

## STUDENT EMPLOYMENT DTF

### Final Report

THE EVERGREEN STATE COLLEGE

EAC 174-162 STUDENT AFFAIRS

#### Student Employment

EAC 174-162-150 General

Employment represents an important financial aid to assist students in earning funds to offset the cost of a college education. Evergreen intends to assist as many students as possible by providing on-campus employment and coordinating listings of possible employment in the community.

The Director of Financial Aid has the responsibility for administering the student employment program. While students need not be eligible for financial aid to qualify for employment, students interested in on-campus and/or off-campus employment should apply to the Office of Financial Aid.

In order to 1) insure that a student's academic progress is not impeded by his/her employment, and 2) make jobs available to as many students as possible, a student is restricted to a maximum of 65 hours per month while participating in a full time or part time academic program. Exceptions may be made to the 65 hour limitation for emergency or exceptional circumstances when 1) it is not possible to employ additional students to help with the work load, and 2) if the emergency or exceptional circumstances have a duration of one month or less. Prior written approval must be secured from the Business Manager. To maintain a check on the monthly maximum hour limits, no student employee shall work in more than one budgetary unit unless prior approval is obtained from the Director of Financial Aid. A student working at more than one rate of pay should expect to receive his or her pay late.

Internships are excluded from the hourly limitation since their employment is directly related to the field of study. Full time interns are not eligible for waiver of tuition. Classified employees who are also students are excluded from these conditions and subject to the hourly regulations of full time employees.

EAC 174-162-160 Procedure

(1) Allocation of Work-Study Funds. Each May, representatives from Business Services, Accounting Services, Facilities, Auxiliary Enterprises, Student Services, Library and Instruction meet with the Director of Financial Aid and the Business Manager to arrive at, by consensus, the allocation of CWSP positions among the areas. These allocations will be based on funds available, budgetary unit requests and prior utilization.

Unit requests for additional Work-Study funds will be honored on a first-come, first-served basis. Funds for such reallocation will be obtained through voluntary deobligation by units which find themselves unable to expend their CWSP allocations. The rate of their expenditures will be monitored by the Office of Financial Aid.

Emergency exceptions to the first-come, first-served reallocation method may be made with the consent of the area representatives.

(2) Requesting Student Employees. A budgetary unit head must submit a Unit Request for Student Help (Exhibit I) to the Director of Financial Aid to obtain part time student help. When the request is received, the Director will refer students to be interviewed based on the skills and experience requested by the budgetary unit. The Director of Financial Aid's responsibilities include determining which students can be employed in federal and state assisted work-study programs. The budgetary unit head must consider those students referred by the Director of Financial Aid, but the former will make the final selection. Budgetary unit heads must give preference to student applicants for hourly jobs.

(a) The budgetary unit head completes and forwards the Unit Request for Student Help (Exhibit I) to the Office of Financial Aid.

(b) The Office of Financial Aid recruits and interviews student applicants and refers them to unit heads with a referral card. Only Work-Study qualified students will be referred for a CWSP position. The amount of CWSP money the student is eligible to earn will be noted on the card. Any qualified student may be referred for an institutional position.

(c) The budgetary unit, upon receipt of the referral card, contacts the student and arranges for an interview.

(d) The budgetary unit indicates its decision to hire or not to hire on the referral card and returns it to the Office of Financial Aid.

(3) Placing Students on the Payroll. For each student hired a Personnel Action Form must be processed to place the student on the payroll. The form must be submitted to the Office of Financial Aid at least four working days before the end of each month. The form should be completed in accordance with EAC 174-112-530, 540 except:

(a) The signature of the respective vice president is not required.

(b) The Director of Financial Aid signs approval in the signature block provided for the Director of Personnel.

(c) Block 10, Classification Title, must include an appropriate working title (see EAC 174-162-170), followed by "--Student Employee".

(d) Blocks 11 through 19 should be coded as follows:

(i) Non-work-study employees

Block 11: Class Code - blank

Block 12: Fund - blank

Block 13: Appr. - blank

Block 14: Prog. - your program

Block 15: Budg. - your budget number

Block 16: Obj. - 01

Block 17: S-Obj. - 0250  
Block 18: Proj. - blank  
Block 19: Pos. No. - 8999

(ii) Work-study students in Programs 010-070

Block 11: Class Code - blank  
Block 12: Fund - 145  
Block 13: Appr. - 02  
Block 14: Prog. - 120  
Block 15: Budg. - 4300  
Block 16: Obj. - 01  
Block 17: S-Obj. - your budget number  
Block 18: Proj. - blank  
Block 19: Pos. No. - 8998

(iii) Work-study students in Programs 110-up

Block 11: Class Code - blank  
Block 12: Fund - 145  
Block 13: Appr. - 02  
Block 14: Prog. - 120  
Block 15: Budg. - 4303  
Block 16: Obj. - 01  
Block 17: S-Obj. - your budget number  
Block 18: Proj. - blank  
Block 19: Pos. No. - 8998

(e) In Block 29, "Remarks", indicate whether the student is "CWSP" or "Institutional".

(4) Reporting Hours Worked. The budgetary unit head must submit on the last working day of each month a "Time Report" for each student employee (Exhibit II) to the Payroll Office indicating the total number of hours worked by said student. Budgetary units should enter the appropriate budget and sub-object on the time report. Enter (4300) (or 4303/respective budget number) for CWSP students or (Respective budget/0250) for institutional.

EAC 174-162-170 Student Rates of Pay

(1) Pay Rates. To maintain equity and consistency in student employment, the following range of pay rates is established for student employees, depending on the qualifications the student possesses at the time he or she is employed. The range reflects the present minimum pay rate with percentage increments in the month following every 300 hours.

<u>Level</u>	<u>Start</u>	<u>300 hours</u>	<u>600 hours</u>	<u>900 hours</u>
1	\$2.08	\$2.17	\$2.27	\$2.37
2	2.33	2.44	2.55	2.67
3	2.58	2.70	2.82	2.95
4	2.83	2.96	3.10	3.24
5	3.08	3.22	3.37	3.53

(2) Classification System. The Office of Financial Aid has surveyed student job classifications and pay rates and has established and published general guidelines for job titles and starting pay. Budget heads who have questions concerning starting pay should consult that office.

#### Classification System

<u>Title</u>	<u>Duties</u>	<u>Starting Rate of Pay</u>
Aides (no special skill or experience)		\$2.08
<u>Examples</u>		
Clerical Aide		
Recreation Aide (Locker Room Attendant, etc.)		
Activities Aide		
Lab Aide		
Maintenance Aide		
Assistants or Technicians		
Assistant I Technician I	Skill OR Experience OR Increased Level of Responsibility	2.33
Assistant II Technician II	Any combination of two above (skill, experience, responsibility)	2.58
Assistant III Technician III	Skill AND Experience AND Responsibility	2.83
<u>Examples</u>		
Library Assistant (circulation, cataloging)		
Recreation Assistant (lifeguard)		
Clerical Assistant (with experience or typing skill or higher level of responsibility)		
Lab Technician		
Maintenance Technician		

<u>Title</u>	<u>Duties</u>	<u>Starting Rate of Pay</u>
Counselors		
Counselor I	Equivalent to Assistant or Technician II	\$2.58
Counselor II	Equivalent to Assistant or Technician III	2.83
Counselor III	One year as Counselor II	3.08
Supervisors, Managers, Coordinators (skill, experience, higher level of responsibility)		
Supervisor, Manager, Coordinator I - Equivalent to Assistant III		2.83
Supervisor, Manager, Coordinator II - One year as I		3.08

(3) Starting Pay. A student employee should begin in Step I of the pay level if he or she possesses no specific skills or has very little experience at the time he or she is hired. However, if the job requires a specific skill (i.e., photographic, mechanical, stenographic, etc.) or high level of responsibility, or the student has previous work experience in the type of work for which he or she is being hired, he or she may be employed at a higher step. (In no case will pay exceed the comparable civil service classification.)

(4) Student Pay Increments. Effective on the first day of the month following the one in which a student has worked 300 hours in a job in a particular budget unit, the student's pay will be raised to the next increment. The Office of Financial Aid will notify budget unit heads when students have reached each 300 hour increment. The pay increment will be automatic, without use of a Personnel Action Form, based upon information provided by the Office of Financial Aid. If the student's supervisor determines that the student is not performing satisfactorily, it is generally an indication that the student's employment should be terminated. A supervisor can not restrict a student's increment as a means of saving funds.

(5) Holiday or Overtime Pay. Student employees are not paid for holidays, unless worked. When an employee works over 40 hours in one week, he or she will be paid at a rate of one and one half times his or her regular rate. Budgetary unit heads should be aware that students who are scheduled to work 65 hours a month, but required or permitted to work more without payment, are in violation of the Fair Labor Standards Act which requires that students be paid at least a minimum wage for all hours worked. In addition, such students are not covered by medical aid and industrial insurance.

(6) Deductions. Student employees will be required to contribute to Old Age Security Insurance (OASI) through appropriate payroll deductions. Personal Income Tax deductions may be waived if the student had no taxable income in the prior tax year, expects none this year, and files a "Withholding Exemption Certificate" (W4-E) with the Payroll Office. Student employees are not eligible for participation in Evergreen's programs of employee insurance or the State Public Employees' Retirement System.