

# Student Employment

## Student Employment Orientation



**South Puget Sound**  
COMMUNITY COLLEGE

*SUCCESS —  
-AMPLIFIED*

# Student Employment

We support the mission of South Puget Sound Community College by promoting student success and assisting students and graduates with all aspects of their career search and development.

## Schedule Appointments to Help With:

- Understanding Work Study positions and Student Hourly program
- Completing hiring process
- Calculating work study quarterly award
- Job Search Techniques

# Overview

- Student Employment Overview
- Benefits of Student Employment Programs
- Student Eligibility Requirements
- FERPA – Family Educational Rights and Privacy Act
- Financial Aid Probation / Suspension
- Student Hourly Hiring Process
- Scheduled Shift & Rest Breaks
- Timesheets & Recording Hours / Earnings
- Working During Institutional Breaks
- Dismissal and Resignation Protocol

# Student Employment Overview

Students must work to earn award dollars

Students must be qualified for positions

- Positions are not guaranteed

Wherever possible, positions will relate to the student's program of study

Limited funding - available on a first-come, first-serve basis



# Benefits of Student Employment Programs

- Part-time employment
- Earning extra money for living and educational expenses
- Opportunity to decrease number of student loans
- Obtaining on-the-job training

# Student Eligibility Requirements

- Enrolled in or accepted for enrollment in at least 6 credits (except if graduating or during Summer quarter)
- Maintain satisfactory progress toward degree or certificate of completion
- Maintain a 2.0 G.P.A. (cumulative)
- If **concerned about your academic progress**, immediately speak to your Academic/Financial Aid Advisor about the situation.



# International Student Eligibility Requirements

- Enrolled in or accepted for enrollment in at least 12 credits (except if graduating or during Summer quarter)
- Maintain satisfactory progress toward degree or certificate of completion
- Maintain a 2.0 G.P.A. (cumulative)
- If **concerned about your academic progress**, immediately speak to your Academic/Financial Aid Advisor about the situation.

# NEOGOV Additional Information

## Work Study Position to Student Hourly Position and Vice Versa

1. If the position title remains the same, the student does **NOT** need to make a new application  
i.e.) Same title position = No need for new application
2. If the position title changes, the student **MUST** complete a new application  
i.e.) New title position = New application

## Work Study and Student Hourly Department Transitions

1. If the position title remains the same and is in the same department, the student does **NOT** need to make a new application  
i.e.) Same title position + same department = No need for new application  
i.e.) Same title position + different department = New application
2. If position title changes in the same department, the student **MUST** complete a new application  
i.e.) New title position + same department = New application



# FERPA – Family Educational Rights and Privacy Act

FERPA requires post-secondary schools to provide students with:

- Access to their educational records
- An opportunity to amend their records
- Some control over the disclosure of their records
  - A school may not generally disclose personally identifiable information from an eligible student's education records to a third party

Please review this link regarding FERPA

<https://spscc.edu/students/ferpa>



# Financial Aid Probation/Suspension

- Students may continue to work while on academic probation

# Student Hourly Employee Policies

All student employees **MUST** follow these policies:

- Student Employees **cannot** exceed 19 hours per week **while attending classes during the quarter.**
- Student **can** work over 19 hours per week **once they have completed their last final of the quarter over breaks if they have remaining funding for the quarter.**
- **Students can hold ONE Work Study position at a time.**
  - Students can hold one Work Study position plus a Student Hourly position as long as they do not work more than 19 hours per week combined between positions.
- **Students can hold MORE THAN ONE Student Hourly job.**
  - Student cannot work more than 19 hours per week combined between Student Hourly positions.



# Student Hourly Employee Hiring Process

Congratulations on being selected for a student Hourly position, you have complete the hardest part of the process – Being selected for the Job!

## Next steps:

1. Complete the Student Hourly Employee New Hire Orientation:
  - Read the Student Hourly Employee New Hire Orientation document
  - Read the SPSCC Student Employee Guidelines
  - Read the PEPRA Guidelines
  - Complete the Student Employment Orientation Quiz obtain a one hundred percent score
2. Complete your hiring packet (you will receive the hiring process instruction from Student Employment Program via email) and submit the packet in full to Human Resources, located in Building 25.
3. You will receive an “Eligible to Work” email from Student Employment Program before you are able to begin work.
  - **You cannot begin work until you have received this email from Student Employment Program**
4. Communicate with your new supervisor to confirm your schedule once you have received your “Eligible to Work” status.



# Scheduled Shift and Rest Breaks

- Work shift of 4 consecutive hours = 10 minute paid rest break.
- Work shift of more than 5 consecutive hours = one 30 minute unpaid meal period AND one 10 minute break during the middle of work shift.
- Work shift of 8 consecutive hours receive 2 paid 10 minute breaks AND one 30 minute unpaid meal period.



# Timesheets and Recording Hours / Earnings

- For on campus Student Employment students, an electronic Time and Leave Reporting System (TLR) program is used to report time worked. Instructions on use of the TLR system are given at the time employment paperwork is completed
- Timesheets are submitted on the 15<sup>th</sup> and last working day of the month
- Federal withholding, FICA ( Social Security) and Medical Aid will be withheld from hours worked
- The unit students are hired in are **required** track hours students work in congruence with the unit's budget.
- **PLEASE NOTE:** Delay in timesheet submission could result in not getting paid on time. Up to three late time sheets will be processed as necessary. Any further late time sheets could result in job termination. (It is not Student Employment responsibility to track students down, it is the responsibility of students.)

# Working During Instructional Breaks

Students create the Work Schedule with their supervisor following the Student Employee Work Hours Policies (refer to page 4) and the “Student Employee Quarterly Start and End Work Dates” information (see this information about the work dates at the [Student Employment Resources](#)).

- **Note:** Students can begin working full-time once their last final is completed each quarter as long as they have supervisor approval and do not overspend their work study award.



# Dismissal and Resignation

## Main reasons an employer may dismiss a student:

- Attendance (absences or tardiness)
- Surfing the internet, texting, or phone usage during work hours
- Lack of accountability or personal responsibility
- Unprofessional demeanor

## Appropriate Steps to Resigning From Position

- Provide two weeks notice to employer in writing
- Immediately send the Student [Employee Termination Form Template](#) to Student Employment office and HR.
- For other reason: Student did not complete the Hiring Paperwork Process, supervisor immediately send the [Student Employee Checkout Form](#) to Student Employment office and HR

*Employer is not obligated to keep a student employee if they do not meet work expectations.*



# Dismissal (cont.)

If a student is unreliable or does not handle the assigned duties responsibly, it may be necessary to terminate the student for unsatisfactory performance.

In documenting a problem supervisor can use a 3 “**learning opportunities**” rule. Usually when a student is made aware of a concern, supervisors complete the following steps with the student:

1. **Verbal Warning** - Speak with the student and express specific reasons (with examples) for dissatisfaction. Suggest solutions. Establish a time frame for improved performance.
2. **Written Warning** - If the poor performance continues past the time established in the verbal warning, repeat the verbal warning and follow it with a \*written statement documenting the situation and a new time frame. Students need to understand what is expected of them and the consequences of continued poor performance.
3. **Termination** - If the student's performance still does not improve within the specified time frame, the supervisor should consider terminating the student's employment. Notice of dismissal should be in writing, addressed to the student, and may be accompanied by a verbal discussion. Suggest to the student that s/he seek assistance in Student Employment.

# Welcome to the Student Employment Program!

## Questions?

Please contact Student Employment  
Building 22, Suite 250  
360.596.5567

[Studentemployment@spscc.edu](mailto:Studentemployment@spscc.edu)

Student Employment Resources:

- [Canvas](#)
- [SPSCC's Student Employment Homepage](#)
- [SPSCC's Student Employment webpage - Student Employment Resources](#)