MCC Mohave Community College

SUPERVISOR GUIDE:
WORKSTUDY PROGRAM

2017-2018

Mohave Community College

1971 Jagerson Ave. Kingman, AZ 86409

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Introduction

Hiring and working with student employees is a rewarding experience for both you and our students. Not only will our students feel more connected to MCC through their connection to you and the work they do that supports their fellow students, but you'll receive much needed help with a variety of projects as well as supervisory experience. Student employees will gain real world work experience and training that will help them to build their resume.

This may be your student employee's first job. Whether it is or not, you'll help them to learn what it means to be a good employee, how to work with a supervisor, and provide them with opportunities to learn transferable skills. Your workplace behaviors are something that your student employee will be able to model in future roles. The work you do may inspire your student employee to consider a career in education, or another field that also seeks to improve opportunities for others.

This guide is meant, primarily, to assist supervisors of student employees to understand their roles and responsibilities as supervisors. In doing so, it will provide practical procedural information to help you hire a student employee, information to help you manage their time, and guides to help you evaluate performance. You'll also be provided with resources for when you have questions and quick guides for when you need a refresher.

We hope that your experience as the supervisor of a student employee is as valuable to you as it is to your student.

Work Study Timeline Overview*

The timeline below describes activities for one academic year. Dates provided below are estimates and are subject to change. For ease of description, standardized dates are used. Communication provided during the year will provide specific dates and additional details.

Dates and Actions in red describe activities taken in the current academic year for hiring in the upcoming academic year. Please note that Justification Forms for the current summer and the upcoming fall/spring are completed at the same time. The summer term is part of the current academic year while fall/spring is the upcoming academic year.

Date	Actions
April 1	• Justification Forms sent to all faculty/staff for the upcoming summer term and academic year • Current supervisors need to indicate if they plan to re-hire the same student
April 15	• Justification Forms due to Financial Aid – information is organized for presentation to the Chief Academic Officer and Chief Student Services Officer
May 1	• Financial Aid meets with the Chief Academic Officer and Chief Student Services Officer to approve positions
May 15	• Financial Aid communicates approval/denial of position request to supervisors • Financial Aid communicates to Human Resources the number of positions to post for each department and which students will be returning for the summer term • Supervisors begin interviewing and hiring students
First Day Summer Classes	• Students can begin working for the summer term
Last Day Summer Classes	• Last day for students to work if they are not enrolled for the fall *and* hired/rehired as a student employee
August 1	• Financial Aid communicates to Human Resources the number of positions to post and which students will be returning for each department for the academic year – allows faculty and staff to access applications prior to start of term
August 21	• Work Study Supervisor Orientation – mandatory for all supervisors
September 30	• Financial Aid begins cancelling work study awards for students who have not begun working
Last Day Fall Classes	• Last day for students to work for the fall term • Human Resources will terminate fall positions, unless otherwise directed by Financial Aid
First Day Spring Classes	• Students can begin working for the term
April 1	• Justification Forms sent to all faculty/staff for the upcoming summer term and academic year • Current supervisors need to indicate if they plan to re-hire the same student

April 15	• Justification Forms due to Financial Aid – information is organized for presentation to the Chief Academic Officer and Chief Student Services Officer
May 1	• Financial Aid meets with the Chief Academic Officer and Chief Student Services Officer to approve positions
May 15	• Financial Aid communicates approval/denial of position request to supervisors • Financial Aid communicates to Human Resources the number of positions to post and which students will be returning for each department for the summer term • Supervisors begin interviewing and hiring students
Commencement Day	• Human Resources terminates employment for all student employees
First Day Summer Classes	• Students can begin working for the term

Actual dates and deadlines may vary. Dates presented in this timeline overview are meant to be a guide for planning. Actual dates will be communicated to faculty and staff by email. Failure to meet deadlines may result in delays in students beginning work or in the denial of a request for a student employee.

Work Study Process Overview

There are many steps involved in hiring a student employee. Many of these are completed by the supervisor, but many are completed in the Financial Aid Office or by Human Resources. The process overview described below provides basic information. More details are found throughout this guide.

Action	Parties/Offices Involved	Overview
Justification Form	Supervisor Financial Aid Chief Student Services Officer Chief Academic Officer	• Supervisor completes and submits to Financial Aid • Financial Aid confirms approval of position to supervisor
Position Posted	Human Resources Supervisor	• Human Resources will post a student employee position for the department • Financial aid verifies the award • Supervisor receives applications through NeoGov and interviews student applicants • Supervisor notifies Financial Aid of the hire decision • Financial Aid notifies Human Resources of the hire decision
Student Completes Hire Paperwork	Financial Aid Human Resources Student Supervisor	• New Hire paperwork completed with Human Resources • HR completes background check • Financial Aid sets up timecard • Financial Aid notifies Supervisor of student start date
Payroll & Earnings Monitoring	Payroll Financial Aid	• Payroll produces paycheck for student every two weeks • Financial Aid monitors earnings • Financial Aid notifies student and supervisor as student earnings approach maximum allowed
Performance Evaluation	Supervisor	• Supervisor completes provided rubrics • Supervisor delivers evaluation to student
Termination	Supervisor Human Resources Financial Aid	• Supervisor provides written notification to student employee documenting reason for termination • Supervisor submits written notification to Financial Aid – Student Employment Termination Notice form • Financial Aid provides copy of notification to Human Resources

College Work Study General Overview

Work study is a federally subsidized employment program that provides part-time work to students. To be eligible, students must demonstrate financial need as determined by the FAFSA and the Financial Aid Office. Work study funds are paid to the student in the form of a bi-weekly paycheck. The amount of the check is based on the student's agreed upon wage and the hours worked in a given pay period.

Receiving a work study award through the Financial Aid Office does not guarantee employment, but allows students to apply for on-campus positions. Work study earnings are taxable and students may be required to file a tax return based on the earnings from their work study position. Not all students who demonstrate eligibility for work study will be offered an award.

Each year, the federal government allocates an amount to MCC to use for work study employment. MCC provides matching funds as determined by the federal government. The paycheck the student receives is typically federally subsidized 75-100%, depending on the work the student is doing. The combined total of the federal allocation and MCC's matching funds, in part, determine the number of work study positions that can be offered each year.

The Financial Aid Office determines a student's eligibility for work study and to whom the award will be offered. Students are notified of their award on their Award Letter, accessed through Net Partner.

MCC Student Employment Programs

Part-time student employment opportunities are available at MCC in a variety of campus jobs including; office clerks, lab assistants, library helpers, library/computer lab assistants, and many others. Just as many departments benefit from the work that student employees perform, a number of offices and people across the College are involved in administering the program. These administrators include the Financial Aid Office, Human Resources, Payroll, the Chief Student Services Officer, and the Chief Academic Officer.

In addition to the federal work study program, MCC may offer institutional work study. Institutional work study is not guaranteed each year and is administered similarly to the federal work study program.

MCC follows the regulations set forth by the federal government to administer the work study program. These regulations dictate minimum employment eligibility and are listed on the next page.

Minimum Employment Eligibility Requirements

1. Students must meet the definition of an eligible student to receive Title IV financial aid
2. Students must continue to meet the definition of an eligible student for Title IV financial aid
3. Students must be enrolled in an eligible program of study
4. Students must be enrolled in a minimum of six (6) financial aid eligible credits at MCC during the term they are working
5. Students may begin working during the term prior to their enrollment if they are pre-registered for a minimum of six (6) financial aid eligible credits for the upcoming term
6. Students must meet Satisfactory Academic Progress (SAP) as defined by MCC

In addition to these minimum eligibility requirements, there are a number of restrictions that students and supervisors will need to be aware of:

- Student work is limited to a strict maximum of 19.5 hours per week
- Students are limited to one work study position at a time
- Students must complete all required employment paperwork before beginning to work
- Students cannot work on a volunteer basis at a job for which they are normally paid
- Student wages are determined by college policy and are advertised on the job posting
- Student employees are not entitled to fringe benefits, excepting those secured in the Fair Wages and Healthy Families Act – AZ Prop. 206
- Student employees are paid, at minimum, the federal or state minimum wage, whichever is greater
- Student employees are paid on a bi-weekly basis with timecards due on alternating weeks
- Student timecards are submitted electronically and must be approved by the Supervisor
- Student terms of employment are specified in the Student Employment Agreement – generally, student employment begins on the first day of the fall term and ends on the last day of the spring term, the student's last day of half time enrollment, or when the student's full award has been earned, whichever comes first
- Students must secure employment within the first 30 days of a semester to avoid cancellation of the work study award
- Students employed in the summer term must either be enrolled in that summer term or in the following fall term
- Student employees may not displace College employees or impair existing service contracts
- Student employees may not be involved in constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction

Student Eligibility Requirements

To be eligible to participate in the work study program, students must first meet the definition of an eligible student. In order to have their eligibility assessed, a student must file the Free Application for Federal Student Aid (FAFSA). The FAFSA is completed online at www.fafsa.gov.

An eligible student will meet all of the qualifications listed below:

- Admitted and/or enrolled as a regular student in an eligible program that leads to a degree or certificate
- Has completed their secondary level education, or its recognized equivalent
- Is making Satisfactory Academic Progress (SAP) as defined by MCC
- Is enrolled at least half time, minimum six (6) financial aid eligible credits, or is pre-registered at least half time for the upcoming term (audited, enrichment, or workshop courses are not considered in determining half time status)
- Has not been convicted of possessing or selling drugs for an offense that occurred during a period of enrollment for which the student was receiving federal aid and the conviction occurred within a specified period of time prior to the current academic year
- Is not incarcerated, except in limited circumstances
- Any conflicting information in the financial aid application has been resolved
- Student is a U.S. citizen or eligible non-citizen
- Is not in default on a federal loan or owes a repayment on a federal grant
- Has not been convicted of, or pled no contest or guilty to, a crime involving fraud in obtaining federal aid funds
- Is not subject to a property lien for a debt owed to the United States
- Has not discharged a federal loan in bankruptcy
- Has a verifiable Social Security Number, or nine digit pseudo SSN assigned by CPS
- Is registered with Selective Service, if was required to register
- Demonstrates financial need as determined by the FAFSA and MCC

Summer Employment Eligibility

To be eligible for employment in the summer term, students must meet all of the above qualifications. During the summer, however, students must either be enrolled at least half time during the summer term or pre-registered at least half time for the upcoming fall term.

Maximum Number of Work Hours per Week

It is the belief of MCC that working while going to school is a practical method of helping students with their education and that most students can work without impairing their academic performance. However, due to federal and state regulations, *student employees may not work more than 19.5 hours per week.*

Additionally, students may not earn more than the value of the work study award they were offered and accepted. This may further limit the number of hours per week that a student can work. The maximum work study award per academic year is $4000. Generally, awards are divided equally between semesters. The expectation is that students will earn the award amounts as they are laid out on the award letter from the Financial Aid Office. However, students may earn more or less in a given term than is provided on the award letter. When they do, they are still limited to working a maximum of 19.5 hours per week.

Hourly Wages and Sick Time

Student employees are paid, at minimum, the federal minimum wage for work study employment. In Arizona, the minimum wage is currently $10.00 per hour (as of August 2017). Scheduled increases to minimum wage are below:

$10.50 on and after January 1, 2018
$11.00 on and after January 1, 2019
$12.00 on and after January 1, 2020

Additionally, student employees are eligible to receive paid sick time. Student employees accrue paid sick time at the rate of one hour for every 30 hours worked. They are entitled to accrue a maximum of 40 hours of paid sick time per year.

To accurately monitor and report the usage of sick time, it is strongly recommended that the supervisor and student set a work schedule for the student as well as determine expectations around adhering to that work schedule and discuss what is allowable for the use of sick time.

Paid sick time can be used for:

1. Medical care or mental or physical illness, injury, or health condition
2. A public health emergency
3. Absence due to domestic violence, sexual violence, abuse, or stalking

Sources:
http://apps.azsos.gov/election/2016/general/ballotmeasuretext/I-24-2016.pdf
https://www.azica.gov/frequently-asked-questions-about-wage-and-earned-paid-sick-time-laws

Procedures to Request and Hire a Student Employee

Determining a Student's Eligibility

A student's eligibility for work study is determined by the Financial Aid Office using the FAFSA and other documentation submitted by the student. Students are notified of their eligibility on their financial aid award letter which is available to them in NetPartner. Eligibility for an award is based, in part, on available funding from the federal government and MCC.

Justification Form

Supervisors are required to complete and submit a Justification Form to request a student employee position. The Justification Form provides the College with information about the reason the position is necessary, the impact of the position on the department, and the anticipated learning objectives for the student worker.

The Justification Form is emailed to faculty and staff on behalf of the Financial Aid Office. Once completed, it is returned to the Financial Aid Office.

Each field on the form must be completed. Some tips are listed below:

1. Supervisor – enter the name of the person who will supervise the student, this person must be a level N5 or higher employee
2. Indicate whether the same student is being re-hired for an upcoming term
3. Provide brief responses to provide a justification for the position, explain what other options have been explored, and the departmental impact of not hiring a student employee
4. Learning objectives are listed in this guide on page 16. These can be used to complete the final question.

The information provided on the Justification Form is used by the Chief Student Services Officer, the Chief Academic Officer, and the Financial Aid Office to approve or deny the request for a student worker. Submitting a form does not guarantee a position will be approved.

Supervisors are notified of approval or denial by email by a member of the Financial Aid Office. Approval or denial is based in part on available funding from the federal government and MCC as well as the nature of the work that the student will do.

Posting of Work Study Positions
When notifying supervisors of position approvals, the Financial Aid Office will also notify Human Resources of the approval. Human Resources will receive information about how many positions to post and for which offices. Positions are posted online through NeoGov.

Student Applications for Work Study Positions
Students can access job postings on NeoGov through the Job Opportunities portion of the Human Resources Website. By clicking on "Employment Agency and Student Worker Opportunities", students will be able to view the various open positions for student employees. Students may apply for positions with an Employee Type of Student Worker.
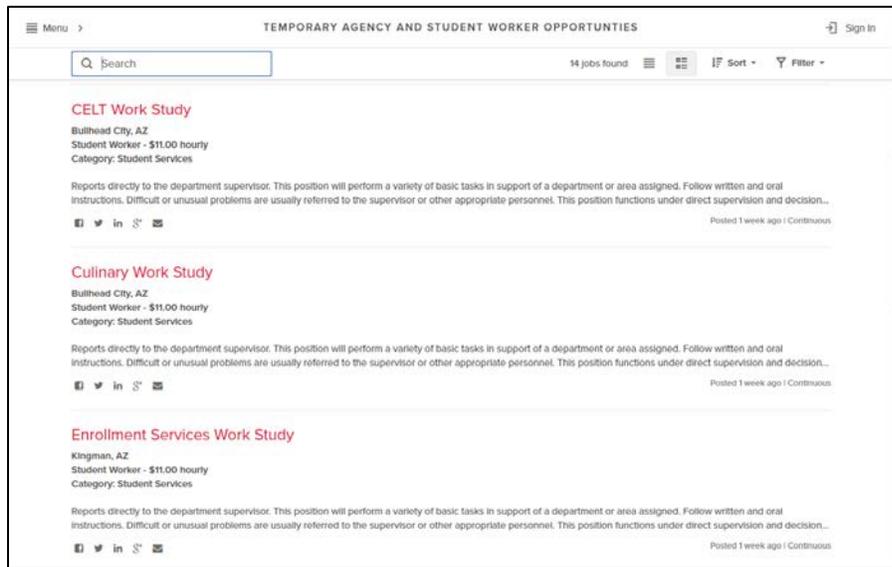
By clicking on the position, students are able to access the job description, supplemental application questions, and a link to apply.

Applications must be completed in full and submitted with all requested materials to be considered for employment. Students are encouraged to retain a copy of their employment application.

Interviewing and Hiring Student Employee Candidates
Once submitted, applications are electronically forwarded to the supervisor for review. It is the responsibility of the supervisor to contact and interview candidates. Supervisors will set up interview times that are mutually convenient for themselves and the applicants. Additionally, supervisors are responsible for preparing interview questions that are applicable to the duties of the position.

Supervisors are expected to conduct interviews in a professional manner and to involve other staff members in the interview process as appropriate. After the interviews, the supervisor will rate the applicants based on the selection criteria. The supervisor will notify the applicants of the hiring decision, whether positive or negative. The supervisor will also notify the Financial Aid Office of the hiring decision and confirm that the hired student has a work study award. The Financial Aid Office will notify Human Resources of the hiring decision.

If the hired student does not accept the position, the Financial Aid office is notified by the supervisor. The supervisor must then repeat the process of making an offer to another applicant. The Financial Aid Office will communicate hiring decisions to Human Resources as a means of streamlining the process for the supervisor.

Hiring Paperwork
Once a student is offered and has accepted a position, they will be contacted by Human Resources to complete the new hire paperwork. This paperwork includes the following items:

- I-9 Employment Eligibility Verification – an appropriate form(s) of ID
- W-4 Federal Tax Withholding
- A-4 Arizona State Tax Withholding
- Direct Deposit form
- Arizona State Retirement System Declaration form
- Loyalty Oath/Statement of Registration Status
- Anti-Discrimination/Anti-Harassment/Constructive Discharge Acknowledgement
- Review of the guidelines for interacting with inmate labor
- Department of Labor Questionnaire (voluntary)
- IT Code of Conduct
- Personal Information Form
- Student Worker Confidentiality
- Drug Free Workplace
- Student Employment Agreement

Human Resources will notify Financial Aid when all paperwork for a student has been satisfactorily completed. *Financial Aid will notify the supervisor when the student can begin work. Students may not begin work until all hiring paperwork is received and complete.*

Closing and Re-opening a Posted Work Study Position
When all positions for a department have been filled, Human Resources will close the position online. The position will remain closed until a student termination notice has been received. At that time, the position will be re-opened if the termination results in an open position. The decision to re-open a position will be based, in part, on available funding and the time remaining in the semester.

Positions are terminated for all student employees at the end of the spring term. This termination will not result in a re-opening of the position unless a new Justification Form is submitted and the position is approved.

Managing Student Employees

Onboarding a Student Employee
It is strongly recommended that supervisors provide a structured onboarding experience to student employees. This will serve to welcome and orient the student to the department and provide an opportunity for the supervisor to discuss task expectations as well as department norms. Supervisors are encouraged to prepare a checklist of topics to discuss. The student should initial each item to acknowledge the discussion and receive a copy of the document.

Topics for an onboarding discussion may include:

- Introductions to other staff and a tour of the office space
- Discussion of specific tasks the student will be completing
- Setting expectations for employee behavior, dress, and other rules of the department
- Instructions and deadlines for completing timesheets
- Discussion around when to expect paychecks
- Description of methods used to positively recognize a student employee
- Discussion around the consequences of not meeting job expectations
- Description of disciplinary system
- Descriptions of the learning objectives associated with the position and how those will fit into a performance evaluation

Supervisors may also include additional topics specific to the department when onboarding a student employee. It is strongly encouraged that supervisors include FERPA training for their student employees.

Training Student Employees
To be successful in their positions, student employees will need to be trained appropriately. This training will vary from one department to another based on the type of work being completed by the student. Training may be completed by the supervisor or other members of the department staff. Additionally, depending upon the job responsibilities, training may be a one-time event, or may be ongoing throughout the academic year.

Supervisors are responsible for ensuring that appropriate time and resources are provided for training. The training must relate to the tasks of the job and the established learning outcomes for the position. Student employees are paid for their time spent training.

Day to Day Management of Student Employees
Managing a student employee is different from managing a full or part time staff member. Student employees are likely to need more coaching about what it means to be a good employee. This may mean having conversations about use of their phone during work time, or personal use of office equipment that may not be necessary with a full or part time staff member. It may also mean providing positive feedback for something like being on time or demonstrating dedication.

Some tips to more effectively manage student employees are:

- Plan assignments in advance
- Set and maintain clear expectations around all aspects of the job
- Provide clear instructions and allow the student to ask questions
- Write out instructions or procedures
- Follow up on the assignment to ensure it's been completed correctly and on time
- Provide positive feedback for a job well done
- Correct mistakes or unsatisfactory performance as soon as it happens
- Keep lines of communication open, don't wait to provide praise or discuss problems

Setting a Work Schedule
At the start of a new term, the supervisor and student must determine the student's work schedule. The schedule must allow for the student to attend classes, and provide ample study time. By participating in setting their own work schedule, the student is making a commitment for which the supervisor can hold them accountable. A discussion of how the supervisor is to be notified when the student will be late or absent is necessary as well. *The work schedule may not exceed 19.5 hours per week.*

Dress Code
Student employees are expected to dress appropriately, as defined by Human Resources in the employee handbook, for the position they hold. The MCC Employee Handbook states:

> "It is important to remember that the professional image presented by an employee is a very important part of building confidence in our Mohave Community College. Each employee has an important role to play in building this positive image. College employees shall ensure that dress and grooming present a professional image for students and the community while at work or while conducting college business by being clean and neat. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment.
>
> Individual department supervisors have the authority to dictate employee appearance standards for their areas. At its discretion, a department may allow staff to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing, athletic wear, tight, revealing or otherwise inappropriate clothing."

Supervisors are expected to establish a dress code that conforms to the needs of their department as well as to the College's policy.

Breaks and Time Off
Supervisors should allow for reasonable breaks in a student's work day. This practice should be encouraged during exam periods to allow time for the student to study.

Paid Sick Time
Beginning on July 1, 2017, student employees are eligible to earn paid sick time. Human Resources and payroll are tracking the accrual and usage. As it is used, paid sick time is entered on timesheet.

Reporting a Change of Address or Phone Number
Supervisors should instruct student employees to update their address/phone number in JICS when necessary. This information can then be communicated to Payroll. Failure to report a change of address in a timely manner can delay the receipt of paychecks and tax information.

Tax Impacts
Wages earned through the work study program are considered to be taxable income. Students may be required to file tax returns based upon their earnings through this and other employment.

Learning Objectives*

Through the work study program, MCC seeks to prepare students to transition into a traditional work environment. By implementing learning objectives around student employment, MCC is able to place a focus on teaching the skills that employers value when hiring. The development of learning objectives supports the academic mission of the College to develop workplace readiness skills, and promotes problem solving approaches and critical thinking skills that foster student success.

To help students recognize the transferable skills they will learn in their work study position, supervisors should set and discuss learning objectives with their student employees. Through their experience with employment opportunities across the College, student workers will be able to:

1. Workplace Observation Skill
2. Listening for Understanding Skill
3. Observation Skill
4. Reading for Information Skill
5. Teamwork Skill
6. Business Writing Skill
7. Locating Information Skill
8. Applied Mathematics Skill

*Learning objectives, and the tools to assess them, have been adapted from ACT's Workkeys. More information can be found online at http://www.act.org/content/act/en/products-and-services/workkeys-for-employers.html.

Performance Assessments

Performance Assessments for student employees are based, in part, upon the learning objectives set by the supervisor for the position. The transferable skills developed through the use of learning objectives form the basis of the assessment.

To help supervisors assess their student employees, the Work Study Performance Rubric has been developed. This form is housed in the Forms Repository. The rubric provides a set of criteria and a scoring scale for use in assessing and guiding student work. To help students track their progress, this assessment is completed at both the mid-point and end of an employment period. Generally, this will be at the end of the fall and again at the end of the spring.

Both the student and the supervisor are required to assess the student's performance.

The supervisor evaluation rubric is shown here. The student looks the same. Both have space for free form comments on page two.

The rubrics are found in the Forms Repository.

By completing these rubrics at least twice in an academic year, supervisors and students can track progress and identify areas of talent and areas for improvement.

After each assessment, a copy of the rubric is forwarded to the Financial Aid Office. The Financial Aid Office will share it with Human Resources.

Disciplinary Actions

Similarly to supervising a full time employee, it is sometimes necessary to take corrective action with a student employee. To help students know what is and is not acceptable in the workplace, supervisors should discuss norms and expectation with a student employee during their onboarding session. Additionally, supervisors need to discuss the consequences of not maintaining norms or meeting expectations.

Some examples of behavior that may result in disciplinary action for a student employee are:

- Excessive tardiness
- Excessive absences
- Absence without a legitimate excuse
- Sloppy or unclean appearance
- Failure to conform to the department's dress code
- Carelessness or lack of attention that results in injury to persons, property, or public relations
- Engaging in unprofessional conduct that will tarnish the reputation of MCC
- Uncivil behavior and/or failure to work harmoniously with fellow employees
- Failure to serve the public with courtesy
- Sleeping or performing some other non-work related task or action while at work
- Theft of College property
- Failure to accurately record time worked

Supervisors may add to or subtract from this list as is appropriate for their department. Regardless of the list used to illustrate unacceptable behaviors, it is imperative that clarification is provided around the supervisor's definitions of excessive, sloppy, or other subjective terms that may be used.

Because student employees are preparing for future employment, it is important that they understand the supervisor's expectations and that they have an opportunity to correct poor performance or behavior. Supervisors are expected to provide written notice of poor performance to student employees. At that time, student employees should also receive a time frame during which they are expected to improve and notice of the consequences for not improving. The written notice must be signed by the supervisor and the student employee. A copy must be kept in the student employee's file.

Terminations

There may be times when a student employee's employment must be terminated. Before the decision to terminate is made, the rationale and process must be discussed with Human Resources. If approval for termination is given, the Student Employment Termination Notice form must be completed and submitted to the Financial Aid Office. Financial Aid will share the form with Human Resources.

MCC Mohave Community College

FINANCIAL AID
Student Employment Termination Notice

This form is to be completed, signed and dated by the Supervisor and the Employee (*if available*); forwarding original to the Financial Aid Office. It is recommended that the Supervisor keep a copy.

Name of Student: _____   MCC ID # _____

Department: _____   Campus: _____

Last Actual Day Worked: _____   Final hours posted in JICS? _____

Supervisor's Name: _____

Reason for Termination:

Voluntary Resignation (Check one)	Involuntary Termination (Check one)
Secured better position	Out of Award Funds
Dissatisfied (type of work)	No longer eligible for award
Dissatisfied (wage)	Absenteeism or tardiness
Dissatisfied (supervisor)	Failure to meet performance expectations
Dissatisfied (working conditions)	Insubordination
Generally Dissatisfied	Not qualified for position
Moving out of area	Gross misconduct
Family or personal circumstances	Dishonesty or Theft
No Reason Given	Job abandonment – no show, no call
Other	Other

Lay off:

____ End of semester, wishes to return _____ semester.   ____ Position Eliminated

Supervisor's Statement: Reason for leaving:

Eligible for rehire: ___ Yes   ___ No

If no, please provide explanation: _____

Student's Signature: _____   Date: _____

Supervisor's Signature: _____   Date: _____

Student Employment Termination Notice |

MCC Form SS 0006 (Rev 08/07/2014)

Grounds for Termination

Termination Due to Behavior Issues
Student employees can have their employment terminated for poor work behaviors. Grounds for termination include, but are not limited to:

- Breach of Confidentiality
- Physical violence or obscene language when working with the public or other employees
- Being under the influence of alcohol or drugs while at work
- Theft or gross negligence resulting in serious injury to persons, property, or public relations

Termination Due to Poor Performance
Student employees can have their employment terminated for poor performance, including continued errors, lack of understanding of job specifics, and missed deadlines.

Termination for Other Reasons
In addition to terminating a student for unsatisfactory behaviors or performance, a student worker may be terminated for reasons like budget constraints, completion of project, lack of work, and other such valid reasons unrelated to behavior issues or job performance.

Glossary of Terms

Term	Meaning
CPS	Central Processing System - the processor of the FAFSA
EFC	Expected Family Contribution - the result of filing the FAFSA, used to determine a student's eligibility for financial aid
Eligible program	Generally, an academic program that leads to a degree or certificate and has been approved by the U.S. Department of Education. Not all programs at MCC are eligible programs. Call the Financial Aid Office if there is a question about a program's eligibility.
FAFSA	Free Application for Federal Student Aid - this is the online application that a student completes to apply for financial aid from federal, state, and institutional sources
Financial aid eligible credits	Credits for coursework that counts towards the degree or certificate program on the student's degree declaration
Financial need	The total cost of attendance minus the EFC from the FAFSA
Half time	Enrollment in a minimum of 6 credits per term
Regular student	student admitted to a credentialed program
Satisfactory Academic Progress (SAP)	Generally, a minimum 2.0 cumulative GPA with a 67% completion rate of all attempted credits
Student employee	part time employees who are primarily students, as opposed to a full time employee who is also a student
Supervisor	person who directly oversees a student employee and assigns and monitors their work
Termination	Cease of employment - may be for performance or non-performance related reasons
Title IV financial aid	financial aid programs authorized by Congress