



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
HR-1.4.26	Work Study and Student Assistants	07/01/07	

1.0 Purpose

To provide policy guidelines for the appointment of Federal Work-Study Students and Student Assistants and to specify their form of remuneration. Only Bainbridge College students qualify for employment under this policy. Other individuals must be hired as temporary employees, and are subject to Board of Regents and Bainbridge College guidelines regarding temporary employment.

2.0 Policy

Students enrolled at Bainbridge College may be employed by BC as a student employee subject to institutional need and availability of funding. A student employee is a part-time employee who is currently enrolled at BC with the primary goal of achieving a degree. In accordance with Board of Regents policy, a student employee is considered a temporary employee and is not eligible for benefits. Student employees are at will employees and may be terminated at any time. Student employees are not eligible for any of the procedural protections associated with regular employment.

The Director, Department Chair, or Administrative Manager will be responsible for determining qualifications, identifying the funding required for positions, advertising vacancies, selecting individuals to fill vacancies and submitting the required employment paperwork to Human Resources by the published payroll processing deadlines. The Human Resources Office will be responsible for payroll processing.

The term of employment for student employees is on a semester basis, which can be continued. Departments should notify the students if their employment is not to be continued beyond a semester. The Office of Student Financial Aid should be notified if the student is funded through work-study and employment is to be discontinued.

2.1 Fringe Benefits-- Work Study Students/Student Assistants are temporary employees and are not eligible for institutional fringe benefits. A student employee who drops below a half-time credit load is required by state statute to participate in the Georgia Defined Contribution Plan.



3.0 Definitions

There are two types of student employment. They are as follows:

3.1 Federal Work Study Student Assistants

This is a federally funded program and students must apply for federal financial aid and be awarded work-study aid. Students eligible for this type of employment receive their award and a work-study authorization form through the Office of Student Financial Aid. To qualify as a student employee, the student must be enrolled at least half-time (6 semester hours or more for undergraduates and 5 semester hours or more for graduate students). The student must present the work-study authorization form to the hiring department. The Office of Student Financial Aid is responsible for determining student eligibility and award. Under Federal regulations, students who drop below half-time enrollment are not eligible for participation in the Federal Work-Study Program and must be terminated as employees or converted to an Institutional Student position.

Undergraduate work-study students should be paid at a rate equal to the federal minimum wage. The wage rate should compare to entry-level wage rates for comparable positions. Graduate work-study students may be hired as salaried employees. Pay increases should only be made at the beginning of a new academic term. The Office of Student Financial Aid should be consulted before increasing the pay rate of a work-study student. The actual award amount per year awarded the student determines the student's length of eligibility for employment.

3.2 Institutional Student Assistants

An Institutional Student Assistant is a general student assistant position which is subject to need and availability of departmental funding. To qualify as a student employee, the student must be enrolled in a minimum of six (6) semester hours.

All institutional student assistants are hourly, non-exempt employees and must be paid not less than the federal minimum wage.