



On-campus Student Staff Information

Please review this publication carefully. Each student employee is responsible for knowing and complying with the employment guidelines outlined within.



1. What is student employment?

Student employment is offered on a temporary, part-time basis to students who maintain at least half-time enrollment (full-time enrollment for qualified international students) at Lansing Community College. It is “at will” employment which means the employee is not under contract, is only hired for an indefinite period of time and can be dismissed at any time for any non-discriminatory reason.

2. How can I maintain my student employment eligibility?

In order to maintain eligibility, the following criteria must be met for each semester that you are working as a student employee:

- Must be at least 18 years of age or a high school graduate
- Must have a valid Social Security Number (SSN) and card
- Must be eligible to work in the United States of America (i.e. U.S. citizen, resident alien, refugee, political asylee) or enrolled full-time as an international student (i.e. non-resident alien) with an F-1 visa and a valid I-20 issued by Lansing Community College
- Have and maintain a minimum cumulative GPA of 2.0 (requirement does not apply while enrolled in your first semester at LCC)
- Enrolled for at least 6 credits (taken on either a numerical grade or pass/fail basis) in Fall and/or Spring Semesters; 3 credits minimum in Summer Semester. International student with an F-1 visa enrolled for at least 12 credits in Fall and/or Spring Semesters; 3 credits minimum for grade in Summer (same grade rules apply for all semesters/sessions). Audited courses and incompletes (“I” grades that carryover from previous semester/s) do not apply toward employment eligibility. International students who claim exemption from the minimum enrollment requirements (outlined above) must obtain an approved visa exception from their international student counselor on a per semester basis.

*Center for Employment Services (CES) checks eligibility requirements of actively employed student staff. Failure to meet these requirements may lead to employment termination.

Note: Students who have Work Study eligibility (awarded by LCC’s Office of Financial Aid), who are hired exclusively into a Work Study-funded position, must meet and maintain Satisfactory Academic Progress standards (i.e. minimum 2.0 GPA and 70% course completion rate) each semester. Work Study (WS) eligibility changes may occur after the initial award is issued, if the student: 1.) withdraws from a course(s)

and drops below the minimum number of total credits required for WS eligibility, in the particular semester which they are enrolled (see Office of Financial Aid for details), 2.) receives another award-type in lieu of the WS award, 3.) exceeds their total WS award amount through gross wages, and/or 4.) no longer meets Satisfactory Academic Progress (SAP) after grades are posted for a particular semester. Failure to maintain WS eligibility may result in employment termination, if it is required to fund your student staff position. Check with your supervisor regarding WS eligibility as it pertains to the funding of your specific position. If you need additional information regarding WS eligibility or SAP requirements, please contact the Office of Financial Aid.

3. What is the difference between LCC “student staff employment” and “regular staff employment?”

Student employees must enroll for classes and maintain eligibility while employed. Student staff employment is only available on an “at-will” basis through CES. Regular staff employment does not require enrollment as a student and is available on either a full or part-time basis through the Human Resources Department. *You cannot be concurrently employed as LCC student staff and regular staff.*

4. What are the advantages of student employment?

Student employment provides opportunities to learn essential skills such as teamwork, effective communication, organization and critical thinking, while working for an LCC program or department. Jobs are conveniently located on-campus and work is usually scheduled around classes. There are also financial advantages to student employment; Social Security & Medicare taxes (i.e. FICA taxes) are not withheld from on-campus student staff paychecks. In addition, student employees who pay a refundable deposit of \$20.00 have access to a designated parking lot (i.e. Lot I – northwest corner of Saginaw St. and Grand Ave.). The rate charged in Lot I is \$.05 per half hour, or any portion thereof, from 7:00 a.m. to 6:00 p.m., Monday – Friday. You must use your Star Card to access and exit Lot I. The lot has 65 parking spaces, but is very heavily utilized while classes are in session. Additional information regarding student staff parking privileges may be obtained by contacting Parking & ID Services.

5. When am I eligible to work?

Student employees may work during any semester in which they are enrolled and satisfy the eligibility requirements. However, they may not work during their scheduled class hours. Student

employment normally ends on the last day of classes each semester. Although, if your supervisor approves, you may begin working on the first day of break (classes not in session) preceding the semester in which you are enrolled until the last day of break following that same semester; in these cases, employment is based on eligibility, departmental work needs and available funding.

6. How many hours may I work per week?

During any given semester/session, student employees of the College are allowed to work up to 30 hours per week; international students are allowed to work up to 20. Eligible student employees, including international students, may work additional hours (*i.e. maximum total of 39 hours per week*) - *between semesters only - contingent on department needs, available funds and department director approval.*

An international student employee may be allowed to work more than 20 hours/week during summer semester; but, no more than the 30 hours/week maximum that all LCC student employees adhere to while classes are in session. However, exceptions to the 20 hour limit are addressed on a case-by-case basis and require the student to be on either an approved "vacation status" (*i.e. previously completed two consecutive semesters of full-time enrollment*) or "graduation status" (*i.e. intend to graduate during current semester*). Only the International Student Counselor/Designated School Official (DSO), in collaboration with the Student Employment Coordinator, has authority to approve exceptions to the weekly work hour limit.

7. Am I entitled to break time, during my scheduled work shift?

Yes, student employees who work a straight 4-hour block of time are entitled to a paid 15 minute break during that 4-hour period. You and your supervisor should discuss and agree upon when a break may be taken, during the scheduled work shift. It is not recommended that break times be accumulated and used later in larger chunks of time at a later date. Lunch breaks are determined at the supervisor's discretion; however, student employees are not required to be paid for the non-work, lunch break period – regardless of time length.

8. Why are there limitations on work hours?

First and foremost, you are a student; therefore, academics should be your top priority. LCC wants you to be successful in your academic endeavors. Numerous studies have shown that

students who successfully balance their work and school schedules tend to perform better academically.

The maximum work hours must be adhered to by all student staff. However, depending on your course load (*i.e. credit hours, course demands, etc.*), you may choose to work fewer hours each week. In fact, student employees who are enrolled full-time are strongly discouraged from working more than 20 hours per week to decrease added demands on their academic responsibilities. Supervisors recognize that academics are the top priority and usually support the student's need to reduce their work hours, if necessary.

9. May I hold more than one student employee position?

You may only hold one student employee position at a time, unless prior approval is received from the Student Employment Coordinator in CES. If you are approved to work in two positions simultaneously, the hours *cannot* exceed a total of 30 per week combined between both positions; international students cannot exceed 20 hours per week combined.

10. What are my responsibilities as a student employee?

In addition to fulfilling the duties described in your job description, student employees are expected to demonstrate the same degree of professionalism as they would in any employment situation. Some of these expectations include:

- Acting as a representative of the College, by positively upholding its image and supporting its goals
- Communicating effectively with customers, co-workers and supervisors
- Treating customers, co-workers and supervisors with courtesy and respect
- Dressing appropriately and practicing good personal hygiene
- Arriving to work on-time and promptly contacting your supervisor if you expect to be late or absent
- Performing only work-related duties and tasks during your shift, unless your supervisor allows other unrelated activities (e.g. homework)

Conditions of employment such as work schedule, duties and policies are often set by each supervisor and/or department. Ask your supervisor about specific departmental policies, work regulations and practices, if you are unsure how they apply to your position.

11. What if I have a problem with my job?

First, it is recommended that you periodically request your supervisor's feedback regarding work performance. This is important for the sake of keeping communication open and maintaining expected standards. If you are not performing adequately, your supervisor should clearly identify the deficiencies and provide you with options for correction and improvement. Listen to what your supervisor is saying and try not to become defensive or take the constructive feedback personally. Supervisors realize that student employment is a learning experience and should approach you in that manner. **Ask** – if you are unclear about their expectations. Reviewing any written procedures can be beneficial, if they are available. It is also important to understand that your supervisor is there to help. But sometimes the employee must take the initiative to seek that assistance, because your supervisor may not always know that you need it or are experiencing personal frustration.

Occasionally, employment problems arise between a student employee and their supervisor; this may lead to corrective action or dismissal. Try to come to a workable solution first by discussing the problems face-to-face with your supervisor, in order to avoid being dismissed. If you have attempted this and are still unable to resolve those issues, you may meet with the Student Employment Coordinator in a confidential session. However, neither the Student Employment Coordinator nor CES will mediate the differences between a student employee and a supervisor. As an outside source, the Student Employment Coordinator can objectively reflect on the situation and provide advice and counseling to identify viable options, make appropriate referrals and/or recommend possible solutions. If you are experiencing academic difficulties, you should meet with a counselor in the Counseling & Advising Center (CAC) for assistance with those issues.

12. Can I be dismissed from my position?

Supervisors can dismiss a student employee at any time for any non-discriminatory reason. Causes for this action may be, but are not necessarily limited to the following:

- Failure to maintain enrollment for the minimum number of credit hours
- Failure to maintain the minimum GPA requirement
- Failure by international students to maintain proper visa (immigration) status
- Failure to carry out assigned duties
- Failure to report to work without notifying your supervisor in advance

- Failure to maintain Work Study eligibility by not meeting Satisfactory Academic Progress (SAP) standards, if the student is hired exclusively into a Work Study-funded position
- Repeated tardiness
- Unsatisfactory work performance
- Conviction of a criminal offense
- Disrespectful behavior directed to customers, co-workers and supervisors

Your supervisor may address performance deficiencies with you and recommend ways to correct any problems, before taking further action. However, if the problems continue after they have been addressed by the supervisor, your employment may be terminated.

13. What is the appropriate procedure if I want to quit my job?

Notify your immediate supervisor at least 2 weeks prior to terminating your employment. This is good employment practice and is expected, especially if you have any intention of requesting a recommendation letter or asking your supervisor to act as personal reference.

14. Am I eligible for unemployment compensation?

No – under the terms of the Michigan Employment Security Act, LCC student employees are excluded from coverage. Any specific questions related to unemployment compensation should be directed to the Human Resources Department.

15. Am I eligible for Workers Compensation?

Treatment of injuries arising out of and in the course of employment will be covered by Workers' Compensation. Be sure to report the injury as soon as possible to LCC Police and your supervisor. LCC Police will write an incident report; Risk Management will receive the report, file a Workers' Compensation claim with Accident Fund, and send you a copy of the claim and claim number.

LCC has designated Sparrow Occupation Health or Concentra Medical Center to provide medical treatment for work injuries.

If you receive any bills or treatment summaries, please submit them to Risk Management immediately. Additional questions may be addressed to Risk Management by calling **(517) 483-1730**.

16. Is Lansing Community College an equal opportunity employer?

Lansing Community College is committed to a policy of providing equal employment opportunity and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, familial status, marital status, height, weight, sexual orientation, disability or veteran's status or other status as protected by law.

Equal employment opportunity is a legal, social and economic responsibility of the College and is provided in accordance with applicable federal and state laws and Lansing Community College policy. The college policy and practice at all levels assures the active and positive implementation of federal and state equal employment opportunity laws, executive orders, rules and regulations and College equal employment opportunity policies and guidelines.

The College prohibits retaliation or reprisals against any individual because she/he has filed a complaint or report, participated in an investigation, or otherwise opposed unlawful discrimination. Any employee who believes that discrimination has occurred against themselves or others are urged to report the matter as soon as possible to:

Human Resources **(517) 483- 1870**

Employment cannot be refused to someone, solely because the individual (applicant) has a disability. The disability must be such that it renders the person unable to perform specific job tasks and/or fulfill position duties and responsibilities. Reasonable arrangements may also have to be implemented, in order to accommodate an individual's disability – where and when appropriate. Any questions regarding the Americans with Disabilities (ADA) Act – specifically Section 504 of the Rehabilitation Act – should be directed to the Coordinator of Student Employment in the CES office: **(517) 483-1172**. The initial claim will be processed accordingly and then referred to the Safety Coordinator in Emergency Management & Safety Services (EMSS) Department; the EMSS Safety Coordinator will assume the responsibility of conducting a more thorough investigation, by assessing the need(s) for workplace accommodations and determining a legally compliant action (resolution) plan.

If you need clarification on any information contained in this publication, please speak with your supervisor or call Center for Employment Services (CES) at (517) 483-1172.