



**EDMONDS COMMUNITY COLLEGE
HUMAN RESOURCES
STUDENT PAY RATE SCHEDULE**

**STUDENT EMPLOYEES: Institutional (AM0005), International (AM0009),
and Federal Work-Study (FWS) (AP0101)**

Job Classifications/Pay Rate Guidelines
Minimum wage adjusted 01/01/18

Please see the new combined HOURLY/STUDENT Pay Rate Schedule for all student pay rates except the State Work-Study (SWS) students.

State Work Study (SWS) (AP0303) Student Employees

State work Study (SWS) is a state funded financial aid program. Per program rules, SWS wages must be comparable to on-campus civil service wages. These wage rates are set by Human Resources and are determined by comparison of the job Description to the WA Dept. of Personnel position classification tables. Please contact Janette Reilley @ x1774 to determine job classification title and pay rates prior to hiring a SWS Student Employee. Please see the separate SWS Classification schedule.

General Information for both Hourly and Student Employment:

New Hires:

Non-permanent Hourly and Students hired for employment must pass a background check before beginning employment and make arrangements to visit Human Resources to complete hiring paperwork during one of the scheduled paperwork sessions.

PAF Effective Dates:

The start date and end date of each action must be indicated on all PAFs. Unless they have an earlier end date, all hourly and student PAFs end each year on June 30. If the department wishes to extend employment beyond June 30, supervisor must respond to the renewal email sent out by payroll.

Holiday and Overtime Pay

Non-permanent Hourly and Students are not eligible for vacation pay or holiday pay. If job responsibilities require a student to work on days classes are not in session (i.e., advising days, holidays or weekends) **the supervisor should indicate approval under remarks on the timesheet in TLR.** Payment for these days is at the established hourly rate. Non-permanent Hourly and Student employees are not authorized for overtime employment.

Sick Leave

Hourly and Student employees will accrue one (1) hour of paid sick leave for every 40 hours worked. Sick leave use is accrued and reported in TLR.

Breaks and Meal Periods

Hourly and Student employees must be provided breaks and benefits in line with appropriate state and federal regulations. At a minimum, an employee is entitled to one 10-minute [paid] break during every four consecutive hours worked and one 30-minute [non-paid] lunch period after five consecutive hours of work.