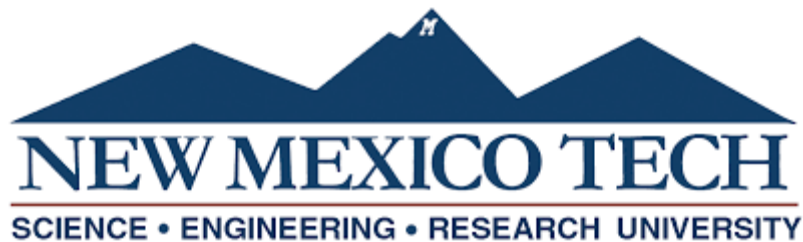


Student Employment Handbook



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Welcome to New Mexico Tech!

You have accepted a student employee position and you are 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 and your new job, the greater your satisfaction will be.

Employment Contact Numbers

Financial Aid Office	575-835-5333
Career Services Office	575-835-5060
Payroll Office	575-835-5510
Cashier's Office	575-835-5515
Affirmative Action Compliance	575-835-5165

Equal Employment Opportunity

New Mexico Tech is committed to the policy* that all persons shall have access to its programs, facilities, and employment without regard to race, age, religion, color, national origin, ancestry, sex, sexual orientation, physical or mental handicap or serious medical condition, spousal affiliation, or gender identity, as required by the New Mexico Human Rights Act, Title VI and Title VII of the 1964 Civil Rights Act as amended, Civil Rights Act of 1866, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, The Age in Employment Discrimination Act of 1990, Vietnam Era Veterans Readjustment Assistance Act of 1974, Title IX of the Education Amendments Act of 1975, Immigration Reform and Control Act, or by other applicable laws and regulations.

Inquiries regarding compliance may be directed to:

Randy Saavedra, Director,

Affirmative Action, Brown Hall 20D,

New Mexico Tech, 801 Leroy Place, Socorro, New Mexico 87801;

Telephone **505-835-5005**

e- mail: Randy.Saavedra@nmt.edu.

*For more information on NMT's policies visit www.nmt.edu/policies/

General Undergraduate & Graduate Eligibility Requirements

Students are allowed to work on campus through part-time student employment and through federal and state work-study. In general, the students must be classified as regular, degree-seeking students.

To work through part-time student employment, the student must be enrolled **full time (12 or more credit hours undergraduate, 9 or more credit hours graduate)**. To work through the federal or state work-study program, the student must have qualified for an award from one of these funds when awarded financial aid. The Career Services/Student Affairs staff can assist the student with finding a position through **Handshake**.

www.nmt.joinhandshake.com/

Before beginning work, a student must complete a Student Work Authorization form and I-9. The student can find the work authorization under *Financial Aid Forms* on the Financial Aid website. www.nmt.edu/finaid/

Work-Study

Some students are awarded Federal Work-Study as part of completing the FAFSA. This is a need based program, meaning you qualify based off of your resources and expenses. This program provides matching funds to the school to make it easier for departments to hire students. A student who has work study funding has 75% of their wage subsidized by work study funds and 25% paid from the department's budget. Once a student has exhausted their work study funding for the academic year, the department must determine if they can continue to employ the student solely from their departmental operating budget.

Federal Work-Study (for permanent residents and U.S. citizens) and New Mexico Work-Study (for New Mexico residents) allotments are similar. Both are need-based, meaning you qualify based on your resources and expenses. Both programs work by granting "matching funds" to the school to make you more attractive to a department or other campus entity who is considering you for employment.

Once you are employed, work-study funds are used to subsidize your earnings. If you do not find a job, you do not receive any money from the allotment. The amount of your allotment limits the number of hours you may work per week. Work-study allotments cannot be increased after the allotment is made.

College Work Study - Federal and State College Work Study

New Mexico Tech participates in 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 maximum work week. All on campus employment will cease as soon as educational program is completed.

On Campus Employment & Stipend Based On Campus Employment

On campus employment must not exceed 20 hours per week while classes are in session. All on campus employment will cease as soon as educational program is completed.

Research and Teaching Assistantships are for Graduate studies students only. These assistantships are managed by the Center for Graduate Studies. They provide resident tuition rate. Graduate students receiving a Research Assistantship or a Teaching Assistantship must be registered for 12 credit hours or more each semester they are receiving the assistantship (6 hours if they are supported for the summer semester). In rare circumstances a Research Assistant may be allowed to work off campus, such as at a school or research facility.

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.

Part-time Employment (Non-Work Study) Part-time employment students must maintain full time enrollment (12+ undergraduate, 9+ graduate) 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.

Work Study and Part-Time Work Students Hiring Process

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.

1. The Career Services Office posts the student employment jobs that are available. 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 Studies Work Limits

During your assistantship, you may not have more than one job on campus without the prior consent of your academic advisor, your department chair, and the Dean of Graduate Studies. This is both for your protection and so that more graduate students will be supported. Your work responsibilities (for a half-time appointment) may not exceed 20 hours per week during the time when classes are in session.

To qualify for appointments between sessions, you must pre-register for classes for the subsequent semester. Domestic graduate students may hold full-time appointments in the summer. Because of the requirements imposed by the Immigration and Naturalization Service, international students who have research appointments, may work full time only **between** academic sessions. For international students under contract in the summer, the research stipend may be no more than 60% greater than that for similar pay periods during the regular academic year (to cover international students working the extra hours between academic sessions).

Graduate Studies Work Authorization

Full-time graduate students may obtain hourly employment from various campus entities. Such employment is accommodated under a Student Work Authorization (SWA). During the fall and spring semesters, students holding a SWA must satisfactorily complete at least 9 credits of approved (upper division or graduate) coursework. To work during the summer, students must be taking at least three credit hours in the summer session or be preregistered for the fall courses.

The only exception is made *one time*, in a student's final semester, with a reduced registration approval from the Center for Graduate Studies., For information on accommodation for reduced registration for full- time students, see the section on Course Loads.

During the summer, students may have on-campus jobs unrelated to their degrees and avoid the necessity of registration if the benefits of employment are financial and not directly related to their degree progress or research project. A student who is: 1) not in residence for the summer, but is 2) preregistered as a full time student for the fall semester, may qualify for a Student Work Authorization (on-campus employment up to 40 hours per week). The student's academic advisor must indicate that, to the best of their knowledge, the on- campus employment is unrelated to degree progress and that the student will not be using the facilities or staff of the Institute during the summer semester.

Research Assistantships

Research assistantships may be granted for as little as one semester, however, it is more typical for these contracts to be written on either a nine-month (academic year) or a twelve-month (calendar year) basis. If you have a research assistantship, you will be working with a faculty member on a research project. It may be possible to use some portion of the research you

do for your assistantship as part of your thesis or dissertation. If you have a twelve-month assistantship, you are allowed two weeks of vacation a year, if your supervisor approves. Your vacation schedule must be coordinated with your supervisor.

Teaching Assistantships

Teaching assistants work under the supervision of a faculty member. The work assigned to a teaching assistant may include teaching a lab or course, tutoring, preparing a lab, assisting in a lab, or grading. Once assigned to a course, you are responsible for all matters relating to the course, including grading, preparation of lectures and examinations. The stipend is paid from the department's budget and from New Mexico state tuition funds.

Fellowships

There are fellowships available for many graduate programs. A fellowship differs from an assistantship in that the funds are usually not derived from New Mexico Tech. Some fellowships are handled in the same way as assistantships, and some are not; you will have to determine the procedures for your particular appointment from the Center for Graduate Studies and from the department granting the fellowship. To find out about what fellowships are available, check your department bulletin boards; ask your department chair; and talk to someone at the Center for Graduate Studies. The National Science Foundation Graduate Research Fellowship Program is an excellent example of external fellowships available to support graduate students.

Graduate Research/Teaching Assistantships Hiring Process

1. An I-9 Form will need to be completed in the Budget & Analysis, West Hall, Room 206. A list of acceptable documentation is available upon request and online.
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.

General International Student Eligibility Requirements

The Office for International Programs, housed in the Office for Student Affairs, is set up to help students with any problems that they may encounter while enrolled at Tech. Our main focus is protecting students' legal status, as well as offering a place to come and find answers to any questions students may have.

The Designated School Officials (DSOs: person authorized to sign F-1 documents) are:

Michael Voegerl (Director of Office for Student Affairs) **575-835-5060**

Email: michael.voegerl@nmt.edu

Tristine Hayward (Assistant Director of Office for Student Affairs) **575-835-5022**

Email: tristine.hayward@nmt.edu

The Responsible Officers (ROs: person authorized to sign J-1 paperwork) are:

Michael Voegerl (Director of Office for Student Affairs) **575-835-5060**

Email: michael.voegerl@nmt.edu

Jessica Dennis (Human Resources) **575-835-5370**

Email: Jessica.dennis@nmt.edu

Hourly Based On Campus Employment

F-1 and J-1 students in good academic standing and registered for 12 credit hours or 9 credit hours (graduate) in the fall and spring are eligible to seek on campus hourly employment not to exceed 20 hours per week. Hourly on campus employment does not qualify for “in state” tuition. International students can only qualify for “in state” tuition while on a Research Assistantship or Teaching Assistantship

NOTE: if a student has more than one on campus job, the student cannot work more than 20 hours total between all of the jobs. F-1 and J-1 students may work up to 40 hours per week in on campus employment during the summer as long as they are pre-registered for 12 credit hours (undergraduate) or 9 credit hours (graduate) in the fall semester.

NOTE 2: If you have a 10 hour assistantship, you may work an additional 10 hours a week in an on campus job.

Off Campus Employment

F-1 and J-1 visa holders are not allowed to work off campus. There are a few circumstances where off campus employment may be allowed; please see the International Advisor.

Miscellaneous Employment

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 Information

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:

#Hours Enrolled	#Hours/Week
0,1,2	40
3,4,5	30
6+	20

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 institutional funds is minimum wage. The New Mexico state minimum wage is set to increase through 2023 so you may visit the New Mexico Department of Workforce Solutions to determine the current hourly wage. (<https://www.dws.state.nm.us/Minimum-Wage-Information>)

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 40 hours in any week (20 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 you 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 Pick up

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.

FAQ's

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.