Purpose Statement:

The purpose of this procedure is to ensure deductions for student workers do not exceed the guidelines given under the Federal Insurance Contributions Act (FICA) in exempting student employees from paying FICA tax.

Definitions:

Breaks are defined as periods of time between or during each long semester (i.e. Christmas, Spring Break).

A full-time status student is one who is enrolled in and regularly attending classes with at least 12 credit hours per semester term (Department of Education 34 C.F.R. section 674.2, 1997).

A half-time status student is one who is enrolled in and regularly attending classes with at least 6 or more credit hours but less than 12 credit hours per semester term (Department of Education 34 C.F.R. section 674.2, 1997).

An exempt status student is one who qualifies to be exempt from having FICA tax withheld out of his/her payroll check.

A non-exempt status student is one who does not qualify for the FICA tax exemption and the tax is taken out of his/her payroll check (i.e. career students, full-time employees taking classes, non-enrolled students).

On Campus Employment:

Request for Student Employees:

Hiring managers who desire to employ student workers must make their request during the regular budget process by entering their request in the on-line budget module under the Personnel Request section. The Zero Based Student Employee Request form is available to guide you in estimating the number of students, hours and weeks required to meet your departmental needs.

All job openings for student workers must be posted through the Blinn College on-line Employment Opportunities web site. Hiring authorities must review and hire from the applicants who have applied through the on-line system and qualify under the guidelines of the Federal Work Study Program. Any exceptions to these requirements must be approved in advance by the Director of Financial Aid and the Vice President Administrative Services.

Student Application:

All student worker positions are posted on the Blinn College on-line Employment Opportunities web site. Students must apply for open positions through this system.
Employment Requirements:

Students must complete the Free Application for Financial Aid (FAFSA) [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov). Unless students are granted an exception, they must be awarded Federal Work Study and accept the award. Whenever possible, student employment should be restricted to full-time Blinn students; however, half-time status students are eligible for employment. Graduating students who are in their last semester and need less than 12 credit hours to complete the requirements for obtaining a degree or certificate, can work as student workers and remain FICA exempt (Revenue Procedure 2005-11). Determination of student status should be made at the end of the registration period. The student workers’ supervisor is responsible for monitoring and enforcing the employment requirements. Students who drop below half-time status after the registration period has ended are not eligible for the FICA exemption and must be reported by the hiring authority to the Human Resources Department.

Work Schedule:

Student workers are allowed to work up to a maximum of 19 hours per week when classes are in session.

Students not enrolled for the next academic period can work until the end of the academic period in which they are currently enrolled.

Newly hired student workers cannot work until the first day of the academic period in which they are enrolled.

Summer Employment:

Students must be enrolled and regularly attending classes in the summer to maintain FICA exemptions.

Semester Breaks:

Employment is allowed during semester breaks. FICA exemption continues as long as the break period is no longer than 5 weeks (Revenue Procedure 2005-11). Work performed during school holidays and breaks between academic periods is eligible for the exemption if:

- The break is less than 5 weeks long, and
- The student is enrolled and regularly attending classes or eligible to enroll in the first academic period following the break.

Salary Schedule:

The student hourly wage is mandated by the current minimum wage per hour regulated by the United States Fair Labor Act. Student workers are required to clock in and out using the on-line time and attendance program to record hours worked per day. Submission of weekly time records should be sent to the student worker’s supervisor weekly. Student workers are paid on the fifth (5th) and twentieth (20th) of each month.

Limitations of Employment:

Students may not be used to perform tasks associated with the teaching function and may not type, reproduce, collate or grade tests. Students may not be used to perform personal tasks for any college personnel.
A child of a faculty or staff member should not be employed to work within the same department as his or her parent. This has the appearance of unequal opportunity and creates other personnel-related difficulties. State nepotism law prohibits the college from employing any relative of a current member of the college's Board of Trustees who is by blood relation within the third degree or by marriage relation within the second degree.

**Hiring Process:**

When a student worker has been selected and acceptable employment references have been obtained and documented, the requester should complete the Employment Offer form and obtain approval as designated for student workers. When approval is received, the requester will receive an email that the student worker is officially hired and should report to the Human Resources Department to complete the proper paperwork needed for employment. The employment offer form is an internal communication; a copy is not given to the applicant, it is not a contract, and no offer of employment is final or authorized without complete approval.

When a requester has received notice of hire, the applicant must provide documents that establish identity. Generally, a state-issued driver’s license and an original Social Security card are sufficient documentation. Completion of an I-9, W4, Employee Information sheet and direct deposit information sheet, which are available at [http://www.blinn.edu/personnel/Forms/forms.htm](http://www.blinn.edu/personnel/Forms/forms.htm), are also required. Applicants must comply with the Immigration Reform and Control Act of 1986 for employment eligibility. International students must be legally qualified to work on campus per INS regulations and documentation provided.

Although a student worker may perform tasks for several persons within a division or unit (budget code), one supervisor should be designated. The supervisor is responsible for monitoring the student’s work, hours, dress and for completing, signing and submitting time sheets for that student. A student may not hold more than one campus job at a time.

**Off Campus Employment:**

Off campus employment information should be sent to the respective campus personnel who serves as the clearing agent. The clearing agents are as follows: Brenham campus - the Director of Advising and Counseling; Bryan campus - the Director of Center for Student Development and the Sealy and Schulenburg campuses - the Administrative Assistant. College personnel should encourage off campus employers to list their openings with the college. Requests for student employees should be in writing and in a form suitable for reproduction and public posting.

For off campus employment utilizing the Federal Work Study Program, requests should be submitted to the Director of Financial Aid.

**Dress Code:**

Student workers are expected to dress appropriately according to their work duties and follow generally accepted community standards of neatness, cleanliness, modesty and good taste. Supervisors of student workers are responsible for enforcing and determining the appropriate dress of student workers in their department. Shorts and flip flops are not appropriate work attire and shall not be worn by student workers while carrying out their work duties.