

Student Employee Handbook

In this handbook you will learn what you need to know about student employment at Mt Hood Community College (MHCC).

When you complete the orientation and printed out the employment paperwork, you will be asked to provide identification and documentation to verify that you are eligible to work in the United States.

Federal Law requires that every person employed in the US complete an I-9 (Employment Eligibility Verification) and a W-4 form.

You must have a picture ID and other documents that prove you can work in the United States to finish this process and accept employment.

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Getting Started!

MHCC has two types of student employment: Federal Work-Study (FWS) and Student Aide (SA). Students may work as both SA and FWS in some circumstances.

If you have questions after reading this information, please contact the Financial Aid Adviser/Student Employment at cat.parish@mhcc.edu.

How do you get Federal Work-Study?

Fill out the Free Application for [Federal Student Aid](#) (FAFSA). Turn in all requested documents to the Office of Financial Aid. If you are eligible, you may request that FWS be added to your financial aid award. Email the Financial Aid Adviser/Student Employment at cat.parish@mhcc.edu to determine if you are eligible for the program.

You must enroll in six or more credits each term that you want to earn FWS.

Remember:

Federal Work-study is a JOB!

The name “work-study” refers to the experience you will get while working at your FWS work site. This means that you should not study at your work site without your supervisor’s permission.

Federal Work Study Information

Satisfactory Academic Progress

You must meet Satisfactory Academic Progress (SAP) every term you work as an FWS employee. You are responsible for understanding the [Satisfactory Academic Progress policy](#). If you do not meet the SAP guidelines for a given term, you may lose your FWS funding for the year.

What happens when I don’t meet SAP?

You can be placed on “Warning.”

We will contact you by email at the end of an unsuccessful term to check you SAP

status on MyMHCC. The financial aid warning means that you should be careful in the next term. If you are not successful in the next term, all financial aid and FWS will be canceled.

You can be “Aid Denied.”

Your FWS award will be canceled and your supervisor will be notified to terminate your FWS employment. If your department has SA funding, your continued employment may be approved.

What happens if I appeal to have my aid reinstated?

You will not be allowed to work as an FWS until you have filed a [Financial Aid Appeal](#) with the Office of Financial Aid (OFA) and the appeal is approved with FWS reinstated.

If all FWS funding has been awarded for the year, your FWS may not be reinstated even if your appeal is approved.

What is the maximum time frame limit for financial aid?

Federal regulations require that you complete your degree or certificate within 150% of the credits required. For example, if the minimum number of credits to complete an associate degree is 90 credits, you must complete the degree within 135 attempted credits.

All attempted credits count toward your time frame limit. This includes all courses for which you received passing, non-passing, or audit grades and any courses recorded as withdrawals.

Credits transferred from other colleges that are accepted by MHCC toward your degree/certificate also count toward your time frame limit.

All courses are counted whether you received financial aid or not when they were taken.

When it is determined that you will not complete your program within the 150% credit limit, you will be suspended from receiving financial aid and your FWS will be cancelled.

To keep your aid and FWS, once notified that you need to do a [Maximum Timeframe Appeal](#), please make an appointment with an academic adviser to complete an education plan and print out a degree audit. Turn those into the OFA.

Do not procrastinate on turning in appeals. These appeals take time to review and approve, sometimes up to 10-14 working days.

FWS FAQs

Q. Will my supervisor be flexible with my schedule?

A. Yes. Supervisors know that you are a student, and that your work schedule cannot conflict with your school or study schedule. However, you are expected to stay in touch with your supervisor if your needs as a student conflict with your assigned shifts. Always call your supervisor if you cannot work due to illness or your need to study.

Q. I know I can't earn over my work-study award per term. Can I earn less than the award?

A. Yes. You can earn as little or as much of your award as you would like--as long as you do not earn more than your award. Keep in mind that unearned FWS does not transfer into the next term.

Q. Will my work-study earnings be taxed?

A. Yes. This is a job and your earnings will be taxed. You will receive a W-2 in January for earning from the previous year.

Q. What kind of FWS jobs is available?

FWS jobs are available both on and off campus. The [JobList](#) is posted online, listing all available job openings. We always have more FWS jobs than we have students to fill them, so your chances of getting a GREAT job are good.

If you are interested in working off campus, MHCC has contracts with several non-profit agencies, such as the City of Portland and area elementary schools. These jobs are only open to FWS students.

What if I need a different FWS job?

There are many reasons why you might need to change jobs. As an FWS employee, you have many jobs to choose from.

If you need a new job, please give your supervisor at least a week's notice. You may check the current JobList to see what other jobs are available.

How many hours can I work per week?

You can work up to 20 hours per week during the academic term, and up to 30 hours per week during any school break. You may also work fewer hours per week if you need to meet academic and/or personal goals. However, you CANNOT earn more than your FWS award amount in any given term.

Your success as a student is more important to us than your role as an FWS employee.

How much money can I earn each term?

The amount of money you can earn each term is limited by your FWS award for that term. You may not over-earn your FWS award, and unearned FWS dollars do not transfer to the next term.

Student Aide (SA) Guidelines

You may work up to 20 hours per week while taking classes, and 30 hours per week during school breaks (limited by department funds). You may only work 800 hours per

academic year (July 1 through June 30). All exceptions to this must be cleared through Student Employment.

If you have an FWS award, you must earn all of your FWS dollars for each term before you can earn student aide dollars.

You can work as a Student Aide (SA) if:

- You are enrolled for six or more credits.
- You have already been offered work by a supervisor.
- You have completed the Student Employment Orientation, turned in all hiring paperwork and passed the Background Check.

What kinds of SA jobs are available?

Because SA workers are paid from department funds, there are only a few of these jobs.

Another avenue for pursuing an SA job is to talk to the full-time employees in the many offices on campus. If your skills match a position they have open, you may have found your SA job.

SA FAQs

Q. What happens if I'm enrolled in less than six credits?

A. You may work one term at less than six credits. If you work two terms at less than six credits, your employment status will be changed to part-time hourly (PTH), depending on the availability of department funding.

Q. What happens if I work more than 800 hours in an academic year?

A. Your supervisor will need to contact Human Resources. The Affordable Care Act limits the number of hours you can work in a given year.

Getting the job: What to do before the interview?

Check your school schedule and decide exactly when you can realistically fit in your work hours. Write down those times and take it with you to the interview.

Check your calendar for the next three months and write down all days you will have to request off—midterms, weddings, baby showers, and vacations.

Make a list of questions to take to the interview that you need to know—for example, can I eat at my desk? Will I have to do much lifting? Think of what you will need to know to do a good job.

Choose something to wear that would be considered appropriate student attire. For example, don't wear a bare midriff top or a tank top to the interview. Your apparel should reflect your knowledge that you will be working in a professional environment.

What should I do in the interview?

Remember that you are interviewing the potential supervisor while they are interviewing you.

Don't be shy. Ask the questions that you prepared the day before. Look around the office and ask about your workstation. Ask about your duties. Be sure you are clear about what will be expected of you.

Give the supervisor your list of available shifts. Talk about expected days off or special needs you may have.

Don't accept the job if you have misgivings about the job responsibilities, the workplace or the supervisor.

Remember, your success as a student is very important to MHCC, so don't place yourself in what you might consider a high-stress situation.

Work Schedules

Employees are expected to start work promptly at the beginning of their assigned shift.

You get a 15 minute break for every four hours you work.

If you work six hours, you must take a 30 minute UNPAID lunch.

Communicate with your supervisor and co-workers to determine a break schedule that will not impact customer service.

You must call or email your supervisor if you cannot get to work. Leave a detailed message if you do not get your supervisor in person.

Requests for time off should be submitted to your supervisor at least a week in advance.

Customer Service Standards

If you are working at an on-campus department, treat students and staff with respect and patience. As an employee of Mt Hood Community College, you should behave in a professional manner. If you don't know the answer to a question or request, ask your supervisor to step in, or if your supervisor is not available, ask the customer to return when someone can assist him/her.

Phone etiquette is important. Speak respectfully and clearly. Write down messages accurately. Follow department guidelines for correct phone use.

If you ever feel that you can no longer control your temper or speak nicely to a customer, immediately excuse yourself and find someone else to step in. Rudeness or bad manners is never acceptable behavior.

Professionalism in the Workplace

MHCC expects you to behave in a professional manner. These expectations are:

- Turn off your cell phone
- Do not have personal visitors at work

- Do not use the work phone for personal calls
- Do not study unless your supervisor says it's OK
- Dress appropriately for the work you are doing
- Never release personal information about students or staff
- Do not eat at your desk unless your supervisor says it's OK
- Do not use the work computer for personal business, such as checking your email or typing an assignment

MHCC Workplace Policies, Procedures and Regulations

Please read the following information about important MHCC workplace policies and regulations.

This process may take up to two hours, so either take the time now to review this important information or make time to read it after you get hired.

Your continued employment is contingent on understanding and abiding by the following:

[Board Policy 1100: Equal Opportunity: Culture of Respect](#)

[College Regulation 1100-A: Equal Opportunity: Culture of Respect](#)

[Board Policy 2060: Computer Users' Privileges and Responsibilities](#)

[Board Policy 5040: Drug-, Alcohol-, Tobacco-, and Firearm-Free Workplace](#)

[College Regulation 5040-A: Use of Drugs and Controlled Substances](#)

[College Regulation 5040-B: Alcohol Guidelines](#)

[College Regulation 5040-C: Firearms-, Weapons-, and Destructive Devices-Free](#)

[Environment](#)

Timesheets

Human Resources prefers that you use the Excel version if possible. This spreadsheet is linked on the Student Employment Homepage in a gray box at the top right.

Time worked should be recorded at the end of each shift.

Timesheets should never be taken home—leave it in a secure location at the work site.

Do not use your SS# on your timesheet—use your student ID#.

Please round up your time to the nearest quarter hour, and indicate that time by .25, .50, or .75.

Sign your timesheet & give it to your supervisor at the end of the month. S/he will get it to Payroll.

You are responsible for accurate time-keeping on your timesheet.

Paydays & Automatic Deposit

You are paid on the 15th of the month, and you can pick up your paycheck in the Payroll Office (Human Resources on the second floor near the Library). If the 15th falls on a weekend, the Friday before is payday.

Paychecks can be picked up between 8:30 am and 3:00 pm. If you can't get to Payroll during those times, your paycheck will be mailed to you at the address listed on your W-4.

Be sure to inform Payroll if you move so that your checks can be sent to your new address, as well as your W-2 in January.

Automatic deposit is offered to all MHCC employees. If you wish to set up this option, please stop by Payroll to complete the Direct Deposit Payroll Authorization.

FERPA training

Within the Student Employment Orientation is information about the Family Educational Rights and Privacy Act (FERPA). Never release student information to someone other than the student. If in doubt, step away and ask assistance from another MHCC employee.

MHCC employees, including FWS and SA, who violate FERPA regulations will be subject to disciplinary action, including the possibility of termination of employment.