



# **Student Employment Handbook**

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

Updated August 2016

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## **1.0 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.

## **1.2 Conditions of Employment**

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.

If a student resigns or is fired from her campus job, she will not be assigned to another campus job. The student may apply for a different campus job during the academic year but there is no guarantee that she will be offered another campus job. In addition, no grant or scholarship funds will be awarded to replace lost job earnings.

The College adheres to the principles of At-Will Employment whereby the College and employees alike can terminate the employment arrangement at any time and for any reason. Nothing in this handbook shall create a contract of employment or in any way limit the right to terminate employment at-will by the College or employee.

## **1.4 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.

## **1.5 Disability Accommodation**

The College will make reasonable accommodations, whenever necessary, for all employees with disabilities, provided that the person is otherwise qualified to perform the essential functions of the job without constituting a direct threat to the health or safety of the individual, others, or property and provided that the accommodation does not impose an undue hardship on the College.

### **1.6 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.

### **1.8 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.

### **2.0 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 5 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.

### **2.2 Federal Work-Study**

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.

## **2.4 Campus Employment**

Cottey receives no federal funding for this program. Campus Employment is not necessarily awarded on the basis of financial need. However, if a student has demonstrated financial need, the employment will be counted towards meeting the student's financial need. 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.

## **2.6 Resident Assistants**

A student hired as a Resident Assistant (RA) is paid \$3,650 for the academic year. Resident Assistants are not awarded on the basis of financial need. However, if a student has demonstrated financial need, the RA stipend will be counted towards meeting the student's financial need.

## **2.8 Hiring Procedures**

In April of the spring semester, students who will be returning will be allowed to apply and interview for jobs for the next year. Approximately one-half of the jobs in each department will be available for returning 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 submit an online 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 the other applicants who weren't chosen for the position that the job has been filled.

The other half of the jobs will be held for the financial aid office 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 and a link to the online 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 the other applicants who weren't chosen for the position that the job has been filled.

### **3.0 Employment for Students Pursuing a Bachelor Degree**

Some new positions have been created specifically for students who are in four year programs at Cottey. These positions pay the same amount as other positions on campus. Students may be assigned to these positions or applications may be accepted as determined by the financial aid office.

### **3.2 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, a Missouri State W-4, and a Federal W-4. 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.

### **3.4 Pay Rates**

All student employees will be paid at least the minimum hourly wage, which at the date of this writing is \$7.65. Student employees who work in Food Service will be paid \$7.90 per hour.

### **3.6 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>Approximate Hours</u>	<u>Approximate Weekly Hours</u>
\$2,300	300	9
\$1,150	150	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.

If a student is scheduled to work 9 hours per week but she misses some time due to sickness, etc. she can make up the time later in the semester. When a student is making up hours, she is limited to no more than 20 hours per week.

### **3.8 Payroll/Timesheets**

Beginning with the 2015-16 year, student employees will be paid twice a month according to the payroll schedule for the year which outlines the pay periods and pay dates.

Student employees are required to complete a timesheet on a daily basis and submit a timesheet to the Financial Aid office twice per month. Generally, the hours worked from the 1<sup>st</sup> day to the 15<sup>th</sup> day of the month will be reported on one timesheet and the hours worked from the 16<sup>th</sup> day to the last day of the month will be reported on one timesheet. The student and the supervisor should discuss whose responsibility it will be to turn in the time sheet to the Financial Aid office. If the student is responsible for turning in the timesheet, it should be delivered to the financial aid office in a sealed envelope with the supervisor's signature across the seal.

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.

#### **4.0 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.

#### **4.2 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 and
- b) copies of weekly time sheets (or some other schedule showing the times worked) and
- c) disciplinary forms, if any.

### **4.4 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 Vice President of Enrollment Management. The decision rendered by the Vice President of Enrollment Management is final.

### **4.6 Disciplinary Procedures/Termination**

Violations of work rules, instances of unacceptable behavior, misconduct, or poor performance may subject the employee to discipline. Some types of misconduct are intolerable and may result in termination at the first occurrence. An employee may be terminated for any reason, at the sole discretion of the College. Employees will generally be given an opportunity to relate their version of the incident or problem in discussion and provide an explanation they consider relevant.

These steps will generally be followed in dealing with employee misconduct or poor performance.

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 1 for an example of the Verbal Warning Form.)
2. The second occurrence should be a **written reprimand** given to the student. Both the student employee and the supervisor must sign 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 2 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 discuss the situation with the Director of Financial Aid. If the supervisor and the Director of Financial Aid decide that the situation does not warrant immediate termination, they may decide to place the student on a one-week **probationary period**. (See Appendix 3 for an example of the Probationary Form.) If the employee's work performance has not improved by the end of the probationary period, the supervisor may terminate the employee.

On the other hand, the Director of Financial Aid and the supervisor may decide that the situation warrants immediate **termination** rather than a probationary period. In that case, the supervisor should fill out the **Termination Form**, keep the original on file and send a copy within 2 days to the Director of Financial Aid. (See Appendix 4 for an example of the Student Employee Termination Form.)

**Appendix 1**

**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 2**

**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:

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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 3**

**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 4

### Student Employment Disciplinary Action Termination Form

The College adheres to the principles of At-Will Employment whereby the College can terminate the employment arrangement at any time and for any reason. Violations of work rules, instances of unacceptable behavior, misconduct, or poor performance may subject the employee to discipline. Some types of misconduct are intolerable and may result in termination. The employee named below 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 5**

**Cottey College**

**Student Employee Confidentiality Statement**

As a student employee at Cottey College, you may have access to information that is of a confidential nature and is protected by federal and state law. Confidential information includes, but is not limited to, student records, parent records, financial statements, transcripts, employee records and other written materials. You may have access to information in computer information systems on an office computer. You also may hear conversations about confidential personal matters. As a student employee, you are expected to maintain confidentiality to ensure the security and privacy of such information.

Please read the following statements and put your initials beside each statement to indicate your understanding.

\_\_\_\_\_ I will not share confidential information that I have access to as a student employee.

\_\_\_\_\_ I understand that this agreement applies to my time on and off campus and after my student employment position ends.

\_\_\_\_\_ I understand that willful or unauthorized disclosure violates Cottey College policy and could constitute just cause for disciplinary action including termination of employment.

***I acknowledge my duties as a student employee of Cottey College and understand that breaches of confidentiality are a serious offense. I acknowledge that I fully understand the intentional disclosure by me of confidential information to any unauthorized person could subject me to criminal and civil penalties imposed by the law.***

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_