

**Applies to:** Student employees

**Responsible Office**

**Human Resources**

### POLICY STATEMENT

The basis for student employment is to assist in meeting the needs of the college, provide college students with financial support in pursuit of their academic goals, and provide opportunities for academic or administrative job experience. The job duties and responsibilities of **student employees** vary greatly and may or may not be related to their field of study.

### Purpose of the Policy

To assist in meeting the needs of the college, provide college students with financial support in pursuit of their academic goals, and provide opportunities for academic or administrative job experience.

### Definitions

Term	Definition
Student employee	A student employee is defined as an individual who is: <ul style="list-style-type: none"> <li>• Enrolled at the college on a full-time or part-time basis;</li> <li>• Associated with the college primarily in pursuit of an academic degree or certificate;</li> <li>• Appointed to a position designated as student employment.</li> </ul>
Enrollment	Enrollment, as used in the definition of student employment above, includes the period between two successive <b>terms</b> for which the student is enrolled and may include one "off" term in each academic year in which the student is not enrolled. Student employees continuing their enrolled study in the autumn semester may work the entire summer even if not enrolled, which would be considered their "off" term as allowed by policy. Student employee status may be retained for one additional term following graduation or withdrawal from enrollment.
Term	As used in this policy "term" includes the fall semester, spring semester, summer semester, first and second terms within those terms and all other academic sessions defined in the college's academic calendar.

### Policy Details

- I. Appointment
  - A. When an individual's association with the college is related primarily to the pursuit of an academic degree, whether or not enrolled on a full-time basis, they are ineligible to hold a regular appointment. Any employment at the college will be designated as student employment.
  - B. A student position cannot be changed to a regular ongoing position without following the applicable procedures for the creation of, and hiring for, a regular position. (Refer to Policy 2.3.10, Classification and Salary Administration and Classification and Policy 2.7.10, Recruitment and Selection.)
  - C. Employment of non-COTC students in student employee positions may be approved at the discretion of the Office of Human Resources.
  - D. State of Ohio minor labor laws should be consulted for the hire of persons less than 18 years of age.
  - E. Employment of international students is subject to federal regulations, and special restrictions may apply. Contact the Office of Human Resources for information relating to the employment of international students.
  - F. Student employees are employed at will and serve at the discretion of the employing unit.
  - G. Student appointments may be combined only with other student appointments of the same exempt or non exempt status.

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### II. Recruitment and selection

- A. Student-employment supervisors are responsible for recruitment and selection of student employees, including complying with procedures outlined in the student employment handbook.
- B. Work authorization (Form I-9) must be verified for all student employees.
- C. The college is bound by applicable state law that requires criminal background checks/drug screenings in certain situations. The college may also require a background check in safety-sensitive positions. If applicable background checks will be conducted on a post-offer, pre-employment basis.

### III. Terms of employment

#### A. Hours of work and overtime

1. Student employees are appointed on a temporary basis.
2. Students may hold multiple student appointments. These appointments must be the same exempt/nonexempt status, and shall not total more than 28 hours per week during academic terms in which enrolled and not more than 38 hours per week during the academic term when not enrolled and during official school breaks, and must not total more than 70% FTE.
3. Hourly student employees are considered nonexempt employees for the purpose of determining overtime compensation. In the event a student works more than 40 hours in a workweek, the overtime rate of 1.5 times the regular hourly rate must be applied to the excess hours.

#### B. Vacation and sick leave

1. Student employees do not accrue paid time off for the purpose of vacation or sick leave.
2. Arrangements for time off without pay are negotiated and approved within the department, including time off during academic break periods. Academic break periods are a function of the academic calendar, and do not relate to student employee work assignments.
3. It is not intended that student employees lose employment opportunities for reasonable absences related to illness. In the event of illness, a student employee should notify his or her supervisor as soon as possible on each day of such absence

#### C. Holidays

Generally, student employees are not required to work on college-designated holidays and are not paid for the holiday. In those college offices where services are maintained on holidays, and students are scheduled to work, the rate of pay is at the regular hourly rate. Overtime rules under Policy 2.3.15 and applicable legislation apply. An opportunity should be offered to take an alternate day off without pay within the pay period in which the holiday is observed. Official college holidays are listed in Policy 2.6.20, Holidays.

#### D. Jury duty

Time used by a student employee in the performance of jury duty or when summoned as a witness shall be treated as an excused absence without pay.

#### E. Military duty

1. A student employee who is a member of any reserve component of the United States Armed Forces, who is voluntarily or involuntarily ordered to extended U.S. military service, shall be granted time off without pay.
2. The student employee should provide advance written or verbal notice of the call for impending training or active duty to the supervisor.
3. Upon completion of training, or if discharged under honorable conditions, and upon re-registration as a student, the student employee shall be returned to his or her former position in a timely manner, based on the availability of a student position. Due to the temporary nature of student employment, if the position is abolished during the student's absence, then no obligation exists.

### IV. Benefits

#### A. Workers' compensation

The provisions of the Workers' Compensation Law of Ohio cover student employees. Workers' compensation provides medical, income and survivor benefits in the event of accidental injury, occupational disease, or death occurring in the course of, and arising from, employment.

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**B. Social Security and Medicare Hospital Tax**

All student employees are exempt from the pension portion of Social Security. In addition, student employees enrolled for at least six credit hours are exempt from Medicare Hospital Tax withholding. The college is required to withhold this tax (currently 1.45% of earnings) from the wages of student employees for five or fewer credit hours.

**C. Ohio retirement systems**

1. Membership in the Ohio Public Employees Retirement System of Ohio (OPERS) is **optional** for student employees enrolled for at least six credit hours. OPERS membership is mandatory for student employees enrolled for five or fewer credit hours in any term. Participating student employees must complete an OPERS Personal History Record. OPERS membership requires a tax-deferred payroll deduction of 10.0% of earnings. These deductions are remitted to OPERS for the purpose of accumulating service credit toward future retirement benefits.
2. Student employees enrolled for at least six credit hours may also request exemption from OPERS membership by completing an OPERS Request for Optional Exemption as Student. OPERS exemption requests will be honored for the duration of a student's employment unless **enrollment** drops to fewer than six credit hours or academic fees are not paid. In such cases, OPERS deductions will be withheld until sufficient credit hours are added in subsequent terms.
3. Upon termination or entry into exempt status, student employees who participate in OPERS can either leave their accumulated contributions on deposit to qualify for future retirement benefits, or request a refund of their accumulated contributions. Refunds are subject to tax withholding according to applicable law.
4. Forms regarding retirement for student workers are included in Student New Hire packets distributed by the Financial Aid Office. The forms are processed by the Office of Human Resources.

**V. Student employment dispute process**

The college recognizes that disputes may arise in the student employment setting. Parties involved in a dispute are encouraged to seek informal resolution. Students who have employment disputes may utilize the following process.

- A. Students are encouraged to bring employment disputes to the attention of their supervisor as soon as possible. Supervisors are expected to make good faith efforts at fair and equitable resolution, which includes informing the student of their decision.
- B. The informal resolution process may continue until either party decides that informal resolution is impossible.
- C. Student employees involved in a dispute should seek resolution at the department level. Decisions at the department level are final and there is no appeal process.

**VI. Termination**

- A. A student employee who resigns or is terminated shall receive wages due for services rendered.
- B. A two-week advance notice for resignation is expected from a student employee.
- C. The supervisor or department head should give two weeks advance notice of termination. A student employee who is found in gross violation of college rules or misconduct may be terminated without advance notice.

## PROCEDURE

### Responsibilities

Position or Office	Responsibilities
Financial Aid	Primary responsibility for administration of student employment.
Human Resources	Establishing and maintaining employee classifications, titles, pay ranges and applicable guidelines.

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Position or Office	Responsibilities
Employing divisions, departments and offices	<ol style="list-style-type: none"> <li>1. Hiring and management of student employees;</li> <li>2. Monitor and ensure student employees adhere to work-hours limits across all of their positions;</li> <li>3. Address disputes or concerns raised by student employees in a timely manner. Consult with the Office of Human Resources about potential resolution options as needed.</li> </ol>
Student employees	<ol style="list-style-type: none"> <li>1. Monitor and adhere to work-hours limits across all of their positions at the college;</li> <li>2. Do not exceed 28 hours per week during enrolled academic terms or 38 hours per week during once yearly unenrolled academic term and official school breaks across all positions at the college, or more than 70% FTE;</li> <li>3. Notify supervisor or follow department procedures each day when unable to report to work as scheduled;</li> <li>4. Bring concerns about employment to the attention of your supervisor as soon as possible;</li> <li>5. Notify supervisor if resigning.</li> </ol>

### Resources

- [New hire paperwork](#)
- [HR Forms](#)
- [COTC Human Resources Policies](#)
- [Ohio Revised Code: Employment of Minors](#)
- [Fair Labor Standards Act](#)
- [Ohio Bureau of Workers Compensation](#)
- [Ohio Public Employees Retirement System](#)
- [State \(Ohio\) Teachers Retirement System](#)

### Contacts

Subject	Office	Telephone	E-mail/URL
Policy Interpretation	Human Resources	740-366-9367	<a href="https://go.cotc.edu/hr">https://go.cotc.edu/hr</a>
Financial Aid	Student Financial Services	740-36-9364	<a href="https://go.cotc.edu/sfs">https://go.cotc.edu/sfs</a>

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