



# Student Employment Handbook

## Welcome

Welcome to New Mexico Tech and the valued position of student employee. You have accepted a role that makes you important to New Mexico Tech. First, as a student, you are the reason the Institute exists. Second, as an employee, you are filling a job necessary for the efficient operation of the Institute.

This Student Employment Handbook is intended to help you become familiar with the employment policies and practices of New Mexico Tech. We hope that this information is helpful to you and that your experience as a student employee at New Mexico Tech meets your needs and expectations. We believe that the more you learn about New Mexico Tech, your job, and its benefits, the greater your satisfaction will be.

## Equal Employment Opportunity

New Mexico Institute of Mining and Technology (New Mexico Tech) is firmly committed to a policy providing equal employment opportunity without regard to race, sex, religion, ancestry, age, national origin, physical or mental handicap, medical condition, or veteran status in accordance with Title VII of the Civil Rights Act of 1964, as amended, Executive Order 11246, and the New Mexico Human Rights Act, and Sections 503 and 504 of the Rehabilitation Act of 1973.

## Important Phone Numbers

Financial Aid Office	.835-5333
Career Services Office	.835-5060
Payroll Office	.835-5510
Cashier's Office	835-5515
Affirmative Action Compliance	835-5165

## Student Employment Programs at New Mexico Tech

### College Work Study - Federal and State

College Work Study is a need-based financial aid program subsidized by the State and Federal governments. The College Work Study program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. You must file a Free Application for Federal Student Aid (FAFSA) to determine your eligibility. If you qualify, your earnings are limited to the Work Study amount indicated on your award letter and work authorization. The application priority date for financial aid, including Work Study, is March 1st each year.

### Non-Need Work Study - State

New Mexico Non-Need Work Study is subsidized by the State government. The program provides jobs to students that are residents of New Mexico to help pay education expenses. To be eligible for this program, you must be a New Mexico resident and complete a Free Application for Federal Student Aid (FAFSA). The results of the FAFSA have no effect on your eligibility. Your earnings are limited to the Work Study amount indicated on your award letter and work authorization. The application priority date for financial aid, including Non-Need Work Study, is March 1st each year.

## Part-time Student Employment (Non-Work Study)

You need not qualify for need-based financial aid to obtain a part-time employment position. Although part-time employment is subject to various regulations, your earnings are not a fixed amount, but you are limited to a 20 hour work week.

## Who is Eligible for Student Employment

### General Eligibility Requirements

1. You must be classified as a regular degree seeking student. If you are a special student, you are ineligible to work on campus through student employment.
2. You must be enrolled full time (12 or more hours) to be eligible for part-time employment at Tech for Fall/Spring semesters. If you are not enrolled in the Summer semester, you must be pre-registered for the Fall semester to work on campus. Students enrolling for the first time in the Fall semester, are not eligible to work on campus during the Summer, unless you are enrolled in the Summer semester for at least 6 hours.
3. You must meet satisfactory academic progress standards (described below under Academic Requirements) if employed through the Work Study Programs. The Financial Aid Office monitors this progress.
4. You may not work in more than two departments concurrently. The combined work hours per two-week pay period must not exceed 40 hours.

## Graduate Students

If you are a research or teaching assistant, you are usually not permitted to hold an additional job under the terms of your contract with New Mexico Tech. You must have permission from your advisor and the Graduate Dean prior to seeking student employment.

## International Students

If you are an international student holding a student visa, you must secure prior approval from the International Programs Advisor to work on campus. New Mexico Tech will allow only the following classes of enrolled international students to work on campus:

1. International students maintaining J1 or F1 status;
2. International students in certain other visa/status categories (J2, K, P4, and A1 or A2 dependents) who show a current EAD (Employment Authorization Document, known as a "work authorization card") from USCIS; and
3. International students who have filed for adjustment of status to permanent residency (but have not yet been approved) and who show a current EAD.

## Academic Requirements

### College Work Study and Non-Need Work Study

Work study students (including non-need work study) are required to maintain satisfactory academic progress to continue

to qualify for employment. Students are given the Satisfactory Academic Progress Policy when awarded any financial aid, including work study. The policy is available in the Financial Aid Office as well as in the New Mexico Tech Catalog. For more information, please contact the Financial Aid Office.

### Part-time Employment (Non-Work Study)

Part-time employment students must maintain full time enrollment at New Mexico Tech in order to continue employment.

Exceptions:

Students that will be graduating in a semester and are enrolled in less than full time may be eligible to work under the part-time student employment program. Approval must be obtained from the Director of Financial Aid before obtaining a Student Work Authorization.

## The Hiring Process

### Work Study Students

1. Once your eligibility for Work Study has been determined, you will be sent an award email from the Financial Aid Office. Log into your Ban Web account to accept the award.

### Work Study and Part-Time Work Students

1. The Career Services Office posts the student employment jobs that are available. The postings can be viewed online at <https://nmt.joinhandshake.com>. Once you have found a job you are interested in, you will need to interview with the department and be offered the position.
2. Obtain a Student Work Authorization Form from the Financial Aid Office. This form will need to be completed by you and your supervisor and then returned to Budget & Analysis.
3. For first time employees an I-9 form will need to be completed in Budget and Analysis, Brown Hall 114. A list of acceptable documentation is available at Budget & Analysis.
4. Your Student Work Authorization will be good for the entire academic year, including the break between the Fall and Spring semesters. A new Student Work Authorization will need to be completed for the Summer.

### Graduate Research/Teaching Assistantships

1. An I-9 Form will need to be completed in the Budget & Analysis, Brown Hall 114. A list of acceptable documentation is at Budget & Analysis.
2. Contracts for graduate student research and teaching assistantships are initiated by the department and confirmed by the Office of Graduate Studies. You may contact the Office of Graduate Studies for assistance.

### Graduate Fellowship Contracts

These contracts are initiated by the department and confirmed by the Office of Graduate Studies and the Financial Aid Office. Please contact the Office of Graduate Studies for assistance.

## Resident Assistant Contracts

1. An I-9 Form will need to be completed in the Budget & Analysis, Brown Hall 114. A list of acceptable documentation is available at Budget & Analysis.
2. Resident Assistant Contracts are initiated through the Residential Life Office. A copy is provided to the Financial Aid Office. You may contact the Residential Life Office for assistance.

## Student Government Association Officer Salary Contracts

The SGA President initiates all Student Government Association Officer salary contracts. Copies are provided to the Financial Aid Office. You may contact the SGA President for assistance.

## On The Job Training

Your supervisor will provide you with the training necessary to effectively perform your job. You will be paid during the training phase of your job. Any training questions should be directed to your supervisor.

## Dress Code

Your supervisor will expect you to dress appropriately for the job that you are performing. Discuss with your supervisor the dress that is appropriate for your position.

## Probation Period

As a new student employee, you will be hired on a probationary basis during the first eight weeks of each new job. During this period, you have the opportunity to determine whether the job is acceptable for you. You have the option of changing jobs if you find other employment that is more compatible with your schedule or with your career interest. During the probationary period your supervisor will assess your performance as well. You may be released from your job during or at the conclusion of the probationary period, with or without cause. The decision to terminate you is not subject to appeal.

## Hours That You May Work

### Fall/Spring Semesters

You may work up to 20 hours per week or 40 hours per pay period.

### Summer Semester

During the summer, the number of hours that you may work depends on the number of credit hours that you are enrolled:

#Hrs Enrolled	#Hrs/Week	FICA/Medicare Taken Out?
0,1,2	40	Yes
3,4,5	30	No
6 +	20	No

### Semester Breaks

During semester breaks, you are permitted to work 40 hours per week/80 hours per pay period. However, you must be pre-registered for the upcoming semester.

## Work Schedule

Your work schedule is dependent upon your class schedule and your supervisor's needs. It is your responsibility to monitor and limit your hours worked as outlined above.

## Pay Rates

Your supervisor will set your rate of pay. The minimum amount of pay a student may receive when paid with state funds is minimum wage, currently \$7.50 per hour. The maximum amount of pay a student may receive when paid with state funds is \$15.00 per hour for undergraduates and \$25.00 per hour for graduates as set by the VP of Admin. and Finance. The maximum amount of pay an undergraduate or graduate student may receive when paid with grant/contract funds is determined by the conditions of the grant/contract.

## Overtime and Holiday Pay

As a student employee you are not allowed to work overtime at New Mexico Tech. If you are required to work on a holiday, you will receive straight time pay for the holiday and you still may not work more than twenty hours in any week while classes are in session. During semester breaks you may work no more than forty hours per week including any holiday time.

If you work more than forty hours in any week (twenty hours when classes are in session) you will be subject to disciplinary action up to and including termination. Any department or principal investigator which knowingly allows student employees to exceed these weekly limits may lose their student employment privileges.

## Pay Periods and Time-Reporting

Pay Periods are two weeks long. Electronic time cards must be submitted by 12 PM on the Monday following the end of the pay period to receive your paycheck the following Friday. Check with your supervisor on when to submit your electronic time card. If it is submitted past the deadline, there will be a \$25.00 to the department.

Note: You must be properly authorized in order to be paid. This means you must have your Student Work Authorization turned in and approved by Payroll before you can be paid.

## Paycheck Pickup

The New Mexico Tech Payroll Office issues student paychecks every other Friday. You may pick up your paycheck in the Cashier's Office in Fidel Center, upon presenting your New Mexico Tech ID or you may arrange for direct deposit of your check in the Payroll Office.

## Benefits

Student employees are not eligible for any benefits such as sick leave, annual leave or retirement.

**Worker's Compensation:** All student employees are covered by worker's compensation. Reports of accidents on the job must be filed with your supervisor and the Human Resources Office within 10 working days of the occurrence.

## Rest Periods

You may take a 15 minute paid rest for every four hours of continuous work. You and your supervisor should agree on the time for your rest periods.

## Taxes and W-2 Forms

All wages paid to student employees, including Work Study, are subject to income taxes. You must complete the Employee's Withholding Allowance Certificate (W-4) before starting work. Student employees are exempt from paying FICA taxes during the Fall and Spring semesters, and during the Summer semester if you are enrolled. FICA exemption will also apply to pay periods wholly or partially within an academic term.

A statement of wages earned (W-2) will be issued to you for the calendar year. It is mailed to you in January following the end of the calendar year. You should check with the Payroll Office/Human Resources to be sure that your current permanent mailing address is correct.

## Employment Termination

### Voluntary Termination

You may terminate your job at any time. You should submit your resignation in writing, no less than two weeks prior to your last day of work. In return, your supervisor may not terminate you less than two weeks after the date of your written notification.

However, you are considered to have resigned from your job if:

1. You walk off the job.
2. You are absent for three consecutive work days without permission, except when an emergency situation precludes you from giving notice.
3. You fail to return to work within six working days following the end of a personal leave of absence.

### Involuntary Termination

You may be involuntarily terminated from your job if:

1. You fail to perform in a satisfactory manner. Your supervisor must provide a written warning giving you an opportunity to correct your deficiencies. Usually the time period between the written warning and termination is two weeks. Failure to respond to such notice could result in termination.
2. You commit a major offense such as theft, gross misconduct, or gross insubordination.

You may be immediately terminated without prior notice for committing any act falling in number 2 above. If you are involuntarily terminated, you have the option of pursuing the issue as outlined in the Due Process Procedure.

### Financial Aid Office Termination

The Financial Aid Office may terminate your employment for the following reasons:

1. You have earned an amount equal to your work study award for the semester or academic year.
2. You no longer meet the enrollment requirements necessary to participate in one of the student employment programs.
3. You are on academic or disciplinary suspension.
4. You have withdrawn from New Mexico Tech.
5. Limited project funding forces your termination.
6. You have graduated from New Mexico Tech.
7. The project you were hired for has been completed.

All students who have received a work study award but who do not begin utilizing the funds by the fifth week of the semester, may have their award canceled.

### Due Process Procedure

While New Mexico Tech endeavors to maintain pleasant working conditions to promote a cooperative, effective working relationship with all employees, New Mexico Tech also recognizes

that misunderstandings and disagreements may arise regarding terms and conditions of employment. Normally, such disagreements are resolved through informal discussions between you and your supervisor. However, for questions and complaints not resolved to your satisfaction through informal discussions with successive levels of supervision, the formal Due Process Procedure is available. The Financial Aid Committee will provide the mechanics of the Due Process Procedure. A grievance results from a violation of New Mexico Tech policy which adversely affects a student employee such as discrimination due to sex or ethnic background, termination without correct termination procedure, etc.

The steps to the Due Process Procedure are as follows:

1. The employee (student) shall submit written notice initiating the due process procedure within 10 working days of the incident. The notice should be directed to the concerned department chairperson, with a copy submitted to the Financial Aid Committee. In the event that the chairperson is the other party involved in the incident, the notice should be directed to the Vice President of Student and University Relations.
2. The department chairperson shall hold an informal meeting with the employee, investigate the matter, and render a written decision to the employee with a copy to the Financial Aid Committee. This step shall occur within 10 working days following the filing in writing of such a complaint with the department chairperson.
3. The employee may file an appeal for Due Process Procedure through the Financial Aid Committee within 10 working days of the decision reached in step two. The Financial Aid Committee shall hold a formal hearing within 15 working days of the filing of the appeal.

The Financial Aid Committee shall be composed of two student representatives, two faculty members, the Associate Dean for Student Success, and the Director of Financial Aid.

The Director of Financial Aid shall act as Chairperson and Secretary of the Committee. If the committee action is considered unfavorable, you may appeal the decision to the Vice President of Student and University Relations for summary judgement.

In those instances involving equal employment opportunity issues, the procedure as outlined in the Affirmative Action Plan will be followed. You may contact the Director of Affirmative Action and Compliance for further information.

## Commonly Asked Questions

### **Q: How often must I complete a Student Work Authorization?**

**A:** A new Student Work Authorization needs to be completed under the following situations:

1. If you are on Work Study, your authorization is good for the full Fall/Spring academic year (including the break in between). You will need a new authorization to work during the Summer semester and the breaks before and after.
2. You will need a new authorization if you receive a pay increase.

### **Q: If I have two jobs, do I need a Student Work Authorization for each one?**

**A:** Yes, you must complete a Student Work Authorization for each job.

### **Q: If I completely withdraw from the semester, can I continue working on campus?**

**A:** No, if you withdraw from the semester, you are no longer a New Mexico Tech student and therefore are not eligible to work under the student employment programs. Your department has the option of hiring you through the normal hiring process through Human Resources.

### **Q: If I withdraw to less than full-time enrollment, can I continue working on campus?**

**A:** For Part-Time employment, you may continue to work on campus as long as you are enrolled for at least half time. For Work Study, you may continue to work on campus as long as you are enrolled for at least half-time.

### **Q: If I terminate my job, do I need to complete any paperwork?**

**A:** Yes, you will need to obtain a Student Termination Form from the Payroll Office, have it completed by your supervisor and return it to the Payroll Office.

This information is provided by: New Mexico Tech Financial Aid Office  
801 Leroy Place  
Socorro, NM 87801  
575.835.5333  
1.800.428.TECH  
04/18/2019