3358:11-3-31  Student worker policies.

(A) Purpose. The college provides opportunities for students to be employed by the college.

(B) Daily work schedule. The normal work schedule for student workers is set by the immediate supervisor. Daily schedules vary from job to job. Student workers - provided continued registration as a student - may work a maximum of twenty hours per week during the regular academic year and up to forty hours per week during the summer months or during holiday breaks if the workload within the department is sufficient. If a student worker ceases to be a registered student, their employment with the college will also be terminated.

(C) Retirement. Student workers are eligible to participate in the School Employees Retirement System (SERS). Nine per cent will be deducted from the student worker’s paycheck and the college will then contribute the employer portion, which is fourteen percent of the student worker’s salary. Student workers may, however, exempt themselves from the retirement program.

(D) Reassignment. If the student worker’s assignment ends in one area or they wish to transfer to another department, they will need to come to the human resources office to complete a new application. The application will be circulated to the various departments on campus, provided the applicant is a registered student. (There is no guarantee that a new assignment will be provided.) A new application is not needed if continuing employment in the same department each semester. (Applications are discarded at the end of each semester.)

(E) Resignation/end of assignment.

(1) Assignment as a student worker is contingent upon continued status as a student. If a student worker drops their classes, graduates or ceases taking classes, their employment with the college will end.

(2) If a student worker chooses to resign their position, a resignation must be submitted in writing and should allow for a two-week notice. The written resignation must be addressed and submitted to the student worker’s supervisor with a copy to the human resources office.

(3) At the end of each assignment, a separation form must be completed and signed by all parties.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A