

Section: EMPLOYMENT
Subject: Adjunct, Temporary and Student Employment Restrictions
Number: HR 3112

I. Institutional Regulation

- A. Adjunct, Temporary & Student employees shall be limited in the amount of time that they may work for the College.
- B. DMACC students shall be required to meet enrollment and attendance standards in order to qualify for Student employment.
- C. If previously employed in a regular position, a waiting period may be required before an employee can be rehired as an Adjunct, Temporary or Non-Work Study Student employee.

II. Procedure

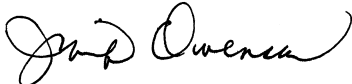
A. Adjunct and Temporary Employment

- 1. An Adjunct employee may not have a load of more than 8 ECH's during both Fall and Spring terms of an academic year and is limited to a maximum of 30 ECH in a Summer, Fall, Spring term timeframe.
- 2. A Temporary employee may not work more than a total of 1000 hours in a fiscal year, even if the person holds more than one Temporary job during that year.
- 3. If an individual is employed as both a Temporary and an Adjunct employee, they may work up to an average of 73% of full time equivalent work (29 hours a week). The annual measurement period for this combined work is May 15th through May 14th. Student work also counts toward this limit.
- 4. Supervisors of Adjunct and Temporary employees shall monitor workload and/or work hours to ensure employees do not exceed allowable maximums.

B. Student/Work-Study Employment

- 1. A Student/Work-Study employee may only perform services for the College as an incident to and for the purpose of pursuing a course of study at the College.
 - a. Students eligible to participate in the Work-Study program may work no more than 20 hours per week (as limited by financial need) unless otherwise approved by the DMACC Financial Aid Department.
 - b. Student employees may work no more than an average of 29 hours per week during a May 15th through May 14th measurement period. Any other work performed by the Student employee (adjunct, temporary, etc.) will also count toward this work limit.
 - c. Hours worked as a Student employee during the fiscal year will count toward the 1000 hours of temporary work available in that fiscal year.
 - d. Student/Work-Study employees are not permitted to work during their scheduled class times.

2. To qualify as a Student/Work-Study employee, a person must be:
 - a. Enrolled at DMACC in a program of study leading to a degree or certificate at least one-half time (6 credits or more Fall or Spring term, 4 credits or more Summer term); AND
 - b. Regularly attending classes while employed.
 - c. Approved for the Work-Study program as determined by the Financial Aid Department.
3. A person who qualifies for Work-Study employment may work during a period of attendance for which the student has been identified as being eligible to participate in the Work-Study program by the Financial Aid Department. This is commonly from the first day of a standard DMACC term to the last day of the defined term. Work Study employment during Summer Semester is permitted only with special permission from the Financial Aid Department. Work-Study Students are not allowed to work during a period of non-attendance or during scheduled breaks without special permission from the Financial Aid Department.
4. Supervisors of Student /Work-Study employees shall monitor their enrollment status to ensure they continue to be eligible for employment as a Student. If enrollment drops below the minimum requirements listed above and the employee is allowed to continue working, the supervisor must change the employee from Student to Temporary employment.

APPROVED: 
Executive Director, Human Resources

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