



**Northwestern
Michigan
College**

YOUR GUIDE TO STUDENT EMPLOYMENT AT NMC

A student employee is a part-time employee who is enrolled in and regularly attending classes at Northwestern Michigan College. The student's primary purpose for being at NMC must be to further his/her education. Student employment is temporary and incidental to the pursuit of an education; supervisors should schedule their work around classes, exams, or study time.

STUDENT EMPLOYMENT REQUIREMENTS

To be eligible for student employment at NMC, a student must:

1. Be enrolled at least half time during that semester (**minimum NMC academic credits: 6 academic credits for fall; 6 academic credits for spring; 3 academic credits for summer during the regular 8 week summer session beginning in June**)
2. **Not** work more than twenty (20) hours per week when classes are in session.*
3. Work only one College job at a time (unless authorized by Human Resources)
4. **Not** consider classes offered by University Center Partners as NMC classes for purposes of student employment.

*During semester breaks and summer semester, student employees may work up to forty (40) hours per week.

STUDENT EMPLOYMENT PAY RATES

The special student employment status exempts student employees from contributing to FICA taxes for Social Security and Medicare. This represents an average savings of 7.65% over other Traverse City-area employment.

NMC Student Pay Level	Hourly Rate	<u>Outside NMC - Deducted FICA/Medicare</u>	<u>Outside NMC - Net Pay Before Taxes</u>	<u>At NMC- Net Pay Before Taxes</u>
Level 1	\$9.25	- \$.70	\$8.55	\$9.25
Level 2	\$9.50	- \$.72	\$8.78	\$9.50
Level 3	\$9.75	- \$.74	\$9.01	\$9.75
Level 4	10.00			

STATE RETIREMENT SYSTEM

The Michigan Public School Retirement System (MPERS) regulations state that student employees are only exempt from MPERS if they are full-time students. Student employees will remain exempt from the MPERS retirement system if you are considered full time students, enrolled in at least the following number of credits: Fall 12 credit hours; Spring 12 credit hours; Summer 6 credit hours.

If you are a student attending NMC less than full time, you will be required to enroll in the MPSERS system. If this applies to you and you are already a member of MPSERS through previous employment at a Michigan public school, you will remain in your original MPSERS plan and contribute at that level. If not, you will become a member of the Pension Plus Plan and contribute according to this new plan. For information, visit their website at www.mipensionplus.org Pension Plus has a pension component and a savings component, both of which require employee contributions. If you are a new member of Pension Plus, you will have an opportunity to choose between two retirement plans **within 75 calendars days after your first pay date**. Human Resources will provide you with more information on these choices.

Students may add classes right up until the class starts in order to increase the number of credit hours taken for a semester. Please note that late starting classes **added after** official "count day" however, will **not** be included.

Examples:

- Fall 2017 fifteen week classes can be added through August 25, 2017.
- Fall 2017 official count day is September 5, 2017. Late start classes added after this date would not be counted.

We will determine your full-time or part-time student status at the beginning of the semester and recheck it on count date to see if your final status changes. Your MPSERS status will then not change for the remainder of the semester.

PAY PERIODS

NMC pays on a bi-weekly basis every other Friday. Paychecks will be delivered to your supervisor for distribution or directly deposited into your bank account. It is the policy of the College not to make pay advances for student employees.

STUDENT EMPLOYMENT ADVANTAGES

Working on campus is convenient and time efficient. If you have morning classes and several hours free before your next class, you can fill them with employment that is within walking distance of your classes. NMC supervisors also recognize the fact that you are here primarily for academic purposes and are happy to schedule your work around classes, exams, or study time. Your school year schedule could look something like this:

2017-2018 Student Employee Schedule	
June 3, 2017	Spring students not enrolled for summer classes must be done working.
June 4, 2017	New students enrolled for Summer semester (who weren't enrolled for Spring semester) may begin working. (Up to 40 hours per week).
August 12, 2017	Summer students not enrolled for fall classes must be done working.
August 13, 2017	New students enrolled for Fall semester (who weren't enrolled for Summer semester) may begin working. (Up to 40 hours for this week, but after this week only 20 hours per week).
December 16, 2017	Classes and exams are over! Begin working extra hours (up to 40 hours per week) for holiday cash.
December 30, 2017	Fall students not enrolled for spring classes must be done working.
December 31, 2017	New students enrolled for Spring semester (who weren't enrolled for Fall semester) may begin working. (Up to 40 hours for this week, but after this week only 20 hours per week).
March 26, 2018	Spring break, work extra hours this week. (Up to 40 hours).
May 5, 2018	Classes and exams are over! Work up to 40 hours per week until Summer semester starts. (Enroll for 3 credits or more for Summer semester and work all summer.)
June 2, 2018	Spring students not enrolled for summer classes must be done working.
June 3, 2018	New students enrolled for Summer semester (who weren't enrolled for Spring semester) may begin working. (Up to 40 hours per week).

Each student is an important part of the working team at NMC and is expected to contribute to our service-oriented image. Courtesy, respect for others, compliance with regulations and policies of the College, accuracy, and a positive attitude are musts for all employees of NMC.

The College can better fulfill its mission to the community when every employee assumes accountability for honesty, loyalty, appropriate confidentiality, and efficient use of time. The contributions by student employees at NMC have been and will continue to be very important.

NMC isn't just a great place to attend college; it's a great place to work! Enjoy your experience with us. You'll find that the work experience is a good addition to your resume, and since there are a variety of areas open to you for jobs, it may serve as your career exploration.

HIRING PROCEDURES

Students seeking part-time employment while attending NMC can apply to any open student employment positions online at through [MyNMC](#).

KINDS OF STUDENT EMPLOYMENT

Employment is a vital source of financial aid for students. There are two student employment programs at NMC: The **Student Employee Program** (College funded) and the **Federal College Work Study Program** (federally funded). Because there are limited College funds budgeted by the various departments for student employees, some employment opportunities may be open only to student employee applicants approved for College Work Study Programs.

The purpose of the College Work Study Programs is to expand part-time employment opportunities for students who are in need of earnings from such employment in order to pay college expenses. Eligibility for the College Work Study Program is determined by the Financial Aid Office (located in the Tanis Building), based on federal guidelines. Students are encouraged to apply for financial aid in order to be eligible for open positions restricted to Work Study students.

HIRING OF INTERNATIONAL STUDENTS

Immigration regulations place certain restrictions on hiring alien persons who are enrolled as students in educational institutions in the United States. An enrolled international student with an F-1 visa who maintains satisfactory grades (2.0 or higher) is permitted to work part-time on campus for a maximum of twenty (20) hours per week without requesting special permission from the United States Bureau of Citizenship and Immigration Services. The Business Office requires international students to have a social security number for payroll reporting purposes.

Before completing their tax forms for employment, all international students must check with the Business Office Payroll Team (Peggy Shinn (ext. 5-1942) or Mark West (ext. 5-2320) to determine if a foreign tax treaty applies to them.

To work off campus, international students must obtain permission from the Immigration and Naturalization Service. Students with J-1 visas must obtain permission to work in any capacity. For more specific information, consult the International Recruiter/Advisor (ext. 5-1082).

STUDENT EMPLOYEE ORIENTATION PROGRAM

Within the first six weeks of employment, new student employees and their supervisors are strongly encouraged to cover and complete the items listed in the **Student Employee Orientation Checklist**. You will receive the checklist through RedCarpet as a task. This will help the student better understand the position and provide valuable professional development to him/her.

STUDENT EMPLOYEE'S RESPONSIBILITIES

1. Complete all the necessary employment paperwork with the Office of Human Resources before the first day of work.
2. Arrange a working schedule with supervisor. Have a schedule of classes handy.
3. Once a schedule has been established, notify the supervisor if unable to meet that schedule for any reason.
4. Be punctual. If delayed in class, offer to make up the time.
5. Assist the supervisor in maintaining time. Complete the online timesheet and submit for approval before the noon Monday deadline of the pay week. Adhere to all rules set for student employees in the particular area.
6. Observe any dress codes set forth in the area of work.
7. Give adequate written notice to the supervisor if planning to be absent or terminate employment.
8. Participate in evaluations with supervisor as requested.

NMC POLICIES GOVERNING STUDENT EMPLOYEES INCLUDE BUT ARE NOT LIMITED TO:

NON-DISCRIMINATION IN EMPLOYMENT PRACTICES

Northwestern Michigan College is an equal opportunity employer and complies with federal and state regulations regarding non-discrimination based on age, color, creed, disability, handicap, height, marital or familial status, national origin, political affiliation, race, religion, sex, sexual orientation, service in the military, veteran's status, weight, or any other legally protected status under federal, state, or local law. Student employees who feel that they have a complaint which deals with sex discrimination in employment should contact the Office of Human Resources at 995-1342.

HARASSMENT/SEXUAL HARASSMENT

Northwestern Michigan College prohibits harassment of its employees, students, customers, or vendors in the forms outlined in Harassment Policy D-602.03 and Sexual Harassment Policies D-602.04 and D-701.03. NMC's intent is to create and maintain a work and educational environment that promotes respect and dignity for all individuals and is free of harassment and unduly offensive behavior. Harassment is in conflict with a harmonious and productive work and educational environment. Harassment will not be tolerated. Violation of this harassment policy may result in disciplinary action.

Student employees who believe they have a complaint should obtain a copy of NMC's Harassment policy and complaint procedure from the Office of Human Resources. Harassment by a student employee directed at faculty, staff, and/or students violates the College policy for employees and can result in termination.

DRUG-FREE WORKPLACE

It is against NMC's policy to manufacture, distribute, dispense, possess, or use a controlled substance in the NMC workplace. Student employees in violation of this policy will be subject to appropriate actions, up to and including discharge. Any student employee convicted for violating a criminal drug statute must notify the Office of Human Resources within five (5) days after receiving notice of such conviction.

NMC students should visit the Office of Student Life to receive information and personal counseling on substance abuse problems.