



Glen Oaks Community College Student Worker Handbook

STUDENT

Foreword

The purpose of this manual is to provide policies and guidelines relative to the Student Employment Program at Glen Oaks Community College. It is to be a reference for all those involved – administration, faculty, staff, and students.

The College hopes that this manual will answer the students' and supervisor's questions regarding the GOCC Student Worker Program and Federal College Work-Study program. If a situation arises that this manual does not cover, or if clarification is needed regarding items included in the manual, please call the Financial Aid Office at 269-294-4260

This document is not intended to cover every contingency and condition that may arise during employment. The information presented is not contractual, nor is it to be construed to constitute a contract between Glen Oaks Community College and any one or all of its student workers, nor does it form any part of the terms and conditions of employment of any student worker, or create any obligation on the part of the College by reference or otherwise.

The College maintains the right to change official policy and procedures in this document as needed and maintains as well the right to implement changes in local campus practices. Any changes to current College or Board of Trustees for State Colleges and Universities policy or practices supersede the information in this handbook.

The College, which includes all offices under its jurisdiction, reaffirms its policy for Equal Employment Opportunity (EEO) not to discriminate against or exclude from participation in any benefits or activities, any person, either an employee, student worker, or member of the student body, on the basis of race, color, religion, gender, age, national origin, disability, veteran's status, political belief or affiliation, or any other non-merit factor in any employment practice, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Executive Order 11246; Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974; and the Americans with Disabilities Act of 1990.

Glen Oaks Community College Student Employment Mission:

To provide employment services to GOCC students and college departments in an effort to further the students' work experiences and educations, provide financial assistance, and allow for increased productivity of college operations.

The Goals of the Student Employment Program are to:

- Train students for their future as productive citizens, providing a foundation for effective and ethical service to others.
- Provide a qualified, dependable, motivated workforce for college employers.
- Assist students in earning money to finance their education.
- Help students refine their unique talents and explore their career options.

GOCC Student Worker Program

The GOCC Student Worker Program is a college supported student work program. Individual departmental offices are encouraged to hire students for employment based on departmental budgets.

The GOCC Student Worker Program provides valuable experiences to students both in and outside of their field of study. All student employee positions are vital to each department, and the student employee is expected to be responsible, dependable, and conscientious.

The GOCC Student Worker Program is designed to enhance the student's professional growth and to give the student an opportunity for on-the-job experience. While this experience is important and while offices do depend on student employee assistance, it is important for supervisors to remember *the role of the student as a student first*. The supervisors should keep in mind that, for many students, working at GOCC is their first work experience. Many will make mistakes, take some things for granted that they should not, and sometimes behave improperly on the job. It is hoped that supervisors will be as patient as possible and give these students the guidance they need. Their experiences here could well affect their work performance in future employment. It is anticipated that the student's work, besides fulfilling a needed function, will also be a learning experience.

Student Worker Status – General Rule

In order to have the status of a student, the employee must be enrolled and regularly attending classes at GOCC in pursuit of a course of study. If they are working during the fall and/or winter semesters, they must be enrolled in at least six credit hours during that semester. If they are working during the summer semester, they must either be enrolled in three credit hours for the summer semester, or six credit hours for the upcoming fall semester. In addition, the employee's services must be incident to, and for the purpose of, pursuing a course of study. The educational aspect of the relationship between the employer and the employee must be predominant in order for the employee's services to be incident to and for the purpose of pursuing a course of study.

Federal Work-Study Program

Federal Work-Study Program (FWS) is a federally supported program for students who have documented financial need, as authorized by the Financial Aid Office, Department of Education, under Title IV of the Higher Education Act of 1965, as amended by the Higher Education Amendments of 1992, the Higher Education Reconciliation Act (HERA) of 2005, and the Higher Education Opportunity Act (HEOA) of 2008.

Glen Oaks Community College participates in the FWS Program and awards eligible students dollar amounts that are earned while working in an approved work-study job. Students are awarded FWS based on their financial need and course load, as provided by completing the Free Application for Federal Student Aid (FAFSA) and the availability of FWS funds.

All Student Worker Classifications- During the Spring/Summer Semester, in order to be eligible as a student worker, you must either be enrolled in the current Spring/Summer Semester, or upcoming Fall Semester, or work no longer than the 5-week period following the end of the semester.

Setting Work Schedules

Create a mutually agreeable work schedule that accommodates academic requirements. Students may **NEVER** work during their scheduled course times! **When creating a work schedule, students and supervisors are advised to consider:**

- The student's course schedule
- Academic Requirements and exam schedules
- The Departmental Student Worker Budget (if applicable)
- The Student's FWS award amount (if applicable)
- It is both the supervisor and students' responsibility to keep track of hours according to the FWS amount.
- Students may continue working until the end of their authorized period of employment.
- All FWS student employees must discontinue participation in the FWS program and be deleted from future FWS payroll upon depletion of their FWS award
- Please refer all inquiries/requests for increases in student awards to the Financial Aid office. Absolutely no changes will be accepted without the Financial Aid offices' approval.
- Work Study students may not, under any circumstances, continue to work after the authorized period of employment has ended.
- A student's FWS award may need to be modified because of additional resources received by the student. If the Financial Aid Office makes modifications, the supervisor will receive a copy of the modification and should then present a copy to the student. The Financial Aid Office may determine that a specific student employee is not eligible for FWS.

Pay Rates

Currently, the federal minimum wage is \$8.15 per hour effective September 1, 2014. No student can receive less than this mandated amount. In addition, Federal Work Study money will be fully utilized for those students qualifying before Glen Oaks institutional money will be used.

Completing and Submitting Timesheets

- Time sheets **cannot** be held until the end of the semester for payment.
- Timesheets must be legible and all information must be completed in **ink** on the time sheet.
- Time is recorded to the nearest ¼ hour.
- Timesheets are to be submitted by the supervisor to the Financial Aid Office no later than noon the Monday of payroll week.
- Timesheets submitted late will be processed during the following pay period (two-week delay). Students will receive pay on the next scheduled pay period.
- Students who submit intentionally erroneous timesheets will be required to repay the net amount of earnings reported in error. The College will make appropriate adjustments on taxes and withholdings. In addition to repaying unearned funds, students who submit an intentionally inaccurate timesheet will lose the privilege to work for the College. The Financial Aid office will inform the student if loss of work privilege occurs.

Payroll Dates

Time sheets must be submitted by Noon on Monday prior to pay day, or the student will not be paid on time. Student Workers are paid bi-weekly on Friday. It is the responsibility of the supervisor to submit the student's working hours to the financial aid office, using the official time sheets provided. The supervisor must sign the time sheet, which certifies that the job was completed satisfactorily. If the student works on a weekend, or during a break, the supervisor must initial the box where the hours appear. **Time sheets completed in pencil will not be accepted.** For those students who do not participate in direct deposit, checks will be mailed to the student's billing address.

Payroll Deductions/Taxes

Student Workers, according to the previous definition, will be exempt from FICA taxes and the Michigan Public School Employee Retirement System (MPSERS) per IRS guidelines (Revenue Procedure 2005-11 (Rev. Proc. 2005-11)).

Break and Meal Times

A student who works a 4-6 hour shift is entitled to a 15 minute paid break per shift. Any student who works a 6-7 hour shift is entitled to one 15 minute paid break, and a required 30 minute unpaid meal break. A student who works a 7-8 hour shift is entitled to two 15 minute paid breaks, and a required 30 minute unpaid meal break.

Student Worker Employment Status

Student workers are hired under an "at-will" employment agreement, and are considered temporary part-time employees. Student workers may work up to 20 hours per week depending on budget and Federal Work Study funds. Student workers are not eligible for fringe benefits (other than those mention above), or membership in either the Faculty Senate or Glen Oaks Support Staff Employees Unions. In addition, per the Michigan Unemployment Insurance Handbook, students working 30 hours or less per week for Glen Oaks Community College are not entitled to unemployment benefits.

Resignation/Termination Procedures

While student employment on-campus is a learning experience for many, it is still a job and carries with it the same responsibilities of any job off-campus. The student must maintain the proper attitude and behavior on-the-job and perform the required tasks in an acceptable manner. The student who does not carry out these responsibilities after sufficient warning by the supervisor will be terminated from their job. Supervisors must submit a Termination Request Form (Appendix D) to the Financial Aid Office, who will then communicate this to Human Resources prior to termination of the student's employment.

REASONS FOR TERMINATION MAY INCLUDE:

- 1.) Failure to report to work
- 2.) Failure to report to work at scheduled times
- 3.) Poor attitude and/or insubordination
- 4.) Failure or inability to perform the tasks required
- 5.) Repeated tardiness
- 6.) Falsification of time sheets
- 7.) Theft or embezzlement
- 8.) Destruction of College property
- 9.) Threat of use of physical force
- 10.) Any illegal activities conducted on College property, including alcohol or drug use.

Any of these actions may result in immediate termination of employment

*Termination Request form is available in the Financial Aid Office.

Inclement Weather and Other Emergency Conditions

In the event of an emergency whereby the campus may close for normal business operations, either prior to or during a work shift, appropriate announcements will be made through the various news media (i.e. Glen Oaks web site, text alerts, local TV channels, etc.).

Canceling classes does not necessarily mean that the campus will be closed for normal operations. Students are expected to report to work and remain as scheduled, unless they are advised to the contrary. Students should consult their supervisor regarding any specific inclement weather and emergency condition procedures for their departments. If the College is closed for business, you are not to report to work.

On-the-job injuries

All injuries that occur on the job must be reported to the student's supervisor immediately and subsequently reported to Human Resources.

Student Rights and Responsibilities

Students in the Student Worker Program have the right to:

1. Expect GOCC to reaffirm its policy for Equal Employment Opportunity (EEO) not to discriminate against or exclude from participation in any benefits or activities, any person, either an employee, student worker, or member of the student body, on the basis of race, color, religion, gender, age, national origin, disability, veteran's status, political belief or affiliation, or any other non-merit factor in any employment practice, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Executive Order 11246; Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974; and the Americans with Disabilities Act of 1990.
2. Work free of the threat of actual incidence of either racism or sexual harassment.
3. A specific job description including supervisor's expectations and standards.

4. A clearly defined work schedule that accommodates the student's course schedule and academic requirements. Students are required to notify their supervisor of any necessary changes in their work schedule.
5. Adequate training to perform assigned tasks.
6. A safe, clean, and professional working environment.
7. Supervision and direction from GOCC staff.
8. Clear explanation of the procedures for recording hours worked, as well as information regarding GOCC's payroll procedures and payroll calendar.
9. Instructions regarding procedures to be followed if the student cannot report for a scheduled work period.

Confidentiality Requirements

As part of my employment at Glen Oaks Community College, I understand that I will have access to files containing information which includes but is not limited to confidentiality issues regarding employees and students. I understand that I have access to this information only because I am employed in this department/work area. I agree that I shall not disclose this information to anyone other than my direct supervisor.

I agree to be bound by this confidentiality agreement and take all reasonable, necessary, and appropriate steps to safeguard private data from disclosure to anyone except as permitted under this agreement. I understand that violation of this agreement may subject me to possible disciplinary action affecting my employment at Glen Oaks Community College, up to and including termination of employment.

Policy synopsis for supervisors/student employees

Absences: Students who are unable to report to regularly scheduled work assignments due to an emergency are expected to notify their supervisor(s) immediately. In non-emergency situations, students should notify their supervisor(s) well in advance of necessary absences.

Dress: Each department should establish dress standards appropriate for the location, season, and type of work to be performed. Students are expected to comply with such requirements.

Drugs, Alcohol: The use of alcoholic beverages and illegal drugs while working on-campus is absolutely forbidden. Supervisors are expected to report any instances of use to the Dean of Students and other authorities.

Exams: During final exam week, the supervisors must alter students' work schedules to allow them to properly prepare for and complete their exams and to work the number of hours agreed upon.

Holidays: Student workers are not to work when the College is closed for holidays.

Make-up work days: Supervisors' approval is required for students to make up work when regularly scheduled work has been missed. The needs of the work area will be the primary deciding factor in such cases.

Nepotism: Supervisors should not hire immediate relatives to work in their departments (spouse, children, etc.)

Number of hours to be worked: Student workers may work up to 20 hours per week depending on budget and Federal Work Study funds.

Appendix A

Acknowledgement – please read and initial each statement below:

_____ **Setting Work Schedules:** I have read and understand that I am not allowed to work during scheduled class times.

_____ **Setting Work Schedules:** I have read and understand I am responsible for notifying my supervisor if I will be late or unable to work during a scheduled shift. Failure to do so can result in termination.

_____ **Completing & Submitting Timesheets:** I have read and understand who submits the timesheet.

_____ **Completing & Submitting Timesheets:** I have read and understand how to record hours worked on the timesheet and that all time sheets must be completed in ink.

_____ **Payroll Dates:** I have read and understand when time sheets are due.

_____ **Break and Meal Times:** I have read and understand the required break and meal times when working.

_____ **Confidentiality Requirements:** I have read and understand I will have access to files containing information which includes but is not limited to confidentiality issues regarding employees and students. I agree that I shall not disclose this information to anyone other than my direct supervisor..

By signing below, I certify that I have read and understand the Student Worker Handbook.

Student Worker’s Signature Printed Name Date

Supervisor’s Signature Printed Name Date

Please return to the Financial Aid Office