



# **Student Employment Handbook**

**Campus Employment  
Federal Work Study  
Resident Assistant Stipend**

**August 2008**

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## **Introduction**

The purpose of this handbook is to provide information on the standards of conduct and employment procedures at Cottey College. These standards are defined solely at the discretion of the College, and as such, may be revised or discontinued without notice. The College believes it is important that each student employee and each supervisor be fully aware of these procedures so that the responsibilities are clearly understood and carried out. It is expected that student employees together with supervisors are responsible for the application and enforcement of these policies and procedures. Each student employee is an important and valuable asset to the successful operation of Cottey College.

We believe that work enhances the total educational program through the learning of responsibilities, attitudes, and processes associated with employment. Work provides opportunities for personal growth and skills training.

## **Conditions of Employment**

Student employees are employees at will and are hired on an as-needed basis. A student employee is a part-time employee who is enrolled at the College and is degree seeking. Therefore, the employment is temporary in nature. Student employees who withdraw, drop below six hours of enrollment, or are suspended are not eligible to work.

Student employees are not eligible to receive employment benefits such as, but not limited to: paid vacation, sick leave, holiday pay, medical or dental insurance, unemployment compensation, and retirement benefits.

## **Equal Employment Opportunity**

The College adheres to a strict non-discrimination policy regarding the treatment of individuals. In addition, in accord with federal law and applicable Missouri statutes, the College does not discriminate on the basis of race, color, religion, sex, age, national origin, citizenship, disability, veteran status, or any other factor protected by law.

## **Work Related Injury**

Student employees are covered by Workers' Compensation Insurance for on-the-job injuries. Workers' Compensation provides for the payment of medical expenses to an employee who suffers the effects of any injury arising out of, and in the course of, employment.

Any student employee sustaining a work related injury/illness is required to report the incident immediately to her supervisor. A student should not seek first aid or treatment without informing their employer.

## Voluntarism

The Fair Labor Standards Act of 1938, as amended, prohibits employers from accepting voluntary services from any paid employee. All Cottey College student employees (Federal Work-Study and Campus Employment) must be paid for all hours worked.

## Confidentiality

The confidentiality of student information is protected under a federal law known as the Family Educational Rights and Privacy Act (FERPA). Inappropriate release of confidential student information is a serious offense. If you have access to student information as part of your employment, your supervisor may ask you to sign a confidentiality statement. (See Appendix 6 for an example of the Confidentiality Statement.)

Do not discuss department issues with anyone outside of the department, nor remove files or other materials from your workplace.

## Federal Work-Study

FWS is a financial aid program awarded on the basis of financial need and is subsidized by federal funding. We receive 75% of the funds from the federal government and Cottey contributes 25%. Federal laws must be complied with by not allowing FWS students to earn more dollars than their awards and by making sure that their work/class schedules do not conflict. The employing department must have on file the class schedule for each semester the student works as a FWS employee. The FWS award is the maximum earnings authorization. Students who do not earn their allocated FWS award during the fall semester can earn the remaining award in the spring semester. **Once the student has earned her maximum award, the student must stop working!** The student's supervisor may contact the Director of Financial Aid to request an increase in the student's award, however there may not be any additional dollars available.

Schools that receive FWS are required to spend 7% of their federal funding for community service employment and America Reads tutoring. We hire students to be tutors at Truman Elementary School in Nevada to satisfy part of this requirement.

## Campus Employment

Campus Employment is not necessarily awarded on the basis of financial need. Cottey receives no federal funding for this program. The Campus Employment program has the same job descriptions, hiring process, pay, etc. as the FWS program. **Once the student has earned her maximum award, the student must stop working!** The student's supervisor may contact the Director of Financial Aid to request an increase in the student's award, however there may not be any additional dollars available.

## **Resident Assistants Stipend**

Students hired as Resident Assistants are paid \$3,250 for the academic year, or \$361.11 per month.

## **Hiring Procedures**

In the spring semester of their first year, students who will be returning as **second-year students** will be allowed to apply and interview for jobs for second year. Half of the jobs in each department will be available for the returning second-year students to apply for. The Financial Aid office will put an ad in *The Cottey Connection* indicating the dates that applications will be accepted. Students can then come to the Financial Aid office to fill out an application and list up to three jobs on campus they would like to apply for. The Financial Aid office will make copies of the application and distribute them to all the departments the student listed. When the departmental supervisors receive them, they may begin calling the students for interviews. Departments are not required to interview the applicants. They may make their hiring decision based on the application and their knowledge of the applicants. Once the hiring decision has been made, the supervisor should call the student and offer the job. When the student has accepted the position, the supervisor should sign the application and return it to the Financial Aid office. The supervisor should also notify those students that interviewed but weren't chosen for the position that the job has been filled.

The other half of the jobs will be held for financial aid to assign to incoming **first-year students**. Incoming first-year students who have been awarded a job as part of their financial aid package will receive information about their job placement, including the department where they will be working, the supervisor, and the pay amount.

If a position becomes available during the year, the supervisor should notify the Financial Aid office. An ad will be placed in *The Cottey Connection* for that job with a deadline for application. At the end of the application period, we will send copies of the applications to the department. It's up to the departmental supervisor to make the hiring decision. Once the hiring decision has been made, the supervisor should call the student and offer the job. When the student has accepted the position, the supervisor should sign the application and return it to the Financial Aid office. The supervisor should also notify those students that interviewed but weren't chosen for the position that the job has been filled.

## **Employment Paperwork**

Before a student can begin work, she must fill out the appropriate employment paperwork. All first-year students who will be working on campus will complete employment paperwork during a session at Orientation. Employment paperwork includes the Form I-9, and State and Federal W-4 forms. As part of completing the I-9 form, we are required to examine certain documents, which could include the student's driver's license, Cottey ID, social security card, U.S. Passport, birth certificate etc.

All students must have a valid Social Security number. Numbers that begin with “899” or “900” are not valid for employment purposes. International students who work on campus will be required to complete an application for a Social Security number and will be taken to the Social Security office.

If a student is hired later during the year, the supervisor should tell the student to come to the Financial Aid office to fill out the employment paperwork before they can begin work.

At the end of the calendar year, the payroll office will send each employee the W-2, Wage and Tax Statement., as required by the Internal Revenue Service.

### **Pay Rates**

All student employees will be paid at least the minimum hourly wage, which at the date of this writing is \$6.65. Student employees who work in Food Service will be paid \$6.90 per hour.

### **Employment Hours**

Each student employee has a designated amount of funding that can be earned. The student and her employer should work together to make sure the student is working the appropriate amount of hours so as not to exceed the amount of earnings awarded to the student. Most students are awarded according to the following scale:

<u>Academic Year Amount</u>	<u>Maximum Hours</u>	<u>Approximate Weekly Hours</u>
\$1937 +	288	9-10
\$1450	214	6.5
\$936	140	4.5

The supervisor should establish reasonable paid breaks, not exceeding 15 minutes, for students who work at least ½ day (4 continuous hours). A break should not be provided for those scheduled less than one-half day. A student who is expected to work 7 ½ continuous hours or longer will be permitted an unpaid lunch break of at least 30 minutes.

Some departments on campus will require evening and weekend hours.

### **Payroll/Timesheets**

Student employees are paid once a month, usually around the 15<sup>th</sup> of the month. The payroll schedule for the year outlines the pay periods and pay dates.

Student employees are required to complete time sheets on a daily basis and submit to the Financial Aid office on a weekly basis. The student and the supervisor should discuss whose

responsibility it will be to turn in the time sheet to the Financial Aid office every Monday. (See Appendix 1 for an example of the time sheet.)

The work week begins on Monday and ends on Sunday. Time should be recorded to the nearest quarter hour increment:

- .25 hours
- .50 hours
- .75 hours
- 1 hour

For each pay period, the Financial Aid office submits the hours worked by each student to the Business Office. The Business Office processes the checks and makes them available to students on each payday. A student must show her valid Cottey ID to pick up her paycheck.

### **Student Employee Rights & Responsibilities**

#### 1. Work Schedule

Student employees are required to inform their employer of their class schedule for each semester and any subsequent changes in their class schedule. Supervisors will schedule work hours around the student's class schedule. Students are expected to work the hours agreed upon.

#### 2. Attendance

Students are expected to report to work on time and be ready to work. Students should inform their supervisor if they will be absent or late. Student employees may end their employment with two weeks written notice. Any student employee who quits a job during the semester may not get another job that semester.

#### 3. Proper Attire

Student employees should dress appropriately, as determined by the supervisor's department. In general, a student employee should use acceptable hygiene and maintain a well-groomed appearance.

#### 4. Attitude and Job Performance

Student should have a positive attitude and perform the job correctly and completely to the best of the student's ability. Students must try to establish a good working relationship with their supervisor and other department employees. Students must always follow the department's policies and procedures.

#### 5. Confidentiality

The confidentiality of student information is protected under a federal law known as the Family Educational Rights and Privacy Act (FERPA). Inappropriate release of confidential student information is a serious offense. If you have access to student information as part of your employment, it is imperative that you not share the information with anyone outside of your office. Do not discuss department issues with anyone outside of the department.

## **Information for Student Employee Supervisors**

### 1. Employment Paperwork

The employing department must ensure that the student has completed employment forms in the Financial Aid office prior to the student employee's first day of work.

### 2. Training

The supervisor must provide the student with a job description outlining the student's job duties and responsibilities. (A copy of the job description for each department also needs to be on file in the Financial Aid office.) The supervisor should inform the student of all expectations, including departmental policies, dress code, and any other necessary information.

### 3. Monitor Timesheets/Payroll Records

Make sure students hours worked are reported accurately and timesheets are turned in when due. Make sure the student does not exceed their allotted hours or monetary award.

### 4. Disciplinary Procedures

Always correct inappropriate behavior as soon as possible. The disciplinary procedures as outlined below should always be followed.

### 5. Maintain Records

Each department must have a personnel file for each employee and it must be kept for 5 years after the student employee leaves. The file must include:

- a) the class schedule for each semester the student works on campus.
- b) copies of weekly time sheets (or some other schedule showing the times worked).
- c) disciplinary forms, if any.

## **Employee Grievance Procedure**

In the event a student employee has a grievance, the employee should first discuss her concern with her supervisor. If the employee's complaint relates to the supervisor or if the complaint is not satisfactorily resolved with the supervisor, the employee should bring the matter to the attention of the Director of Financial Aid. If it's not resolved at that level, the employee may present her grievance in writing to the Dean of Enrollment Management. The decision rendered by the Dean of Enrollment Management is final.

## **Disciplinary Procedures/Termination**

The student employee will be subject to disciplinary measures for such actions including, but not limited to:

- Refusal to obey directions
- Violation of work policies

Dishonesty  
Misconduct/unacceptable behavior  
Inability or inefficiency in the performance of job duties  
Failure to notify supervisor of absence  
Continual tardiness or chronic absenteeism  
Theft  
Unauthorized release of confidential information

Employers must follow the disciplinary procedures listed below.

1. The first occurrence should be a **verbal warning** to the student. The supervisor should discuss the inappropriate behavior with the student and should document the date and time of the discussion and what was discussed. The original should be kept by the supervisor and a copy sent within 2 days to the Director of Financial Aid. (See Appendix 2 for an example of the Verbal Warning Form.)
2. The second occurrence should be a **written reprimand** given to the student. – The student and supervisor must sign off on the document. The original should be kept by the supervisor and a copy sent within 2 days to the Director of Financial Aid. (See Appendix 3 for an example of the Written Reprimand Form.)
3. If the work behavior has not improved and/or there is a third occurrence, the supervisor should contact the Director of Financial Aid. The Director will call the student in to discuss the situation. The student will be given a two week **probationary period**. (See Appendix 4 for an example of the Probationary Form.)
4. If the employee's work performance has not improved by the end of the probationary period, the supervisor may terminate the employee. The supervisor must fill out the **Termination Form**. The original should be kept by the supervisor and a copy sent within 2 days to the Director of Financial Aid. (See Appendix 5 for an example of the Student Employee Termination Form.)

For serious violations of conduct, the supervisor should contact the Director of Financial Aid to discuss immediate termination without following the steps listed above.

**Appendix 1**

# COTTEY COLLEGE

## STUDENT EMPLOYEE WEEKLY TIME SHEET

\_\_\_\_\_  
DATE BEGINNING

\_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
DATE ENDING

	STUDENT	M	T	W	TH	F	SA	S	TOTAL HRS
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
Total									

I hereby certify that the above is a true statement of the hours worked by each student and that each student listed has performed her assigned job in a satisfactory manner.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR

THIS FORM MUST BE RECEIVED IN THE FINANCIAL AID OFFICE BY 5:00 PM ON  
MONDAY OF EACH WEEK.

**Appendix 2**

**Student Employment Disciplinary Action  
Verbal Warning Form**

Student Employee's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Please describe the inappropriate behavior/poor performance of the employee:

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Give a detailed account of the discussion with the employee (including the date and time the discussion took place):

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Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Send a copy of this form to the Director of Financial Aid within 2 business days.**

**Appendix 3**

**Student Employment Disciplinary Action  
Written Reprimand Form**

Student Employee's Name: \_\_\_\_\_

Department: \_\_\_\_\_

This is the second occurrence of disciplinary action against this employee. The first occurrence was a verbal warning to the student, which occurred on \_\_\_\_\_  
date

Please describe the inappropriate behavior/poor performance of the employee:

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---

Supervisor's Comments:

---

---

---

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand this written reprimand.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Comments:

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**\* Send a copy of this form to the Director of Financial Aid within 2 business days.**

**Appendix 4**

**Student Employment Disciplinary Action  
Probationary Period Form  
(For Financial Aid Office Use Only)**

Student Employee's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date of Director of Financial Aid's Discussion with Student Employee: \_\_\_\_\_

Dates of Probationary Period: \_\_\_\_\_ to \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed by Director of Financial Aid: \_\_\_\_\_

Signed by Student Employee: \_\_\_\_\_

## Appendix 5

### Student Employment Disciplinary Action Termination Form

All of the steps outlined in the Student Employment Handbook under Disciplinary Action have been followed. The employee's work performance did not improve within the probationary period, therefore, the employee is being terminated.

Student Employee's Name: \_\_\_\_\_

Date of termination: \_\_\_\_\_

Reason for termination: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send a copy of this form to the Director of Financial Aid within 2 business days.**

**Appendix 6**

**Cottey College**

**Student Employee Confidentiality Statement**

As a student employee at Cottey College, I acknowledge that I may have access to information that is of a confidential nature and is protected by federal and state law. As a student employee, I am required to protect against unauthorized access and must ensure the security and privacy of such information.

I agree that I will not transfer, disclose, discuss or otherwise transmit, either verbally or in written communication, any information which I obtain during the course of my student employment program, except as necessary for job performance.

I understand that my failure to keep all information confidential can result in disciplinary action, including, but not limited to, termination from my student employment position.

Student Employee Name \_\_\_\_\_  
(Please print)

Student Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_