



Rocky Mountain College Student Employment Policy and Procedures

I. Statement of Purpose and Overview

The purpose of the College Work Study Program and RMC Campus Employment is to provide part-time work positions for students. Earnings may be used to meet educational expenses related to college. Employment can provide students with valuable experiences and training for future employment.

Work study awards are part of a student's financial aid package. Many students qualify for the work study program, which makes the work study program competitive. Although every effort is made to provide students with work-study jobs, the College cannot guarantee a student will be able to earn the amount of money awarded. Job availability, funding issues, and class schedules can prevent a student from participating in work-study. It is up to each student to seek, apply for and secure a work study position.

II. Eligibility

Priority for work study awards is given to students who have demonstrated financial need as determined by the Free Application for Federal Student Aid (FAFSA), although students may be employed under either the Federal College Work Study program or the RMC Campus Employment program. The amount of the award is determined by the Financial Assistance staff. A student's work study award eligibility is subject to change due to addition or subtraction of other resources, enrollment changes, or other factors. All students must accept either the College Work Study or RMC Campus Employment award as part of the self-help on their financial assistance award. Students must have a valid Social Security card.

Students who are eligible for work study and interested in securing a work study job should check [Rocky CareerLink](https://rocky-mountain-csm.symplicity.com/students/index.php) website (<https://rocky-mountain-csm.symplicity.com/students/index.php>) for a listing of all open jobs. Students are encouraged to contact supervisors if they are interested in working for a specific department.

III. Student Responsibilities

- a. Forms—All student employed on campus must complete the following:
 - i. Complete all financial aid paperwork as necessary.
 - ii. Get Financial Aid Office approval to work.
 - iii. Get Human Resources approval by completing a W-4 federal tax exemption form and an I-9 form. Students must bring their original Social Security card and one other form of photo ID with them to the Human Resources Office to complete these forms.

Most common forms of ID are a valid driver's license, student ID, or valid US passport.

- b. Students must be enrolled full time (part-time students will be considered only after all full-time students are placed).
- c. Students must also maintain satisfactory academic progress while in a work program. The satisfactory academic progress for financial assistance policy can be found on line at <https://www.rocky.edu/admissions/financial-aid-scholarships/SatisfactoryAcademicProgress.php> and in the catalog. **Students on academic probation and/or financial aid warning will not be allowed to continue working.**

IV. Terms of Employment

- a. Certification: Students will obtain approval from Financial Aid and Human Resources prior to working any hours.
- b. Hours: Students weekly hours are based on the amount of the employment award as determined by the Financial Assistance Office. The IRS defines a student worker exempt from FICA deductions if they are full-time, taking 12 credits or more and working 20 hours a week or less. In order to keep student workers exempt from FICA deductions, to spread work-study dollars as far as possible, and to maintain the integrity of the work-study program, student workers are not encouraged to work more than 15 hours per week in any month in which they are full-time students. A student working during summer of vacation times who is not enrolled for 12 or more credits will not be exempt from FICA deductions nor will their weekly hours worked be limited.
- c. Job Performance: Students must do the following:
 - i. Be punctual, dependable, and efficient in their assigned job.
 - ii. Notify the supervisor prior to scheduled work time if unable to perform duties.
 - iii. Give at least two weeks' notice to the supervisor if quitting work.

Students are encouraged to be involved in extracurricular activities at Rocky Mountain College. They must, however, be responsible employees. Sports, clubs, trips, meetings, functions, etc. may interfere with work schedules, and students must communicate any conflicting scheduled events to their supervisors.

A supervisor is not obligated to employ a student whose job performance or behavior is unsatisfactory.

- d. Time Cards: The student and the supervisor are responsible for recording your hours on time cards. This is done using the TimeClock Plus system online at <https://tcplusondemand2.com/app/webclock/#/EmployeeLogOn/75585>.

The time card must be accurately completed by the last business day of the month. It is the responsibility of the supervisor and student to make sure the time card is filled out correctly by the deadline. If the time card is not accurately completed by the deadline, the student may not get paid until the next month's payroll. If the student is found to have purposely falsified their time card, their participation in the student employment program may be suspended.

- e. Pay Checks: Checks are available in the Business Office at the Cashier's desk on the twelfth of each month after 2:00 p.m. Students may elect to have their pay checks automatically deposited into their bank accounts. **If a student has a signed promissory note to pay his or her bill with the Business Office and they are 30 days delinquent in payment their wages may be garnished.**
- f. Completion of Award: Students should monitor the amount they are earning. The financial aid office will also monitor student earnings. Once the student has earned their awarded amount the financial aid office will notify the supervisor and the student. **The student will be asked to stop working once their award amount has been earned if other funds are not available to support the work-study.**
- g. Cancellation: Student employment awards may be cancelled if
 - i. The original copy of the Student Certification and Assignment form is not returned within 30 days.
 - ii. The W-4 and/or I-9 are not completed within 30 days.
 - iii. The Verification for Financial Assistance (if required) is not completed within 60 days.
 - iv. A student does not maintain Satisfactory Academic Progress.
- h. Termination: If a student's behavior or job performance proves to be unsatisfactory, the supervisor may take the following actions:
 - i. Notify the student as to why his/her employment is being terminated.
 - ii. Notify the Office of Financial Aid of the date and reason for termination.

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