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.

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