

Student Employment Guide

Maine Maritime Academy

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A. Purpose

The purpose of this policy is to delineate the processes and procedures for obtaining student employment and setting out the supervisory expectations for individuals responsible for student employees.

As a college, geared towards vocational learning and employment, student employment is an important part of a student's experience at Maine Maritime Academy (MMA). All parts of the process from the application, to the timely submission of timecards and the execution of the duties assigned are all part of the educational experience at MMA.

There are two main sources of funding for student employment, Federal Work Study funding and Institutional funding. Regardless of funding source, all student jobs are classified as "Student Employment." All students who have not graduated are "student employees" and will be paid at the student rate.

B. Student Hiring Process Requirements

Students will be required to complete the following steps to obtain a job:

1. Review available positions of the student employment web page at <https://mainemaritime.edu/admissions/undergraduate-admissions/financial-aid/student-employment/>
2. Contact the appropriate supervisor and enquire if position is available.
3. If available and if the supervisor is willing to hire the student, the supervisor fills out and signs the "Employment Offer Form" and provides it to the student.
4. The student will take the "Employment Offer Form" and required identification and banking documents to Human Resources to complete the I-9, W-4 and Direct Deposit Forms.
5. Once employment paperwork is complete, HR will sign off on the Employment Offer Form and provide a copy to the student to return to the supervisor. At this point, the student has a valid offer of employment.
6. Student must return the signed Employment Offer Form to the supervisor. Within 2 working days of having been entered into the payroll system by HR, the student may access the electronic timekeeping system and begin work.

NOTE: Human Resources is the only hiring authority on campus. No supervisor may enter into an agreement with a student for employment without approval from Human Resources. No other contracts or verbal promises will be honored.

C. Federal/State Regulations Regarding Student Employment

1. Federal regulations require that the student work **NO MORE** than 20 hours per week in all positions held on campus. As an example, it is not permissible to work for one department for 15 hours and then another department for 10 hours in

the same week. Both students and supervisors must ensure that this does not happen.

2. The purpose of student employment, whether it is funded by federal work study or institutional funds is to work. Work study is not meant as a paid opportunity to study, despite the name.
3. Supervisors must ensure that the students are at their jobs performing their assigned tasks when they are scheduled to do so.
4. Falsification of timecards by putting down hours not worked or approving hours not worked is a serious offense that constitutes fraud and may violate both state, Federal and NCAA regulations. It can lead to serious discipline, up to and including termination of employment or expulsion from MMA.
5. Nature of the Employment Relationship. All students hired by the Academy are “at-will” employees, meaning that they may be fired at any time, for any reason or no reason at all. Students are temporary employees, have no contract and are not eligible for any Academy benefits.

D. Wage Rates and Hours Worked

Human Resources will determine wage rates for all students. Supervisors may not assign unapproved rates. Students may only be paid for actual hours worked. Students may never be paid while attending instruction. (See maximum hours in Paragraph C.1. above.)

E. Timesheets/Payroll Periods

1. MMA uses an electronic timekeeping system (ETS). Unless otherwise told by Human Resources, all students must complete their time on a daily basis via the ETS. Training is available on-line on the business portal. Students may also seek training assistance at human resources and through their supervisors.
2. Timesheets **MUST** be turned in on time at the end of each pay period. Failure to do so violates state payroll laws. Supervisors are responsible for ensuring their student employees have turned in all time worked. Failure to turn in timesheets in a timely manner may result in discipline.
3. Payroll periods are marked on the timesheets and are also on the ETS dashboard. Students are paid on a bi-weekly basis.

F. Department Head/Supervisory Responsibilities

1. Schedules/Duties. Supervisors are responsible for working with their student employee to establish a schedule that complements the student’s academic schedule. Supervisors need to inform their students when they are expected to be at work and for

how long. Supervisors should ensure the students report to work as scheduled and complete the tasks assigned.

2. Budgets. Department Heads are responsible for ensuring that they do not exceed their line item budgets for work study and institutional wages combined. The availability of student employment is contingent upon having enough in the budget to cover their wages. Prior planning is essential. If a student runs out of federal work-study, they may continue working using institutional funds – IF AVAILABLE.

3. Timecards/Assigned Approvers. Due to a limited number of paid licenses in the electronic timekeeping system, not everyone is an assigned approver. Meaning that not every supervisor has rights to approve timecards in the system. Most departments have at least two approvers. Those approvers need to coordinate with the students' supervisors to ensure that the timecards that are approved are accurate and submitted in a timely fashion.

G. General Work Rules

1. Students should report to work on time and complete the assigned tasks. Students need to punch in upon arrival at their assigned work location and punch out upon completion of their shift. Students should not punch in or out unless they are actually at work.
2. At the end of the pay period, the student is responsible for submitting their time card in a timely fashion. Failure to submit a timecard may result in discipline and will definitely delay payment by a minimum of two weeks or more.
2. Students should not be assigned or work for less than 30 minutes in any one shift. Students may not work more than 20 hours in any week.
3. If a student is unable to work, the student must inform their supervisor at least one day in advance. If an emergency arises, the student should inform the supervisor as soon as possible but no later than the start of the student's shift.
4. As an employee of MMA, students are representatives of the Academy and should behave and dress professionally.
5. Students who no longer wish to work for their respective departments should give at least two weeks' notice to their supervisors. Supervisors should in turn inform Human Resources via email.
6. Discipline. Students may be disciplined for any number of infractions, to include: tardiness, absences, poor work performance, payroll/timecard fraud, violations of Academy policy. If a supervisor deems the offense egregious enough, a student may be dismissed without warning. In that event, the Dean of Students should be

notified. For minor infractions, an oral warning is recommended. If an oral warning does not correct the issue, a supervisor may then terminate that student.

7. Students may work for more than one department. Each department must provide the student with an Employment Offer Form and ensure that HR has signed off on it before any student begins work for their department. Students who work for multiple departments must inform their supervisors so that work schedules may be coordinated and the student only works 20 hours in total.
8. No student may work at MMA as a “contractor” even if that student owns a bonifide company.

H. Nepotism

Students cannot be hired into positions where a relative directly supervises them. Relative is defined as: spouse, parent, grandparent, brother, sister, aunt, uncle, niece, nephew (or the spouse of any of these, or any other related person or non-related person who is part of the student’s household.)