



Student Employment Handbook

Updated 9/23/24

Table of Contents

1. Welcome & Introduction
2. Purpose of the Handbook
3. Equal Employment Opportunity
4. Employment Eligibility
5. Job Classifications
6. Hiring Process
7. Student Employee Expectations
8. Work Schedule and Hours
9. Compensation and Payroll
10. Attendance and Punctuality
11. Dress Code and Conduct
12. Confidentiality and Privacy
13. Performance Evaluations
14. Termination of Employment
15. Benefits and Resources
16. Workplace Safety and Health
17. Complaint/Grievance Process
18. Frequently Asked Questions (FAQ)
19. Contact Information

1. Welcome & Introduction

Welcome to the student employment program! This handbook serves as a guide to help you understand the process to apply for student employment, your responsibilities as a student employee and to answer common questions about student employment at Blue Mountain Community College (BMCC).

2. Purpose of the Handbook

This handbook provides guidelines on employment policies, procedures, and expectations for student employees. Please refer to this handbook throughout your employment to ensure that you are aware of your rights and responsibilities.

3. Equal Employment Opportunity

The college is committed to providing equal employment opportunities to all students, regardless of race, color, national origin, religion, gender, disability, or age. We aim to create an inclusive and diverse work environment.

Non-Discrimination Policy: It is the policy of the Blue Mountain Community College Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the BMCC Title IX Coordinator Room M-13 Morrow Hall, Blue Mountain Community College, 2411 NW Carden, Pendleton, OR 97801, Phone: 541-278-5947. Email: hr@blueecc.edu. For hearing impaired assistance, please call Oregon Relay at 7-1-1. For complete EEO disclosure statement, please go to www.blueecc.edu/EEO.

4. Employment Eligibility

To be eligible for student employment, you must:

- Be pursuing a degree or certificate at BMCC
- Be enrolled in at least 6 credits during each term of employment.
- Maintain satisfactory academic progress (SAP).
- Be eligible to work in the United States.

Specific job positions require the student to have Federal Work Study eligibility. These positions are identified on our Student Employment webpage. If the student is not FWS eligible the student

should check with the department supervisor to determine if they have Institutional Work Study funds available.

5. Job Classifications

Student employment positions are generally categorized into two types:

- **Federal Work-Study (FWS):** These positions are based on financial need and eligibility for federal student aid.
- **Institution-funded Work Study (IWS):** These positions are open to all students regardless of financial need.

6. Hiring Process

- **Job Search:** Available positions are posted on the student employment webpage. If applying for a FWS designated position, contact finaid@bluecc.edu for FWS eligibility verification. You will need this verification when applying for these positions.
- **Interview:** Contact supervisor to schedule an interview. If offered the position, complete and submit the *BMCC Student Employment Agreement Form*. The form will be reviewed by the Financial Aid Department and Director of Student Resources to verify student employment eligibility.
- **Application:** Once your student eligibility has been verified, the Director of Student Resources you send you the *BMCC Student Employment Application* to complete and submit. The application will be reviewed by BMCC's Human Resources/Payroll department.
- **Complete Payroll Process:** Complete and take the following documents, along with appropriate valid id and documentation to the BMCC Human Resources office.
 - I-9 (see <https://www.uscis.gov/i-9> for approved documentation)
 - Federal W-4
 - Oregon W-4
 - FERPA PowerPoint presentation
 - Student Employment Direct Deposit form (Proof of routing number and account number from bank is required to ensure accuracy)

- **Notice from Payroll Office:** Once all required employment paperwork has been completed the student and supervisor will receive an email notification that the student may begin work. Students may **NOT** begin work until notified by the Payroll Department.

7. Student Employee Expectations

As a student employee, you are expected to:

- Adhere to the college's policies and procedures.
- Complete your assigned tasks responsibly and efficiently.
- Communicate with your supervisor if any issues arise.

8. Work Schedule and Hours

- The supervisor and student should determine a mutually convenient work schedule that does not interfere with the student's class schedule. It is recommended that students bring their class schedule to the interview. This will assist in determining a suitable work schedule for the student.
- In setting a schedule, supervisors and students should take careful consideration of the student's earnings limit. Ideally, the student should work the number of hours necessary to reach, but not exceed, their award by the end of the year. Example: If the student is awarded \$1,000 per term at a pay rate of \$13.70 the student may work an average of 7 hours per week.
- Schedules should be flexible to accommodate your class schedule. Students are not permitted to work during class time.
- Overtime is not permitted for student employees.

9. Compensation and Payroll

- **Pay Rate:** For the 2024-2025 academic year the rate is \$13.70 per hour.
- **Pay Periods:** Pay periods are from the 16th of the prior month through the 15th of the current month. Example pay period: Oct. 16 – Nov. 15. Paychecks are issued on the last working day of the month. Students that start on Sept 15th will not get paid until the last working day of October.
- **Timekeeping:** BMCC uses an electronic timesheet system. It is important that students accurately record their work hours using the college's timekeeping system.

- **Benefits:** Under the Student Employment programs (FWS and IWS), students are not eligible for fringe benefits such as vacation pay or holiday pay. Students accrue paid sick leave at the rate of one (1) hour for every 30 hours worked.
- **Breaks:** The Oregon Bureau of Labor and Industries (BOLI) law states in **OAR 839-020-0050:**
 - **Rest Period:** One paid break within 4 hours of shift. If the student works an eight (8) hour shift, they will get two (2) breaks.
 - **Meal Period:** Must have a meal break before six (6) hours of work has been completed. The student needs to clock out for a minimum of 30 full minutes in a shift of six (6) hours or more.

10. Attendance and Punctuality

- It is important for students to adhere to their work schedule.
 - Arrive on time for your scheduled shifts.
 - Contact their supervisor with as much advance notice as possible if illness or another situation beyond their control will cause them to be absent or late on a scheduled workday.
 - Time off must be arranged in advance.
 - Notify your supervisor in advance if you are unable to attend work due to illness, emergency, or academic commitments.

11. Dress Code and Conduct

- Dress in a manner appropriate to the department and the duties to be performed.
- Maintain professional behavior, including respectful communication with peers, supervisors, and students.
- Social interaction in the office should be kept to a minimum.
 - Discussing personal matters is inappropriate, especially while someone is waiting for assistance. Although the workplace may be open for student use, refrain from inviting friends to socialize during work hours.
 - Personal cell phone usage must be kept to a minimum during work hours.

- Computers in the office are not for personal use (E-mail, writing papers, Internet searches, instant messaging, etc.) without supervisor permission.
 - Electronically stored files are private and confidential.
 - Computer resources are a privilege, not a right, and they are granted restrictions and responsibilities for their use.
 - Misuse of college computer resources can result in disciplinary action against the user.
- Alcohol or illegal drug use in the workplace is forbidden and is considered cause for immediate termination. All buildings are smoke-free.

12. Confidentiality and Privacy

- **Consider all office information/communication confidential!** Students are expected to understand the Family Educational Rights and Privacy Act of 1974 (FERPA) and must avoid any public discussions about students or staff.
 - Disclosure of confidential information to sources outside of the office will be cause for immediate dismissal

13. Performance Evaluations

Supervisors may conduct regular performance evaluations to provide feedback on your work and identify areas for improvement.

14. Termination of Employment

Employment may be terminated for reasons including:

- FERPA violation
- Breach of confidentiality
- Alcohol or illegal drug use in the workplace
- Inferior performance
- Violation of policies
- End of the academic year or program

You may also voluntarily resign by providing advance written notice to your supervisor and the Payroll Department.

15. Benefits and Resources

Student employees may not be eligible for full-time employee benefits, but the following resources are available:

- Professional development opportunities.
- Access to campus facilities and events.
- Career services for job placement and resume building.

16. Workplace Safety and Health

- Report any safety concerns to your supervisor immediately.
- Follow safety protocols in your workplace.

17. Complaint/Grievance Process

The College recognizes that disputes may sometimes arise and requires the parties involved to resolve the conflict informally whenever possible. If a resolution cannot be reached informally, a formal complaint process will be provided to assure impartial and equitable resolution for those conflicts. Anyone that feels they have been treated unfairly can present their concerns and has the right to be heard fairly and promptly.

This complaint process may not be invoked for matters that have independent appeal processes established. Examples of these include, but are not limited to academic standing appeals, student conduct decisions, FERPA regulations, financial aid awarding and decisions, grades, Title IX regulations, discrimination and harassment policies/procedures, and safety related activity.

Matters which may not be grieved through the informal or formal complaint process include the following:

- Federal and State laws
- Employment and personnel decisions
- Policies of the Board of Education
- Rules and procedures adopted by the department of Community Colleges and Workforce Development

Procedures for filing a formal complaint: (After efforts to resolve informally have been exhausted.)

- Complaints should be filed as soon as possible or no more than 90 days (about 3 months) after the incident occurs. Confirmation that a complaint has been received and is being considered will take place within five regular business days by an appointed College designee via the complainant's preferred contact information. Documentation of all formal complaints will be maintained by the Office of Student Affairs.

- For instructions to file a complaint, visit <http://bluecc.edu/supportservices/information/student-complaint-process>

If you have any issues or grievances related to your employment, follow these steps:

1. Discuss the issue with your supervisor.
2. If unresolved, contact the VP, Human Resources at 541-278-52947 or email hr@bluecc.edu or wmuller@bluecc.edu
3. Further appeals can be made to the Human Resources Office.

18. Frequently Asked Questions (FAQ)

Q: How do I apply for a student job?

A: Jobs are posted on the student employment webpage.

Q: Can I work more than one job on campus?

A: Yes, but the total hours worked cannot exceed the total award amount for the term.

Q: What happens if my academic progress falls below the required level?

A: You may lose your student employment eligibility until your academic standing improves.

19. Contact Information

For further assistance, please contact the **Student Resources Office** at:

- **Phone:** (541) 278-5958
- **Email:** sr@bluecc.edu
- **Office Hours:** Monday-Friday, 8 AM - 5 PM