



**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 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 | \$7.45 | -\$.57 | \$6.88 | \$7.45 |
| Level 2 | \$7.75 | - \$.59 | \$7.16 | \$7.75 |
| Level 3 | \$8.00 | - \$.61 | \$7.39 | \$8.00 |
| Level 4 | \$8.25 | - \$.63 | \$7.62 | \$8.25 |

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:

| 2012-2013 Student Employee Schedule | |
|--|---|
| May 6, 2012 | 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 9, 2012 | Spring students not enrolled for summer classes must be done working. |
| June 10, 2012 | New students enrolled for Summer semester (who weren't enrolled for Spring semester) may begin working. (up to 40 hrs per week). |
| August 18, 2012 | Fall classes begin. Summer students not enrolled for fall classes must be done working. |
| August 19, 2012 | 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, 2012 | Classes and exams are over! Begin working extra hours (up to 40 hours per week) for holiday cash. |
| January 12, 2013 | Spring classes begin. Fall students not enrolled for spring classes must be done working. |
| January 13, 2013 | 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 25, 2013 | Spring break, work extra hours this week. (up to 40 hours). |
| May 5, 2013 | 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 9, 2013 | New students enrolled for Summer semester (who weren't enrolled for Spring semester) may begin working. (up to 40 hrs per week). |
| June 12, 2013 | Spring students not enrolled for summer classes must be done working. |

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 jobs.nmc.edu.

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 Payroll 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 Payroll personnel 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 Student Designated School Official (ext. 5-1034).

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** (including viewing of the Partners series available at the Library). This will help you better understand your position and provide valuable professional development to you. Completion of the Orientation Checklist is required for student employees to advance to the next pay level within the same position.

STUDENT EMPLOYEE'S RESPONSIBILITIES

1. Complete all the necessary employment paperwork prior to final hiring approval.
2. Arrange a working schedule with your supervisor. Have a schedule of classes handy.
3. Once a schedule has been established, notify the supervisor if for any reason you will be unable to meet that schedule.
4. Be punctual. If you are delayed in class, offer to make up the time.
5. Assist the supervisor in maintaining your time. A completed payroll timesheet, properly signed by both the supervisor and the student for each pay period, must be in the Payroll Department by noon on the Monday following the payroll-reporting period, or an electronic timesheet completed and submitted for electronic approval, if applicable. Late and/or incomplete timesheets cannot be processed and will be delayed to subsequent pay periods.
6. Adhere to all rules set for student employees in your particular area.
7. Observe any dress codes set forth in your area of work.
8. Give adequate written notice to the supervisor if you plan to be absent or terminate your employment.
9. Participate in evaluations with your supervisor as requested.

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 995-1148.

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 Counseling Center to receive information and personal counseling on substance abuse problems.