**Regulations**

As a student employee you are required to follow the policies and provision contained within the Student Employment Handbook and are accountable for your actions and behaviors as articulated in the [Clatsop Community College Student Handbook](https://www.clatsopcc.edu/wp-content/uploads/20-21-Student-Handbook.pdf).

Students who accept a student employment position are also bound by the policies, provisions and expectations contained within the following college policies:  Drug-free Workplace and Campus, Prohibition of Harassment, Sexual Harassment Policy, Child Protection Policy, and Student Records Policy.

Your offer of employment is contingent upon you successfully passing a background check. A successful background check must be received prior to the start of employment.

**Employment At-Will**

During the course of employment, you are free to leave the College at any time for any reason, and the College reserves a similar right. Thus, both you, the employee and the College will have the right to terminate employment at any time, with or without advance notice and with or without cause. This is called "employment at will.” In any case it is good practice on both the part of the employer and you to discuss issues affecting performance or attendance. You should also (if possible) give at least a two week notice that you will be leaving your position.

**New Hire Forms**

All newly employed student employees must complete an I-9 online and submit a W-4 form **before** you are eligible to work on campus. Both you and your supervisor are responsible for ensuring that all documents are submitted to the Human Resources Office in a timely manner. Communications regarding student employment will be sent to your CCC College email account.

**Work Guidelines**

Student employment should not interfere with your educational goals and therefore you are not permitted to work during your scheduled classes and may not be excused from class to work.

You may also not work more than your federal work-study award amount. You are expected to monitor your work-study award balance and notify your supervisor when you have less than $500 remaining. Once the award amount has been exhausted, it is at the supervisor’s discretion to transfer the funding source of the position to the department’s non-FWS budget, otherwise the position ends if funds are not available.

**Meals & Breaks**

You are entitled to a 30-minute meal break when working 5 hours or more unless 6 hours completes your day. During meal breaks, you are relieved of all work duties and may leave the premises. These meal breaks do not count as work time and CCC policy prohibits you from working during meal breaks.

You are also entitled to a 10-minute rest break when working 2 or more hours and an additional rest break after the 6th-hour you work.

You are required to notify your supervisor and the Human Resources Office if you are not able to take your meal and rest breaks.

**Reporting Hours**

In order to be paid for the work you do as a student employee, you need to track your hours and are required to report all hours worked on a daily basis, through a written timesheet. Your supervisor must review and approve all hours reported. Falsification of reporting hours on a timesheet is a violation of policy and is grounds for immediate termination.

**Tax Withholdings**

Student employment wages are subject to applicable federal and state income taxes. Student wages are exempt from Social Security, Medicare, and State Disability Insurance tax (FICA) during academic terms. During academic breaks lasting longer than five weeks (summer break), student employees must pay the employee portion of the FICA taxes. Any student employee registered less than full time at the College may be subject to Social Security and Medicare tax withholdings.

**Work Schedule**

It is recognized that student employment is a form of student aid. The College makes every effort to build work opportunities around changing academic programs. It is your obligation, therefore, to follow seriously and consistently the schedule of appointments agreed upon between yourself and your employing department. You are expected to meet your work schedule during examination, and recess periods unless advance arrangements are made.

As a student employee you are limited to working 20 hours per week or less depending on your federal work-study award and are responsible for bringing to the attention of your supervisor any requests for a change to your work schedule once your work schedule has been set.

**Insurance**

The College provides Worker’s Compensation Insurance, whereby assistance may be given for lost time and injuries due to work-related accidents. State and Federal laws exclude students from coverage under unemployment insurance regulations.

**Student Employee Pay**

You are paid monthly and are paid on the last Friday of the month unless otherwise stated for all hours worked the previous month.

Example:

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Timecard Due By** | **Month Being Paid For** | **Pay Date** |
| JUL 2020 | 7/6 | 6/1 – 6/30 | 7/31 |

**Student Employment Handbook**

The Student Employment Handbook is a summary of the Human Resources policies and procedures as they relate to Student Employees. It is your responsibility to read, understand, become familiar with, and comply with the standards that have been established in the Student Employment Handbook.

Clatsop Community College reserves the right to modify, supplement, or revise any section of the Handbook with or without notice, as it deems necessary or appropriate.

**I have read, understand, and agree to comply with the provisions of this document and my signature below signifies such.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Student Signature Date