



HOOD COLLEGE STUDENT EMPLOYMENT HANDBOOK 2011-2012

Students who have been awarded Federal Work Study or Campus Employment as part of their financial aid package may participate in the Student Employment Program at Hood College. Being awarded student employment is not a guarantee of a job, rather, an opportunity to work on campus.

PURPOSE

The Student Employment Program is designed to:

- provide students with a way to earn money for miscellaneous expenses
- offer students an opportunity to understand the working world, while attending school
- enable students to develop valuable work-related skills and professional behavior, build a stronger resume, and improve job search skills
- influence student success through effective work site experience and supervision

NOTE: Student Employment is intended to be an enriching experience for students – an opportunity to develop new skills and work with supervisors who can provide valuable job references in the future. The program is called “Student Employment,” **NOT** “Work Study” because it should be viewed as a work experience, rather than a way for students to receive pay for studying/doing their homework.

STUDENT EMPLOYEE BILL OF RIGHTS

It is reasonable for student employees to expect:

- ✓ pleasant and equitable treatment by supervisors, including a mutual understanding of the expected work schedule and job responsibilities
- ✓ ongoing evaluations of work performance through verbal communication and periodic written performance evaluations from supervisors
- ✓ a progressive grievance process, including a full explanation if termination occurs
- ✓ campus employment jobs that can be used as references for future employers
- ✓ payment in a timely manner

SUPERVISOR BILL OF RIGHTS

It is reasonable for supervisors to expect:

- ✓ quality work, appropriate attire and a good attitude from their student workers
- ✓ student workers who report to work on time and follow the work schedule mutually agreed upon

- ✓ timely notification of any expected absences, along with plans to make up missed time
- ✓ particular requirements and/or procedures of supervisor's office or department will be followed at all times, including abiding by any confidentiality agreements

TYPES OF STUDENT WORK

There are two types of student employment supported through financial aid:

- **FEDERAL WORK STUDY** - wages are funded partially by the College and partially by the Federal Government
- **COLLEGE WORK STUDY** - wages are funded by the College

NOTE: PART-TIME EMPLOYMENT - Some offices hire students as part-time employees. These positions are not funded through the Student Employment Program. All forms and employment issues for these positions are handled through the Human Resources Office. Students should understand that holding more than one part-time job could interfere with completion of academic responsibilities as well as affect their eligibility for financial aid.

HIRING PROCESS

All students participating in the Student Employment Program must complete a **Work Agreement**. When a position is secured, the student and supervisor complete the Agreement and the student returns the original form to the Financial Aid Office, copies are kept by the student and supervisor. In addition, students are required to complete the following employment forms:

- an **I-9** form (Federal Employment Eligibility Verification)
- a **W-4** form (Employee's Withholding Allowance Certificate)
- a **MW 507** form (Employee's Maryland Withholding Exemption Certificate)

To complete the employment forms, you will need to bring the following documents to the Financial Aid Office: a valid driver's licenses or Hood ID card **and** your original Social Security Card, your original birth certificate or US passport. If you cannot provide any of these documents, please contact the Office of Financial Aid.

Please note: Students involved with the Community Scholars Service Learning program will be required to complete additional documents prior to employment. Please contact Yvette Webster, Community Scholars Coordinator, at x3751 for further details.

Students are not permitted to work and will not be paid until they have completed the required employment forms listed above and have a valid Work Agreement on file with the Financial Aid Office. Supervisors who hire students without a Work Agreement are operating outside the realm of Student Employment and student wages will not be paid by the program.

Each year, the Financial Aid Office compiles the ***Student Employment Directory of Opportunities***, a listing of approved student employment positions, with job descriptions and required qualifications. Eligible students are encouraged to refer to this directory to find positions for which they would like to apply. In addition all positions are listed on the Financial Aid website www.hood.edu/admissions/finaid and click on student employment. At the

beginning of the fall semester, Student Employment supervisors with vacant positions are invited to participate in the **Student Employment Job Fair**. Students seeking employment can meet supervisors, submit applications/resumes and interview for available positions.

Note: It is the student's responsibility to secure a job on campus. We suggest that students identify what they are looking for in a position. For example, a student may want to work as a lab assistant because he/she plans to major in biology and wants to gain practical experience, or a student with interpersonal skills may choose to work in the Admissions Office dealing with prospective students and parents. The Office of Financial Aid does not place students in positions, however, students having difficulty locating a job can talk with the Financial Aid Office for assistance.

Note about returning students:

Returning students must complete a new Work Agreement Form each year. Students are directed to pick up the Work Agreement at the Financial Aid Office once they are back on campus. Students may keep the same job from the previous year (**at the discretion of the supervisor**) or change jobs. We encourage students wishing to change jobs to attend the Student Employment Job Fair.

Note: Students participating in the work program must return a completed Work Agreement to the Office of Financial Aid by the following dates:

Returning Student employees:	9/15
New Students employees:	9/30

Failure to return the Work Agreement and complete all employment forms by the above deadlines may result in the loss of opportunity to participate in the student employment program.

PROGRAM DATES

Students may work on campus from the first day of classes each semester to the last day of classes. **Note:** Students wishing to work during exam week must obtain approval from the Financial Aid Office.

Students **may not** work during vacation periods when the College **is not in session** (Thanksgiving, Christmas, and Spring Break, including the January semester), but **may work** during mid-semester breaks (October and March) on a case-by-case basis. The Financial Aid Office should be notified of the arrangement.

NUMBER OF STUDENT POSITIONS

Each spring, supervisors submit staffing requests for the following academic year. Following a review by the Financial Aid Office supervisors are notified of approved positions. The **Job Opportunities Directory**, available at the Student Employment website, indicates the number of job openings in each area.

NOTE: Supervisors are **not** permitted to hire students unless positions have been formally approved for their area. Contact the Financial Aid Office if you have any questions.

TAXES

Student wages are subject to federal and state income tax and are exempt from FICA/Medicare tax. All students who receive earnings for working on campus must complete the IRS Form W-4, Employee's Withholding Allowance Certificate, and the corresponding state form (MW 507).

STUDENT WAGES

Students receiving Campus Employment or Federal Work-Study are paid on an hourly basis for work performed. The Student Employment allocation is \$2,000 per year. We encourage students to earn approximately half the allocation each semester, and to work the same number of hours during each week of the 15 week semesters in order to provide consistency for the supervisor.

The dollar amount awarded through Student Employment Program represents the maximum amount students may earn for the academic year. Students are paid monthly. The number of hours the student has worked during the month and the hourly rate of pay determine the amount of each check. Student employment funds may not be used as a credit against your student account.

NOTE: Students may not earn more than their student employment allocation and should plan accordingly. In conjunction with your supervisor, it is your responsibility to monitor your earnings. The Student Employment coordinator and the Accounting Office make every effort to notify supervisors and students when students are approaching their maximum allotment. **Wages above the student's Student Employment allocation must be paid out of the supervisors' budget.**

Pay rates for 2011-2012:

- **\$8.00/hour - campus based positions**
- **\$9.00/hour - Community Scholar positions**
Note: students must qualify for federal work-study funds to participate in the Community Scholars program.

DETERMINING THE WORK SCHEDULE

The hours that a student works per week depend upon the student's academic schedule, student employment allotment, and your needs as the supervisor. When arranging the work schedule, the student and supervisor should keep in mind that the student's academic responsibilities take precedence over any other priorities.

FORMULA: Semester allocation - divided by the number of work weeks in a semester - divided by the rate of pay equals the approximate number of hours per week to work.

Example: \$1000 (semester allocation)

$$\begin{array}{r} \div 15 \text{ (weeks in a semester)} \\ 67 \\ \div 8.00 \text{ (pay rate)} \\ 8.25 \text{ (approximate hours per week to earn full allocation)} \end{array}$$

TIME SHEETS

Time sheets are the joint responsibility of the supervisor and the student. The student should record his/her hours on the time sheet on a daily basis. At the end of the month, both the student and the supervisor are required to sign time sheets, verifying that the information is correct. Supervisors should NEVER sign a time sheet for another department's student worker.

To ensure timely payment, the original time sheet must be submitted to the Payroll Office. Supervisors are encouraged to maintain a copy in their office. **Time sheets are due the first business day of each month; those received after that day will not be processed until the following pay period.**

Please note: Students involved with the Community Scholars program are required to submit timesheets to the Career Center prior to the end of the month. Please contact Yvette Webster, x3751, for dates.

The Financial Aid Office provides time sheets to departmental supervisors at the beginning of each month. Supervisors should work with their students to maintain the time sheet on a daily basis, double check the hours shown, and ensure that all time sheets are signed. **Supervisors and/or students who fail to turn in time sheets as required may not be allowed to participate in the Student Employment Program.**

Please note: Community Scholar students must have their time sheets signed by both the off-site supervisor and the Community Scholars coordinator prior to submission to the Payroll Office.

Supervisors are required to keep track of all time sheet submissions. Students are required to be paid for all work completed. Final time sheets of the year must be submitted to Financial Aid Office **on or before the last day of the spring semester**. Supervisors must monitor time sheets carefully as any time sheets submitted after the deadline must be paid from the **supervisor's budget**.

Hours are to be documented and calculated in quarter-hour increments only:

- 15 minutes is recorded as .25 hours
- 30 minutes is recorded as .5 hours
- 45 minutes is recorded as .75 hours

(Example, if a student works from 1:00 pm –2:30 pm, please record time as 1.5 hrs, not 1:00 pm – 2:30 p.m.)

NOTE: Students must accurately report hours worked and obtain their supervisor's signature on the time sheet. **It is a Judicial Board offense to falsify information on the time sheet.** Please refer to the Grievance Procedure section of the handbook for more information.

PAYROLL

Students are paid once a month for work performed during the previous month. Checks are issued by the Accounting Office and distributed in students' campus mailboxes unless arrangements have been made for direct deposit. Direct deposit forms are available from the Accounting Office. Arrangements for forwarding the final paycheck of each semester must be made in advance with the Accounting Office.

CHANGING JOBS

Students are free to change jobs, but those wishing to change during the academic year are encouraged to discuss the situation with their current supervisor or the Financial Aid Office. The student should give the current supervisor two weeks notice before leaving the position. Open positions are posted online. Once hired, a new work agreement must be obtained from the Office of Financial Aid, signed by the new supervisor and returned to the Financial Aid Office prior to working in the new position.

Students who leave, or are terminated from, a student employment job can receive assistance from the Financial Aid Office in locating another position, if appropriate. **However, the Financial Aid Office cannot guarantee another position.**

CANCELLATION OF STUDENT EMPLOYMENT

Students may lose the opportunity to work on campus for a variety of reasons. For example: students opting to work in the fall semester only; students taking a Leave of Absence; students studying abroad; students placed on financial aid probation.

If a student cancels his/her student employment for the fall semester, the award will be cancelled for the entire year. If you are interest in working in the spring semester, you must submit a request to be added to the wait list for student employment. Being placed on the wait list in no way assures you that you will be re-awarded student employment.

If a student studies abroad or takes a Leave of Absence, the award will be cancelled for the entire year. If you are interest in working upon your return to Hood College, you must submit a request to be added to the wait list for student employment. Being placed on the wait list in no way assures you that you will be re-awarded student employment.

Students who have been placed on financial aid probation may be in jeopardy of not being allowed to continue in the Student Employment Program. Student employment is an opportunity for students to earn money while attending college, however, the Student Employment Program should never interfere with a student's academic performance.

TRAVEL

With the exception of students in community service positions, students are NOT permitted to travel off campus for student employment. (Additional exceptions to this policy may be made for students who will be traveling off campus WITH their supervisor during the performance of their Hood-related duties).

PERFORMANCE EVALUATION

Consistent with the program's intent to provide a "real world" work experience for participants, supervisors are strongly encouraged to complete performance evaluations on their students once each year. This is a valuable opportunity for supervisors and students to review job expectations and assess skills. An evaluation form is to be completed and signed by both the supervisor and the student. Copies of the evaluation are maintained in the student's file in the Financial Aid Office. Supervisors will be provided with evaluation forms and are **required** to complete the evaluation by the end of the year.

ABSENCES

Supervisors should establish work schedules with students at the beginning of each semester. Students who cannot work the regularly scheduled hours on a particular day should provide advance notification. In the case of illness or an emergency, it is the student's responsibility to notify the supervisor. A "substitute" cannot work in the place of your regular student employee. A student's student employment allocation can be earned by that student only.

Students with repeated absences may not be allowed to continue in the work-study program.

TRAINING

Supervisors are responsible for introducing new student employees to the department/office staff and any specific policies and procedures. Training should address the student's specific responsibilities, such as answering the phone, sorting and distributing mail, utilizing specialized software, etc. It also is important for supervisors to discuss their expectations regarding attendance, punctuality, and general work performance with student employees when they begin employment. In addition, supervisors should promote the professional development of student employees.

Many departments/offices have developed policies and procedures for their student employees. **The Financial Aid Office strongly encourages all departments/offices to develop a procedures manual for student employees.**

GRIEVANCE PROCEDURE

Supervisors who experience poor performance or problematic behavior by a student employee should promptly address their concerns with the student. Supervisors can also contact the HR office or the Financial Aid Office to discuss concerns and approaches for handling a situation. Supervisors are advised to follow the process outlined below when addressing poor performance or problematic behaviors with student employees. Please note that a supervisor may proceed to immediate, summary suspension and possible termination when, in the supervisor's opinion, the student has committed any of the serious offenses listed below ("**grounds for immediate action**").

Step One - Verbal Warning

The supervisor has a private conference with the student employee and discusses problem areas. During this meeting, the supervisor states her/his concerns and *specifically* identifies the problematic behaviors. The supervisor also provides specific examples of how the

student's performance can be improved. The supervisor then allows the student to respond. As a follow-up to this meeting, the supervisor prepares a written summary of the discussion, to be signed by the supervisor and the student. This summary lists the problematic behaviors discussed, as well as the agreed upon resolutions. Copies are given to the student and the Financial Aid Office.

Step Two - Written Warning

If the student fails to correct the problematic behaviors within the determined time period or if additional difficulties emerge, the supervisor sends the student a written warning indicating that failure to comply immediately with the requirements set forth in Step One will result in termination. A copy of this warning is also sent to the Financial Aid Office.

Step Three – Termination

If the student employee fails to improve and does not abide by the guidelines established during Step One and/or Step Two, the supervisor may terminate the student. The College does NOT guarantee a subsequent position for a student who is terminated for just cause. In addition, the Financial Aid Office cannot guarantee a replacement employee will be available to fill the vacant position.

NOTE: The following are grounds for immediate action:

- Stealing
- Falsifying records (e.g. time sheets)
- Violating confidentiality
- Chronic absenteeism without notification
- Lying
- Violent or threatening behavior
- Drug or alcohol use in the workplace
- Sexual harassment
- Insubordination

If a student employee has committed any of these egregious acts, the supervisor should immediately place the student employee on leave and promptly refer the case to the Judicial Board. Please notify the Financial Aid Office and HR in the event of any incident of this nature.

Please note: All notifications filed in the Office of Financial Aid remain confidential.

Note to Supervisors: If you are unsure about how to handle a particular situation, please contact Student Employment or HR to discuss.

Note to students:

Students are encouraged to speak to their supervisors and/or come to the Financial Aid Office with any questions or concerns relating to their employment. Any serious concerns about supervisor conduct should be reported to the Financial Aid Office and HR as soon as possible.

Students in the Student Employment Program are expected to maintain a 2.0 GPA in order to continue working. Students not meeting the minimum GPA may be removed from the Student Employment Program.

NON-DISCRIMINATION POLICY

Hood College does not discriminate on the basis of sex, race, color, national origin, sexual orientation, marital status, pregnancy, disability, religion, age, or any other protected classification under applicable federal, state, or local law, in recruitment, admission and access to, or treatment, or employment in its programs, services, benefits, or activities as required by title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act, the Americans with Disabilities Act Amendments Act, and their implementing regulations.

Hood College complies with applicable laws regarding reasonable accommodation for disabled students and employees. Applicants requiring reasonable accommodation in order to participate in the application process or to have access to a program, service, or activity of Hood College are requested to contact the Disability Services Coordinator.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Carol M. Wuenschel, Executive Director for Human Resources, Equal Employment Officer/Title IX and Section 504 Coordinator, Alumnae Hall, 401 Rosemont Avenue, Frederick, MD 21701 (AD 312), (301) 696-3592, Wuenschel@hood.edu.

CONTACT INFORMATION

If you have any questions or comments about the Student Employment, please contact the Office of Financial Aid (x3414). Further information on the Student Employment Program is also available on the web at www.hood.edu/admissions/finaid and click on Student Employment.