



STUDENT EMPLOYMENT AT NMC

[Link to the Academic Calendar](#)

A student employee is a part-time employee who is enrolled 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, and 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:

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| 1. Be enrolled 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.

**It is sometimes difficult for student employees working in more than one College job at a time to coordinate hours between them and stay within the maximum hours per week requirement. If you share a student employee with another department, you must work closely with the other supervisor to avoid putting the student in a difficult situation.

STUDENT EMPLOYMENT PAY RATES

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

[Link to student pay rates](#)

NMC Student Pay Group	Year 1
Group 1	\$10.25
Group 2	\$10.75
Other	\$12.00

Human Resources uses the following factors in determining the appropriate pay rate for a student position:

Group 1	Has minimal requirements. Some examples include: clerical/office positions, residence hall employees, fitness center employees.
Group 2	Positions that are aligned closely with an academic program in which there are qualifications related to a specific subject matter or additional training or skills are required. Some examples include: grounds, security, aviation line crew, tutors, welding, lab assistant, culinary, elementary reading tutor.
Group 3	Aviation Line Crew

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 they 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 your student employees are attending NMC less than full time, they will be required to enroll in the MPERS system and pay retirement contributions. If already a member of MPERS through previous employment at a Michigan public school, they will remain in the original MPERS plan and contribute at that level. If not, they will become a member of the Pension Plus Plan and contribute according to this new plan. For information, student employees can visit the website at www.mipensionplus.org Pension Plus has a pension component and a savings component, both of which require employee contributions. If a new member of Pension Plus, they will have an opportunity to choose between two retirement plans **within 75 calendar days after their first pay date**. Human Resources will provide the student employees 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 2020 fifteen week classes can be added through August 21, 2020.
- Fall 2020 official count day is September 2, 2020. Late start classes added after this date would not be counted.

HR will determine the full-time or part-time student status at the beginning of the semester and recheck it on count date to see if their final status changes. Their MPERS status will then not change for the remainder of the semester, but it can change for the next semester based on the student's credits.

If your student employee is required to be a member of MPERS, you will pay approximately 26.64% in contributions to the State and/or your employee.

STUDENT EMPLOYMENT WORK SCHEDULE

Below is the schedule for student start and end dates for each semester.

2021-2022 Student Employee Schedule	
May 8, 2021	Summer classes begin.
June 12, 2021	Spring students not enrolled for summer classes must be done working.
June 13, 2021	New students enrolled for Summer semester (who weren't enrolled for Spring semester) may begin working. (Up to 40 hours per week).
August 9, 2021	Summer classes end.
August 21, 2021	Summer students not enrolled for fall classes must be done working.
August 22, 2021	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).
August 28, 2021	Fall classes begin.
December 18, 2021	Classes and exams are over! Begin working extra hours (up to 40 hours per week) for holiday cash.
January 8, 2022	Fall students not enrolled for spring classes must be done working.
January 9, 2022	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).
January 14, 2022	Spring classes begin.
March 28 – April 3, 2022	Spring break; work extra hours this week. (Up to 40 hours).
May 7, 2022	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.)
May 9, 2022	Summer classes begin.
May 28, 2022	Spring students not enrolled for summer classes must be done working.
May 29, 2022	New students enrolled for Summer semester (who weren't enrolled for Spring semester) may begin working. (Up to 40 hours per week).

HIRING PROCEDURES

Students seeking part-time employment while attending NMC need to apply to open student positions on NMC's job website, through the [internal job posting page](#). If you are looking to hire a student employee you will need to create a requisition notifying Human Resources that you would like to post a student position. If you need help or have any questions regarding the hiring process, please call Human Resources (ext. 5-2612). It is the responsibility of the supervisor to assure that funds are available in a budgeted student payroll account before hiring a student employee. **Supervisors must conduct reference checks on all student employees before hiring.**

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.** For more specific information, consult the International Recruiter/Advisor (ext. 5-1082).

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 you have a limited amount of College funds in your budget for student employees, you may supplement your budget by using student employee applicants approved for College Work Study Programs.

STUDENT EMPLOYEE PROGRAM

The Student Employee Program is a College-funded program. Students are employed according to their skills, available departmental budget, and the supervisors' needs. The number of Student Employees to be hired depends on the amount of money in your student budget. Student applicants for these positions are not required to apply for financial aid.

FEDERAL COLLEGE WORK STUDY PROGRAM

Federal Work Study, a federally funded program, provides job opportunities for students needing financial assistance. The purpose of these 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. The Financial Aid Office determines eligibility for the College Work Study Program, based on federal guidelines. The number of employment hours authorized is based on the amount of eligibility awarded and funds available. Student applicants for Work Study must apply for financial aid at the Financial Aid Office.

BEFORE HIRING

1. Check available budget for your area to help determine which type of student employee you can hire.
2. Create a requisition to be posted on the NMC job website (with the help of HR)
3. Review applications and set up interview(s) with potential students.
4. If you are interested in hiring the interviewed student, explain that you will be contacting references and HR will be conducting a background check. If the references come back positive and you would like to hire the student, contact HR to inform them of your hire. Then contact the student to let him/her know they will receive an email from HR regarding their hire paperwork. Please inform the student that they are not hired until they complete orientation with HR.
5. If you do not want to hire the student, call to let him/her know your decision. Also contact HR letting them know of your decision not to hire the student.
6. New Student Employees will be completing a paid three hour orientation in Human Resources.
7. New Student Employees may not start until you receive email notification from SilkRoad Onboarding.

ONCE A STUDENT EMPLOYEE IS HIRED

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 SilkRoad Onboarding as a task. This will help the student better understand the position and provide valuable professional development to him/her.

RESPONSIBILITIES OF THE SUPERVISOR OF A STUDENT EMPLOYEE

1. Establish working schedule with the student.
2. Define the student's duties.
3. Train the student properly for duties assigned.
4. Give day-to-day supervision.

5. Assist the student employee with web-time data entry completion, submission, and approval of the online timesheet. Late timesheets cannot be processed, and will be delayed to subsequent pay periods.
6. When a student employee ends employment for any reason, the supervisor should fill out a **Student Employee Exit Form** indicating the position and the last day worked and return it to HR to be routed to the appropriate departments. The Student Employee should also be given a **Student Employee Exit Disclosure Statement** to sign, stating whether or not NMC can give reference information to future prospective employers.
7. Generally, supervisors and student employees should participate in an evaluation of the student's work performance at least once a year. Evaluations may be performed more frequently if desired.

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.

TERMINATION PROCESS

NMC does not guarantee continuing employment and may dismiss student employees with or without cause. The employment relationship at Northwestern Michigan College is at-will, meaning that this relationship can be ended at any time by either the employee or the College for any reason, with or without notice.

Causes for dismissal may be, but are not limited to, the following:

1. The student fails to enroll for the required number of academic credits at NMC during any semester of employment.
2. The student does not carry out duties assigned by the supervisor.
3. The student fails to report for work without notifying the supervisor.
4. The student does not perform satisfactorily.
5. The student is convicted of a criminal offense.
6. Lack of funding.
7. Violation of College policy.
8. The student gives false information on the Student Employment Application or documents.
9. The student has performance or conduct problems that cannot be resolved through the Performance Improvement Process.

PERFORMANCE IMPROVEMENT PROCESS

When a Student Employee has performance or conduct problems, efforts should be made to reach a workable understanding. A decision to involuntarily terminate a student employee may **not** be made by a supervisor without prior review and approval of the appropriate executive staff officer and the Director of Human Resources. Written documentation must be provided to the Executive Staff member and HR before requests for involuntary termination will be considered.

UNEMPLOYMENT COMPENSATION

Under the terms of the Michigan Employment Security Act, Northwestern Michigan College students are normally excluded from coverage. Any specific questions related to unemployment compensation should be directed to the Office of Human Resources (ext. 5-1025).

NMC POLICIES GOVERNING STUDENT EMPLOYEES INCLUDE BUT 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.