



## YOUR GUIDE TO STUDENT EMPLOYMENT AT NMC

A student employee is a part-time employee who is enrolled in and regularly attending classes at Northwestern Michigan College. The student's primary purpose for being at NMC must be to further his/her education. Student employment is temporary and incidental to the pursuit of an education; supervisors should schedule their work around classes, exams, or study time.

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### STUDENT EMPLOYMENT REQUIREMENTS

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To be eligible for student employment at NMC, a student must:

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| 1. Be enrolled at least half time during that semester ( <b>minimum NMC academic credits: 6 academic credits for fall; 6 academic credits for spring; 3 academic credits for summer during the regular 8 week summer session beginning in June</b> ) |
| 2. <b>Not</b> work more than twenty (20) hours per week when classes are in session.*  |
| 3. Work only one college job at a time (unless authorized by Human Resources)  |
| 4. <b>Not</b> consider classes offered by University Center Partners as NMC classes for purposes of student employment.  |

\*During semester breaks and summer semester, student employees may work up to forty (40) hours per week.

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### STUDENT EMPLOYMENT PAY RATES

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The special student employment status exempts student employees from coET56 360.31 506.9c(r)-3(ing t)6(ha

Your school year schedule could look something like this:





## **HARASSMENT/SEXUAL HARASSMENT**

Northwestern Michigan College prohibits harassment of its employees, students, customers, or vendors in the forms outlined in Harassment Policy D-602.03 and Sexual Harassment Policies D-602.04 and D-701.03. NMC's intent is to create and maintain a work and educational environment that promotes respect and dignity for all individuals and is free of harassment and unduly offensive behavior. Harassment is in conflict with a harmonious and productive work and educational environment. Harassment will not be tolerated. Violation of this harassment policy may result in disciplinary action.

Student employees who believe they have a complaint should obtain a copy of NMC's Harassment policy and complaint procedure from the Office of Human Resources. Harassment by a student employee directed at faculty, staff, and/or students violates the College policy for employees and can result in termination.

## **DRUG-FREE WORKPLACE**

It is against NMC's policy to manufacture, distribute, dispense, possess, or use a controlled substance in the NMC workplace. Student employees in violation of this policy will be subject to appropriate actions, up to and including discharge. Any student employee convicted for violating a criminal drug statute must notify the Office of Human Resources within five (5) days after receiving notice of such conviction.

NMC students should visit the Counseling Center to receive information and personal counseling on substance abuse problems.