

Student Employment Policy and Guidelines

Montana Tech of The University of Montana

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Student Employment Policy and Guidelines

Montana Tech of The University of Montana

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.

The Introduction to Student Employment

The student employment program at Montana Tech has 3 primary purposes:

1. To provide students with a source of financial support
2. To furnish valuable work experience to compliment 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 compliment 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 Work-Study Program in that 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 MG (Mining/Geology) building, room 207.

Students are awarded work-study grants 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. The employing department is responsible for paying 30 percent of State work-study students' awards and zero for federal work-study students' awards.

Questions not addressed in Montana Tech policies or 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 teaching assistants are governed by the graduate school. Please contact the Graduate School advisor at 496-4304 for questions.

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 Foreign Student advisor in the Student Life Office, 496-4477.

Equal Opportunity Policy and Student Employment

As an Affirmative Action-Equal Opportunity Employer, Montana Tech of The University of Montana 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 web site, DIGGERecruiting at: www.mtech.edu/career/employers, 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 full-time work-study 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 Award, which requires 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 Processing monitors student enrollment 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 five consecutive eight hour days during vacation or break periods. Undergraduate students may not exceed this workload. *Graduate students may qualify to work more than 20 hours/week; approval is obtained through written request to Career Service.*

Regarding employment during summer and winter breaks, the student must be pre-registered with full-time status for the following semester. Enrollment during the summer is not required. 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 annually begins the day after the last day of fall semester and ends the day before the first day of spring semester.

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 or policies. In order to ensure that all individuals have equal access and are treated in the same manner, please utilize the information below.

Recruitment of Students/Advertising Student Jobs

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 web site, employers can easily manage all current and past student employment job postings. The job listing will remain active on the web site 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/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/guide_jobposting.htm.

Student pay rates are governed by the Student Employee Job Classification and Wage Guidelines, which are periodically updated by the Montana Tech Budget & Human Services Office. Before posting a wage, please refer to the current guideline document at www.mtech.edu/career/studentemployment/Employer/. All stipend jobs must be advertised as such with amount and term specified.

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, www.mtech.edu/career/studentemployment/Employer/.

Screening of Candidates

Based on the job description, determine the critical duties & functions necessary for a successful candidate. Keeping the duties & 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. A template “Applicant Screening Form” is available as a resource on the student employment website, www.mtech.edu/career/studentemployment/Employer/.

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

The department should maintain the completed application materials for all student applicants for one year, then shred. Any questions or concerns should be addressed to the campus Equal Opportunity Officer at 496-4316.

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 work-related knowledge, skills and abilities and their ability to perform the specific duties of the job
- Know how the information gathered will be used to make a hiring decision
- Do not ask questions or use exercises 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)

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/department.

A list of “Common Questions” to ask during the interview is available as a resource on the student employment website, www.mtech.edu/career/studentemployment/Employer/.

Selection

After a thorough review of the candidates that you interviewed, feel free to 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 specifications in the Montana Tech JOB CLASSIFICATION AND WAGE GUIDELINES. This document is available online at www.mtech.edu/career/studentemployment. Note that wages above entry rate must be justified (see details on page one 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/career/studentemployment 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 8 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 at Career Services.

Benefits

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

Paperwork

Once hired, students or employers obtain current Student Employment paperwork online. **Please do not keep hardcopies of Student Employment paperwork.** Old paperwork will be returned to the employer with a request for current paperwork. Federal forms change and will be updated online as necessary.

Hiring and supervising are responsibilities of the department. Student Employers hiring Work-Study students work in conjunction with the Office of Enrollment Processing to ensure that state and/or federal regulations are met. 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. Regular Non Work-Study student employment positions are available in several departments and offices.

Please Note: Student employees are not allowed to begin work until all of the necessary paperwork is complete and turned into Career Services. Once student employment paperwork is received and processed, pre-printed time cards will be sent to the hiring department. The cards confirm that your employee may begin work.

The following hiring forms are required. Please submit to Career Services, Engineering Hall 103, in order to set-up the new student employee's payroll account. The suite of forms and additional information is available on the student employment website, www.mtech.edu/career/studentemployment/Employer/.

Montana Tech Forms for New Student Employees

- Signed Student Employment Policies form
- Montana Tech Student Employment Certification form
- W-4 form
- I-9 form (the hiring department will need acceptable documents from the student; see list on page 9 of the hire packet)
 - ! **Federal Law requires that the I-9 form is completed within 3 business days of an employee's start date.**
- Copy of Social Security Card for all student employees (Montana Tech Policy)
- Decedent's Warrant (recommended)
- Equal Employment Opportunity Form (optional)
- Statement of Selective Service Registration Status (only required of males)
- Electronic Payroll Deposit (recommended)

Montana Tech Forms for Students that have previously worked on campus

- Montana Tech Student Employment Certification form
- **W-4 form if student has had a break in service of two (2) or more years**

For questions pertaining to international students, visas and employment restrictions, please contact the Foreign Student Advisor in the Student Life Office.

DO NOT keep copies of student's personal information (employment paperwork) on file in the department; the Personnel Office will retain the original student employment paperwork.

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 the 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, and equipment use. A suggested list of basic job responsibilities and expectations for a student employee is available as a resource on the student employment website, www.mtech.edu/career/studentemployment/Employer/.

Work Orientation

A sample “New Student Employee Orientation Checklist” is available as a resource on the student employment website, www.mtech.edu/career/studentemployment/Employer/.

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 should.

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/tech_handbook.pdf). Additionally, hard copies of the student handbook are available at the Student Life Office.

FERPA

If employees will be working directly with student records, they are required to attend a training session regarding the Family Educational Rights and Privacy Act of 1974 (FERPA). This training will teach the student employee about the importance of maintaining confidentiality when working with student records. The training is offered online via Moodle. Please send an email request for training to Jamie Patrick at jpatrik@mtech.edu. Please contact the Enrollment Processing Office at 496-4223 if you have any questions.

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.

A sample "Student Employee Performance Evaluation" is available on the student employment website, www.mtech.edu/career/studentemployment/Employer/.

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 of inappropriate behavior or issue & provide written expectations
- warn the employee in writing
- suspend employee
- terminate employee

If the offense is egregious enough, the student employee may be terminated without progressive discipline.

Direct any questions or issues to the campus Equal Opportunity Officer at 496-4316.

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. Direct questions or issues to the campus Equal Opportunity Officer at 496-4316.

Termination Procedure

Written notice should accompany the final time card for each student terminated. The notice should include the student's name, ID number, job being terminated (index code, funding, etc.) and the department.

Student Payroll

As previously mentioned, students must maintain full-time status. Recent IRS regulation changes state that a student employee carrying at least twelve (12) credit 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 complete paperwork is received.

Employers can track student employees' hours and earnings for budgetary and/or work-study purposes. A sample Excel spreadsheet to track student employees is available as a resource on the student employment

website, www.mtech.edu/career/studentemployment/Employer/. Departments can also compare the actual budget amounts allocated for student employees through using The University of Montana Data Warehouse (UMDW). By clicking the “Payroll” button, employers can search for payroll information by Banner index and account code or by the student employee’s name. This information is available with a total, which can be viewed year-to-date by month or as a grand total.

Unless otherwise announced by Career Services, all time cards are:

- **due on the 18th day of each month** (If the 18th 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 signed by the 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. This will prevent a student from tampering with a signed timecard.

Pay Periods

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

- If the 1st falls on a Sunday or holiday, checks will be available the following business day. If the 1st falls on a Saturday, checks will normally be available on Friday.
- Students leaving for summer break that want the last spring check mailed to them should provide a self-addressed & 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 & Human Services Office in MG Building, room 303.

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

Student Employee of the Year (SEOTY)

Career Services and the Office of Enrollment Processing have partnered to sponsor a Student Employee of the Year award. The offices will seek nominations from on-campus employers each fall for the university "Student Employee of the Year" award. 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 student work experience.

Students must meet the following criteria:

- Undergraduate or graduate student employed on campus
- Student nominees must have completed or will expect to complete, at least three (3) months full-time or six (6) months part-time employment during the current academic year (June 1st to May 31st).

The name of the recipient from Montana Tech is then entered in the state, 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 Montana Tech student employee for the SEOTY award, visit www.mtech.edu/career/studentemployment/Employer/seoty.htm.