

Policy: 3.13

Student Employment Hiring

Purpose

To provide student employment opportunities that support student success, retention, and persistence.

Definitions

Student Employee: A person enrolled in classes at the Kansas City Kansas Community College (KCKCC) and employed by the College but not in a faculty or staff position. There are three categories of student employees: College Student Employee, Resident Assistant, and Work Study Student Employee.

Work Study Student Employee – Work Study Student Employees are funded through Federal work study or College-funded work study funds in accordance with [34 CFR part 675](#) of the United States Higher Education Act. A Work Study Student Employee must be directly supervised when performing duties, can be issued equipment to perform the job duties, but cannot be issued keys.

College Student Employee – College Student Employees are funded through college funds. College Student Employees can perform appropriate duties unsupervised and be issued equipment, such as keys, in accordance with the job duties of the position.

Resident Assistant – Resident Assistants are funded through college funds, compensated through a stipend, and Resident Assistant housing provided in official College student housing properties. Resident Assistants can perform appropriate duties unsupervised and be issued equipment, such as keys, in accordance with the job duties of the position.

Policy Statement

Student employment at KCKCC is intended to provide a way for students to work part-time while in school to provide financial support and assistance with work-life balance. Student employees are at-will employees. There is no guarantee for student employment, implied or otherwise.

Student employees are prohibited from working during class times or official college activities applicable to the student employee.

Requirements for Work Study Student Employees

- Work Study Employees must be enrolled at least half-time during the semester of employment.
- Work Study Student Employees not returning to KCKCC the following semester must stop working on the last day of the semester in which they are officially enrolled.
- Work Study Student Employees are not eligible to work once they have dropped below half-time enrollment status for the semester they are employed, or they fall below Satisfactory Academic Progress (SAP) status, according to financial aid rules and regulations.
- Work Study Student Employees are limited to working the amount of work study hours awarded through Financial Aid with a maximum of 20 hours per week. Work beyond that amount will

need to be approved by the Vice President of Student Affairs and Enrollment Management, or their designee.

- Students who are eligible to file the Free Application for Federal Student Aid (FAFSA) must submit the FAFSA to be eligible for a work study student employment position. Students who are not eligible to file the FAFSA must obtain pre-authorization for a Work Study Student Employee position from the Student Financial Office.

Requirements for College Student Employees and Resident Assistants

- College Student Employees must be enrolled at least half-time during the semester of employment or enrolled at least half-time for the next semester if they work during a break in between semesters. Exceptions to half-time enrollment may be considered in special circumstances and must be approved by Human Resources before hiring the student employee.
- Resident Assistants must be enrolled full-time during the semester of employment. College Student Employees and Resident Assistants are hired for a specific number of hours based on their position. These students cannot work more than 29 hours per week.

Board Approved: 11/14/2023

Procedure: 3.13A

Student Employment Hiring Procedure

For All Student Employment Positions

- All student employment positions must be posted on KCKCC's online student employment system managed by the Division of Student Affairs and Enrollment Management.
- At a minimum, the hiring department should require an interview process for qualified students.
- The hiring department is responsible for ensuring that any potential student qualifies for the position before offering the position.
- Student employees are not authorized to start working until all required pre-employment materials are completed and are notified by Human Resources.

Work Study Student Employment Positions

- For every budgetary year, the College is responsible for allocating funding for work study student employment to complement federal funding. Based on current U.S. Department of Education regulations:
 - The federal share of work study student wages used to pay students must not exceed 75% for students that qualify for federal work study. KCKCC must provide at least 25% of the funds for qualified work study student employees from non-federal sources; and
 - 7% of KCKCC's federal work study student allocation must be used to employ students in community service jobs with at least one federal work study student employed as a reading tutor for children in a reading tutoring project or performing family literacy activities in a family literacy project.
- The President in conjunction with the Chief Financial Officer is responsible for setting the work study student employment pay rates.
- Hiring departments may request Work Study Student Employee positions by submitting the need and a job description during the request process for the academic year from the Division of Student Affairs and Enrollment Management.
 - The Division will announce the Work Study Student Employment hiring timeline before April 1 for the upcoming academic year and February 15 for the summer semester.
 - The Division of Student Affairs and Enrollment Management will notify hiring departments of awarded Work Study Student positions by May 1 for the academic year and March 15 for the summer semester.
- Hiring departments are only authorized to interview students who have been approved by the Student Financial Aid Office for work study student employment.
- Hiring departments are responsible for the timely compliance of any reporting requirements set forth by the Student Financial Aid Office in accordance with federal rules and regulations for work study student employment.
- Work Study Students may only work up to the total amount awarded from the Office of Financial Aid.

College Student Employee and Resident Assistant Positions

- Hiring departments may request College Student Employee and Resident Assistant positions, including rate of pay, number of working hours per week, and length of time the position is

needed as part of the budgetary process to their respective Cabinet member. These positions will be considered with other personnel requests.

- Once the position has been approved, the hiring department does not need to seek additional approval to fill the position if it becomes vacant during the authorized time frame for that position.
- College Student Employees and Resident Assistant positions may not work more than the number of hours approved with the position or outside the time frame the position was approved.

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