EDMONDS COMMUNITY COLLEGE

PERSONNEL ACTION FORM
STUDENT

SID #	Dept	Mail Stop	Date Prepared
Name *(last name first)*			
Address *(number/street)* *(city)* *(state)* *(ZIP)*			Telephone

EMPLOYMENT STATUS	SCHOOL ATTENDING	Hrs/Wk –
☐ AM – Institutional Student Employment ☐ AP-0101 (Fed Wk Study) ☐ AP-0303 (State Wk Study)	☐ Ed CC ☐ ESL ☐ Other _____	Not to exceed 19 per week

ACTION	HR USE ONLY
☐ New Appointment ☐ Budget Coding Change ☐ Reappointment ☐ Termination ☐ Employee Type Change ☐ Other_____ ☐ Salary Rate Change/Wage Increase	A __ __ 1 _____ A __ __ 3 _____ A __ __ 2 _____ A __ __ 4 _____

EFFECTIVE DATES From	To	Date of Hire	Termination Date

Classification Title	Code	Rng	Step	Hourly Rate

BUDGET CODE
(Include all possible budget codes for this year)

Appr – Prog – Org – Obj – Sub

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CONDITIONS OF EMPLOYMENT: Student employees must comply with college policies and regulations (manual is located in the library or division offices U-drive). Wages paid will be appropriate and reasonable, and will depend on type of work performed, experience, and proficiency. The starting salary will not be less than the current minimum wage rate.

I-9 documentation is required within 72 hours of employment. Most common identification used for documentation is: 1) US Passport or 2) drivers license and SS card. This process is completed at the Human Resource Office (CLA 100).

To be employed under the Institutional Student Help (AM) Program, a student must be enrolled for a minimum of **six credits** required by college regulation **each quarter**. Students are considered to be on their "quarter long break", if they have three previous, consecutive quarters of 6 credits or more and intend to enroll for 6 or more credits in the next quarter. Work-study employment must be terminated when the student is no longer eligible to participate in the Work-study (AP) Program.

Employment may not exceed 19 hours per week while classes are in session. Students may work up to 40 hours/week during short breaks between quarters and during the quarter when not enrolled if they meet criteria above.

Student employees are exempt from the civil service rules of the Higher Education Personnel Board and are not eligible for state employee benefits

REMARKS

_____ _____ _____
Supervisor/Budget Authority (**print name)** Student (**signature)** Date

_____ _____ _____ _____
Supervisor/Budget Authority (**signature)** Date Executive Director of Human Resources
Certifying Payroll Officer Date

Distribution: Payroll, Financial Aid, HR, Student, Budget Authority
Rev. 3/19