

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**STUDENT EMPLOYMENT**

Student employment on campus is an important College program providing participating students with financial assistance and work experience, and also providing support to College operations. The following guidelines shall govern the College's on-campus student employment program.

On-campus student employees fall into three categories:

1. Student Assistant—Student employee whose salary is charged against departmental budgets. Student Assistants are limited to 25 hours per week.
2. College Work-Study Student Employee—Student employee whose salary is partially funded by state or federal financial aid programs. CWS Student Employees are limited to a maximum of 20 hours worked per week.
3. International Student Employees are considered as falling into one of the two above groups. International Student Employees are limited to 20 hours per week.

Eligibility for employment requires that the student:

1. Be in good academic standing.
2. Be registered and attending classes.
3. Have the skills necessary to perform an assignment.
4. Be registered for employment with the Career Services Office.

**CONDITIONS OF EMPLOYMENT**

Student employees must be registered and attending class at least six (6) credit hours during the fall and winter semesters and at least three (3) credit hours during the spring and summer sessions. Students may work a maximum of

twelve (12) semesters, or a total of six years. Under extenuating circumstances, students may request to work longer than the standard number of semesters.

If a student employee is unable to enroll in a class for the summer session for reasons beyond his/her control, then the department may continue a student's employment by processing all the necessary paper work through the Human Resources Office. The student may be hired as an on-call employee for up to the length of the spring and/or summer sessions. The student must complete an I-9 form, MPERS form, state and federal withholding tax forms, and other forms deemed necessary by the Human Resources Office.

All student employees must have a minimum GPA of 2.0 to be employed on campus. Exceptions to this requirement may be made through a review process. Normal work week hours may not exceed 25 hours (Student Assistant) or 20 hours (College Work Study and International Student Employment) per week. Student employment hours will in no way conflict with collective bargaining agreements. Student employees are paid for actual hours worked. There are no provisions for overtime pay, breaks, lunch hours, holidays, sick days, snow days, jury duty, or vacations in alignment with state and federal employment regulations.

The College **currently hires the students for the school year ending with the Spring semester** (subject to the condition that the student is enrolled each semester and may be separated at any time for any reason, including any violation of a student employee work rule, at the discretion of the department supervisor). At the end of each year, the College will re-evaluate its budget conditions for further employment and re-evaluate the student's suitability for employment.

A semester ends on Sunday of the week the next semester starts; the semester begins on Monday of the week the semester starts. Therefore, the College is always operating in one of four semesters.

## **WAGES**

Unless otherwise determined, the student employee will receive the beginning wage rate as established by the College. If the student employee has the appropriate experience and/or qualifications, he/she may be started at a level above the beginning rate if a department budget allows.

Based upon the recommendation of the supervisor, student assistants may receive an increase in their wage rates at the start of each semester of employment.

When minimum wage legislation affects the above rates, they will be adjusted in accordance with such legislation.

### **EMPLOYMENT PAPERS**

Before employment can officially begin, the following forms and records must be complete and on file with the Career Services Office and Payroll offices:

Student Hiring Authorization Form—Used for verifying student employment. Employment may commence only when the form is completed and received by the Career Planning and Placement Center from an administrator verifying the budget expenditure for student employment. College Work-Study Student Employees are approved only by the Office of Financial Aid and accepted by a department for employment.

The following forms are completed by the student:

- a. Withholding—State and federal (W-4 and MI-W4)
- b. I-9 Form—Employment Eligibility Verification Form
- c. Accommodation Request Form
- d. Michigan New Hire Reporting Form
- e. Health Insurance Marketplace Coverage Signature Sheet
- f. Student Employment Background Investigation Form
- g. Student Driving Restriction Form (if required by the Office of Risk Management)

The Career Services Office distributes the hiring paper work to Human Resources and Payroll so a student is eligible to be paid.

### **PAY PROCEDURES**

Students will be paid every two weeks according to the College pay schedule. Timecards must be submitted according to the schedule established by the Payroll Department using the Time and Attendance System.

If employment involves more than one (1) supervisor, separate time cards must be turned in covering the hours worked for each department.

Students may select one of two payment methods: direct deposit or pay card. Enrollment forms are available in the Payroll Department. Funds are available at the start of their financial institutions business on scheduled pay days.

### **TERMINATION/DISMISSAL RECONSIDERATION REQUEST**

A termination/dismissal review process is available to student employees. Review and evaluation procedures are administered by the Vice President of Student Services and/or the Dean of Students. The student may request reconsideration of a dismissal decision with a written request to his/her supervisor within five (5) working days from the date of dismissal.

Within five (5) working days of the receipt of the request, the supervisor must discuss the dismissal decision with the student and attempt to settle the problem.

If the student is not satisfied with the response, the student shall have five (5) working days to submit a written request to meet with the Vice President of Student Services/Dean of Students.

Within five (5) working days of receipt of the written request, the Vice President of Student Services/Dean of Students will meet with the student, review the dismissal decision, and attempt to resolve the problem through discussion with the student and/or the department supervisor.

Failure on the part of the student to proceed through the reconsideration process will be considered acceptance of the dismissal decision and the matter will be dropped.

The student will be allowed to resume his/her position, if upon reconsideration, the department supervisor deems that the problem has been acceptably resolved. If the problem is not acceptably resolved, the Vice President of Student Services/Dean of Students will render a decision which will be final and binding.

Revised—January 13, 1986  
August 22, 1988  
August 18, 1992  
September 22, 1997  
Retyped – Title Change  
January 31, 2006  
Revised-March 21, 2006  
Revised—Cabinet  
September 18, 2012  
July 16, 2019