

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT: Employment of Student Workers**

**EFFECTIVE DATE: July 1, 2000**

**Policy Statement**

The employment policy for student workers was established to provide supervisory personnel with procedural guidelines for the employment of these workers. To the greatest extent possible, students eligible for College Work Study Program funds will be utilized in temporary positions. General students will be hired only if CWSP students are not available.

**I. Employment of Students and Non-Faculty Temporary Workers**

**A. Introduction**

The college recognized that employment of student workers is an important part of the overall educational environment. Student employment provides essential services in the daily operation of the college while providing the student with both valuable work experience and needed income.

**B. Definitions**

- 1. College Work Study Program (CWSP) Student – A student who has been determined by the Financial Aid Office to be eligible for federal CWSP funds.

Source of Policy: Transition Team VII  
Human Resources

Related Policy: N/A

Approved: President

Responsible Vice President for Business, Administrator: Finance & Info Systems

TBR Policy Reference: 5:01:02:00

TBR Guideline Reference: N/A

Date: July 1, 2000

2. Institutional/General IWSP Student - A student, not eligible for federal CWSP funds, who is enrolled as a regular student for minimum of six semester hours. Students may be considered as general students for summer term employment, even if they are not enrolled for the summer term, provided they were enrolled as a regular student for at least six semester hours in the spring term and intend to enroll for the fall term.
3. Employment of all student workers including Technical Scholarship and Co-Op students will be coordinated through the Financial Aid Office.
4. Rate of Pay – The rate of pay for general student workers is determined by the Financial Aid Office in accordance with STCC Student Personnel Classification System and is based on the job description provided to the Financial Aid Office by the area making the request to hire a student worker.

**C. Employment of Students**

1. It is the policy of Southwest Tennessee Community College (STCC) that only officially registered students of STCC be employed in positions designated as college work study or institutional work positions. Students must be officially assigned to a workstation prior to commencing work.
2. Employment of all student workers including Technical Scholarship and Co-op students will be coordinated through the Financial Aid Office to ensure eligibility determination for College Work Study Program funds.
3. Student employment must be approved by the Financial Aid Office.

**II. Terms of Employment**

- A. Student workers are considered to be temporary workers and are not eligible for benefits.
- B. Student workers will be employed to work a specific period.

- C. No student workers may commence employment prior to being contacted by the Personnel Department and informed of their reporting date for employment.
- D. Employment at STCC must comply with TBR and STCC policies and placement of personnel must comply with TBR policy 5:01:02:00 regulating equal employment opportunity, affirmative action, discrimination and nepotism.
- E. Exceptions to this policy must adhere to federal and state employment codes, TBR policies and must be approved by the Vice President for Business, Finance, and Information Systems.