisfactory. In your verbal warning, your supervisor will specifically tell you which aspects of your work performance are unsatisfactory. Verbal warnings are to be given in a confidential manner, although you and/or your supervisor may wish to have a third party present.
13. Under the terms of the Michigan Employment Security Act, students are excluded from Unemployment Compensation Coverage.
14. Cell phones should be off at all times during work hours. In emergencies, individuals outside the college should know how to reach you at your current department or through the Student Placement Office.



Student Employee Guide

For additional assistance, please contact the
Student Placement/Financial Aid Office
Room 106
231.777.0236

Revised 4/2011

Muskegon Community College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its education programs, activities, and employment.