



**STUDENT
EMPLOYMENT
EMPLOYEE
HANDBOOK
2015-2016**

Work-Study Student Employment Handbook

The Paine College Financial Aid Office is the designated central clearinghouse for all federal and institutional student employment. The Financial Aid Office selects, on the basis of financial need, as many students for the work-study program as funding allows. Employment positions are available on campus or in approved non-profit, off-campus organizations. Freshmen students are encouraged to work on campus.

POLICIES APPLICABLE TO ALL STUDENT EMPLOYEES

All students seeking employment with Paine College must annually complete the Free Application for Federal Student Aid (*FAFSA* or *FAFSA Renewal*). All students hired must complete a W-4 Withholding Allowance Certificate, an I-9 Employment Eligibility Verification Form, a Work Study Confidentiality Agreement, and an Automatic Work Study Direct Deposit Authorization.

Non Discrimination

Students are afforded equal opportunity without regard to race, color, national or ethnic origin, age, gender, religion, sexual orientation or physical or mental disability. Student employees are extended the same privileges of appeal regarding terms and conditions of employment, according to due process procedures, as are full-time College employees. The Financial Aid Committee shall serve as the final board adjudication.

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 each semester. 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 all 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. A typical work study award is \$3000/year. 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. Students must maintain their enrollment and they must complete a minimum of 6 credit hours each semester they receive aid. 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.

Student Responsibilities

Student Employees are required to comply with the performance standards established by the department for which they work. Students who fail to perform in a satisfactory manner may be removed from their assignment and from the student employment program. Any student who accepts a student employment position accepts the responsibility of maintaining professional standards and agrees to the following:

- ◆ provide an accurate summary of previous work history to your employer (upon request)
- ◆ ***establish a work schedule that does not interfere with your class schedule***
- ◆ take the job seriously and perform at the highest level of your ability
- ◆ treat your supervisor and fellow employees with respect
- ◆ dress appropriately for the job location, particularly for work sites with dress code requirements
- ◆ report to work on time
- ◆ notify your supervisor in advance of any foreseen delays in reporting to work on time
- ◆ refrain from conducting personal business on the job
- ◆ ***take an unpaid half-hour break if working five or more consecutive hours***
- ◆ accurately report the hours you work
- ◆ exercise responsible, ethical behavior when using the college's computing facilities
- ◆ maintain confidentiality at all times and understand that you may access Paine College files only for business purposes-all student employees must sign a confidentiality agreement
- ◆ ***monitor your work study award balance***
- ◆ notify your supervisor of any changes in your work study award
- ◆ notify your supervisor in advance of any changes in your work schedule and/or other commitments that affect your work availability

NOTE:

***Work study employees are prohibited from using cellular telephones when reporting to work.**

AUTHORIZATION TO BEGIN WORK

Students are **not eligible** to begin work prior to completing all required hiring forms: Work Study Confidentiality Agreement, Automatic Work Study Direct Deposit Authorization, Form W-4 and I- Form.

WORK SCHEDULE

The student employee and the supervisor will work out a mutually agreeable work schedule. *Student employees are prohibited from working during scheduled class periods.* If a student employee is unable to meet the agreed schedule, it is the student's responsibility to notify the supervisor immediately.

Hours

All students' work hours are limited to **20** per week.

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. The supervisor is to secure approval from the Financial Aid Office prior to authorizing make-up hours.

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 per hour and the Off-Campus America Reads/Literacy Programs wage 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. The Financial Aid Office publishes the Work Study Pay Periods Schedule each academic year.

Payroll Reporting

Each department must keep a detailed time sheet on each student employee. Students are responsible for submitting their timesheets to the supervisor by the stated deadlines. Supervisors must submit timesheets to the Financial Aid Office by the stated deadlines. Supervisors are responsible for getting timesheets in on time. *It is a federal offense for a student or an employer to falsify any information on a student's payroll timesheet.*

Taxes

All wages paid to student employees are subject to Federal Income Tax. It is the student's responsibility to secure and complete the Employee's Withholding Allowance Certificate (W-4) and the Employment Eligibility Verification Form (I-9) before being placed on the payroll. These forms are available in the Financial Aid Office. No student is permitted to begin work until he or she has completed and submitted the forms to the Financial Aid Office. Each January, the Business Office mails all employees a Form W-2, which details earnings from the previous calendar year. Your W-2 will be sent to the address that appears on your paycheck.

Work Study Earnings

You must use your Work Study earnings for educational-related expenses. Educational-related expenses include tuition and fees, room and board, books, supplies, and necessary travel expenses. You may also want to save a portion of your earnings to apply toward the following semester's expenses.

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

ID	NAME	START DATE	END DATE	STUDENT DEADLINE	SUPERVISOR DEADLINE	PAYROLL/FINALIZED	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 will contact the Business Office for further instructions.

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. 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 you must terminate your employment, if possible, give your supervisor 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).
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 why his or her performance is not satisfactory.

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.

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/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.

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.

Procedures for Appeal

1. The concerned department head shall hold an informal meeting with the employee and render a written decision. This shall occur within ten working days of the filing of a written complaint with the department head.

2. The employee may file an appeal to the Financial Aid Committee within ten working days of notification of the decision reached in step one. The Financial Aid Committee shall hold a formal hearing within ten days of the filing of the appeal. The employee shall be notified in writing of the decision of the committee.

NOTICE

The information contained in this document is subject to change to reflect the 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	Director of Financial Aid <u>cquinn@paine.edu</u>
Ms. Blanch Smith	Financial Aid Counselor <u>bsmith@paine.edu</u>
Mrs. Angela Mitchell-Bussey	Financial Aid Counselor <u>abussey@paine.edu</u>
Mr. Jimmy Duggins	Financial Aid Counselor <u>jduggins@paine.edu</u>
Mrs. Patrice Wilson	Office Manager Work Study Coordinator <u>pwilson@paine.edu</u>
Mailing Address	Paine College Financial Aid Office Haygood-Holsey Hall,
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