

# Student Employment Policy and Guidelines

## Montana Technological University

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# **Student Employment Policy and Guidelines**

## **Montana Technological University**

Student employees are those whose efforts are directed toward receiving a formal education and are employed part-time. The following document outlines the policies and guidelines which govern student employment at Montana Tech.

### **Introduction to Student Employment**

The student employment program at Montana Tech has three primary purposes:

1. To provide students with a source of financial support
2. To furnish valuable work experience to complement their academic pursuits
3. To help carry out the daily operations of the university

Student employees play a vital role in filling employment needs in many areas of the university and are an integral part in the success of Montana Tech. Without student employees, meeting needs and doing so within budgetary guidelines is difficult for many departments. Also, student employment can be a complement to academic studies by providing real world opportunities for students to put into practice those things learned in the classroom.

### Non Work-Study Student Employment

Regular non-work-study student employment positions are available in several Montana Tech departments and offices. Non-work-study student employment differs from the federal and state work study programs in those students do not need to qualify on the basis of financial need. The employing department is responsible for 100 percent of the student employee's wages.

### Work-Study Student Employment

Work-study programs at Montana Tech are programs designed to augment student educational goals with work experience. These programs aim to increase student skills while strengthening student connections to the campus and civic communities. Work-study programs are funded with state and federal money and are administered by the Montana Tech Office of Enrollment Services, located on the second floor of the Mining Geology building, MG 207.

Students are awarded work-study funding based primarily on need and availability of funds through the application process of the Free Application for Federal Student Aid (FAFSA). All Montana Tech departments are eligible to employ work-study students.

Federal work-study awards can only be used while school is in session (first day of session through last day of session). If the student works before or after the session, the employing department is responsible for the student's wages. The employing department is responsible for paying only the benefit (worker's compensation) portion for federal work-study awards.

State work-study awards can only be used while school is in session (first day of session through last day of session). The employing department is responsible for paying 30 percent of state work-study pay, plus benefits (worker's compensation).

Federal work-study and state work-study are sometimes awarded for use during the summer but only when funds are available and the Director of Financial Aid has approved the award.

Questions not addressed in Montana Tech policies and procedures regarding financial aid or work-study eligibility and status should be directed to the Office of Enrollment Services, MG 207.

Off campus, non-work-study employment is not governed by the university's policies and procedures. Working off campus in a non-work-study position is done at the sole discretion of the student.

Graduate research assistants and graduate teaching assistants are governed by the graduate school. For questions please contact the Graduate School Program Manager at (406) 496-4304, MG 207.

Employment of international students is subject to additional requirements based on visa status. Questions not addressed in this manual regarding the employment of international students should be directed to the Director of International Services at (406) 496-4477, ENG 101.

### **Equal Opportunity Policy and Student Employment**

As an Affirmative Action-Equal Opportunity Employer, Montana Technological University encourages applications from minorities, women, handicapped and veterans and pledges not to discriminate in its employment practices in regard to these factors. To help comply, Career

Services has an online job posting website, DIGGERecruiting, at <http://www.mtech.edu/career/DIGGERecruiting> which is recommended to help publicize any student positions.

Retention of incumbents in positions from year-to-year is encouraged as a means of increasing student skills, abilities and deepening the relationships that encourage student retention and academic pursuits. Some students work in positions during the summer and/or winter breaks that further enhance the experience.

### **Eligibility**

In order to qualify for a student employment position, a student must be accepted for enrollment as an undergraduate, post-baccalaureate, graduate or professional student in a program leading to a degree or certificate. Eligible students must maintain full-time enrollment status and good academic standing. Full-time status at Montana Tech is at least twelve (12) credits for undergraduate students. Graduate students must carry at least nine (9) credits, unless they have a Graduate Teaching Assistantship or Graduate Research Assistantship which require at least six (6) credits.

Any student who fails to maintain the required minimum credit hours during any academic year semester must be terminated as a student employee immediately. A student who graduates must also be terminated as a student employee immediately upon graduating. The Office of Enrollment Services monitors student enrollment monthly and will contact the student and employer if the student does not meet the credit requirement.

The maximum workload is 20 hours per week when classes are in session and no more than 40 hours per week during vacation or break periods. *Exceptions to this rule will be rare and any exceptions to the maximum must be pre-approved by submitting a written request to the Vice Chancellor for Administration and Finance and Vice Chancellor for Research (for graduate students) through student employment located in the Office of Enrollment Services, MG 207.*

Regarding employment during summer and winter breaks, the student must be pre-registered full-time for the next regular academic year session (fall and spring). The summer work schedule begins the day after the last day of spring semester and ends the day before the first day of fall semester. The winter work schedule begins the day after the last day of fall semester and ends the day before the first day of spring semester.

Summer student employees enrolled in a summer course cannot exceed 20 hours per week. An exception may be considered if enrolled in three (3) credits or less per summer session or six (6) credits or less for the full session. *Exceptions must be pre-approved by submitting the Request for Approval to Exceed 20 hours per week while Enrolled in a Summer Course form and submitting it to the Student Employment Coordinator located in the Office of Enrollment Services, MG 207.* Summer student employees not enrolled in summer courses cannot exceed 40 hours per week.

## **Hiring Process**

All steps in the recruitment, interviewing and selection processes are to conform to applicable federal, state, Montana Board of Regents and Montana Tech laws and policies. In order to ensure that all individuals have equal access and are treated in the same manner, please utilize the information below.

### Advertising Student Jobs and Recruitment of Students

DIGGERecruiting is the recommended student job posting site for Montana Tech and is the recognized source that students come to when looking for part-time on-campus employment. Students can search for positions when it is convenient. From this website, employers can easily manage all current and past student employment job postings. The job listing will remain active on the website until the specified expiration date.

Once a position is posted on DIGGERecruiting, students will be able to apply online and submit a resume as well as other application materials to the appropriate contact person. It is recommended that employers post jobs until the position is filled or an adequate application pool is available. Employers are responsible for inactivating or removing postings or contacting Career Services to do so once the position is filled. Instructions for posting, editing and inactivating jobs are available online at

<http://www.mtech.edu/career/DIGGERecruiting/JobPostingGuide.php>.

Student pay rates are governed by the Student Employee Job Classification and Wage Guidelines, which are periodically updated the by Montana Tech Payroll Office. Before posting a wage, please refer to the current guideline document at

<http://www.mtech.edu/onestop/financial-aid/student-employment/employers/>.

Prior to posting a job, prepare a complete job description for the position. Include the major duties and functions of the position and what is necessary to perform those job functions. This will be invaluable during the screening process. A generic Montana Tech application is available

as a resource on the student employment website at

<http://www.mtech.edu/career/documents/handouts/StudentEmploymentApplication.pdf>.

### Screening of Candidates

Based on the job description, determine the critical duties and functions necessary for a successful candidate. Keeping the duties and functions in mind, review the materials of each applicant. To facilitate the objective screening of candidates it is recommended to develop an applicant screening form listing the required knowledge, skills and abilities from the job description.

Based on the evaluation of the applications, determine which candidates you want to interview.

The department should maintain the completed application and materials for all student applicants for one year, then shred. Any questions or concerns should be addressed to the campus Equal Employment Opportunity Officer at (406) 496-4322.

### Developing Interview Questions and the Interview Process

Develop interview questions that consider these rules:

- Ask job related questions only
- Ask questions that determine the applicant's job related knowledge, skills and abilities and their ability to perform the specific duties of the job
- Do not ask questions or use exercise that are not job related
- Do not ask questions that could be viewed as discriminatory (race, color, religion, national origin, sex, age, marital or family status, disability, sexual orientation, arrest or court record)
- Know how the information gathered will be used to make a hiring decision

To ensure fair and equitable treatment, all applicants should be asked the same interview questions. Use follow up questions to get more detailed information about an applicant or to clarify an applicant's answer. Interviews must be scheduled in an accessible location. Take notes documenting the applicants' responses to the questions for reference during the selection process.

When properly utilized, the interviewing process is a two-way street. Both parties need the opportunity to gather enough information to enable them to make an informed decision. Take advantage of the interview process to clearly explain the details and duties of the position. In addition to asking questions of the candidates, it is appropriate to give the candidates the opportunity to ask any questions they may have about the job and office or department.

### Selection

After a thorough review of the candidates that you interviewed, make a hiring decision. Hiring decisions should be based on the candidate's ability to perform the duties of the job as outlined in the job description.

### Job Offer

Once a hiring decision is made, contact the candidate directly and make an offer of student employment. Once a candidate has accepted an offer of student employment, please contact the other candidates that were interviewed and inform them that the job has been filled and thank them for applying.

### Compensation

Montana Tech student wages must fit within the specification in the Montana Tech Job Classification and Wage Guidelines. This document is available online at [www.mtech.edu/onestop/financial-aid/student-employment/employers/](http://www.mtech.edu/onestop/financial-aid/student-employment/employers/). Note that wages above entry rate must be justified (see details on page 1 of the Job Classification and Wage Guidelines).

### Stipends

Most campus jobs are approved for hourly wages only; however, stipends will be reviewed for approval if the position is a fellowship or a specific academic project. See the Job Classification and Wage Guidelines document online at [www.mtech.edu/onestop/financial-aid/student-employment/employers/](http://www.mtech.edu/onestop/financial-aid/student-employment/employers/) for more information.

Students on a semester or academic year contracted award will have the semester/academic year award divided into equal monthly installments and paid according to the following format: Academic year awards are paid October 1 through May 1 (eight installments) and semester awards are paid October 1 through January 1 or March 1 through June 1, whichever applies. This is the case with most stipends except for the ones that might just be a monthly amount, not necessarily based on a semester or academic year amount. Students awarded a monthly stipend will receive monthly payment of the stipend. Summer stipends will be paid based on the length of the agreement.

### Overtime

Overtime is defined as hours worked in excess of forty (40) per work week (Sunday through Saturday). Students working more than eight hours in one day do not qualify for overtime. In the event a student employee holds more than one position at Montana Tech and works

overtime, the job in which the student was actually working at the time he/she exceeded 40 hours shall pay the overtime rate for total hours worked in excess of 40 hours.

Overtime must be pre-approved by the supervisor. Supervisors should turn in a separate time card for students with overtime work. Overtime pay is determined by legally mandated federal and state overtime laws and applicable workplace requirements (currently 1.5 times regular pay). Overtime cards are available in Enrollment Services, MG 207.

### Benefits

Students are considered temporary employees and are not eligible for benefits.

### Paperwork

Once a student has been hired, student employment paperwork must be completed prior to starting employment. If the student has previously worked on campus contact Enrollment Services for a student employment certification form. If the student is new to student employment at Montana Tech, the student must pick up student employment paperwork from Enrollment Services, MG 207. The paperwork and policies and procedures will be explained when paperwork is picked up.

Hiring and supervising are responsibilities of the department for which the student works. Employers hiring work-study students must coordinate with Enrollment Services to ensure that state and federal regulations are followed. It is important to note that work-study is designed primarily for an educational experience. Many of the guidelines are specifically designed to create these opportunities for students and, as a result, may not always parallel employment guidelines for other types of employees.

**Please Note:** Student employees are not allowed to begin work until all the necessary paperwork is complete and turned in to Enrollment Services. Employers should not keep hardcopies of student employment paperwork; the Personnel Office will retain the original student employment paperwork.

The following forms are required and must be returned in order to set-up the student employee's payroll account:

Forms for New Student Employees *(those who have never worked on campus before and those that have not worked on campus within the last 2 years)*

- ◆ Student employment policies form
- ◆ Student employment certification form
- ◆ W-4 form



- ◆ Form I-9 (Enrollment Services will need to see original acceptable documents from the student)
  - \* Federal Law requires the Form I-9 be completed within 3 business days of an employee's start date
- ◆ Decedent's warrant (recommended)
- ◆ Equal employment opportunity form (optional)
- ◆ Statement of selective service registration status (required of males under 26 years of age)
- ◆ Electronic payroll deposit (optional)

Forms for Students that have Previously Worked on Campus (within the last 2 years)

- ◆ Student employment certification form

For questions pertaining to international students, visas, and employment restrictions, please contact the Foreign Student Advisor in the Student Life Office, (406) 496-4477 or Engineering Hall, room 101.

Orientation to the Office and Position

Student employees and supervisors alike will benefit from an orientation for new student employees. The orientation procedure for new student employees might include the following:

Introduction – the new student employee should be introduced to everyone in the office or work area. Explain all services the office provides and how these support Montana Tech students, as well as any other constituencies the office may serve.

Review of Rules, Regulations, Job Responsibilities and Expectations – all student employees are expected to abide by the rules and regulations of the office and the university. Students are Montana Tech employees and, therefore, state employees; all must abide by all state rules and regulations. Each office or department should also provide the student employee a written statement of its policies and procedures regarding telephone use, working hours, dress code, equipment use, etc.

Work Orientation – After the orientation period, the employer should continue monitoring the student's work. Student employees should be given continual feedback on their performance in the beginning, just as a regular staff member would.

Sexual Harassment – sexual harassment of employees by co-workers or supervisors is prohibited and must be reported to the Dean of Students and the campus EEO Officer immediately. The complete Montana Tech sexual harassment policy is stated in the faculty/staff handbook and the student handbook, [www.mtech.edu/student\\_life](http://www.mtech.edu/student_life). Additionally, hardcopies of the student handbook are available at the Student Life Office, Engineering Hall, room 101.

FERPA – All student employees are required to complete a training session regarding the Family Educational Rights and Privacy Act of 1974 (FERPA). This training will teach the student employee the importance of maintaining confidentiality when working with student records. The training is offered online. If you have any questions about FERPA training, please contact Enrollment Services at (406) 496-4223.

### **Student Employee Performance Evaluations**

As an educational institution, the university believes in providing learning opportunities for its students. Student employment experiences can help students develop skills and work habits that will benefit them when they seek internships or full-time employment upon graduation.

To facilitate that learning process, student employers are strongly encouraged to conduct periodic evaluations of their student employees' performance. The employing department determines the method of evaluation. The criteria on which student employees are evaluated must be made available to student employees in advance. The student employee's immediate supervisor should conduct their job performance evaluations. Student employees must have an opportunity to comment on the evaluation of their job performance. The substance of student employee evaluations is not subject to grievance procedures.

### **Progressive Discipline**

For basic disciplinary issues, it is recommended that employers use progressive discipline steps as listed below:

- Verbally warn the employee
- Warn the employee in writing
- Suspend the employee
- Terminate the employee

If the offense is egregious enough, the student employee may be terminated without progressive discipline. Any questions or issues should be directed to the campus Equal Employment Opportunity Officer at (406) 496-4322.

### **Termination/Resignation**

Student employment can be a valuable learning experience for students. However, student employees are employed at the discretion of the hiring department and are expected to perform and meet the standards outlined by the employer and remain productive. Due to a department's operational needs, staffing requirements, and/or funding limitations, a student's

employment may be discontinued at any time notwithstanding the term for which the student was hired. Questions or issues should be directed to the campus Equal Employment Opportunity Officer at (406) 496-4322.

### Procedure

Written notice should accompany the final timecard for the student being terminated. The notice should include the student's name, ID number, job being terminated and the department.

### **Student Payroll**

Recent IRS regulation changes state that a student employee carrying at least six (6) credits hours will be exempt from FICA taxes. Students are charged FICA taxes during summer breaks if not taking at least six (6) credits.

### Time Cards

Pre-printed time cards will be sent to the hiring department once completed paperwork has been processed.

All time cards are:

- Due on the 18<sup>th</sup> day of each month (if the 18<sup>th</sup> falls on a weekend or holiday, cards are due by noon on the next business day);
- Need to be completed in ink, signed by the student employee and supervisor;
- Only accepted if delivered by the supervisor, administrative associate, or other campus official. Timecards will be accepted from a student only if they are sealed in an envelope signed by the supervisor.

### Pay Periods

The student pay period is the 19<sup>th</sup> of the month through the 18<sup>th</sup> of the next month. Students are paid on the 1<sup>st</sup> day of each month. Students that do not have direct deposit can pick up paychecks with their Digger ID at the Business Office, MG 205.

- If the 1<sup>st</sup> falls on a Sunday or holiday, checks will be available the following business day. If the 1<sup>st</sup> falls on a Saturday, checks will normally be available the Friday before
- Students leaving for break that want their last check mailed to them should provide a self-addressed and stamped envelope to the Payroll Office, MG 303.

Students that would like paychecks electronically deposited should submit the Electronic Payroll Deposit form to the Budget and Human Services Office, MG 303.

- The first check after signing up for electronic deposit must be picked up at the Business Office, MG 205; subsequent checks will be electronically deposited.

Employers are encouraged to track student employees' hours and earnings for budgetary and/or work-study purposes. After a student has earned his/her work-study award, the full 100% is charged to the department.

Departments can also compare the actual budget amounts allocated for student employees using The University of Montana Data Warehouse (UMDW) by following these steps:

- Log into UMDW
- Enter the fiscal year and appropriate index code
- Click the "Payroll" button
- Select which report to run

Employers can search for payroll information by Banner index, account code, or the student employee's name. (To search the UMDW by the student employee's name, click on the "More" button and enter the student's ID or name.) This information is available with a total, which can be viewed year-to-date by month or as a grand total.

### **Student Employee of the Year (SEOTY)**

Career Services sponsors a Student Employee of the Year award and seeks nominations from on-campus employers each fall. A committee of approximately five staff members selects the yearly winner from among the nominees. The award is based on the student's reliability, quality of work, initiative, professionalism, uniqueness of contribution and an essay addressing their student work experience.

Students must meet the following criteria:

- Undergraduate or graduate student employed on campus
- Must have completed or are expected to complete at least three (3) months full-time or six (6) months part-time employment during the current academic year (June 1<sup>st</sup> to May 31<sup>st</sup>).

The name of the recipient from MT Tech is then entered in the state competition and from there may continue on to the regional and national competitions. A reception and award ceremony is held each year during National Student Employment Week, the second full week in April.

For more information about nominating a MT Tech student employee for the SEOTY award, visit [mtech.edu/career/student-employment/seoty.php](http://mtech.edu/career/student-employment/seoty.php).