

## STUDENT EMPLOYMENT GUIDE

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## **I. Introduction to On-campus Student Employment**

### **PURPOSE:**

Saint Mary's College is proud to sponsor a large on-campus student employment program that supports many students who earn wages in order to contribute to their cost of attending Saint Mary's. Employment allows students to work and earn income while learning valuable work skills and employer expectations in the convenience of a college setting. Working on campus helps students to become connected to the campus community and has been shown to contribute to their academic success. This allows the student's educational experience to continue beyond the walls of the classroom and is part of Saint Mary's College's commitment to the growth of the whole person.

Student employment is also critical for the numerous departments across the Saint Mary's campus where students are hired to perform many different functions. Student employees are a vital part of the success of Saint Mary's College. Supervisors have a unique opportunity to participate in the education of our students

Student Employment is committed to assisting both students and supervisors through the employment process, ensuring that Saint Mary's College remains in compliance with various federal, state and institutional regulations. This guide is intended to provide supervisors with information on how to locate, hire and pay a student employee. It also provides information on institutional policies, required documentation, important deadlines and your role as a supervisor.

Please read this manual thoroughly to help avoid errors that cause frustrating delays in hiring and paying students.

### **ELIGIBILITY:**

There are two types of student employment on campus: regular campus employment and Federal Work Study (FWS). Both types of student employment require that the student be both matriculated and enrolled at Saint Mary's College. Campus employment is paid for with College funds, meaning 100% of student earnings are paid from departmental budgets. FWS is funded by the Federal government and Saint Mary's College, meaning the government pays a portion of the student wages and Saint Mary's College pays a portion of the student wages.

### **FEDERAL WORK STUDY STUDENTS:**

The FWS program is designed to provide students who have financial need with the opportunity to earn wages in order to assist with paying college expenses. Student eligibility is based on "need" as determined from the information provided on the Free Application for Federal Student Aid (FAFSA). Wages paid to work study students are subsidized by the Federal Work Study program.

Because eligibility to participate in this program is based on need, as determined by the information the student and her family provide on the FAFSA, students must complete that application each year in order to be eligible for FWS each year. The FAFSA is available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

In addition to being enrolled, students must also maintain the financial aid standards for satisfactory academic progress in order to receive federal financial aid, which includes FWS. Specific information about the financial aid standards of satisfactory academic progress can be found at [www.saintmarys.edu/tuition](http://www.saintmarys.edu/tuition).

The financial aid award letter notifies students whether or not they are eligible for FWS. In addition, students can find this information on PRISM. The award letter will indicate the gross amount of FWS that the student is eligible to earn. Students cannot begin working under the FWS program until school begins in August.

### **NON WORK STUDY STUDENTS:**

Campus (non FWS) employment is available to students who do not demonstrate financial need, according to the FAFSA, or to students who never apply for financial aid. Student earnings for the campus employment program come directly from departmental budgets. The hiring and reporting procedures for students hired under campus employment are the same as those for students hired under FWS.

### **INTERNATIONAL STUDENTS:**

International students with an F-1 Visa status are allowed to work as regular, campus employment students. It is important that their I-20 is valid and current to maintain or seek student employment at Saint Mary's College. A social security card is also necessary for student employment. If a student has not yet obtained a social security card she needs to go to the Center for Women's Intercultural Leadership (CWIL) office, located in Spes Unica Hall, for assistance. New hire paperwork cannot be completed until the student brings the social security card to the Payroll Office. Similarly, monthly timecards cannot be processed until the social security card is reviewed and documented on the I-9 and W-4. This means she cannot work until the new hire paperwork is completed.

The hiring and reporting procedures for international students are the same as those for students hired under FWS.

### **FEDERAL AND INSITUTIONAL REQUIREMENTS:**

1. A supervisor must comply with the College's policy on Equal Opportunity and Sexual Harassment. A supervisor must also comply with Title I of the Americans with Disabilities Act, which prohibits employers from discriminating against a "qualified individual with a disability" in all aspects of employment, including application for employment procedures, hiring, compensation, training, discharge, and benefits.
2. Student Employment MUST have an updated job description (which includes, but is not limited to: supervisor, number of vacancies, accurate description of position and start date) before August 1, in order to update the GO Belles database. This update must be emailed to [Studemply@saintmarys.edu](mailto:Studemply@saintmarys.edu)
3. All employing departments must read and follow the Supervisors Guide and procedures and all procedures and instructions as stated.
4. All students who are hired, MUST have a Student Employment form completed and submitted to Financial Aid.
5. All supervisors are required to have student employees' complete payroll documents before the actual start date. If a student fails to complete this paperwork, their working eligibility will be removed.
6. Please make copies of the students work and class schedules, which should be compared, to insure that students are not working during class time and that they are only working one position.
7. If students will have access to the records of other students, supervisors should provide all student employees with Family Education Rights and Privacy Act (FERPA) training. FERPA requires that Saint Mary's College maintain the privacy of all student education records. Supervisors who feel they themselves need training on FERPA should contact the Registrar.

### **CONDITIONS OF EMPLOYMENT:**

1. The FWS Program offers no sick leave, compensatory time, vacation or holiday pay.
2. All student employees (FWS or nonFWS) are only allowed to work 20 hours a week.
3. Students who hold more than one on-campus position are required to inform their supervisor in order to prevent exceeding the maximum hours allowed to work.

4. For positions that are NOT FWS exempt, positions will be opened on August 1<sup>st</sup>, and only FWS students will be eligible for hire.
5. After Labor Day, all on-campus positions will be open to both FWS and non-FWS students.
6. All on-campus positions will be terminated on the last day of exams.

## **SUMMER EMPLOYMENT:**

Summer student employment through Human Resources officially ends two Fridays before fall semester begins. For example, during the summer of 2013, summer employment ends on August 16. However, school year student employment can begin as early as the following Monday, before classes start, as long as the supervisor completes and submits an appointment form for the student employee prior to the start date.

## **II. Supervision**

Student Employment should mean more than a paycheck for your student workers. It can be used as an opportunity to learn valuable job experience. Here are a few suggestions to help your FWS student get the most out of his/her job:

- **Establish a Work Schedule:** Upon hiring a Federal Work-Study student, the supervisor is responsible for establishing a clearly defined work schedule that is compatible with the time requirement of both the student and the department. The supervisor should provide opportunities for the student to make up time lost from work due to unavoidable circumstances. Students are not allowed to work, under any circumstances, during class time.
- **Orientation:** The supervisor is responsible for conducting a student job orientation, including but not limited to:
  - A brief one-on-one overview of the office structure and office rules and regulations
  - The student's job and responsibilities, i.e.
    - What to say when answering the phone
    - How to transfer calls
    - How to put calls on hold
    - Signing onto the computer
    - Answers to commonly asked questions
    - Frequently used phone numbers
    - Areas of responsibility in office
    - Procedures for filing forms, etc.
    - Grounds for any disciplinary action
    - Whom to call if sick or time-off is needed
    - What procedures to follow if his/her work schedule needs to be changed
    - Dress Code
- **Feedback/Evaluation:** Although evaluations are not required, it is crucial for student development to provide feedback/evaluation. If you need assistance on how to conduct this, please connect with the Student Employment Coordinator at [studemploy@saintmarys.edu](mailto:studemploy@saintmarys.edu)
  - By evaluating students on a regular basis, you can begin to collect a work history on each student. This information will be helpful if you are called upon to be a reference for the student.

## **III. General Instructions and Procedures:**

### **HOW TO POST A JOB VACANCY:**

All on-campus positions are to be advertised via the GO Belles database. This central database allows all enrolled students at Saint Mary's College access on August 1 of every year to review the vacancies. In order to maintain up-to-date information, Student Employment asks for all supervisors to review their job descriptions either prior to departure for the summer, or during the summer months and email [studemploy@saintmarys.edu](mailto:studemploy@saintmarys.edu) with any updates that need to be made.

### **What makes for a well-crafted job description?**

- It is concise.
- It has sufficient detail to communicate a clear understanding of the duties, tasks, and qualifications.
- It has a short, descriptive job title. Decide on the title last so you can see the full range of job content that is involved first.
- It concludes with a list of duties or something like, "Performs any other duties as required."
- This brings with it the responsibility to be reasonable in what you require, but it affords a useful flexibility if you happen to be dealing with a student employee who wants to be totally literal about what she/he signed on to do!

### **HIRING THE STUDENT:**

Interviews are an important step in a student's progress toward becoming a confident and able participant in the world of work. For the student, the job search provides a valuable experience. A large measure of confidence can result from a job interview and the discussion of the student's qualifications and skills. The main purpose of the interview is to determine if the student is capable of meeting department employment needs. It also allows the student the opportunity to determine if she feels qualified and comfortable with the position. During the interview, both the employer and student need to come to some understanding of the expectations and style of the other person. Information can be gained that is both vital to placing students in the appropriate position and beneficial in determining their future training and supervisory needs.

### **Interview tips**

- Know the job description.
- Structure the interview to the tasks and responsibilities of the job. Be sure to ask the necessary questions to verify that the student has the qualifications needed.
- Try to create a conversational atmosphere.
- Explain the useful and necessary role of the student in the department—emphasize that the position is an integral part of the staff.

Be sure the student understands the hiring process in your department. It is important to notify the student regarding her status concerning the position

### **Complete the Hiring Documentation**

The following paperwork must be submitted to the Payroll Office and the Financial Aid Office upon hiring of a student. Students cannot be paid until all Payroll and Financial Aid documents are completed and submitted:

1. Payroll Documents\*:
  - a. Form I-9 (ORIGINAL DOUMENTS REQUIRED. NO PHOTOCOPIES).
  - b. W-4 form
  - c. Deposit Agreement
2. Financial Aid Document:
  - a. [Student Appointment Form](#): MUST be completed for ALL student employees (hourly, stipend, grant).

**\*IMPORTANT NOTE:** Do not attempt to complete the payroll documents for your student employees because improper processing can result in large fines to the College. Instead, send your students to the Payroll Office to complete the forms.

## **PAYING PROCEDURES:**

### **Student Employment Pay Rates**

Student pay rates are established by the Vice President for Finance and Administration. The 2010-2011 pay rates are listed below. There are currently 4 rate levels available for student positions:

- **Level 1:** \$7.25 per hour  
All desk worker positions fall under this level and pay rate.
- **Level 2:** \$7.35 per hour  
The majority of positions on campus fall into this category. Examples of this position include all clerical, departmental assistants and positions requiring intermediate skill levels.
- **Level 3:** \$7.75 per hour  
This level is the base pay rate for all Food Service workers, all Federal Work Study Community Service positions and returning Phon-a-thon workers.
- **Level 4:** \$8.00 per hour  
All managerial positions fall under this level and pay rate. Managerial positions require special certifications and/or advanced skill levels.

### **Stipend Paid Positions**

Federal Work Study funds **cannot** be used to pay stipends. Students working in these positions are required to complete all necessary payroll documents and deposit agreements. These positions do not fill out timecards. Some positions are paid on the same dates as regular student employees and some are paid one lump sum at the end of the school year.

### **Grant Paid Positions**

Grant paid students follow the same guidelines as regular student employees. All payroll documents need to be completed and a Student Appointment Form submitted to the Financial Aid Office. Timecards need to be completed and will be processed on the same schedule as regular student employees. Grant paid students cannot be paid from the Federal Work Study program. **\*\*\* If the funding source for a student position changes from being paid by a grant to being paid from a department operating budget, or vice versa, the supervisor needs to notify the Financial Aid Office because the change would impact whether or not students in the position could be paid from Federal Work Study funds.**

## **Submit Timecards**

Timecards are mailed to supervisors from the Payroll Office before the beginning of each pay period. If a timecard is not received, the student or supervisor must contact the Payroll Office to determine if the student has completed all the necessary paperwork. A timecard will then be mailed to the department. Only timecards issued by the Payroll Office will be accepted for payment.

Timecards must be completed in **ink** and must include the dates worked, exact time in, exact time out (include a.m. and p.m.), daily total hours, weekly total hours, and the student's and supervisor's signatures. A separate timecard must be completed for each department for which a student works. Improperly completed timecards

will be returned to the supervisor(s) and will not be processed until all information is correctly completed, which may result in the withholding of wages until the following month.

Timecards are due by noon on the due date listed on the back of the timecard. The completed cards should be placed in the marked container outside of the Cashier's window in the Business Office.

## **Payday**

Student employees are paid on a monthly basis. The pay schedule can be found on the reverse side of the timecard or at [www.saintmarys.edu/student-employment](http://www.saintmarys.edu/student-employment). Each student must choose a method by which she will receive payment. She may elect to have her earnings deposited into a bank account, deposited into her student account to be applied to her current tuition charges, or to be paid by check. The payment by check method is only available to students being paid from the Federal Work Study program.

The preferred method of payment is by direct deposit. This is the quickest method for students to gain access to their funds. With direct deposit, earnings are deposited into a checking or savings account of the student's choice. Students are strongly encouraged to set up a bank account at 1st Source Bank into which earnings can be directly deposited. The College recommends 1st Source Bank because they have a full service branch and ATM's located on campus and no monthly service fees are charged to the student. If a problem results with a student's account, it can be corrected in a timely manner, usually within two business days. If the student uses another banking institution and a problem arises, there may be a substantial delay in resolving it. The 1st Source Bank deposit will be made to either a checking or savings account. There is no minimum balance requirement. 1st Source Bank will provide fifty checks free of charge for checking account customers. Resource cards for 24-hour banking are also available.

Students may instead choose to have their wages credited to their student account. This method allows students to use their earnings to assist with paying their current semester charges. If as a result of applying wages to her student account, a student has a credit balance on her account, the student may authorize the College to hold these funds for future semesters.

Students are required to notify the Business Office regarding which option they have chosen by completing the appropriate payroll processing form. Failure to do so will result in a delay in payment of earnings.

## **Earnings Limitations**

Students who are being paid from the Federal Work Study program have a maximum amount of wages they can earn under that program. If a student earns the total amount of her Federal Work Study award before the end of the academic year, she would then be placed in the campus employment non need based program. The student would no longer be paid from the Federal Work Study Program and consequently, 100% of the student's wages would be charged to the department's operating budget. The Financial Aid Office will notify the student and the department if a student is approaching her work limit.

All students, regardless of whether the student is paid from the Federal Work Study Program or from campus employment, are not allowed to work more than 20 hours per week from all campus jobs. In addition, students are not allowed to work during scheduled class time.

## **EMPLOYMENT CHANGES AND TERMINATION:**

### **Employment Changes**

If a student is studying abroad or chooses not to work during the fall semester but decides to work during the spring semester, she is to follow the same procedures as a student that has been employed throughout the year. She will be responsible for finding a job online, contacting the supervisor and setting up an interview.

Supervisors will be responsible for filling out a Student Employment Appointment form (only available in the Financial Aid Office) for all new hires in the spring semester.

If at any time, a student resigns from a position, it is her responsibility to give sufficient advance notice (two weeks if possible) to her supervisor that she is unable to continue working. Additionally, if a student withdraws or takes a leave of absence, she is no longer able to remain employed with the College. The supervisor needs to fill out a Student Employment Drop Form, which is only available in the Financial Aid Office. The Financial Aid Office will then inactivate the job in our Banner system and send the proper paperwork to the Payroll Office. This notifies the Payroll Office not to send anymore timecards to the corresponding department for the student.

### **Disciplinary Procedures**

Hiring departments should use the interview and selection process to help determine whether a student and a particular employment opportunity are a good fit. It is the hiring department's responsibility to orient and train the student worker to ensure that she understands the requirements and expectations of her position. However, there may be occasions when the performance of the student in her job is below expectations. In those situations, a progressive disciplinary process should be used to make sure that students have the opportunity to learn from their own mistakes, to correct their own errors, and to understand why they are being disciplined and/or terminated. Use these College guidelines if your department does not have a policy in place outlining the warning/termination process.

If a student feels that disciplinary procedures have occurred unjustly, she may contact Human Resources at any time in the process. The Director of Human Resources will work with both parties to review the situation and reconcile differences that may have occurred so that all parties understand the basis for any decision that has been made.

### **Progressive Disciplinary Process**

When performance problems first appear, it is important to address them right away. Often, informal conversations with a student are the best way to quickly let the student know that there is something that needs to be changed. Don't wait for the problem to escalate before discussing it. Take the time to review the job responsibilities and expectations and give the student an opportunity to ask questions. Tackling the issue early will often prevent the need to use the progressive disciplinary procedures outlined below. If early, informal attempts at addressing a performance concern are not successful, the following steps should be taken to correct the problem behavior. Grounds for progressive disciplinary action include, but are not limited to:

- Excessive tardiness
- Excessive unexcused absenteeism
- Disobedience and insubordination
- Sloppy or unclean appearance
- Carelessness or lack of attention that results in injury to a person or damage to property
- Reluctance or failure to meet job requirements
- Unsatisfactory completion of job assignments
- Failure to work with the public or coworkers in a courteous, professional manner
- Excessive time spent conducting personal business on the phone, on the Web, with friends, or in other manners during work hours

### **Oral Warning**

The supervisor and student should meet privately to discuss the performance concern. In this meeting, the supervisor should clearly explain the concern and provide specific suggestions for improved job performance. The student should have the opportunity to ask questions and seek clarification so that she will be able to



successfully improve her performance. The ramifications of continued performance problems should be discussed. Document the date and nature of the discussion for your own records.

### **Written Warning**

If the problem is not corrected within a reasonable period of time following the oral warning, then a written warning should be provided. The written warning should include the following:

- Reference to the date and nature of the previous oral warning;
- Details of the performance concern;
- Details of how the performance must improve;
- A reasonable timeframe by which the performance must improve.

The written warning should also clearly state the outcome (e.g. termination) that will occur if the performance does not improve within the timeline provided. The supervisor and student should meet privately to review the written warning, and both the supervisor and the student should take the opportunity to ask questions and seek clarification so that the purpose and potential outcome of the letter are understood. The supervisor should keep a copy of the letter for future reference.

### **Probation**

Supervisors may place a student on job probation if her work performance is unsatisfactory. Written notice explaining the reasons for the probation must be given to the employee and a copy placed in the student employment file. Conditions for removal of probation should also be outlined. A student may be asked to terminate her job if her performance remains unsatisfactory. The Financial Aid Office cannot guarantee that another position will be available. Serious violations which justify probation or dismissal include but are not limited to the following:

- Failure to report to work
- Excessive absences or tardiness
- Unauthorized use of College or supervisor property
- Poor work performance

### **Termination**

If the student is provided with a written warning or has been placed on probation, and the performance does not improve within the timeframe outlined, then the supervisor may choose to terminate the student. Every effort should be made to meet privately with the student to inform her of the decision. If the supervisor is unable to meet with the student personally (for example, the student never returns to work after receiving the written warning), a letter may be sent to the student informing her of the termination. Student Employment, Financial Aid and Payroll Offices should be notified of the termination.

Please note that if a student is issued a written warning or is terminated from a position, the supervisor should retain this information in the student employment file. Subsequent supervisors may inquire about reasons for leaving previous positions. If a student is resigning, terminated or is a no-show in a department position, the supervisor must fill out a Drop Form (available in the Financial Aid Office).

### **Immediate Termination**

Certain situations may require immediate termination. In these situations, the standard progressive disciplinary procedures should be bypassed, and the student should be informed as to why they are being terminated effective immediately. Grounds for immediate termination include, but are not limited to:

- Theft
- Falsifying timecards or other College documents

- Gross negligence resulting in serious injury or damage to property
- Improper disclosure or use of confidential information
- Physical violence, obscene language, or other threats when dealing with the public or other staff members
- Being at work under the influence of illegal drugs or alcohol
- Immoral conduct or indecency, including sexual harassment; or
- Unauthorized possession of firearms or explosives.

If a student or supervisor feels that disciplinary procedures have occurred unjustly, she may contact Human Resources at any time in the process. The Director of Human Resources will work with both parties to review the situation and reconcile differences that may have occurred so that all parties understand the basis for any decision that has been made.

\*\*The Disciplinary Process is utilized with the idea that the employee improve behaviors/performance, NOT to discipline with the goal of termination. IF an employee does not improve to an acceptable level, then termination may result.

### **Message from Student Employment:**

On behalf of Student Employment, we want to thank you for taking the time to read over the Student Employment Guide. It is vital that we do everything we can to support the mission of the institution by providing on-campus student employment that not only aids in the function of departments, but also provides an opportunity for learning and development for the student employees. If at any point, you need assistance please feel free to contact Ashley Hall, Student Employment Coordinator at [studemploy@saintmarys.edu](mailto:studemploy@saintmarys.edu).

Or a break down on responsibilities and contact information please review the box below.

Thank you again for your support.

Mrs. Ashley Hall, M.Ed  
Student Employment Coordinator  
Assistant Director to Residence Life  
Hall Director, Holy Cross  
(p) 574.284.5347  
(f) 574.284.4524

### **Financial Aid-**

Processing of all Student Appointment Forms submitted by Supervisors  
Processing Drop Forms sent from Supervisors  
Determining financial need and awarding Federal Work Study to students who qualify

### **Career Crossings-**

Advertisement of off-campus employment and internships  
Career preparatory services such as resume writing, mock interviews etc.

### **Student employment-**

Contact with supervisors and student employees  
Updates all manuals and other Student Employment communication  
Coordinator of the Appeals Process for on-campus positions and FWS requirements  
Maintenance of online database GO Belles  
Monitoring student eligibility and earnings for the Federal Work Study program. Notifying supervisors and students when there are changes in Federal Work Study eligibility, or when students have exceeded the maximum amount of earnings.

### **Payroll-**

Ensures students' payroll documents are up to date  
Checks validity of student time cards  
Process students' time cards  
Works with Student Employment to ensure students are not working more than 20 hrs a week