I. Institutional Regulation

1. Adjunct, Temporary & Student employees shall be limited in the amount of time that they may work for the College.

2. DMACC students shall be required to meet enrollment and attendance standards in order to qualify for Student employment.

3. 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 8 or more 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, s/he 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. 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. Hours worked as a Student employee will not count toward the 1000 hour limit for Temporary employment.

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.

3. A person who qualifies for Student employment in a term may work as a Student employee from the first day of the semester until the day before the first day of the following semester.
4. A person who qualifies for Work Study employment may work as a Work Study from the first day of Fall Semester through the last day of Spring Semester. Work Study employment during Summer Semester is permitted only with special permission from the Financial Aid office.

5. 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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