


PROCEDURE MANUAL

 <p>LOUISIANA DELTA COMMUNITY COLLEGE</p>		Procedure HR_211	
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		Last Revision Date:	
		Effective Date:	
Section		Subject	Title Student Workers/Interns

To be eligible for employment as a Student Worker/Intern at Delta Community College, an individual must be enrolled as a full-time student at a college or university and in good standing. Approval to hire a student employee should be obtained from the appropriate administrative level.

A student intern will perform duties that are directly related to the student's academic field of study. Participants will be given high-level work experience that would prepare them for work in their field of study.

Student employees are only allowed to work up to 20 hours a week while school is in session. Students are not allowed to work during scheduled class times. Students who drop below full-time or resign from school are no longer allowed to work and must be dismissed.

Student employees are not eligible for holiday pay or fringe benefits.

Student employment is to be conducted in accordance with the nepotism provision of the Louisiana Code of Governmental Ethics.

Each department should notify its student workers of procedures for reporting absences and later arrivals, and reporting time and attendance. Job descriptions should be on file and clearly communicated to the student employee. Each department is responsible for maintaining daily time records for its student employee and for certifying that the time reported is correct.

During the interim period before the Fall semester, only students who are working during the summer and the students returning from previous positions in the Spring will be allowed to work. For example: if a student employee worked in either the prior Spring semester or one of the Summer sessions and has registered for the Fall semester, that student may begin working during the interim period between Summer session A and C and Fall. Students will be allowed to work up to a maximum of 40 hours per week during the interim period.

During the interim period before Spring semester, only students who are returning from the previous positions in the Fall and enrolled in the Spring semester will be allowed to

work. Students will be allowed to work up to a maximum of 40 hours per week during the interim period.

New college student worker recipients are not allowed to work during an interim period. They may begin work on the first day of classes, but they must be enrolled full-time and have the appropriate paperwork completed.

At the discretion of the employing department, students may be given one merit increase after accumulating 12 months of working experience. Merit increases cannot be granted more often than every 12 months. Written justification must be provided to the Director of Human Resources, which will then acquire appropriate approvals.

Work During the Summer Sessions, but Not Enrolled

Students can be allowed to work during the Summer sessions if they are not enrolled in class. In order to be eligible to work during the Summer session, a student must have been enrolled as a full-time student in the prior Spring semester and completed that semester, and be enrolled for the Fall semester. Students will be allowed to work up to a maximum of 40 hours per week during the summer sessions.

Student Worker Pay Scale

Starting Salary

\$7.25

Job Duties

To be used for student workers who are performing tasks that are routine and basic in nature. They typically provide general clerical support in an office setting, perform largely manual labor, or non-technical tasks in a laboratory environment. Examples of work: answer phones, make copies, deliver items, file documents, sort and distribute mail, prepare mail-outs, perform janitorial duties.

\$8.00

To be used for student workers who perform para-professional duties and have responsibilities that require some independent judgment, knowledge of subject and high levels of accuracy. Examples of work: tutoring, assisting with sample preparation and monitor instrumentation in a lab setting, proof typed material and revise documents, provide answers and information that is not always routine in nature.

\$9.00

To be used for student interns who are assigned professional/technical duties and responsibilities. The position would typically be required to resolve problems that require interpretive judgment and the application of advanced knowledge and skills in specialized fields of study, such as Computer Science, Library, Science, Business Administration, or Math.

Exceptions to the salary schedule can be made only with final approval of the Chancellor.