



Procedure Title: Student Employment
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Board Policy Reference: I.B. Educational Opportunities
NWCCU Standard:

Accountable Administrator: Dean, Student Services
Position responsible for updating: Director, Student Resource Center
Original Date: September 13, 2004
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Authorizing Signature: *Original signature on file*
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Purpose/Principle/Definitions:

Student employment positions at Blue Mountain Community College are designed to give students the opportunity to work and earn money while attending college and to provide them with relevant work experience. These positions are to supplement the work of the College and in no case should supplant work being provided by an otherwise designated employee of the College.

Definitions:

Student Employee:

A student who is placed in a student employment position funded by the College's General Fund, Title IV Federal Work Study, or other approved grant funding.

Title IV Federal Work-Study:

A federal student aid program available to undergraduate, graduate, and professional students with financial need that provides part-time employment while the student is enrolled in school. The student must file the FAFSA and be awarded in order to qualify.

Institutional Student Employment:

A BMCC (non-federal work-study) student aid employment program supported by General Fund or approved grant funding that is available to students who do not meet the Federal Work-study criteria.

Student Employee Supervisor (SES):

The person who requests a student employee to work for him/her, and who directly supervises the student employee, providing guidance about job duties, providing training, and verifying time worked. In some instances, these duties may be shared by two people (i.e. faculty and staff).

Guidelines:

1. Students must be degree-seeking students at Blue Mountain Community College.
2. Student must be enrolled in a minimum of 6 credits during the term in which they are employed,
3. Students that fall below 6 credits in any term must cease working immediately.
4. Summer term:
 - a. Students awarded federal work study: this term has unique rules regarding enrollment levels for students enrolled in 6+ creds, 1-5 credits and those that are not enrolled summer term. These students can request an exception to the amount of hours authorized to work in summer term only by contacting the Director, Student Resource Center.
 - b. Students that are not eligible for or covered by federal work study: must be enrolled in a minimum of 3 credits for summer term.
5. Pay rate: Oregon's minimum wage rate.
6. Students will be funded until one or more of the following occurs:
 - a. they have earned up to their maximum award without being over-awarded
 - b. the funding source has been fully expended
 - c. the departmental or organizational needs and goals have been met
 - d. student loses eligibility
7. The account from which requested positions are funded will be determined by the Student Financial Assistance in collaboration with the Director, Student Resource Center, and will be expended in the following priority order:
 - a. Federal Work Study funds
 - b. Institutional Student Employment (General fund or grant fund) – these funds will be used in the event the student does not meet the criteria for Federal Work Study funds
 - c. Grant Funds – this resource will be considered when student employment positions are to be covered by a specific grant fund, i.e. tutoring for TRiO

In collaboration with supervisors, the human resources department, and Student Financial Assistance, the Director, Student Resource Center will be responsible to develop, implement, and revise procedures and workflows.