



Student Employment Handbook

A comprehensive guide detailing student employment for Montreat College.

Montreat College Financial Aid Office

310 Gaither Hall

Montreat, NC 28757

Student Employment Guidelines

Enrollment — Students must be enrolled at least six credit hours during the semester to qualify for student employment. For summer employment, students must be enrolled for fall and spring semester at least six credit hours. The minimum enrollment for international students is 12 credit hours.

Financial Aid — Student employment eligibility is determined each year by the Financial Aid Office.

Types of Jobs — The majority of student jobs such as office, maintenance, and tutoring are paid hourly. A limited number of positions such as resident assistants and elected and appointed student leaders are paid a stipend. Some student jobs are called “designated” positions and require a specific certification, skill, class, or other previous experience/qualification.

Federal Work Study Employment — FWS awards may be used only for hourly paid positions either on-campus or with an off-campus agency having an agreement with Montreat College. FWS earnings are paid monthly and are subject to federal, state, and local tax withholding. Students may work in an off-campus FWS job until their maximum FWS allocation is earned. To continue working the off-campus employment, the off-campus FWS employer must pay students directly.

Maximum Hours — Students may work a maximum of 20 hours per week in one or a combination of hourly and/or stipend positions. International students may work a maximum of 20 hours per week in one or a combination of hourly and/or stipend positions. During academic breaks (Christmas, Thanksgiving, Spring Break) and over the summer, all students meeting the minimum credit hour enrollment are eligible to work up to but not exceeding 40 hours per week. Students must be asked or scheduled to work additional hours during breaks and/or over the summer.

Student Employment Application — Students seeking on-campus or off-campus employment must complete a student employment application, available by the supervisor, of that department, on the Montreat College website.

Required Forms — Students are required to complete five employment-related forms before work can commence. The Bureau of Citizenship and Immigration Services requires completion of a Form I-9 within three business days of the first day of employment. The form requires presentation of documents that establish identity (such as a driver’s license) and employment eligibility in the United States (such as a social security card or birth certificate). Both identity and employment eligibility can be documented with a valid United States passport. Additional information on suitable documents is available in the Business Office or on the Montreat College website. Student wages or earnings are subject to federal, state, and county income tax. A W-4 form for federal and a NC-4 for state income tax must be completed before a paycheck can be issued. Please note that students are generally exempt from Social Security (FICA) withholding during the academic year. However, students may be subject to

FICA withholding during the summer months. International students are exempt from FICA withholding. The Confidentiality Statement and the Direct Deposit form requires completion prior to the start of any work. The Direct Deposit form must come with an attached voided check or form from the bank showing routing and account number.

Employment of Relatives — Students may not be employed in the same department in which an immediate family member works (i.e. spouse, parent, grandparent, or sibling).

Exceptions & Appeals — Exceptions to any guidelines are made by the Financial Aid Office on a case-by-case basis. Exceptions are documented and placed in the student's file. A student, along with his/her current or prospective supervisor, may appeal a decision in writing.

Finding a Job

Hiring Periods — Most positions become available at the beginning of each semester, but students may look for work at any time. During the first two weeks of the semester, priority in hiring is given to international students and students with Federal Work Study. After such time, any student meeting the criteria described in the preceding guidelines may be hired for available positions.

Process for Securing a Job:

1. Check the Montreat College website for student job openings.
2. Complete a Student Employment Application and submit to the appropriate hiring manager.
3. Submit other applicable paperwork to the Financial Aid Office and to the Payroll & Benefits Manager.
4. If you are hired, the supervisor will notify you and the Financial Aid Office.

Student Employment Wages & Benefits

Wages — The minimum hourly wage for Montreat College student employees will be no less than federal and state minimum wages. The hourly wage is based on the student's class level (freshman, sophomore, etc.). Freshman rate is \$7.50/hr, sophomore rate is \$7.75/hr, junior rate is \$8.00/hr, and senior rate is \$8.25/hr. Rates with a stipend, such as Resident Assistant, are established each year for jobs that pay.

Timecards — Student employee time is completed through our payroll servicing company's app (ADP). Accurately completed time includes the payroll period end date, the student's ID number and printed name, and signature of the student worker and supervisor. For timely payment, timecards must be approved according to the deadline listed on the Payroll Schedule available in the Business Office. Students should receive

instructions from their supervisor about the department's internal procedure for turning in time cards on time. Please contact the Business Office with questions about this process.

Pay Days — Dates are available on the Payroll Schedule available in the Business Office. This schedule details when timecards are to be received by the Business Office for processing.

Break Periods — A 15-minute rest period is allowed during each four-hour work period. A rest period may be taken at the assigned time or with the approval of the supervisor. A lunch break of at least 30 minutes but no more than one hour is to be taken near the middle of each eight-hour period worked. Supervisors may determine the exact time and length of rest and lunch breaks for convenience of the department. Federal law does not require employers to offer a rest period or lunch break during the work day. Therefore, depending on department circumstances, students may periodically be asked to work without a rest period or lunch break. Concerns regarding rest periods or lunch breaks should be discussed with the Financial Aid Office.

Overtime — If approved in advance, student employees will receive overtime pay at the rate of time and one-half for hours worked in excess of 40 hours per week.

Employment Expectations

Student employees are expected to follow these basic employment expectations. Departments may communicate additional work-related expectations. Employment can be terminated for any violation of the employment expectations.

Attendance & Punctuality — Students are expected to report to work promptly or call in if unable to report to work due to illness or other emergency. Supervisors attempt to work with student class schedules, academic, and other scheduling demands. However, student jobs are important in each department, and an unplanned absence places a greater burden on others in the department.

Work Activity — Student employees are not to have visitors during assigned work periods with the exception of brief visits from parents and faculty members if authorized by the supervisor. Supervisors may expect students to engage in only work-related activities during the work period and refrain from non-work related activities such as personal phone calls, email, and homework assignments. Student employees are not to work during scheduled class, convocation, or chapel hours. Students who are directly involved in the execution of convocation or chapel (i.e. chapel band members, sound coordinators, etc.) are permitted to work. Example: If a class, convocation, or chapel is cancelled, work still cannot be performed during that time. Student employees will be terminated if they work during a scheduled class, convocation, or chapel time.

Attitude — Students are expected to be interested, enthusiastic, and motivated about their work assignment. Students are expected to be pleasant when performing assigned tasks and be adaptable to changes and/or suggestions as needed.

Authority — Students are expected to be respectful toward their immediate supervisor. Be attentive and cooperative when receiving instructions or feedback. Conflicts and work-related concerns should be addressed directly with the immediate supervisor. If resolution is not reached, the concern should be discussed with the next level of supervisory authority. If the concern remains unresolved, it should be discussed with the Payroll & Benefits manager.

Cooperation — Students are expected to work cooperatively with others, treating students, staff, faculty, and visitors respectfully. Students are expected to comply with all work guidelines and safety standards. Safety concerns should be reported immediately to a supervisor.

Dependability — Students are expected to be dependable and follow instructions and fulfill work responsibilities. They should consistently strive to complete assigned tasks accurately, completely, and on time.

Integrity — Students are expected to be honest at all times and in regard to all matters. In the course of their work, students may have access to or awareness of confidential information. This information should not be discussed outside of work and may not be used in an inappropriate, unethical, or illegal manner. Students violating this trust may be terminated.

Learning — Students are expected to be open to learning new concepts, skills, and methods. Habits of working or thinking may be required to change.

Professionalism — Departments may establish dress standards appropriate for the location, season, and type of work performed using the Staff Dress Code as a guideline. Students may be required to dress or act more formally than in a social or other work setting.

Quality of Work — Following an appropriate training period, students are expected to perform their assigned tasks accurately and thoroughly. It is important to recognize errors and problems with tasks and correct them. Students should ask questions and use good judgment.