



Student Employment Handbook

(Federal Work-Study and General Fund)

Student Guide

Updated 5/16/2019

It is the policy of the Blue Mountain Community College Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the BMCC Title IX Coordinators, Room M-150 or Room M-217, Morrow Hall, Blue Mountain Community College, 2411 NW Carden Pendleton OR 97801, Phone 541-278-5796 or 541- 278-5850, ddrebin@bluecc.edu or tparker@bluecc.edu. For hearing impaired assistance please call Oregon Relay at 7-1-1.

TABLE OF CONTENTS

SECTION	PAGE
General Overview	3
Student Eligibility	3
Applying for a Position	4
Scheduling	4
General Rules	5
Benefits	6
Breaks	6
Timesheets	7
Paychecks	7
Employment Termination	8
Student Employment Records	9
Student's Rights & Responsibilities	9
Injuries	10
Voluntary Services	10
Complaint Process	10

GENERAL OVERVIEW:

Blue Mountain Community College (BMCC) utilizes the talents of its students through part-time Student Employment. At the same time, student employees gain valuable work experience and have the opportunity to work within their field of study. In some cases, their supervisors can be used as an employment reference after graduation.

In addition to Federal Work Study (FWS), BMCC also offers institution-funded (General Fund (GF)) student employment. The Financial Aid Office (FAO) is responsible for administrating both FWS and GF student employment funds.

All students are strongly encouraged to submit an annual Free Application Federal Student Aid (FAFSA) and complete their financial aid file at BMCC in order to first determine their FWS eligibility.

STUDENT ELIGIBILITY:

Eligibility Guidelines

1. Students must be degree-seeking students at Blue Mountain Community College.
2. Students who have received a prior degree from the college will be placed only after all first-time degree-seeking students have had the opportunity to apply for open positions (sometime after the end of the 4th week of classes during any given term).
3. Students must maintain satisfactory Academic Progress (AP). For more information about the specifics about the AP policy, see <http://blueecc.edu/home/showdocument?id=7543>

The maximum student employment award is \$1,000 per term. The student must stop working when the earnings limit is reached. Adjustments may be made on a case-by-case basis and must have pre-approval from the FAO.

Co-enrolled students that do not consider BMCC their “Home” institution are not eligible for student employment.

Federal Work Study (FWS) Student Employment

FWS is awarded to eligible students as part of a financial aid package. Students must show evidence of need as determined by the Department of Education. Since financial aid packages are reviewed and revised annually, student eligibility and awards may change from one academic year to the next.

Periodically, it is necessary to adjust a student’s FWS award due to receipt of additional funding (scholarships, state grants) or failure to meet AP. In some cases, students need to have FWS adjusted to reflect actual earnings from term-to-term.

STUDENT ELIGIBILITY *continued*:

Institution-funded (general fund (GF)) Student Employment

Students not eligible for FWS may have an opportunity to work part-time for BMCC through the institution-funded student employment program. The GF student employment follows the same guidelines as the FWS program.

APPLYING FOR A POSITION:

1. Seek a suitable position from jobs listed at <https://www.bluecc.edu/support-services/information/employment-opportunities/student-employment>
2. Contact the supervisor of the position or positions interested in to schedule an interview. Clicking on the job title to see contact information for the supervisor of the position.
3. If offered the position, the student and department supervisor will work together to complete the required employment paperwork:
 - a. Student Employment Agreement
 - b. I-9 (student to provide supervisor acceptable identification as per I-9 instructions)
 - c. Federal W-4
 - d. Oregon W-4
 - e. FERPA Power Point presentation
4. After all documents have been completed, the supervisor will forward them to the FAO. The FAO and Human Resource (HR) Department will review the packet for completeness, accuracy, and will process it accordingly. Incomplete packets may cause a delay in start time.
5. FAO will notify both the student and the supervisor of eligibility amounts, rate of pay, and instructions for logging on to Paylocity to submit timesheets (See “Time sheets” section below for more details).
6. Students may work for up to two departments within a given term. A separate Student Employment Agreement front page must be completed for each position.

SCHEDULING:

The supervisor and student should determine a mutually convenient work schedule that does not interfere with the student’s class schedule. It is recommended that students bring their class schedule to the interview. This will make it possible for the student and supervisor to determine a suitable work schedule.

In setting a schedule, supervisors and students should take careful consideration of the student's earnings limit. Ideally, the student should work the number of hours necessary to reach, but not exceed, their award by the end of the year. As an example: a typical award is \$1000 per term so at a rate of pay \$11.00 an hour, a student may work an

SCHEDULING continued:

average of nine (9) hours per week and not exceed their award for the academic year. Once a student reaches their earnings limit, they may no longer be employed. Students may not work more than 8 hours in one day. Overtime is not paid to student employees.

Student employment is available Summer, Fall, Winter, and Spring terms. Students may work during periods of non-enrollment (i.e. winter or spring break) with pre-approval from the FAO. Approval depends greatly upon the student's eligibility, academic progress, their intent to return the following term, and available funding.

GENERAL RULES:

- ◆ Student may only start working once notified by the FAO.
- ◆ Students must be supervised at all times and the supervisor must be in close proximity, i.e. in the same building.
- ◆ Students and supervisors should remember that each has responsibilities toward the employment relationship. Student employees are instructed that their job is second to their academics. They are also expected to practice common employment courtesy if they are unable to work at a scheduled time.

The following rules are general guidelines. They promote good work habits and the best service possible to students. These are also rules that will be found in most work places and exposure to them will benefit the student in the future.

1. **Consider all office information/communication confidential!** Students are expected to have an understanding of the Family Educational Rights and Privacy Act of 1974 (FERPA) and must avoid any public discussions about students or staff.
 - a. Disclosure of confidential information to sources outside of the office will be cause for immediate dismissal.
2. Students should dress in a manner appropriate to the department and the duties to be performed.
3. Social interaction in the office should be kept to a minimum.
 - a. Discussing personal matters is inappropriate especially while someone is waiting for assistance. Although the workplace may be open for student use, refrain from inviting friends to socialize during work hours.
 - b. Personal cell phone usage must be kept to a minimum during work hours.
4. Computers in the office are not for personal use (E-mail, writing papers, Internet searches, instant messaging, etc.) without supervisor permission.
 - a. Electronically stored files are private and confidential.
 - b. Computer resources are a privilege, not a right, and they are granted with restrictions and responsibilities for their use.

GENERAL RULES *continued*:

- c. Misuse of college computer resources can result in disciplinary action against the user.

- 5. Use discretion when interrupting workshops/meetings in progress. Students should ask their supervisor how to handle this situation in their department.

- 6. It is important for students to adhere to their work schedule.
 - a. Be on time.
 - b. Contact their supervisor with as much advance notice as possible if illness or another situation beyond their control will cause them to be absent or late on a scheduled workday.
 - c. Time off must be arranged in advance.

- 7. Students should remember that this is a job. Performance is expected and may be evaluated. In some cases the supervisor and/or co-workers may be willing to be an employment reference for the student.
 - a. Students must ask permission before using a supervisor or co-worker as a reference on any application.

- 8. Alcohol or illegal drug use in the workplace is forbidden and cause for immediate termination. All buildings are smoke-free.

BENEFITS:

Under the Student Employment programs (FWS and GF), students are not eligible for fringe benefits such as paid sick leave, vacation pay, and holiday pay.

BREAKS:

The Oregon Bureau of Labor and Industries (BOLI) law states in **OAR 839-020-0050**:

Rest Periods

Oregon law requires an employer-paid rest period of not less than 10 minutes for every segment of four hours or major part thereof (two hours and one minute through four hours) worked in one work period. This time must be taken in addition to and separately from required meal periods. The rest period should be taken as nearly as possible in the middle of the work segment. It is prohibited for an employer to allow employees to add the rest period to a meal period or to deduct rest periods from the beginning or end of the employee's work shift.

Meal Periods

Meal periods of not less than 30 minutes must be provided to employees who work shifts of six or more hours. For work periods of seven hours or less (but at least six), the meal period is to be taken between the second and fifth hour worked. If the work period is more than seven hours, the meal period must be taken between the third and sixth hour worked. If an employee is required to remain on duty during the meal period or performs

BREAKS continued:

Meal Periods continued:

any tasks, the employee must be paid for the meal period. **Note:** Meal periods must be 30 minutes without interruption to be unpaid time.

Work Period Defined for Purposes of Rest and Meal Periods

Employers must consider the entire work period when determining the number of required rest periods. "Work period" means the period between the time the employee begins work and the time the employee ends work and includes rest periods, meal periods and any period of one hour or less during which the employee is relieved of all duties (OAR 839-020-0050(6)). This means that the lunch break must be counted as part of the work day. For example, if an employee works six hours and has a one-half hour lunch, the "work period" is six and one-half hours. To determine the number of required rest breaks, the employer must calculate the numbers of four-hour segments (or major portion thereof) that are included in the workday. For example, in a six and one-half hour work period there is one four-hour segment and one two and one-half hour segment (the major portion of four hours), so the employer is required to give two rest breaks in addition to the meal period.

TIMESHEETS:

Once all of Student Employment documents are processed by HR, the Financial Aid Office will notify the student and supervisor of the award, rate of pay, and instructions to enroll in the Paylocity System. Paylocity is BMCC's system where students keep track of hours worked.

Pay periods start on the 16th of the previous month and end on the 15th of the current month. For example: October 16 to November 15 would be a pay period.

Timesheets are due from students to their supervisors by the 15th of each month. Supervisors must review the timesheet for accuracy. It is the responsibility of the student and supervisor to track the hours worked each month. Once a student reaches their earnings limit, they may no longer be employed through the Student Employment Program. No hours should be reported for a student before the work is performed and no work should be performed unless the student has received notification from the FAO.

PAYCHECKS:

Students' paychecks are generated the last business day of each month. For example: November 30th would be the pay date for November, if it lands on a Monday to Friday. If it lands on a weekend, then the pay date would be November 28th or 29th.

The paycheck will automatically be deposited in the account of the banking institution which the student indicated on the Direct Deposit Payroll Authorization Form. Direct deposits take one payroll process to go into effect.

- On the first pay day, the student will receive a paper check. Paper checks will be available at the Service Center (with picture ID) on Pay Day from 8:00 am to 11:00 am. If the check is not picked up, it will be mailed.

PAYCHECKS continued:

- Checks are mailed to the address entered on the student employment agreement, unless the student has changed their address in Paylocity.

Pay Advances

Blue Mountain Community College does not issue pay advances to students.

Taxes

Student employment earnings are taxable by both state and federal governments.

The Payroll Department mails W-2 forms to students in January. The W-2 form will be sent to the address the student provided on the W-4 form. The student should contact the Payroll Office at (541)278-5750 if no W-2 is received by March 1st.

Change of Address

There are two main offices where an address change MUST be made:

- Student Account information in the Student WolfWeb
 - Changing the address on the student's [WolfWeb](#) will automatically update the Financial Aid Office and the Admissions and Records Office
- Payroll Office
 - Students must update their address in Paylocity; this will update the Payroll Department for employment purposes.

EMPLOYMENT TERMINATION:

Although terminations are infrequent, it is vitally important that all parties follow BMCC's policies when a termination occurs.

Student-initiated

Students should work a minimum of one term before changing jobs. It is preferred that students change jobs between terms, if possible. A student should give the supervisor at least two-week notice when terminating. However, it is acceptable for a supervisor and employee to agree upon a shorter period of notice. The student is responsible to notify the FAO. If the student wishes to continue working for a different department, they must meet with that department supervisor and complete a new Student Employment Agreement Packet to be submitted to the BMCC Service Center.

Supervisor-initiated

If a supervisor is not satisfied with a student's performance, the following steps should be taken:

- Discuss the problem with the student
- If the problem continues, the supervisor will write the student a letter describing the problem, the previously held verbal discussion(s), and a statement of

EMPLOYMENT TERMINATION *continued*:

Supervisor-initiated continued:

consequences if the behavior is not corrected. Supervisor should give the student a particular time frame in which to correct the problem. A copy of this letter must be forwarded to the FAO immediately.

- If there is no correction of the behavior, the student's employment should be terminated. The supervisor should notify the student and the FAO. When appropriate, the student may be placed with another department.
- If a supervisor initiates a termination for a non-negative reason, such as budgetary constraints or the completion of a project, the termination should be handled similar to a student-initiated termination. The student will be given two weeks' notice and referred to the BMCC website for information regarding employment opportunities still available.
- The following cases call for **IMMEDIATE TERMINATION** after which the student becomes ineligible for further student employment (FWS or general fund):
 - ✓ **Any FERPA violation**
 - ✓ **Breach of confidentiality**
 - ✓ **Violence**
 - ✓ **Alcohol or illegal drug use in the workplace**
 - ✓ **Theft**

STUDENT EMPLOYMENT RECORDS:

Student employment files are confidential and should not be viewed by anyone other than the individual student, supervisor, Human Resources, or the FAO.

Per BMCC policy, supervisors should refer all outside agency inquiries to the Human Resources Office.

STUDENT'S RIGHTS & RESPONSIBILITIES:

The following policies are designed to protect student employees' rights and to make them aware of their responsibilities.

Rights

- Be treated fairly
- Explanation of any changes in Title IV aid
- Representation in disputes involving supervisors
- Information about FWS rules & regulations
- Full compensation for hours worked
- Pay at least at the federal minimum wage
- Equal opportunity

STUDENT'S RIGHTS & RESPONSIBILITIES *continued*:

Responsibilities

- Being aware of and adhering to FWS program rules & regulations
- Performing all tasks agreed to and assigned
- Updating your timesheet in order to be paid in a timely manner
- Using your FWS monies for educational expenses

INJURIES:

If a student employee is injured in the performance of their duties, contact Human Resources (HR) office at once. Student employees of BMCC are covered by the College's Workers Compensation Insurance. The HR office will assist the student in filling out the proper forms to be taken to the physician or work with the hospital billing office should the injury require emergency treatment at a hospital.

VOLUNTARY SERVICES:

The Fair Labor Standards Act of 1938, as amended, prohibits supervisors (including schools) from accepting voluntary services from any paid employee. Any student employed under the Student Employment Program must be paid for all hours worked. They may not "volunteer" when their FWS award is exhausted or the academic period ends.

COMPLAINT PROCESS:

Purpose/Principle/Definition

The College recognizes that disputes may sometimes arise and requires the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached informally, a formal complaint process will be provided in order to assure impartial and equitable resolution for those conflicts. Any individual that feels they have been treated unfairly will have the ability to present their concerns and has the right to be heard fairly and promptly.

This complaint process may not be invoked for matters that have independent appeal processes established. Examples of these include, but are not limited to academic standing appeals, student conduct decisions, FERPA regulations, financial aid awarding and decisions, grades, Title IX regulations, discrimination and harassment policies/procedures, and safety related activity.

Matters which are not grievable through the informal or formal complaint process include the following:

- Federal and State laws
- Employment and personnel decisions
- Policies of the Board of Education
- Rules and procedures adopted by the department of Community Colleges and Workforce Development

COMPLAINT PROCESS *continued*:

Procedures for filing a formal complaint: (After efforts to resolve informally have been exhausted.)

Complaints should be filed as soon as possible or no more than 90 days after the incident occurs. Confirmation that a complaint has been received and is being considered will take place within five regular business days by an appointed College designee via the complainant's preferred contact information. Documentation of all formal complaints will be maintained by the Office of Student Affairs.

For instructions to file a complaint, visit

<http://bluecc.edu/supportservices/information/student-complaint-process>