



Student Employment Handbook

Introduction

The Financial Aid Office prepared this handbook to familiarize student employees and supervisors with the policies and procedures of the student employment program at The College of St. Scholastica. The student employment program brings students and College personnel together in a unique and mutually beneficial work environment. Employment is also intended to assist students in partially defraying educational costs and to develop desirable work attitudes and habits. The student employment program can also be helpful in securing full-time employment after graduation.

Although this handbook covers most areas of the program, the Financial Aid Office staff is available to answer any questions you may have about the student employment program.

Student Employment Eligibility

New and First-Year Transfer Students:

1. The student must be planning to enroll as a full-time student (*12 or more credits per semester*) at The College of St. Scholastica.
2. Students must submit to the Financial Aid Office the Free Application for Federal Student Aid (FAFSA) in order to determine their financial aid eligibility.
3. The student must be eligible for student employment based on “financial need” as determined by the federal government through the information submitted on the FAFSA.
4. Students who have “Estimated Student Employment” listed on their award letter will be able to start applying for jobs during their orientation session. Students who are eligible will be given a list of jobs that are available at orientation. If the student does not secure a job during the orientation session, the student may contact the Financial Aid Service Center for a current job list after May 1, and periodically throughout the summer. (Note: Available jobs diminish as fall semester approaches—it is best to secure a job during the summer months.)
5. Students must maintain a cumulative grade point average of 2.0 (GPA) or higher.
6. Incoming students are limited to a maximum of 10 hours per week while classes are in session.

Continuing Students:

1. The student must be enrolled as a full-time student (*12 or more credits per semester*) at The College of St. Scholastica.
2. Students must submit The Free Application for Federal Student Aid (FAFSA) to the Financial Aid Office in order to determine their financial aid eligibility.
3. The student must be eligible for student employment based on “financial need” as determined by the federal government through the information submitted on the FAFSA.
4. Budget Managers and Departmental Supervisors will be notified in March as to how many students they may hire for the coming year.
5. Students must meet with their supervisors to make a commitment to return to work the following year.
6. Supervisors must submit a Hiring Request to the Financial Aid Office by April 1, for those continuing students they wish to hire.
7. If “Estimated Student Employment” does not appear on the student’s financial aid award letter, the student should check with his/her supervisor to see if a Hiring Request was submitted.
8. The Student Employment Coordinator will contact the supervisor listed on the

Hiring Request if the student does not qualify for student employment. (*Note: The Financial Aid Office can't award student employment until the FAFSA is received.*)

9. The student must maintain a cumulative grade point average of 2.0 (GPA) or higher.
10. Continuing Students may work a maximum of 20 hours per week while classes are in session.

Graduate Students:

Graduate Students are only eligible for teaching or research assistant positions and tutoring positions at The College of St. Scholastica. They must follow the procedures above by applying for financial aid (FAFSA), have a Hiring Request from their supervisor and show eligibility or “financial need.”

Allocation:

A student's work-study allocation, as shown on his/her most recent award letter and on the contract, may not be exceeded without prior authorization from the Student Employment Coordinator. It is the responsibility of the supervisor and the student to keep accurate, up-to-date accounting of all student employment earnings to prevent the student from earning in excess of his/her allocation and to prevent the department from exceeding its individual budget.

If the student employment supervisor becomes aware that a student will earn all eligible student employment funds before the end of the school year, the supervisor should send the student to the Financial Aid Office to determine if additional funding is available. If the student has financial aid eligibility and if the department and student employment funds are still available, it may be possible to increase the student employment award and allow the student to work additional hours.

When the student has earned all of his/her allocated funds, the student must cease working unless arrangements have been made to increase the amount of the award.

Requirements

Hiring Request:

A Hiring Request is completed when a supervisor intends to hire a student. The hiring request should list the student's name, ID, department and job title. The hiring request, when submitted online will pull in the student's job description based on the job title. This form is submitted to the Financial Aid Service Center for processing. If the student is eligible for student employment (*see Student Employment Eligibility*), and the student's payroll paperwork (*see Mandatory Employment Forms*) has been completed, a contract is generated and sent back to the supervisor for signatures. Hiring Requests can be found on the web at <https://www2.css.edu/app/financialaid/hiring/hiringrequest.cfm>

Signed Contract:

A contract is generated when a hiring request is received and approved by the financial aid administrator. A contract can not be printed until the student's payroll paperwork has been completed. This contract must be signed by the student and supervisor and returned to the Financial Aid Service Center. The employment contract reflects potential earnings and only hours actually worked will be paid.

Mandatory Employment Forms

Federal I-9 Form:

By federal law (Immigration Reform and Control Act of 1986), every employer in the United States must check the legal status of all employees, including student employees, hired to work after November 6, 1986, or face the threat of criminal penalties.

To prove eligibility for employment on campus, the student is required to provide documentation described on the back of the I-9 form

<http://resources.css.edu/finaid/studentemployment/I-9.pdf>

The most commonly used forms of identification are a passport or a valid driver's license or college ID card, **and** a social security card or certified birth certificate (original—not faxed or copied). For a complete list of what is accepted for documentation, see the back of the I-9 form. **By federal law, no student is allowed to begin work, regardless of the supervisor's or department's dire circumstances, until he/she has presented all of the required forms in person to the Financial Aid Service Center.**

Consequences of not completing the I-9 form: By Federal law, no student can be paid for any work done prior to 72 hours before the I-9 Form has been completed and signed by an authorized member of the financial aid staff.

W-4 Form:

Each student is required by the Internal Revenue Service to complete a W-4 form <http://www.irs.gov/pub/irs-pdf/fw4.pdf> indicating the number of withholding allowances he/she wishes to claim. After this form has been completed, it will be kept on file by the Financial Aid Office and does not need to be filled out again unless the student wishes to change the number of allowances claimed previously.

This form needs to be completed using the student's permanent home address, not his/her campus address. On line 5, the student should indicate the number of allowances he/she are going to claim. With "0" allowances claimed, take-home pay might be slightly less, but the student will either owe less money at the end of the tax year, or will receive more money back, because more money will have been withheld throughout the year. With "1" allowance, the student can earn more money before tax withholding will kick in. This will result in slightly higher take-home pay, but may result in more money owed or a smaller refund at the end of the tax year.

Students may claim “Exempt”, but the following rules apply: Last year you had the right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**, this year you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability. Students who claim exempt must complete a new W-4 form by January 31 of each year.

Students must earn a certain dollar amount before tax withholding will take effect—even if they claim “0” allowances. This threshold is figured for each individual pay period, and is not based on cumulative earnings throughout the year.

All student wages are taxable income and will be reported to students on their W-2 Forms at the end of each calendar year. This includes both Federal and Minnesota or Wisconsin taxes.

Wisconsin residents are welcome to complete a reciprocity form to have WI taxes withheld, as opposed to MN taxes. This form needs to be completed by January 31 of each year.

Unlike wages earned during academic terms, wages earned during summer breaks are subject to both FICA and Medicare taxes, as well as federal and state withholdings.

Students are encouraged to enroll in electronic W-2 delivery on Banner Web. By signing up for this option, students will be able to print their W-2s when they are available, as opposed to waiting for them to be delivered to their home addresses. Instructions for Electronic W-2 consent are available on Banner Web under “Employee Services” and “Tax Forms”.

FERPA:

All students who are employed on campus must complete FERPA (Family Educational Rights and Privacy Act) training each year (even if the student does not have direct access to confidential materials). This tutorial program is used as an instructional tool for understanding and following the guidelines of the Family Educational Rights and Privacy Act. This program takes about ten minutes to complete and can be accessed at <http://www2.css.edu/app/ferpa/0708/>. Students will type their names, departments and phone numbers at the end to signify they have completed the program. Students will be notified to update this training each year in April.

All forms must be completed and returned to the Financial Aid Service Center (Tower 1118) before a student begins work. Students will not have access to on-line timesheets until all payroll forms are complete.

Direct Deposit:

All students are asked to complete a direct deposit form, electing to have their student employment earnings deposited into either a checking or savings account. <http://resources.css.edu/finaid/studentemployment/directdeposit-student.pdf> Notification of their earnings will be available on “Banner Web”, and also emailed to the students at the end of each pay period. Students may also elect to have up to 100% of their pay directly deposited to their CSS student accounts.

Job Search

At CSS, it is the student's responsibility to locate and interview for jobs. Please note that a financial aid award letter, indicating that a student is eligible for student employment, is NOT a guarantee of employment. Students will generally interview for positions, and some supervisors will hire on a "first-come, first-served" basis. Below are a few starting points for a student to consider.

Job Postings:

Jobs are posted for the current semester as they are received in the Financial Aid Office. Jobs for the upcoming spring semester are posted about mid-semester in the fall, as they are received. Jobs are not posted in the spring for the up-coming fall term; instead, students need to check with supervisors and departments regarding open positions for the following year. These positions need to be secured by April 1. Any open positions after that time will be reserved for incoming students.

Incoming students who are eligible for student employment, and have Estimated Student Employment listed on their award letters, will be given a list of jobs at their orientation session. Students who are attending late orientation sessions, who want to get an early start on jobs, can request a list from the Financial Aid Office after May 1.

Departments:

Most departments on campus employ students. Jobs are diverse and may include positions such as office assistants, lab monitors, tour guides and campus operators. If a student is interested in a particular position, he/she may contact that department to see if there are any openings. Some departments are not available during the summer months. Students who are responding to open positions should leave both a phone and an e-mail message to the supervisor listed, and follow up with the supervisor in August.

Rules and Regulations

Hours and Scheduling:

Each student and supervisor will examine the student's class schedule along with the particular needs of the department and set up a schedule for each student. It is expected that students work during exam week.

Students may work a maximum of 20* hours per week while classes are in session and no more than 8 hours per day. When the College is not in academic session (during semester break) students may work up to 40 hours per week, subject to availability of work, supervisor approval, supervision, availability during that time and eligibility of funds. Students who are not attending full-time classes in the summer are allowed to work up to 40 hours per week.

*Freshmen and international students are not allowed to work more than 10 hours per week while school is in session to help ease the transition to college. Students may not work during the times they are scheduled to be attending class. Supervisors should require students to work at least one hour per workday, as work sessions of less than one hour are generally unproductive. Students may work in more than one office if necessary to earn the maximum allocation. **A separate Hiring Request and Contract are required for each student employment job.**

Breaks/Lunches:

Student Employees shall be given a fifteen (15) minute paid rest period during each four (4) hours of work. Student Employees shall be given a thirty (30) minute unpaid lunch period if they work an eight (8) hour shift. **Students must indicate on the time-sheets their time in/out for lunch breaks.**

The purpose of the break is to relax from the work already completed and to revitalize oneself for the tasks yet to be accomplished. Therefore, the rest or lunch period must be preceded by and followed by an extended work period. The rest or lunch period may not be used to cover any late arrival or early departure, nor may it be accumulated if not taken.

Sick Time, Vacation Time, Holidays:

Student Employees receive no paid sick leave, vacation leave or holidays. The student must notify the supervisor immediately if any work time will be missed. It is not expected that students work during school or legal holidays. However, working during breaks can be arranged if the departmental supervisor and the student come to an agreement. Students who are approved to work during legal holidays are paid at a higher rate respectively. If the College is closed due to weather or another reason, the student is not expected to work (unless required by his/her job description), and will not be compensated for lost work. The student may make up hours during the following weeks as approved by his/her supervisor.

Timesheets:

Most student timesheets will be completed by the student on “Banner Web”. Students will be set up to access their timesheets on the web after their hiring requests have been processed. Instructions for completing the on-line timesheets are located on the web at <http://www.css.edu/studentemployment.xml> . When the students have finished entering their hours, they must “submit” them to their supervisors for approval. Once approved, the hours are sent automatically to the payroll office.

A schedule of “due-dates” is also available on-line at <http://resources.css.edu/finaid/studentemployment/2008-Student-Payroll-Due-Dates.pdf> This chart shows the pay start date, pay end date (or student submit date), supervisor approval date, and paycheck delivery date.

For students who miss the deadline date for entering their hours for the current pay period, hours can be entered under the “WS Late Time-sheet School Year” line of the

following pay period. Hours entered on this time-sheet will be added and paid with the student's regular hours from that pay period. Please see instructions at <http://www.css.edu/studentemployment.xml> .

Student and Supervisor Responsibilities regarding Timesheets:

1. Students must accurately record time in/out each day worked. A student who falsifies timesheet information may be terminated from the Student Employment program for the academic year.
2. Only pre-approved overtime is permitted.
3. Students must stop working when they have earned their entire work award. If students continue to work after earning their entire award, they risk having some other type of financial aid reduced. This is a federal rule designed to prevent over-awards of need-based financial aid.
4. It is the student's responsibility to submit his/her timesheet to the supervisor at the end of each pay period. If students forget to submit their time-sheets, they will need to follow the instructions for "late time" at the site shown above, and submit their missed time the following pay period.
5. Pay periods run in two week cycles starting on a Saturday and ending on a Friday. Dates are pre-printed on the Banner Web timesheets. A list of "Due Dates" is also available at <http://www.css.edu/studentemployment.xml> .
6. It is the supervisor's responsibility to approve all of their students' timesheets for the Payroll department, by 10 am on the Monday following the last day of the pay period. Late timesheets will need to be re-entered, and processed the following pay period.

Incidental Timesheets:

Incidental timesheets are used on a very limited basis. They may be requested by supervisors for one-time projects or events. These incidental timesheets need to be pre-approved by the Student Employment Coordinator in an effort to maximize the school's state and federal funding. If an incidental timesheet is requested for a student who is eligible for state or federal funding, a contract may be drafted to utilize the governmental funding. Students who are not eligible will be paid through that department's student employment budget.

Paychecks & Paycheck Distribution:

Students are encouraged to complete a direct deposit form. Student's wages will then be automatically deposited into a checking or savings account. All students are paid every other Friday. Pay notifications are sent by email (pay information is also available to the student on Banner Web).

Students may also elect to have up to 100% of their pay directly deposited to their CSS student accounts. Students will be able to sign up for this option on Banner Web as early as summer 2008.

Paychecks for students unable to have direct deposit are distributed by the Business Office Cashier on Friday pay-dates from 10 am to 2 pm. Students must show a picture ID in order to receive their paycheck. All unclaimed checks are returned to the Payroll office after 2 pm on Friday. Students must contact the Payroll Department to make arrangements to retrieve their check.

If a student feels that his/her paycheck is incorrect (wage, # hours) he/she may inquire with the Payroll Department, or contact the Student Employment Coordinator.

Students must contact the Payroll Department if changes are made to bank accounts.

Pay Rates:

Students are paid on an hourly basis for hours worked. The College has two different pay rates. Starting summer of '08 they are:

1. \$7.25/hr is the base rate for most jobs on campus.
2. \$7.65/hr is the rate for those who supervise other students, or work in facilities or food service. \$7.65/hr is also the wage for tutor and teaching assistant positions.

The College also has a job retention program for student workers who stay in the same position from one year to the next. Such students receive a 10-cent per hour wage increase each year. This increase is applicable to most student employment positions.

Resignation:

A student may resign from a position with due notice to the employer (two weeks is recommended). Should the employer and the employee agree, resignation may be immediate. The student and/or supervisor must contact the Student Employment Coordinator or the Financial Aid Service Center when a resignation occurs.

Transfer:

A student may transfer job assignments from one department to another only after the supervisor for whom he/she is originally working agrees to the change. It is the decision of the current supervisor whether or not the student's services are needed, and whether or not a transfer request will be granted. A new contract will be printed for the student after a hiring request is received from the student's new supervisor. The student and/or supervisor must contact the Student Employment Office when a transfer occurs.

Termination:

Temporary termination from employment may occur due to:

1. Student's poor or lack of attendance or promptness.
2. Quality or quantity of work not appropriate for the position.
(There isn't a good "fit" between the student and the job.)

Permanent involuntary termination may occur without prior warning for a serious violation of the demands of the position. Such demands include but are not limited to:

1. Misuse of confidential information to which the student has access.
2. Theft.
3. Dishonesty or cheating.
4. Misuse of keys or other college property.
5. Intoxication or use of chemical substances on the job.

A student whose cumulative grade point average (GPA) falls below 2.0 will be requested to stop working until it rises above 2.0. If a student has earned all the hours awarded on his/her contract, the student must cease working unless the Financial Aid Office has granted an extension.

Serious problems may result in a student's termination of employment for the academic year or on a permanent basis may also require consultation with the Vice President of Student Affairs.

Please contact the Student Employment Coordinator if you are having difficulties with a student (or supervisor) to discuss your options.

A student dismissal form is available at <http://www.css.edu/studentemployment.xml>

Personnel Problems, Complaints:

If a student employee has a work-related problem, he/she should discuss it with the appropriate staff member as soon as possible. Here are the steps to follow:

1. The employee should see his/her immediate supervisor. The supervisor should be ready and available to meet with the employee. The employee should talk the problem over with the supervisor honestly and sincerely, as there is a good possibility that the supervisor can resolve the problem at this stage.
2. If the employee's problem has not been resolved after presenting it to his/her supervisor, or if the complaint involves the supervisor, the employee should see the Student Employment Coordinator. The Student Employment Coordinator, located in the Financial Aid Office, should take positive and prompt action to answer the employee's questions and/or resolve the complaints. The Vice President of Student Affairs may be asked to mediate any serious charges.

Job related injuries:

All student employees are covered by Worker's Compensation while they are on the job. If a student is injured on the job:

1. The supervisor must be notified immediately.
2. The student will be taken to the College health service office or a local hospital depending on the severity of the injury.
3. The Student Employment Coordinator must be notified.
4. The Director of Human Resources must be notified.
5. The student and supervisor must fill out an accident report. Accident reports are available in the Human Resources Department.

Supervisor and Student Responsibilities

Supervisor Responsibilities:

1. **All** items listed as “**Mandatory Employment Forms**” must be completed and submitted to the Financial Aid Service Center **before** a student begins work.
2. Work with the student to determine a work schedule, keeping in mind that students may not work during the times they are scheduled to be attending class.
3. Clearly explain the job and the student’s duties.
4. Introduce the student to other employees in the work area.
5. Explain the rules and regulations relevant to the work area—including attendance, dress code, cell phone or headphone use, etc.
6. Train the student employee.
7. Offer words of encouragement and “tips” on improvement; don’t intimidate the student.
8. Thoroughly review the student’s timesheet to ensure that it is a true and accurate record of when that student worked during that pay period, and submit it to the Payroll department by the required deadline.
9. Notify the Financial Aid Service Center when a student is no longer working in your area.

Student Responsibilities:

1. **All** items listed as “**Mandatory Employment Forms**” must be completed and submitted to the Financial Aid Service Center **before** beginning work.
2. Arrange a work schedule with the supervisor. Any changes made to the work schedule must be approved by the supervisor. If scheduled time is not worked, you should offer to make up the time missed.
3. Maintain satisfactory academic progress.
4. Adhere to the rules and regulations established by the department.
5. Show an interest in your work.
6. Report to work on time, or call with plenty of notice if you will be late or absent.
7. Keep accurate, up-to-date accounting of all student employment earnings.
8. Accurately report your time worked on your timesheet and submit your hours to your supervisor at the end of each pay period.
9. Give adequate notice to your supervisor if you decide to discontinue your work with that department.
10. Personal calls and visitors are discouraged during scheduled work time.
11. Studying is not to be done during work time.
12. Dress appropriately for work.
13. Refrain from using cell phones, head-phones or MP3-type devices unless approved by your supervisor.

Student Employment jobs are “real” jobs. Please act appropriately.

Sexual Harassment

The College of St. Scholastica condemns any form of sexual harassment directed against any member of the College community. It is the policy of the College to abide by the federal and state laws, which prohibit sexual harassment, intimidation or coercion.

The definition of sexual harassment is as follows:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute unlawful sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment, (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile working environment.”

Persons who believe they have been sexually harassed are encouraged to discuss their situation with the Vice President of Human Resources.

Equal Opportunity/Non-discrimination

The College of St. Scholastica is committed to providing equal education and employment opportunities to all persons regardless of race, religion, color, creed, veteran’s status, national origin, sex, sexual orientation/affectional preference, age, marital status, physical and mental disability, status due to receipt of public assistance, or any other group or class against which discrimination 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.