

- Perform personal projects/class work on your own time, not during your scheduled work hours. You should earn “an hour’s pay for an hour’s work.” Students are not paid to study. If all job duties are complete before you have finished your scheduled shift, ask your supervisor about the appropriateness of doing schoolwork
- Use ARCC equipment and supplies for work purposes only.

Please note: If you violate any of these responsibilities, your work study may be terminated for the current term and may jeopardize any future work-study eligibility.

VII. EQUAL OPPORTUNITY/NON-DISCRIMINATION

Anoka Ramsey Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, Minnesota Statutes Chapter 363 and other applicable state or federal laws or College policies.

VIII. STUDENT EMPLOYMENT CONTACT INFORMATION

Financial Aid 763-433-1500
financialaid@anokaramsey.edu

IX. EARNED SICK AND SAFE TIME

Sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

An employee is eligible for sick and safe time if they:

- work at least 80 hours in a year for an employer in Minnesota; and
- are not an independent contractor.

Temporary and part-time employees are eligible for sick and safe time. Sick and safe time requirements will not apply to building and construction industry employees who are represented by a building and construction trades labor organization if a valid waiver of these requirements is provided in a collective bargaining agreement.

An employee earns one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year unless the employer agrees to a higher amount.

