

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Student Employment: Federal Work-Study*

EFFECTIVE DATE: April 11, 1988; amended July 20, 2010, April 17, 2012, and September 25, 2018

BOARD POLICY REFERENCE: FEB

PURPOSE

The purpose of this procedure is to inform staff and students of the proper procedure for hiring federal work-study participants, and provide guidelines for maintaining the Federal Insurance Contributions Act (FICA) exemption.

DEFINITIONS

“Break” means a period of time between or during each semester (i.e. Christmas, Spring Break).

“Full-time status student” means a student enrolled in and regularly attending classes with at least twelve credit hours per semester term. 34 C.F.R. § 674.2

“Half-time status student” is a student enrolled in and regularly attending classes with at least six or more credit hours but less than twelve credit hours per semester term. 34 C.F.R. § 674.2

“Exempt status student” is a student who qualifies as exempt from FICA tax withholding. The College District does not have to withhold FICA tax from the student’s paycheck.

“Non-exempt status student” is a student who does not qualify for the FICA tax exemption. The College District must withhold the tax out of the student’s payroll check (i.e. career students, full-time employees taking classes, non-enrolled students).

ON CAMPUS EMPLOYMENT

Request for Student Employment

Hiring managers who wish to employ student workers should file their request during the regular budget process by entering it into the on-line budget module under the Personnel Request section. The [Zero-Based Student Employee Request form](#) is available to guide hiring managers in estimating the number of students, hours, and weeks required to meet your departmental needs. If a hiring manager would like to request additional student workers during the budget year, the hiring manager may request additional funds from the Budget Department.

Hiring managers must post all job openings for student workers through the College District's on-line [Employment Opportunities web site](#). Hiring managers must review and hire from applicants who apply through the on-line system and qualify under the guidelines of the Federal Work Study Program. The Director of Financial Aid and the Vice Chancellor, Business and Finance/CFO must approve any exceptions to these requirements in advance.

Student Application

The College District posts all student worker positions on-line at the [Employment Opportunities web site](#). Students must apply for open positions through this system.

Employment Requirements

Students must complete the Free Application for Financial Aid (FAFSA) <http://www.fafsa.ed.gov/>. Unless the Vice Chancellor, Business and Finance/CFO grants an exception, students must have successfully applied for and accepted Federal Work-Study. Whenever possible, hiring managers should restrict student employment to full-time College District students; however, half-time status students are eligible for employment. Graduating students in their last semester and who lack fewer than 12 credit hours for degree or certificate completion may work as student workers and remain FICA exempt (Revenue Procedure 2005-11). Hiring managers should make student status determinations at the end of the registration period. The student worker's supervisor is responsible for monitoring and enforcing employment requirements. Students who drop below half-time status after the registration period has ended are not eligible for the FICA exemption. The hiring manager must report the student's status change to the Human Resources Department.

Work Schedule

Student workers may work up to a maximum of 19 hours per week when classes are in session. Hiring managers must obtain special approval in advance from the Human Resources Department for any hours worked over 19 per week. Student workers may not work during scheduled class times. Students not enrolled for the next academic period may work until the end of the academic period in which they currently are enrolled. Newly hired student workers may not work until the first day of the academic period in which they are enrolled.

Summer Employment

Students must be enrolled and regularly attending classes in the summer to maintain FICA exemptions.

Semester Breaks

Students may continue working during semester breaks. The FICA exemption continues as long as the break period is no longer than five weeks. Work the student performs during school holidays and breaks between academic periods is eligible for the exemption if (1) the break is less than five weeks long, and (2) the student is enrolled in and regularly attending classes or is eligible to enroll in the first academic period following the break.

Salary Schedule

The College District's student hourly minimum wage is the higher of \$8.00 per hour or the current minimum wage per hour regulated by the United States Fair Labor Act. Student workers must clock in and out using the on-line time and attendance program to record hours worked per day. Student workers should submit time records to the appropriate supervisor as per the College District's timesheet deadlines. (https://www.blinn.edu/personnel/Forms/Timesheet_Deadline_Calendar.pdf) The College District pays student workers semi-monthly.

Employment Limitations

Supervisors may not utilize students to perform tasks associated with the teaching function and may not ask or require student workers to type, reproduce, collate, or grade tests. Students may not perform personal tasks for any College District personnel. Students may not work during scheduled class times.

Faculty and staff should not employ a child of a College District employee to work within the same department as his or her parent. State nepotism laws prohibit the College District from employing any relative of a current member of the Board of Trustees who is a blood relation within the third degree of consanguinity or within the second degree by marriage.

Hiring Process

After a hiring manager selects a student worker:

1. The Human Resources Department will obtain and document acceptable employment references.
2. The hiring manager must complete the hiring proposal form via the online site. The hiring proposal is an internal communication only; the hiring manager should not give a copy to the applicant. The hiring proposal is not a contract, and no offer of employment is final or authorized without the requisite approval(s).
3. Upon obtaining approval, the hiring manager will receive an email that the College District has officially hired the student worker.
4. The student worker must report to the Human Resources Department to complete the employment paperwork.
5. The student worker must provide documents that establish the student's identity and eligibility to work. The Form I-9 and a list of acceptable documents is available at <http://www.uscis.gov/files/form/i-9.pdf>. In addition to the I-9, the student worker must complete a W-4, Employee Information Sheet, and Direct Deposit Information Sheet. All forms are available at <http://www.blinn.edu/personnel/Forms/forms.htm>. The student must comply with the Immigration Reform and Control Act of 1986 for employment eligibility. International students must provide documentation that they legally qualify to work on campus under the U. S. Citizenship and Immigration Services (USCIS) regulations currently in force.
6. The student worker may begin work.

Although a student worker may perform job duties for several persons within a division or unit budget, the student worker should have one supervisor. The supervisor is responsible for monitoring the student's work, hours, dress, and for completing, signing, and submitting time sheets for that student. A student may not hold more than one College District job at a time.

Supervisors must obtain a copy of each student worker's class schedule at the beginning of each semester. If the student worker's class schedule changes during the semester, the student worker must provide an updated copy of his or her schedule to the supervisor. It is the responsibility of the supervisor to ensure the student does not work during scheduled class times.

OFF-CAMPUS EMPLOYMENT

Off-campus employers who wish to hire federal work-study students must submit the employment information to the Dean of Financial Aid and Scholarships. Off-campus employers should list job openings with the College District for posting. Off-campus employers should submit requests for student employees in writing and in a form suitable for reproduction and public posting.

DRESS CODE

Student workers must dress appropriately according to their work duties and follow generally accepted community standards of neatness, cleanliness, modesty, and good taste. Supervisors of student workers are responsible for enforcing and determining the appropriate dress of student workers in their department. Students may not wear shorts or flip-flops while working for the College District.