

OWENS COMMUNITY COLLEGE
OPERATING PROCEDURES

STUDENT EMPLOYMENT PROCEDURES

- (A) Purpose. Owens Community College provides opportunities for students to be employed by the College. A student employee can develop work skills, gain employment experience and earn money to help pay for educational expenses.
- (B) Definitions. A student employee is defined as any student employed by the College who is working part-time hours in a designated “regular” or “federal work study program” student employment position.

A regular student employment position is open to any eligible Owens Community College student.

A federal work study (FWS) position is open to an Owens Community College student who meets the eligibility requirements of the federal work study program, and has filed the Free Application for Federal Student Aid (FAFSA). Federal work study is a source of federally funded, need-based financial aid. The student’s financial aid award will determine a maximum amount of FWS that can be earned during the academic year.

- (C) Application and student employment requirements. An eligible student must apply online and complete the hiring process for a student employment position.

If a student employee is continuing employment in the same department each semester, a new application is not needed; however, the supervisor must complete the electronic personnel action form (EPAF) with Human Resources every semester.

To meet student employment requirements, a student must be registered for a minimum of 6* credit hours, have a declared major, and must be in good academic standing or show continuous academic progress to be eligible and to remain employed as a student employee.

*A student may have an option to request a free semester. To be eligible for a free semester, the student employee must be registered for 6 or more credit hours for two out of the three semesters per academic year. The student employee may request a "Free Semester," which will enable a student employee to be enrolled in less than 6 credit hours and continue to work as a student employee for one semester in the academic year. The academic year begins with the summer semester and ends with the spring semester. If the “Free Semester” is either fall or spring, the student employee must be registered for a minimum of 3 credit hours. If the "Free Semester" is summer, the student employee does not have to be registered for summer as long as the student employee is already registered for at least 6 credit hours for the fall semester.

OWENS COMMUNITY COLLEGE
OPERATING PROCEDURES

- (D) Daily work schedule. The normal work schedule for a student employee is set by the immediate supervisor. Daily work schedules vary from job to job. A student employee, provided continued registration as a student, may work a maximum of twenty-four hours per week.
- (E) Retirement system. A student employee is eligible to participate in the School Employees Retirement System of Ohio. A percentage will be deducted from the student employee's paycheck, and the College will then contribute the employer portion. A student employee may, however, exempt themselves from the retirement program.
- (F) Resignation/end of employment. If a student employee ceases to be a registered student, their employment with the College will also be terminated. If a student employee drops their classes, graduates or ceases taking classes, their employment with the College will end.

A separation form initiated by the supervisor must be completed and signed by all parties at the end of employment.

- (G) A student employee is subject to applicable Owens Community College policies and procedures related to employment.

Effective Date – 05/12/2018

Replaces: 3358:11-3-31 Student Worker Policies –
recommended to be rescinded, effective 05/12/2018

These procedures were developed and implemented by the Office of Human Resources with the Vice President, Administration and the Coordinator, Job Location and Development. Any changes to the procedures must be submitted to the Board Secretary for approvals from the Vice Presidents/President and to initiate electronic posting. The procedures are in alignment with employment policies of the College.