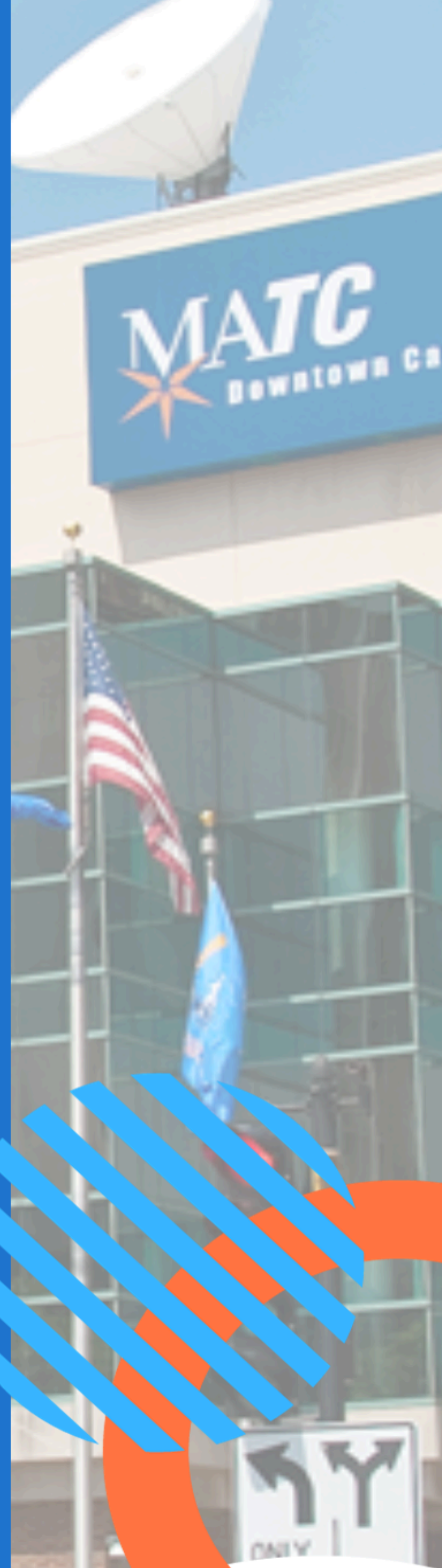




# STUDENT EMPLOYMENT STUDENT HANDBOOK



2024-2025

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## STUDENT SECTION

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### MATC Student Employment

Student Employment at Milwaukee Area Technical College is intended to be mutually beneficial to both students who desire campus-affiliated employment, and the members of the campus community who need a wide range of duties performed.

MATC employs approximately 300 students each academic year in positions that support the diverse needs of our campus community and surrounding local communities through partnerships with non-profit organizations. All student employment opportunities are intended to provide financial support, an opportunity for students to gain soft and hard skills, a greater connection to the college community, a flexible work schedule, and work experience in areas related to a student's career or educational goals.

Studies have shown that balancing part-time employment while pursuing a college education can foster quality management skills, enabling the student to achieve more academically. Part-time employment can also assist students in developing valuable work skills and habits, money management practices, and leadership qualities that will prove beneficial in a student's career search. Ultimately, being a student employee can be a rewarding life experience. This handbook has been designed to help students and supervisors understand student employment policies and procedures at MATC. Additional information can be requested in the CareerHub - Student Employment Office.

### Office of Student Employment

**Student Employment Office Address:**

Downtown MATC Campus  
700 W State St  
Milwaukee, WI, 53233  
Room S101

**Email:** [studentemployment@matc.edu](mailto:studentemployment@matc.edu)

**Phone:** 414-297-6244

**Web:**

<https://www.matc.edu/employer-services-resources/for-students/student-employment/index.html>

### On-Campus Employment Eligibility Requirements

To qualify for on-campus student employment at MATC, students need to be in good standing with the college, at least 18 years old, and registered for a minimum of six college-level credits. For those enrolled in GED/HSED/Adult High School, a minimum of two Adult High School credits is required. ESL students should be enrolled in an ESL class at level 4 or above, accompanied by a NRS level of 4 or higher on the TABE Class-E test.

### Application & Process for Students

To become a student employee, students can apply by filling out the [student employment application form](#).

Students will receive an email from [studentemployment@matc.edu](mailto:studentemployment@matc.edu) regarding their eligibility to become a student employee within 1-2 weeks.

If eligible, the student will be put into our application pool and job opportunities will be emailed to the student throughout the semester based on the students' interests, skills, and campus preferences, as indicated in their application. If the student is interested in the job opportunity, it is up to the student to reply to the email and follow the instructions for a potential interview with the hiring supervisor.

If selected for hiring by the supervisor, the Student Employment department will contact the student and supervisor to begin the hiring process, which will include completion of:

- [Two Electronic Forms](#)
- [I-9 Documents](#)
- [Direct Deposit Proof](#)

**Please note:** To retain employment, ongoing student employees must uphold enrollment in 6 or more credits per semester. Nevertheless, exceptions will be accommodated for current student employees who are unable to meet the 6-credit minimum due to having fewer than 6 credits remaining to fulfill graduation requirements or encountering unavailability of required classes. A confirmation letter substantiating this circumstance by the student's advisor will be necessary.

### **International Student Employees**

International students are eligible to apply for student employment as long as they are in at least six credits.

If selected for hire, international students work with the International Advisor to obtain needed materials.

### **Federal Work-Study Programs**

Students may have noticed a work-study award granted to them. Work-study is a form of financial aid awarded to students based on their eligibility determined by the Free Application for Federal Student Aid (FAFSA). Work-study funds will be used if the student has been hired for a student employment position and has begun working.

**Students do not need to have work-study awarded in order to be eligible for student employment.** If a student is not eligible for work-study funds, budgeted student employment funds will be used instead to pay the student for their hourly rate of pay; if funds are available.

### **Off-Campus Employment Eligibility**

MATC can partner with nonprofit organizations including hospitals, community centers, schools, and government offices to arrange off-campus employment and pay wages for otherwise unpaid positions. Hours worked may not exceed 19 hours per week.

Students wishing to receive funding for their off-campus employment must meet the following criteria: 1.) Be eligible for work study funds. 2.) The internship/off-campus experience must be at a nonprofit organization and be originally unpaid. 3.) Must have worked at least one semester on-campus in a student employment position or have met with the Student Employment Coordinator to obtain permission to work

off-campus. Students can find internships by [meeting with an employment development specialist](#). If the student obtains an internship at a nonprofit and it is unpaid, they can reach out to [studentemployment@matc.edu](mailto:studentemployment@matc.edu) to check for eligibility to receive funding.

## Timesheets

Student Employees are required to submit electronic timesheets biweekly via self-service. To see the due dates, what dates are covered during a pay period, and pay dates, see the MATC payroll website and click the payroll schedule for students:

<https://www.matc.edu/who-we-are/offices/finance/payroll.html>

## Direct Deposit Changes

Student employees can change their direct deposit information by filling out a new direct deposit form on the payroll website:

<https://www.matc.edu/who-we-are/offices/finance/payroll.html>

Student employees should email the new form to [payroll@matc.edu](mailto:payroll@matc.edu) or drop the form off to the Payroll office located in C401, along with a new direct deposit proof of account and routing number (proof can be a voided check, letter from the bank, or screenshot in a banking app).

## Missed Pay Periods & Payments

If a student employee has missed submitting their electronic timesheet by the due date, the student employee will have to submit a paper timesheet and payment will be made in the next pay period. The student employee can come to the Student

Employment office to fill out a paper timesheet and the supervisor will need to sign off on the sheet and the supervisor will also need to deliver the timesheet to the payroll office in C401 at the downtown campus, or by scanning and emailing to [payroll@matc.edu](mailto:payroll@matc.edu).

There is also a late-electronic timesheet option available by emailing [studentemployment@matc.edu](mailto:studentemployment@matc.edu) for completing and signing the timesheet electronically.

## Benefits

Student employees are considered temporary or interim employees and are not eligible for benefits such as overtime, holiday, sick, or vacation pay.

## Employment Verifications

For employment verification inquiries, student employees can send their requests via email to [studentemployment@matc.edu](mailto:studentemployment@matc.edu). If the verification pertains to work study funds but the student is not a student employee, the student must reach out to the financial aid office.

## Confidentiality/FERPA

Students may be employed by MATC under a variety of position titles — administrative assistants, teaching assistants, tutors, research assistants, and front desk receptionists are among many position types that expose student employees to confidential or sensitive information. Student employees play an important role in assisting in the operation of the institution and contributing to the success of fellow

students, faculty, and staff.

Student employees in certain roles are required to manage processes and triage for the department. In order to successfully fulfill their job responsibilities these student employees will require access to certain institutional systems. All student employees are required to adhere to confidentiality policies and are accountable for safeguarding the privacy of all college employees, students, and external constituents. This information may include, but is not limited to: [student, faculty and staff personnel, financial or academic records; faculty teaching and research; and, college business information and internal communications, which includes conversations related to office and college operations.](#)

All student employees are required to maintain the confidentiality of all information acquired through their employment and must sign off on FERPA agreements in their hiring documents and pass a FERPA quiz in their blackboard training. Additional documents will be requested if the student employee is granted access to Colleague, our internal database.

### **At-Will Statement**

Student employees are 'at will' employees. This means that either party, student and/or employer, have the right to terminate or end employment at any given time, provided the reason is not prohibited by law. It is courteous to give proper notice of termination to the employer, usually defined as two weeks' notice.

### **Termination Policy**

Typical grounds for disciplinary action that may lead to termination include, but are not limited to:

- Tardiness
- Unexcused absenteeism
- Disobedience or insubordination
- Sloppy or unclean appearance
- Carelessness or lack of attention that results in injury to property, person, or public relations
- Reluctance or failure to meet job requirements
- Unsatisfactory completion of job assignments
- Failure to work with the public or co-workers in a courteous, professional manner
- Excessive personal distractions

If a student employee is involuntarily terminated from their position, they still may be eligible to be placed back into the applicant pool and be notified of other student employment opportunities if certain requirements are met as set forth by the Student Employment Coordinator and/or **Human Resources** office. Such requirements may include, but are not limited to, job/life coaching and required training(s).

Terminations involving violations of [MATC's code of conduct](#) may result in a permanent ban from student employment and escalation to MATC HR. Such examples of violations may include but are not limited to:

- Committing acts of harassment or bullying
- Committing acts of dishonesty and stealing such as time card theft
- Fighting
- Disorderly conduct
- Possession of drugs or alcohol.

Terminations involving violations of [MATC's code of conduct](#) may result in a permanent ban from student employment and escalation to Judicial Affairs and HR. Such examples of violations may include but are not limited to: Committing acts of harassment or bullying, committing acts of dishonesty and stealing such as time card theft, fighting, disorderly conduct, and possession of drugs or alcohol.

### Transfer Policy

If a current student employee is seeking other on-campus opportunities, they may be eligible to interview with other departments and switch positions. To be eligible, the student must be employed in their current position for a minimum of six months before they can transfer to another on-campus position. They must notify [studentemployment@matc.edu](mailto:studentemployment@matc.edu) that they are interested in other opportunities and Student Employment will put the student on the list for notification of job openings. Students must also give at least a two week notice to their current supervisor upon receiving a new job offer. Transfers can only take place at the beginning of a pay period. Student Employment will let the student know which paperwork is needed before they can begin their new position.

### Absences/Performance Standards

Absence policies and performance standards will be set by the student employee's supervisor. The supervisor will communicate these policies and standards during the student employees on-the-job training. The student employee must adhere to these standards and be open to receiving feedback during performance reviews or meetings to discuss performance or behavior.

### Student Employee Rights

**Student employees have the right to:**

1. Know what is expected of them in a position, including but not limited to: knowing who to report to, what tasks to perform and how to perform them, if assigned tasks are being performed adequately, how to improve performance, and what procedures to follow.
2. Work hours that will not conflict with their academic schedule or responsibilities. However, students have the responsibility to work the hours agreed upon with a supervisor on a consistent basis.
3. Receive compensation for every hour worked, provided that the work hours align with the designated start date established by the Student Employment office, **do not surpass 19 hours per week**, are not on holidays or campus shut-down days, and have been authorized by the supervisor.

## Student Employee Responsibilities

### Student employees are responsible for:

1. Completing all required paperwork and providing all required documents to the Student Employment department within the required timeframe. Failure to do so by the indicated deadlines may result in cancellation of the hiring process. Completing the assigned student employment blackboard training within two weeks of their employment.
2. Communicating with their supervisor, being on time, reporting to work for scheduled hours, dressing appropriately, completing assigned tasks, following the rules set forth by the department in which work is performed, and demonstrating the [WE CARE values](#).
3. Complying with computer usage and confidentiality agreements.
4. Accurately reporting time worked on self-service and being aware of timesheet deadlines and procedures.
5. Using appropriate language in the workplace.
6. Showing up to work ready to work and never working under the influence of any illegal substances or alcohol.
7. Following the rules as set forth by this handbook and [Student Code of Conduct](#).

## Discrimination & Harassment Policy

MATC is committed to providing a safe and respectful workplace for all employees,

including student employees. We strictly prohibit any form of discrimination, harassment, or retaliation against any employee on the basis of race, color, religion, sex (including pregnancy, sexual orientation, gender identity or expression), national origin, age, disability, or genetic information, under Title VII of the Civil Rights Act of 1964 and other applicable laws. Prohibited conduct includes, but is not limited to:

Discrimination based on race, color, religion, sex, national origin, age, disability, or genetic information.

Sexual harassment, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Harassment based on any protected characteristic, including verbal or physical conduct that creates a hostile or offensive work environment.

Retaliation against an employee for engaging in protected activity, such as reporting discrimination or harassment, participating in an investigation, or opposing unlawful conduct.

## Reporting & Complaint Procedure

Any student employee who believes that they have experienced or witnessed bullying, discrimination, unfair action, harassment, unsafe work environments, or retaliation should immediately report the incident to the Student Employment department by filling out the [Student Employment Grievance Form](#), or by emailing,



calling, or visiting the Student Employment office and asking for the Student Employment Coordinator. MATC's Student Employment department will promptly forward all reports of discrimination and harassment to MATC's Human Resources department. All other workplace complaints can also be completed on the [Student Employment Grievance Form](#). Depending on the severity of the complaint, the Student Employment office will follow up with the student and/or supervisor and escalate the complaint to another department if needed.

### **Non-Retaliation**

MATC strictly prohibits retaliation against any student employee who reports discrimination, harassment, or retaliation, or participates in an investigation of such conduct. Any employee who engages in retaliation will be subject to disciplinary action, up to losing supervisor rights and notifying MATC's Human Resources department for further disciplinary action.

### **Conclusion**

MATC is committed to maintaining a workplace free from discrimination, harassment, and retaliation. We encourage all student employees to report any incidents of prohibited conduct, and we will take all necessary steps to investigate and address such reports. This policy is intended to promote a respectful and inclusive work environment for all student employees.



**MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans With Disabilities Act. MATC is accredited by the Higher Learning Commission, Commission on Institutions of Higher Education, the national standard in accrediting colleges and schools for distinction in academics and student services.**