



# Glen Oaks Community College Student Worker Handbook

## ***SUPERVISOR***

## **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.**

## Personnel Files

It is a good idea to maintain a personnel file on each student and to document all disciplinary/performance improvement occurrences. Make copies of all time sheets and other documentation submitted to the Financial Aid Office, and maintain these until the student's current employment contract has ended.

## 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 Work Study award amount (if applicable)
- Monitoring Student Work Study Awards
- It is both the supervisor and students' responsibility to keep track of hours according to the Work Study amount.
- Students may continue working until the end of their authorized period of employment.
- All Work Study student employees must discontinue participation in the Work Study program and be deleted from future Work Study payroll upon depletion of their Work Study 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 Work Study 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 Work Study.

The Financial Aid Office may instruct you to terminate a student. This is usually a result of a change in the student's financial aid eligibility. Students will be terminated in the following circumstances:

- Student has withdrawn from school
- Student has earned the entire maximum awarded amount.
- Student has received an additional award (scholarship, grant, etc...) which meets his/her financial need.
- Student has been suspended from the College.
- Student is not meeting Satisfactory Academic Progress (SAP).
- Student has graduated.
- Student has outstanding balance owed to College for courses taken.

- Student is in default on federal loans and/or owes a refund to a federal grant program.

### **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.
- Initial all corrections.
- 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.

### **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 report the student's working hours to the business office, using the official time sheets provided. The supervisor must sign the time sheet, which certified 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.

### **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.

### **Performance Appraisals**

We encourage you to evaluate all of your student workers at the end of each semester. Please discuss the appraisals with the students, and give them feedback on their performance. The Student Employee Performance Appraisal forms are located on Appendix B of this manual. Please keep a copy for your records and return the original to the Financial Aid Office.

### **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.

**Fraud Policy and Procedures**

*Supervisors Responsibilities and Consequences:* Departments that suspect students have intentionally submitted inaccurate timesheets should notify the Human Resources Department. The HR Department is responsible for investigating the possible extent of misrepresentation and the Financial Aid office will determine if there is an overpayment. If a determination is made that there has been an overpayment, Financial Aid Office will coordinate with the Business Office for repayment. The student will make restitution and be counseled by the Director of Financial Aid regarding loss of campus employment eligibility. Repeated problems with student timesheets in a given work area may result in that area's loss of privileges to hire student workers.

**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 you 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.

## **Supervisor Responsibilities**

*Supervisors have the responsibility to:*

1. Ensure that student timesheets accurately reflect hours worked.
2. Ensure that student timesheets are turned in to the Financial Aid Office on time.
3. Ensure that the hiring of student employees will not result in the replacement of permanent, full-time staff or the impairment of existing contracts for services.
4. Ensure that student employees are supervised at all times by full-time College staff and that all work performed by students is consistent with the purposes and intent of the Student Employment Program and within its regulations and guidelines.
5. Pay students only for hours actually worked, and not pay students for lunch, sick days, or other hours not actually worked.
6. Only allow Work Study employees to earn Work Study funds during the Work Study award periods listed on each students' contracts; unless otherwise informed.
7. Comply with all payroll department procedures including, but not limited to, the submission of all payroll forms.
8. Advise students on procedures to follow for reporting emergencies, accidents, problems or potential hazards in the work environment.
9. Submit appropriate termination paperwork (See Appendix D) for a student who is caught stealing, falsifying time sheets, releasing confidential information, or is suspended/withdrawn from school. The Supervisor will also need to notify the Financial Aid Office, the Dean of Students, and the Human Resources Department in these instances.

**Appendix A**

**Acknowledgement – please read and initial each statement below:**

\_\_\_\_\_ **Setting Work Schedules:** I have read and understand that my student worker is not allowed to work during scheduled class times.

\_\_\_\_\_ **Completing & Submitting Timesheets:** I have read and understand that I am responsible for submitting the student workers time sheet.

\_\_\_\_\_ **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 my student is working.

\_\_\_\_\_ **Supervisor Responsibilities:** I have read and understand my responsibilities as a work study supervisor.

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

\_\_\_\_\_  
Supervisor’s Signature                      Printed Name                      Date

**\*Please return to the Financial Aid Office\***