



**STUDENT
EMPLOYMENT
SUPERVISOR
HANDBOOK
2015-2016**

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Meditations on Student Employment

-contributed by an anonymous supervisor

“**O**ne of the benefits of working on a college campus is the relationships that we establish with the students. I’ve advised as they changed majors, listened as they wrestled with weighty problems, loosened the reins of the family, and struggled to establish their place in the world. I’ve praised, cajoled, threatened, and flattered in attempts to improve study habits or work performance. I’ve attended their weddings, shared the defeats and victories of their postgraduate careers, consoled and encouraged as they took on the yoke of a lifetime of adult responsibility. I have received the joyous call announcing the birth of a child. I have made friendships across a generation, friendships made possible by my work. What these friends have in common is that I knew them all first as student employees. My campus, like so many others, is a large place. I meet lots of people and cannot count the number I greet and nod to in passing. The students I know, the ones, with whom I have shared hopes and worries, aspirations and frustrations, are those I work with. I see them several times a week. They are my window on all students, and how students see the college. They help me do my job better, both by the work they perform and by the suggestions and improvements they make. The majority of us who work at colleges are not faculty; we are support staff. We do not know students through our teaching. Our interactions may be one-time appointments or brief transactions. But we know students through student employment. Student employment is our bridge to those we serve, a bridge that brings me help, friendship, ideas, and motivations.”

From “Journal of Student Employment”, Winter 1994

THE WORK STUDY PROGRAM

The Work Study Program provides valuable experiences to students both in and outside of their field of study. Paine College focuses on all work that is beneficial to the student since employers generally seek prospective employees with relevant work experience. All student employee positions are vital to each department on- and off-campus and the student employee is expected to be responsible, dependable, and conscientious.

The Work Study 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 departments 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 also keep in mind that, for many students, working at Paine College 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.

Paine College (Institutional) Work Study Program

The Paine College Work Study Program is a college supported student work program. Paine College Work Study is non-need based and is awarded based on the availability of funds.

Federal Work Study Program

Federal Work Study 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.

Paine College participates in the Federal Work Study Program and awards eligible students dollar amounts that can be earned while working in an approved work-study position. Students are awarded Federal Work Study based on their financial need, as provided by completing the Free Application for Federal Student Aid and the availability of Federal Work Study funds.

STUDENT ELIGIBILITY/LIMITS OF EMPLOYMENT

To be offered Work Study, a student must apply for financial aid by the priority deadline, March 1, and must demonstrate sufficient financial need. Work study funding may not be available for all eligible students, since funds are awarded from a limited annual allocation; once that allocation is committed, new awards cannot be made.

In order to qualify for employment under any Work Study Program, a student must be enrolled for at least 6 hours Fall and Spring Semesters. Only students who have been awarded Work Study funding by the Paine College Financial Aid Office can be hired for Work Study positions. Since Work Study is financial aid, a student's eligibility and earnings limit are based on factors which are not job-related. Work Study funds are awarded to the student, not to the employer. We cannot guarantee that supervisor's requests for Work Study student employees will be filled.

The number of hours a Work Study student may work during the academic year depends on the amount of the Work Study award and the job's pay rate. The maximum Work Study award for students is \$3000. An individual student's award may be less depending on financial need and other factors. The student may earn up to the total amount of the award. If the student works after earning all of his or her award, the employer bears the responsibility for paying 100% of the student's wages without the Work Study subsidy. All earnings which exceed the amount of the award, or which are earned during periods not covered by the award, are the responsibility of the department.

In order to continue in a Work Study position, a student must remain eligible for the Work Study award. If a student fails to complete the minimum credit hour requirements or withdraws from school, the Work Study award will be canceled and the employer will be notified that the student's eligibility has been terminated. Also, a student's eligibility for aid can be affected by changes in personal or financial circumstances occurring through the year. If a student no longer demonstrates sufficient financial need for the Work Study award, it will be canceled.

WORK STUDY PERSONNEL REQUEST

Employers interested in participating in the Work Study Program are required to list jobs online at <http://paine.studentemployment.ngwebsolutions.com/Job/Timesheet> where supervisors describe accurately the responsibilities and qualifications associated with a particular job. Prior to the start of an employment period, the job listings will be available to all students for selection. Students submit online employment applications to the supervisors for consideration. Supervisors submit hire requests to the Financial Aid Office using the Job/Timesheet system. Supervisors may not allow students to begin work until the Financial Aid Office has approved the hire and notified the supervisor via e-mail.

SUPERVISION

Supervision of student employees involves providing adequate orientation to work rules in the department and training specific job duties. It also involves planning the student's work schedule, confirming hours worked on the Work Study timesheet, and monitoring hours worked as well as the student's earnings and Work Study award. Each Work Study student must be supervised by a regular Paine College employee who can attest to the quality of the student's work and hours reported on the timesheet. An individual approved by the Financial Aid Office must supervise students employed off-campus. The level of supervision, whether close or limited, will depend on the job duties, and the student employee's abilities and experience. The student should know at all times who is his or her immediate supervisor and be aware of the person to contact about problems arising on the job.

Supervisor Responsibilities

When a Work Study student is employed, the employing department will be responsible for the following:

- Interview the student and make sure that he or she understands and has the required skills to perform the assigned tasks.
- *Request a copy of the student's class schedule before arranging the student's work schedule. Students are not allowed to work during scheduled classes. Exceptions to a pre-arranged work schedule due to changes in class schedules, early class dismissals, cancellations, etc., must be documented and the documentation must be maintained by the supervisor.*
- *Establish a clearly defined work schedule that will be convenient to both the student and the employer. Please take into consideration midterm and finals week.*
- Inform the student of his or her exact duties and responsibilities on the job.
- Inform the student of the proper dress code for your department.
- Maintain adequate supervision of the employee with regard to attendance and quality of job performance.

- Certify and submit individual timesheets to the Financial Aid Office by the designated time. *This is a must. It will allow you and the Financial Aid Office to keep accurate records of the student's earnings.*
- Monitor the student's weekly hours to prevent the student from earning in excess of his or her work-study allocation. *If the Department fails to monitor the student's hours and the work performed exceeds the allocation; the Department will be responsible for paying excess hours from its own funds. Notification will be sent to Vice President for Administrative and Fiscal Affairs.*
- Keep accurate records of any updates made on a student's allocation.
- Attempt to resolve employment grievances involving work study students.
- *Ensure student employee's take an unpaid half-hour break if working five or more consecutive hours*
- Complete a Work Study Termination form if the student is being terminated due to disciplinary reasons.
- Provide reasonable accommodations for qualified disabled student employees.
- Maintain copies of the Class Schedules, Warnings, Terminations, Evaluations and any other documentation related to the Work Study Employees. *Annually, the Work Study Coordinator will audit these documents.*

PLANNING THE WORK SCHEDULE

During the academic year period, students are awarded a fixed amount of Work Study funding, subject to revision. You and your Work Study student should plan the work schedule so that the student can work throughout the award period and use the entire amount of the award. The average number of hours per week can be determined using the following formula:

$$\begin{aligned} \text{Amount of award/number of weeks} &= \$ \text{ per week} \\ \$ \text{ per week/hourly pay rate} &= \# \text{ of hours per week.} \end{aligned}$$

Students may work a maximum of **20** hours per week/per month while classes are in session. If, after calculating the hours per week using the above formula, you find the student will not be able to use the full award, you may refer him or her to the Financial Aid Office for a possible adjustment in the aid package. You and the student should establish a work schedule, which takes into account both your needs. If the job has specific time requirements, these should be made clear on the Job Description and in the interview. Work Study students are, first and foremost, students and you should try to be as flexible as possible regarding class schedules and other academic requirements. Student employees are prohibited from working during scheduled class periods. At the

same time, Work Study students are expected to be responsible employees, and to give notice if they are ill or otherwise must be absent during regular work hours. Students should be advised at the time of hiring about your expectations for notification of lateness or absence.

If the student becomes ineligible for aid (e.g., fails to complete the minimum credit hour requirement or withdraws from school), or is not awarded Work Study for the following semester, the unearned portion of his or her award is lost.

Please note that you will be notified if your student employee becomes ineligible for Work Study.

If he or she continues to work after you have been notified or after withdrawal from the College, you will be responsible for paying 100% of the wages. Students must be paid for all hours worked. If they are no longer eligible for Work Study funding, your department is responsible for the balance of their earnings.

Make- up Time

If a student employee had a pre-arranged personal leave of absence, make-up time is left up to the discretion of the supervisor.

Pay Scale

Student employees are paid on an hourly basis. The On-Campus wage is \$9.00 per hour, Off-Campus Community Service wage is \$10.00 and Off-Campus America Reads/Literacy Programs wages is \$10.00 per hour.

Pay Periods

The pay periods vary each academic year according to holiday recesses and semester breaks. The average pay period includes 25 working days. There are three pay periods for the Fall semester and four pay periods for the Spring Semester. The Financial Aid Office publishes the Work Study Pay Period Schedule each academic year.



HIRING

The Financial Aid Office will determine the hiring deadline for each semester.

TIMESHEETS

It is very important that timesheets are completed carefully and accurately. Login to the Paine College Student Employment website and navigate to the Timesheet Control Panel and process each timesheet accordingly. The hours reported for the student must represent actual time worked in that pay period. ***Timesheets must be submitted by the designated deadline. Federal regulations state that student employees must be paid at least once a month. It is a federal offense for a student or an employer to falsify any information on a student's payroll timesheet.***

Time Sheet Adjustment/Correcting Errors

Errors are sometimes made on timesheets and, as a result, the student is either overpaid or underpaid. If you make an error in reporting time worked (e.g., you report too few or too many hours), you may make the adjustment by adding to or subtracting from the time sheet for the next pay period. Once the error is discovered, you must immediately submit documentation to the Work Study Records Manager detailing the error.

MONITORING EARNINGS

As you submit Work Study timesheets through the semester, keep track of the student's earnings to ensure fairly consistent use of his or her award. Some departments ask the students to monitor their own earnings. As the employing department, however, you are responsible for monitoring earnings. If a Work Study timesheet is submitted that includes earnings which exceed the student's award, we will notify you that ***your department budget will be charged 100% for the extra hours.***

**PAINÉ COLLEGE
STUDENT EMPLOYMENT
WORK STUDY PAY PERIODS
(201-2016)**

**PAINÉ COLLEGE
STUDENT EMPLOYMENT
WORK STUDY PAY PERIODS
(2015-2016)**

ID	NAME	START DATE	END DATE	STUDENT DEADLINE	SUPERVISOR DEADLINE	PAYROLLFINALIZED	PAY DATE
300	SEPTEMBER 2015	9/01/2015 (12:00 a.m.)	9/30/2015 (11:59 p.m.)	10/01/2015 (12:00 p.m.)	10/02/2015 (12:00 p.m.)	10/03/2015 (12:00 P.M.)	10/15/2015 (10:00 a.m.)
301	OCTOBER 2015	10/01/2015 (12:00 a.m.)	10/31/2015 (11:59 p.m.)	11/01/2015 (12:00 p.m.)	11/02/2015 (12:00 p.m.)	11/05/2015 (12:00 P.M.)	11/15/2015 (10:00 a.m.)
302	NOVEMBER 2015	11/01/2015 (12:00 a.m.)	11/30/2015 (11:59 p.m.)	12/03/2015 (12:00 p.m.)	12/04/2015 (12:00 p.m.)	12/05/2015 (12:00 P.M.)	12/17/2015 (10:00 a.m.)
303	JANUARY 2016	1/07/2016 (12:00 a.m.)	1/31/2016 (11:59 p.m.)	2/01/2016 (12:00 p.m.)	2/02/2016 (12:00 p.m.)	2/04/2016 (12:00 P.M.)	2/15/2016 (10:00 a.m.)
304	FEBRUARY 2016	2/01/2016 (12:00 a.m.)	2/28/2016 (11:59 p.m.)	3/01/2016 (12:00 p.m.)	3/02/2016 (12:00 p.m.)	3/04/2016 (12:00 P.M.)	3/15/2016 (10:00 a.m.)
305	MARCH 2016	3/01/2016 (12:00 a.m.)	3/31/2016 (11:59 p.m.)	4/01/2016 (12:00 p.m.)	4/02/2016 (12:00 p.m.)	4/03/2016 (12:00 P.M.)	4/15/2016 (10:00 a.m.)
306	APRIL 2016	4/01/2016 (12:00 a.m.)	4/30/2016 (11:59 p.m.)	5/01/2016 (12:00 p.m.)	5/02/2016 (12:00 p.m.)	05/03/2016 (12:00 P.M.)	5/15/2016 (10:00 a.m.)

Late submissions, although not tolerated, will be processed after the 15th of each month.

Student employee payroll checks will be available for pick-up at 10 a.m. on the designated pay date from the Office of Student Financial Services, Haygood-Holsey Hall, Room 110.

**Photo identification is required.
*CHECK AVAILABILITY IS SUBJECT TO CHANGE**





WORKMEN'S COMPENSATION

All student employees are covered by Workmen's Compensation. In the event that an injury occurs, the student must notify his or her supervisor immediately. The supervisor must contact Human Resources for further instructions.

EMPLOYEE EVALUATIONS

Work Study Students must be evaluated at least once during the academic year. Evaluations need not be extensive, but should be as frequent as necessary and take into account both a student's basic skills and improvement in performance. On-going evaluation of job performance is a courtesy to students and may prevent problems that could result in termination. You may use a form already designed by your department or you may use the Work Study Employee Performance Evaluation form designed by the Financial Aid Office.

CONFLICTS

If a problem develops between you and your Work Study student such as a personality conflict or a misunderstanding regarding job duties, you should attempt to resolve the dispute within normal channels of your department following the current College policies. If this process is not successful, you may contact the Work Study Coordinator for assistance.



TERMINATION

Employers may terminate students. There are four broad categories under which the student employee's termination will fall: voluntary termination by the student; termination by the Financial Aid Office; transfer; and involuntary termination.

Voluntary Termination

The student employee normally presents his or her resignation to the employing department in written form. However, a student is considered to have resigned when he or she:

1. Walks off the job.
2. Is absent for three consecutive work days without permission, or
3. Fails to return to work within three workdays following a personal leave of absence.

If the student must terminate his or her employment, if possible, the supervisor should be given at least two weeks' notice.

Termination by the Financial Aid Office

The student is terminated from the work study program usually because he or she:

1. Earned the amount of the determined financial need for the academic year.
2. Is no longer enrolled for the required number of hours (minimum 6 credit hours) per semester.
3. Fails to maintain satisfactory academic progress.

When the student is terminated for one of the above three reasons, both the student and the employing department are notified.

Transfer

A student may transfer if the student, supervisor and department head mutually agree on it. **The effective date for a transfer is the beginning of a pay period.** A student may transfer only once per academic year.

Involuntary Termination

The student employee is involuntarily terminated when:

1. The student does not perform in a satisfactory manner.
2. Has committed a major offense such as theft, gross misconduct, gross insubordination, etc.

The following steps should be followed when terminating the student employee:

1. A verbal warning is given to the student employee.
2. A written warning is given to the student employee, with a copy of the warning sent to the Financial Aid Office for the student's file.
3. A written statement of termination is given to the student employee, with a copy sent to the Financial Aid Office.

The written warning is designed to give the student employee an opportunity to be aware of and correct his or her deficiencies. A reasonable time period of not less than one week is considered appropriate between the written warning and final termination. However, a written warning is not required for major offenses.

When a student is terminated, they will not be allowed to be reassigned in that same semester. The student will be allowed to work the next semester depending on eligibility.



UNEMPLOYMENT BENEFITS

Student employment positions are temporary positions. Therefore, student employees are not eligible to collect unemployment benefits following termination of employment.

SEXUAL HARASSMENT POLICY

Commitment to Staff and Students

In accordance with federal and state laws, the College is committed to providing a learning environment free from sexual harassment. Therefore, all staff and students of the College shall avoid offensive or inappropriate sexually harassing behaviors and shall be held responsible for assuring compliance with this policy.

Sexual Harassment Prohibit

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made a term or condition of employment or learning environment. Sexual harassment occurs when submission to or rejection of the conduct is used as a basis for employment or academic decisions; or when sexual conduct has the purpose of substantially interfering with a person's work or academic performance; or when sexual conduct creates an intimidating, or offensive environment.

Examples of conduct which may, if continued or repeated, constitute sexual harassment are, but are necessarily limited to:

a) Verbal harassment may include:

1. Unwelcome sexual propositions.
2. Graphic comments about a person's body.
3. Sexually degrading words to describe a person.
4. Derogatory or sexually explicit statements about an actual or supposed sexual relationship.

b) Physical harassment may include:

1. Unwelcome touching, patting, pinching or any inappropriate physical contact.

c) Other types of sexual harassment may include:

1. Derogatory gender-based humor.
2. Sexually suggestive objects or pictures in the Workplace or on public display.
3. Suggestive looks, gestures or insulting.
4. Sexually suggestive Internet mail or web documents.

DUE PROCESS PROCEDURES

While the College endeavors to maintain pleasant working conditions which lead to cooperative, effective working relationships with all employees it also recognizes that misunderstandings and disagreements may arise regarding terms and conditions of employment. Normally, such disagreements are resolved through informal discussions between the student employee and the supervisor. However, for questions and complaints not resolved to the student employee's satisfaction through informal discussions with successive levels of supervision, the following formal Due Process Procedure is available upon request to the student. The Financial Aid Office will provide the mechanics of the procedures.

NOTICE

The information contained in this document is subject to change to reflect current institution policies and the ever-changing federal guidelines. Check with the Financial Aid Office for current practices reflecting changes.

FINANCIAL AID OFFICE PERSONNEL

Ms. Consuelo Quinn

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