

Student Employment/Training Classifications and Wages

- I. Students and Programs participating in the student employment/training program shall be governed by the following classification and wage compensation system, application and placement procedures, and eligibility criteria. This system provides students and training providers the parameters with regards to student employment/training hourly wage compensation. NMC defines this system as the progressive wage scale for individuals participating in the student employment/training while enrolled at the College.
- II. Any compensation and/or increase to hourly wages for students under the Student Employment/Training program is dependent upon availability of funds, recommendations from site supervisor, trainee's performance, attendance and length of service.
- III. Any student employee/trainee transferring from one department to another between semesters/term, and/or who have provided less than one full academic year of service within a department (Summer session exempted) will be considered newly hired.
- IV. Classifications and Wage Compensations
 - A. First year: All newly hired student employees/trainees without an associate degree are to be compensated at the entry level of not lower and not more than the current standing federal minimum wage per hour.
 - B. Second year and on: Students who have provided service for one full academic year within a assigned department and have not completed all requirements for an associate degree may receive a one time increase of not more than 5% per hour above the current standing federal minimum wage per hour. The 5% increase to be added to the based hourly wage and only the cents shall be rounded up to the nearest 10th number (i.e. \$.21 shall be rounded up to \$.30).

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- C. Associate Degrees: Students with an associate degree or who have completed all requirements for an associate degree may receive an hourly compensation at 10% above the current federal minimum wage. After completing one full academic year of employment/training the student shall receive a one time increase up to 10% additional per hour, not to exceed \$7 per hour. The 10% increase to be added to the based hourly wage and only the cents shall be rounded up to the nearest 10th number (i.e. \$.21 shall be rounded up to \$.30).
- D. Cooperative Education & Internships: Students participating in an Internship Program and/or Cooperative Education Work Experience program on-campus may be compensated using the above progressive wage scale.
- E. Wage compensation for students participating in an Internship Program and/or Cooperative Education Work Experience program off-campus is dependent upon the respective employer.
- V. Exceptions:
 - A. Using the above progressive wage scale, individuals with an associate degree may be hired under this Student Employment/Training program provided that no qualified college students have applied. Documentation of efforts to hire college students every semester/term must be kept on file.
 - B. Individuals with a baccalaureate degree or higher may be hired as tutors provided that no qualified college students have applied. Documentation of efforts to hire college students every semester/term must be kept on file. Individuals with a Baccalaureate degree or higher may receive an hourly compensation up to 45% above the current federal minimum wage and only the cents shall be rounded up to the nearest 10th number (i.e. \$.21 shall be rounded up to \$.30).

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- C. Depending on availability of funds, wages for sign language interpreters and maximum weekly hours may be recommended by the NMC Disabilities Coordinator to the Director of Student Development.

VI. Maximum Employment/Training Hours:

- A. Maximum employment/training hours are limited to 20 hours weekly during regular semesters and not more than 30 hours weekly during summer term or between semesters.
- B. Students are allowed to plan their maximum daily hours with their site supervisor provided they do not exceed the maximum hours per week allowed per given semester or between semesters/term. Under no circumstances will any student be allowed to submit nor provide more than the maximum hours allowed per week and for any given pay period.

VII. Student Employment/Training Eligibility Criteria:

- A. Student must be registered for not less than 6 credits during regular semester and 3 credits during summer term; and
- B. Student must have minimum of a 2.00 term GPA or must meet the higher GPA as required by specific training providers; and
- C. Student must not be on neither Academic nor Financial Aid probation.
- D. Other requirements as determined by the respective training provider.

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VIII. Applications:

- A. Applications for student employment/training are obtained at the Career Center (CC) and are to be completed and submitted to the Career Center for each semester/term of requested training.
- B. Applications are processed and awarded on a first come first serve basis.

IX. Awards

- A. Awarding of any student employment/training funding offered by any participating campus department along with any federal sources are coordinated and computed through the NMC Financial Aid Office.
- B. Activation of awards is dependent on participants completing, submitting applications, meeting qualifications, and being assigned a placement site by the Career Center.
- C. Balances of any un-used award will return to funding source for reassignment.

X. Placement and duration of employment/training

- A. Placement of student applicants is the responsibility of the Career Center.
- B. Duration of placement of trainee at any given site is on a semester/term basis only.

XI. Placement of student applicant

- A. Review applications processed through NMC Financial Aid Office for grade point average clearance, and English and Math levels

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- B. Select students for placement by: Major, interest and skills levels, grade point average, available openings, funding source qualification, date of application submission, and student's available time.
- C. Refer student applicant to department for interview.
- D. Department interviews student applicant, and then returns student application to Career Center indicating on the student application its agreement to hire the student.
- E. Student employee/trainee may opt to change training site at the end of any semester/term.

XII. Payment Process

- A. Student employment trainees are to complete and submit a signed Student Employment/Training time sheet to the Career Center for all hours of provided training no later than the first Monday following a government pay period. Time sheets must be signed by the supervisor.
- B. Students are paid every two weeks on government paydays. New trainees must wait until the follow pay period to receive payment.
- C. Time Sheets submitted late will be held from processing until the next submission period.

XIII. Probation / Suspension

- 1. Any student employee/trainee who fails to maintain a 2.0 term GPA shall be placed on probationary status and may be requested to stop services until required GPA is obtained. Any student employee/trainee who fails to obtain the required 2.00 GPA after two consecutive semesters shall be issued a suspension

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notification and shall not be reconsidered for program participation until the required GPA is obtained along with a recommendation by their academic advisor.

XIV. Termination

1. Any student employee/ trainee who consistently fails to carry out assigned duties and or responsibilities, or repeatedly fails to show to work, displays aggressive and /or violent behaviors to any staff, student, and /or NMC customer shall be immediately terminated from participation. A participant who has been terminated may request program reconsideration after one semester through the Director of Student Development.

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