



# Minnesota North College

## STUDENT EMPLOYMENT HANDBOOK

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Financial Aid Office  
2024-2025

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## CONTENTS

Introduction.....	4
Steps to Become a Student Employee.....	5
Types of Employment.....	6
Need-Based Employment .....	6
Non-Need Based Employment .....	7
Job Board/Search .....	7
Employment Forms .....	8
Quick Steps for New Employees:.....	8
Quick Steps for Returning Employees:.....	8
Work-Study Interest Form.....	8
Work Authorization Form.....	9
♦ New Academic Year .....	9
♦ Summer Term.....	9
Federal I-9 Form.....	9
W-4 Forms (Federal and State) .....	9
♦ Federal W-4.....	9
♦ State W-4MN.....	10
Other Forms.....	10
♦ International Students (F-1 Visa).....	10
♦ Michigan Residents .....	10
Hours and Pay .....	10
Additional Positions.....	11
Maximum Award.....	11
Scheduled Weekly Hours.....	11
Student Hours FAQs.....	11
Breaks.....	12
Wages and Payment.....	12
Direct Deposit.....	13

Earned Sick and Safe Time.....	13
Excused ESST Absences.....	14
Permitted ESST Family Members.....	14
Additional ESST Details .....	14
Electronic Timesheet (eTime).....	15
Key eTime Features:.....	15
eTime Integrity: .....	15
♦ Monitor Hours and Eligibility.....	15
♦ Report Hours Honestly .....	15
♦ Submit Hours on Time Each/Every Pay Period .....	15
Student Responsibilities .....	15
Federally Regulated Rules.....	16
School policy and rules .....	16
Maintaining eligibility .....	16
Confidentiality .....	16
Directory Information .....	17
♦ Personal Information .....	17
♦ Academic Information.....	17
Confidentiality Best Practices.....	18
Summer Employment.....	18
Ending Employment.....	19
Voluntary Resignation .....	19
Involuntary Termination.....	19

## INTRODUCTION

Dear Student Employee,

Welcome to Minnesota North College and thank you for participating in the student employment program! Student employees are a vital component to the services provided at Minnesota North and we are happy to have you on board.

This handbook has been compiled as a resource for student employees to learn about student employment programs and to find answers to important questions regarding their employment experience. Guidance provided in this handbook is subject to change without notice.

We hope you find this information useful. Please contact work-study staff in the Financial Aid Office at [workstudy@minnesotanorth.edu](mailto:workstudy@minnesotanorth.edu) with concerns or feedback.

You are a valued member of our institution and we appreciate your service and commitment to Minnesota North College.

Sincerely,

Minnesota North College  
Financial Aid and Student Employment Office Staff

## STEPS TO BECOME A STUDENT EMPLOYEE

### [Minnesota North Work-Study Web Page](#)

Below is a general overview of the steps required for potential employees must complete before they are approved to begin working. Additional detail is provided throughout this handbook. Failure to follow these steps may lead to disciplinary action including termination or ineligibility for program participation.

#### ① **Submit a Work-Study Interest Form**

Submit a [Work-Study Interest Form](#), found on the Minnesota North Work-Study web page, to notify financial aid staff that you are interested in work-study and wish to be evaluated for eligibility. You will be notified by email whether you are eligible to work. This communication IS NOT confirmation that you can begin working. You must complete all steps BEFORE beginning your position.

#### ② **Print and Complete Employment Documents**

If you are eligible for employment, print a Work Authorization form to complete with your supervisor. Use the online [Student Employment Job Board](#) to seek a position if you do not have one pending. Additional documentation is required for new employees (see [Employment Forms](#)). Incomplete or illegible documents, those not completed in ink, and those missing supervisor contribution will be rejected.

#### ③ **Upload Completed Documents**

To ensure the quickest possible turnaround, scan and upload completed documents to the secure [Work-Study Document Uploader](#). Paper forms are also accepted in the Financial Aid/Student Services Offices, but be aware that this may cause a delay in processing.

#### ④ **Wait for Eligibility Confirmation**

You and your supervisor will be notified by email when you can begin working. Until you have received notification, you are not eligible to work. Doing so without direct confirmation places the college and the student employment program at risk. Therefore, those in violation of this policy may face disciplinary action.

#### ⑤ **Maintain Eligibility to Work**

You must remain eligible to work the entire time you are employed. This includes attending class and prioritizing your course work, maintaining satisfactory academic progress, and maintaining half-time enrollment or above (summer term may offer enrollment flexibility).

## TYPES OF EMPLOYMENT

To be considered for student employment at Minnesota North College, you must meet and maintain criteria for your employment type. Receiving additional aid or making changes to your enrollment level (withdrawing or not attending class) can impact your eligibility for "need-based" work-study. By participating in these programs, you agree to ongoing evaluations of your work-study eligibility, which can result in reductions to aid you have already received, or ineligibility for pending aid. This may include a reduction in the number of hours you can work or the duration of your work-study assignment. In rare cases, reducing financial aid can create a balance due on your student account.

Eligible students must also remain enrolled at the minimum required level for their employment type throughout their term of employment. The minimum enrollment level for most work-study students is half-time (six semester credits).

Most departments do not offer hours over semester breaks (i.e., winter break, summer break). Eligible students wishing to work in departments that do must meet minimum enrollment criteria for the following term. For example, to work during winter break (after fall semester), students must be enrolled at least half-time for the following spring semester. All student positions are temporary and contingent on continued eligibility.

### NEED-BASED EMPLOYMENT

Students who meet eligibility criteria based on the results of their FAFSA application will see Work-Study Eligibility (WSEL) on their financial aid offer letter in eServices. Students interested in work-study, who believe they may be eligible, but do not see WSEL on their offer letter should submit a Work-Study Interest Form for evaluation.

#### Federal Work Study

- ◆ Requires valid FAFSA
- ◆ Eligibility based on FAFSA results
- ◆ Requires 6+ credits of enrollment
- ◆ PSEO students are not eligible
- ◆ Must be US citizen or eligible non-citizen
- ◆ F-1 students are not eligible

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#### Minnesota Work Study

- ◆ Requires valid FAFSA
  - ◆ Eligibility based on FAFSA results
  - ◆ Requires 6+ credits of enrollment
  - ◆ PSEO students are not eligible
  - ◆ Must be a Minnesota resident
  - ◆ F-1 students are not eligible
-

## NON-NEED BASED EMPLOYMENT

On occasion, students who are ineligible for need-based work-study (federal or state) may still be eligible to work. Limited employment opportunities are available through institutional funding on each campus for specific departments or projects, or through program-focused internships and work-experience opportunities. Because this funding can change from year to year, these and all work positions are never guaranteed. If you are not eligible for need-based employment, speak with your potential supervisor about the possibility of institutional funds. If none are available, you are not eligible for work-study employment. Internship opportunities are typically program requirements or initiated by faculty. If you are eligible for an internship, your instructors will assist and connect you with an approved employer.

### Institutional & Other Employment

- ◆ Does NOT require a FAFSA
- ◆ Financial need is not considered
- ◆ Must be enrolled and degree-seeking
- ◆ PSEO students are generally not eligible
- ◆ Must be US citizen or eligible non-
- ◆ F-1 students are eligible in some cases

## JOB BOARD/SEARCH

One purpose of the student employment program at Minnesota North is to help prepare students for real-world experiences. Students are encouraged to utilize the online job board and other resources to seek out and apply for available positions independently.

The Financial Aid and Student Services offices do not maintain updated information regarding open positions available. Students are encouraged to use the job board to assist in their job search.

The [Student Employment Job Board](#) is available on the Minnesota North Work-Study webpage and provides a directory of the position options on each campus. Please contact [workstudy@minnesotanorth.edu](mailto:workstudy@minnesotanorth.edu) with questions or concerns related to the online job board.

- ◆ Job board can be filtered by campus, job type, department, position, or supervisor by clicking the drop-down arrows and selecting or deselecting options.
- ◆ "Ctrl+Click" on the position link to view position description details including job location, supervisor, duties, expectations, and other information students may need to make an informed decision before accepting a position
- ◆ The online job board shows all positions across all campuses and is not revised as jobs are filled.

## EMPLOYMENT FORMS

All student employees, regardless of whether they have held a previous position with the school must complete and submit employment forms BEFORE beginning their position.

### QUICK STEPS FOR NEW EMPLOYEES:

(and those who have not worked in the prior three terms):

1. Submit a [Work-Study Interest Form](#). Wait for an emailed response regarding your eligibility.
2. Once you are notified that you are eligible to work, print a [Work Authorization Form](#) to complete with your supervisor. This must be completed and signed by both you and your supervisor. See the [Student Employment Job Board](#) if you have not yet found a position.
3. Print and complete the following employment documents to complete with authorized staff (your supervisor or Financial Aid/Student Services staff).

[Federal I-9 Form](#)

[Acceptable Proofs](#) (for completing the I-9 Form)

[W-4 Form \(Federal W-4\)](#)

[W-4MN Form \(Minnesota W-4\)](#)

4. Review documents for completion and signatures, then upload to the [Work-Study Document Uploader](#) (documents must be completed in ink, written legibly, and scanned clearly before uploading).
5. Wait to receive emailed confirmation that you can begin working and entering hours in [eTime](#).

### QUICK STEPS FOR RETURNING EMPLOYEES:

1. Submit a [Work-Study Interest Form](#) and wait for a response regarding your eligibility.
2. Once you receive notice that you are eligible to work, print a [Work Authorization Form](#) to complete with your supervisor. This must be completed and signed by both you and your supervisor.
3. Upload your Work Authorization Form to the [Work-Study Document Uploader](#) (documents must be completed in ink, written legibly, and scanned clearly before uploading).
4. Wait to receive emailed confirmation that you can begin working and entering hours in [eTime](#).

View the list of employment forms below to learn more about each document.

### WORK-STUDY INTEREST FORM

The Work-Study Interest Form is the initial step for students interested in student employment. When you submit an interest form, your enrollment and financial aid status is evaluated to determine your eligibility for need-based or other types of student employment. Most commonly, you are evaluated for need-based work-study eligibility. You will be notified by email whether you are eligible to work. If so, you may proceed in the [Steps to Becoming a Student Employee](#).



## WORK AUTHORIZATION FORM

The [Work Authorization Form](#) is a signed agreement between the supervisor and employee that highlights the most basic terms of employment and is needed by the Financial Aid Office to create your electronic timesheet in [eTime](#). It also documents the offering and acceptance of your employment position. Some details included on the work authorization include:

- ◆ Beginning and end dates of your employment contract
- ◆ The department and position where you will work
- ◆ Your offered wage per hour
- ◆ The estimated hours per week you are eligible to work
- ◆ Yours and your supervisor's signatures, indicating agreement to all terms

A new work authorization form must be submitted in the following circumstances:

### ◆ NEW ACADEMIC YEAR

Work-study positions do not roll forward to the next academic year. Students may make informal arrangements with their supervisor, but they must still submit a Work-Study Interest Form to determine eligibility and, if eligible, a Work Authorization Form so we can create their timesheet in eTime.

Hours used for each department, position, supervisor, and student are also tracked by the Financial Aid Office. Therefore, a new Work Authorization Form is required for each position they hold, even those within the same department or for the same supervisor.

### ◆ SUMMER TERM

Students working during spring term, and who have received permission from the Financial Aid Office and their supervisor to work over summer term must submit a new Work Authorization Form. Summer eligibility must be confirmed before students work summer hours.

## FEDERAL I-9 FORM

The [Federal I-9 Form](#) (USCIS Form I-9) is published by U.S. Citizenship and Immigration Services and is required to verify your identity and eligibility to work in the United States. You must provide original, non-expired proofs of eligibility when completing the I-9 Form. Faxes, photos, and copies (with the exception of a certified copy of a birth certificate) cannot be accepted by law. A list of accepted proofs of eligibility is provided in this handbook, and is also available on the Minnesota North Work-Study website.

## W-4 FORMS (FEDERAL AND STATE)

### ◆ FEDERAL W-4

The purpose of the [IRS Form W-4](#) (W-4 Form) is to determine your federal tax obligation. You may update your federal tax withholdings at any time by downloading and completing a new

W-4 Form and submitting it to the Financial Aid Office. You can find this within your D2L course. Completion instructions are included within the download. You only need to complete a new W-4 Form when you begin employment for the first time, upon resuming employment after at least three semesters of non-employment, or whenever you wish to update your federal tax withholdings. A new W-4MN Form is required annually for those claiming tax exemption.

◆ **STATE W-4MN**

The purpose of the MN Dept. of Revenue Form [Minnesota W-4MN](#) is to determine your state tax obligation. You may update your state tax withholdings at any time by downloading and completing a new W-4MN Form and submitting it to the Financial Aid Office. You can find this within your D2L course. Completion instructions are included within the download. You only need to complete a new W-4 Form when you begin employment for the first time, upon resuming employment after at least three semesters of non-employment, or whenever you wish to update your state tax withholdings. A new W-4MN Form is required annually for those claiming tax exemption.

## **OTHER FORMS**

Students in specific demographics may require other employment documentation.

◆ **INTERNATIONAL STUDENTS (F-1 VISA)**

International students attending on an F-1 Visa, refugees, or asylees who are not eligible for financial aid may be eligible for institution-funded work-study (see [Types of Employment](#)). Once approved for work-study, students in these categories must meet with a financial aid specialist to complete employment documentation.

Students who have not yet been issued a social security card designated for work within the United States should plan for the process to take up to three weeks, from start to finish. Those claiming tax treaty exemption will need to also provide IRS Form 8233 and include required documentation in addition to the general requirements for F-1 students.

◆ **MICHIGAN RESIDENTS**

Michigan residents have the option to claim tax reciprocity. Please contact the Financial Aid Office with questions regarding Form MWR. This form must be updated annually to maintain reciprocity.

## **HOURS AND PAY**

Student employment positions are regarded as any other part-time job. Students earn wages for time worked and can use their earnings to pay for tuition, meals, housing, or other living expenses incurred through everyday student life.

Information regarding the hours you may work and the method and steps through which you will be paid can be found below.

### **ADDITIONAL POSITIONS**

Students are allowed to work ONE work-study position. Exceptions may be made on an individual basis with prior approval from the Financial Aid Office, and will be based on departmental need and whether other students are currently seeking positions. Before working hours in an additional position, please be sure you have been approved to do so. Hours worked without approval may be considered volunteer hours.

### **MAXIMUM AWARD**

Students are allocated a maximum award each semester, which is the maximum amount they can earn each term, and will be reflected on their financial aid offer in eServices. This amount can also change if enrollment or other aid eligibility changes. Once students have earned their maximum amount, they must discontinue working. In some situations, students may be eligible for additional hours, but must request this through Financial Aid and receive approval before resuming work.

### **SCHEDULED WEEKLY HOURS**

You and your supervisor will work together to establish the number of hours you may work per week to ensure your academic course load takes priority, that you do not exceed your maximum work-study award for the term, and to ensure department needs are met. Your supervisor maintains the authority to reduce your hours at any time due to changes in workload or departmental needs and budgets. Students are not guaranteed a specific number of hours per week or pay period, or to earn the full value of their work-study award.

### **STUDENT HOURS FAQS**

**Q:** How many hours can I work each week?

**A:** Work-study awards typically allow for an average of 10 hours/week throughout the semester, but each student's financial aid eligibility is different. Some students may be eligible to work more hours per week than others.

**Q:** What if I work more than my budgeted hours in a week?

**A:** Students may not work more hours than they are allocated because work-study is a form of financial aid and schools cannot overpay financial aid. For each week you work more than your scheduled hours, you will have at least one week where they will need to work fewer to remain within your allocation. Once you have earned what you were awarded, you must discontinue employment.

**Q:** Can I work as many hours as I want per week, understanding I will run out of hours later in the semester?

**A:** No. Students are not authorized to work more than 30 hours/week on average per MinnState guidance and Minnesota North Financial Aid Office policy. Your supervisor must contact the Financial Aid Director with special exceptions that require a student to work more than 30 hours per week for a limited time period. Overtime (40+ hours per week) is not permitted, except in specific situations, such as Wildland Firefighting, or other internship programs where hours are dictated by the environment.

**Q:** Can my work-study award be increased so I can work more hours?

**A:** On occasion, your financial aid and cost of attendance allows for an increase to your maximum award. This is individual to the student and must be approved by the Financial Aid Office before additional hours are worked. Contact [workstudy@minnesotanorth.edu](mailto:workstudy@minnesotanorth.edu) to request an increase.

**Q:** Can I continue to work if I withdrew from, or stopped attending some of my courses?

**A:** You must maintain minimum enrollment (6 credits) for the full duration of your employment. If you withdraw or drop below 6 credits, you are no longer eligible to work. You may be required to repay any earnings received after becoming ineligible. Be sure to always prioritize your academic performance above other activities, including work-study.

## **BREAKS**

Students are required to take a paid 15-minute break for every 4 hours of consecutive work. Paid breaks are not recorded in eTime, but you must alert your supervisor leaving for break. Students are also required to take an unpaid 30-minute lunch break if they are scheduled to work more than 6.5 consecutive hours. This break must be recorded in eTime because it is unpaid time off. Enter an "out stamp" in eTime when leaving and an "in stamp" when returning from lunch.

Hours Worked	Length of Break
Less than 4 hours	No Break
At least 4, less than 8 hours	1) 15min paid break
At least 6.5, less than 8 hours	2) 15-min paid breaks + 1) unpaid 30-min lunch
8 or more hours	2) 15-min paid breaks + 1) unpaid 30-min lunch

## **WAGES AND PAYMENT**

Student wages are currently \$15.00 per hour. This is subject to change at any time. Wages are paid via Direct Deposit every other Friday for the hours that were entered and approved the prior week. Those who do not have a direct deposit account set up in eServices will be mailed a paper check to the permanent address on file in eServices. Minnesota North College is not responsible for the time delay for checks that are mailed out.

The [Student Payroll Schedule](#) provides important payroll dates, including the dates your timesheet needs to be submitted, the date it needs to be approved by your supervisor, and when you can expect your paycheck to deposit.

## DIRECT DEPOSIT

Direct Deposit is the official method for issuing student employment compensation. Individual check pickup is no longer available. Checks for students without a Direct Deposit account will be mailed to your permanent (home) address on file. Minnesota North College is not responsible for postal service delays.

Direct Deposit has several advantages for students including:

- ◆ Consistent availability of funds on designated paydays
- ◆ Immediate accessibility of funds (no need to cash or deposit a check)
- ◆ Better accuracy when reconciling bank transactions
- ◆ Direct Deposit information remains active and follows to other MinnState schools

You can set up Direct Deposit quickly and easily by doing the following:

1. Login to [eServices](#)
2. Select either Student Employment or Financial Aid
3. Click on Direct Deposit Setup
4. Click on Add Direct Deposit Account
5. Enter bank account routing number and account number (debit cards are not accepted)
6. Entering your Star ID and password and save your information
7. Direct Deposit status will remain pending up to 24 hours, then should read "Active".

## EARNED SICK AND SAFE TIME

Student employees are eligible to earn one (1) hour of [Earned Sick and Safe Time \(ESST\)](#) leave for every 30 hours worked. ESST may be used in the following circumstances and is entered in eTime the same as hours worked. Employees receive notice on the Student Employment page in eServices upon hiring with information about this benefit, and can view their leave balance and accrual each pay period on earnings statements in eServices.

Hours Worked	ESST Earned
1 hour	2 minutes
10 hours	20 minutes
30 hours	1 hour

Employees can earn up to 48 hours annually (July 1 through June 30). Unused ESST will roll to the next year, but the maximum leave balance that an employee may have at any time is 80 hours.

Once the maximum balance is reached, ESST accrual is suspended until it is below 80 hours again, provided the employee has not reached the annual maximum of 48 hours.

### **EXCUSED ESST ABSENCES**

- ◆ Employee's physical or mental illness, treatment or preventative care
- ◆ Employee's family member's physical or mental illness, treatment or preventative care
- ◆ Absence related to domestic abuse, sexual assault, or stalking of the employee or family member
- ◆ Closure of employee's workplace due to weather or public emergency
- ◆ Inability to work due to a communicable disease

### **PERMITTED ESST FAMILY MEMBERS**

- ◆ Child (including stepchild), foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in *loco parentis*
- ◆ Spouse or registered domestic partner
- ◆ Sibling, stepsibling, or foster sibling
- ◆ Biological, adoptive, or foster parent, stepparent, or a person who stood in *loco parentis* when the employee was a minor child
- ◆ Grandchild, foster grandchild, or step-grandchild
- ◆ Grandparent or step-grandparent
- ◆ A child of a sibling of the employee (e.g. niece)
- ◆ A sibling of the parents of the employee, or (e.g. uncle)
- ◆ A child-in-law or sibling-in-law (e.g. daughter-in-law)
- ◆ Up to one individual annually designated by the employee

### **ADDITIONAL ESST DETAILS**

- ◆ Student employees who transfer to another MinnState college or university will retain their accrued ESST.
- ◆ Accrued ESST will be reinstated for students who are reemployed within 180 days.
- ◆ Unused ESST is not a cash benefit and is not paid out to students upon resignation or termination.
- ◆ Employees must notify their supervisor as soon as possible, and ideally, provide advance notice, if they must be absent.
- ◆ Employees may provide notification of absence by phone, email, or written statement.
- ◆ Supervisors may require reasonable (discreet) documentation for absences lasting more than three consecutive days.

Abuse of this benefit is defined by the use of Earned Sick and Safe Time by a student employee for a reason other than those authorized by law. Employees found to have abused this provision are subject to disciplinary action, up to and including termination.

## **ELECTRONIC TIMESHEET (ETIME)**

Students use an electronic timesheet ([eTime](#)) to track hours and manage their earnings. This application is located in the eServices dashboard menu, and is responsive to mobile and desktop devices. To see and use the main eTime features, you must have first completed the steps outlined in the [Steps to Become a Student Employee](#) section above, and have received confirmation indicating your eligibility to work.

### **KEY ETIME FEATURES:**

- ◆ Editing time already entered for a current pay period
- ◆ Ability to add time to a prior pay period
- ◆ Providing details about student work authorization and total award amount
- ◆ Ability to track total earnings over multiple years

### **ETIME INTEGRITY:**

#### **◆ MONITOR HOURS AND ELIGIBILITY**

Students and supervisors are alerted each time they view their timesheet in eTime once they have earned 80% of their allocated work-study award. Clicking the "Position Details" link will provide additional information, including remaining award/hours. It is your responsibility to ensure that you do not enter hours that exceed what you are eligible to earn. Students may be required to repay earnings for hours paid in excess of eligibility.

#### **◆ REPORT HOURS HONESTLY**

Student wages are funded primarily by state and federal sources. Falsifying your reported hours is theft of government property and may result in termination from the program, repayment of unearned wages, and potential criminal charges.

#### **◆ SUBMIT HOURS ON TIME EACH/EVERY PAY PERIOD**

Student hours must be entered and submitted by 8:00 am every Wednesday directly following the end of a pay period. It is your responsibility to submit your hours on time every pay period. Late timesheets create additional work and involve multiple offices. Habitually submitting late timesheets, or continuously editing prior timesheets may result in disciplinary action, including ineligibility to participate in work-study programs.

## **STUDENT RESPONSIBILITIES**

As representatives of the institution, student employees are held to a higher standard while working. You are expected to understand and abide by the following rules and policies. Failure to do so may result in disciplinary action.

## FEDERALLY REGULATED RULES

### Work During Class Time

Students may not work during scheduled class time. If an exception is made by the instructor due to class cancellation or other arrangement, you may enter the reason in eTime with comments if necessary. This should be a rare occurrence. If your schedule has changed or you have a flexible class schedule, submit documentation of such to the Work-Study Document Uploader.

### Confidentiality (FERPA)

Confidentiality is mandated by law for those who work with that information. See the section on [Confidentiality](#) for more information.

## SCHOOL POLICY AND RULES

- ◆ Abide by the [Student Code of Conduct](#) at all times.
- ◆ Notify your supervisor as soon as possible if you will be late or absent, or if you intend to discontinue working in your position.
- ◆ State equipment must only be used for approved work-related purposes. This includes phones, computers, printers, cameras and video equipment, and all property belonging to Minnesota North College.
- ◆ Dress appropriately.
- ◆ Using explicit language or disrespecting the preferences of others in regard to explicit language, music, or other media is not permitted.
- ◆ Display and promote [eTime Integrity](#)

## MAINTAINING ELIGIBILITY

Students are expected to maintain eligibility while participating in employment programs by meeting Satisfactory Academic Progress and maintaining half-time enrollment levels. At Minnesota North College, Satisfactory Academic Progress means you must meet all of the following criteria:

- ◆ Maintain a 2.0 cumulative grade point average or higher
- ◆ Complete at least 67% of all attempted credits
- ◆ Remain within your maximum allowable time frame for financial aid

Please refer to the [Satisfactory Academic Progress Policy](#) for more information regarding how you are evaluated as a student and the process to appeal an academic or financial aid suspension.

## CONFIDENTIALITY

Some positions require employees to have access to pieces of confidential information. The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 protecting student's private data and educational records. If your position includes access to confidential student,



staff, or faculty records, it is important to become familiar with the basics of FERPA to ensure that you remain compliant with this federal law.

#### Never...

- ◆ release information about a student or staff/faculty member unless your position authorizes and requires that you do so.
- ◆ acquire or collect any information from a student's record unless it is necessary to complete the duties that have been assigned to you.
- ◆ share information about students, staff, or faculty that you may have learned while performing your work duties.

#### Always...

- ◆ treat ALL private information accessible to you in the performance of your duties as confidential, regardless of format (e.g., electronic, paper, verbal, etc.) unless and until you are otherwise advised by your supervisor.
- ◆ maintain confidentiality and privacy of all sensitive information during and after your employment with Minnesota North College.
- ◆ abide by the Minnesota North Confidentiality of [Student Records and Data Privacy Policy](#).

### DIRECTORY INFORMATION

Some student information is considered directory information. Directory information is available to members of the public upon request unless the student has explicitly requested that their information be kept private. Requests should always be reviewed with discretion, and when in doubt, consult your supervisor.

Directory information should only be supplied upon request and not freely communicated at will. Directory information includes the following:

#### ◆ PERSONAL INFORMATION

- ◆ Student's name
- ◆ MNC email address
- ◆ Star ID

#### ◆ ACADEMIC INFORMATION

- ◆ Dates of attendance
- ◆ Program of study
- ◆ Degrees awarded
- ◆ Honors and awards received
- ◆ Height and weight of athletes
- ◆ Photographs (stills and motion)
- ◆ Participation in officially recognized activities and sports

## CONFIDENTIALITY BEST PRACTICES

Follow these best practices to ensure you are not inadvertently disclosing private information.

- ◆ Leave documents that include private data face down when stepping away from your work station momentarily.
- ◆ Lock your computer monitor when leave your work station or desk when working with private data. Pressing the Window key + L will lock your screen while you're away. Pressing the vertical bar in the lower right corner of your screen will also minimize your current screens.
- ◆ Be discreet when discussing student data with others in the vicinity. Use hushed tones, or move to a more private area if the information is sensitive. Only discuss with your direct supervisor or authorized individuals.
- ◆ Use student IDs rather than names when discussing information in the presence of others.

When in doubt, always err on the side of caution and release or share less rather than more and don't be afraid to refer data requests to your supervisor or other department staff.

## SUMMER EMPLOYMENT

A limited number of work-study positions need student employees during the summer months. Supervisors must request and have a departmental need for summer hours. Below are basic requirements for summer employment. However, summer work-study eligibility is unique to each student. Please follow the [Steps to Become a Student Employee](#) if you are interested in a summer position.

Students who meet the following criteria may qualify for summer employment:

- ◆ Students who were either enrolled during the previous spring semester AND are enrolled for the following fall term OR are currently enrolled for summer at or above half-time enrollment level and not yet have graduated from Minnesota North
- ◆ Students who have a valid financial aid application for the current or following FAFSA year showing demonstrated financial need.
- ◆ Students who have graduated from high school or have earned an equivalency diploma

To qualify for employment during May and June, students must have a valid FAFSA on file for the current year. To qualify for employment during July and August, students must have a valid FAFSA on file for the upcoming year.

Please submit a Work-Study Interest Form if you are interested in summer work-study so that our office can review your eligibility.

## **ENDING EMPLOYMENT**

As a work-study student, your employment is temporary and you are not contractually bound to any position for any length of time. When your employment ends it will be due to either voluntary or involuntary factors.

### **VOLUNTARY RESIGNATION**

When you are hired, it is assumed you will remain working in your position throughout the semester or until your work authorization has expired. However, circumstances can change and ending your employment is sometimes unavoidable. If you must quit your job, it is expected that you will first notify your supervisor; giving him/her as much notice as possible. You must also notify the Financial Aid Office so that all records can be updated accordingly.

### **INVOLUNTARY TERMINATION**

Supervisors are expected to be fair and impartial when working with students to resolve any conflicts that may arise. However, supervisors do have the discretion and authority to terminate student employees for reasons that may include but are not limited to:

- ◆ Continued poor work performance or attitude
- ◆ Continued or excessive tardiness or absences
- ◆ Falsification of employment records (such as time worked)
- ◆ Working during scheduled class time
- ◆ Insubordination (defiance of authority)
- ◆ Breach of confidentiality

Your employment will also be terminated if any of the following have occurred:

- ◆ You are not making satisfactory academic progress
- ◆ You have dropped below half-time enrollment
- ◆ You have received other aid and are no longer eligible for work-study
- ◆ Funding for your employment is no longer available.

Your employment cannot be terminated for any of the following reasons:

- ◆ Age
- ◆ Ancestry
- ◆ Gender
- ◆ Gender Identity
- ◆ National Origin
- ◆ Pregnancy
- ◆ Race
- ◆ Religious Creed
- ◆ Sexual Identity

If you encounter a conflict with your supervisor or other staff in your role as a student employee, it is recommended that you first request a meeting with your supervisor to address the issue. If your meeting does not produce a resolution, please meet with a campus counselor to attempt to remedy the situation in a different way with a mediator. If you are unable to resolve your dispute through any other means or if you believe you have been harassed or discriminated against by any individual on campus, submit a [Student Complaint Form](#) to Director of Operations on your campus.

Welcome to the Minnesota North Student Employment program! Please do not hesitate to reach out with questions, concerns, or feedback.

**Minnesota North College**

Financial Aid Office/Student Employment  
workstudy@minnesotanorth.edu