



Student Employment Handbook

2019-2020

Human Resources
Student Employment
Missouri Hall 123
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Table of Contents:

Introduction	4
Student Employment Programs	5
Job Placement	6
Awarding, Pay and Budget Monitoring	6
Work Study	6
Work Program	6
Pay	6
Budget Monitoring	7
Summer and Winter Breaks	7
Required Forms to Begin Working	8
Background Checks	8
Federal W4	8
State W4	8
I-9	8
FICA Statement	9
Confidentiality Agreement	9
Student Employment Information Form	9
Rules & Regulations	9
Acknowledgement of Receipt of Handbook	9
Direct Deposit	9
Workplace Harassment Prevention Training	9
Time Keeping and Payroll Information	9
Pay Dates	10
Policies and Procedures	10
General Guidelines for Student Employees	10
Wage Rates	10
Maximum Allowed Work Hours	10
International Students – Maximum Work Hours	10
Employment Relationship (at-will)	11
Employment Period	11

Prohibition of Work Performed “off the clock”	11
Scheduling	11
Attendance	12
Tracking Hours	12
Transfers	12
Proper Attire	12
Breaks	12
Lunch Breaks	12
Studying on the Job	13
Voluntary Services	13
Conflicts between student & supervisor	13
Evaluations	13
Senior Student Employee Positions	13
Ceasing Work & Declining Student Employment	13
 Award Programs	 13
 Disciplinary Action	 14
Termination	14
Policy on Alcohol and Controlled and/or Illicit Substances	14
 Contacting Human Resources	 15
 Student Employment Rules & Regulations form	 16

Introduction

This handbook is designed to acquaint student employees and supervisors with student employment at Columbia College. It provides the policies relating to responsibilities that apply to all student employees and their respective supervisors.

This handbook provides information only, and its contents should not be interpreted as a contract between the College and any of its student employees or supervisors. Additionally, the handbook is not exhaustive in covering or anticipating all circumstances or questions.

Columbia College reserves the right to revise, supplement, apply, refuse to apply, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion.

Students and their respective supervisors should read, understand, and comply with all provisions of the handbook.

Important: There is no guarantee of student employment at Columbia College. Receiving a work study award in your financial aid package does not guarantee employment. Additionally, due to budget constraints, there may be a limit on how many positions can be filled using work program funds.

Columbia College (the “College”) welcomes persons from all backgrounds and beliefs to join our staff and College Community. We seek to create and foster a sense of community that facilitates the development, both personal and professional, of all our members, including faculty, staff, and students. The College complies with federal, state, and local equal opportunity laws and strives to keep the College free from all forms of illegal discrimination and retaliation.

The College is committed to providing equal opportunities for all persons and does not discriminate or retaliate on the basis of race, color, national origin, ancestry, creed, religion, citizenship or intended citizenship status, veteran status, sex, gender identity, sexual orientation, pregnancy or parental status, marital status, age, disability, or any other status protected by law (“protected status”). This policy extends to admissions, employment, services, and educational programs and activities that the College operates (collectively “programs and activities”).

The full policy is located on the website:

<https://www.ccis.edu/policies/notice-of-non-discrimination-and-equal-opportunity.aspx>

Student employees should review policies with their supervisors or Human Resources if any questions arise.

Student Employment Programs

Federal Work Study (WS)

Federally funded, need-based program based on the results of the FAFSA.

College Work Program (WP)

Institutionally funded employment program; designed for students who may not be eligible for the federal work study program.

Eligibility for the programs are limited to budgetary constraints and job availability.

Awarding Procedures and Eligibility Requirements for Federal Work Study

- 1) The Financial Aid Office awards FWS to students according to the results of the Free Application for Federal Student Aid (FAFSA). Students must show a financial need over and above the resources they have available to meet educational expenses.
- 2) Students on financial aid probation/suspension or academic probation/suspension will not be permitted to receive Federal Work Study.
- 3) Students transitioning from an undergraduate to post-baccalaureate or graduate student status are not considered eligible until they are fully admitted to the CC post-baccalaureate or graduate program.

Awarding Procedures and Eligibility Requirements for College Work Program

- 1) The College Work Program is an institutionally funded program. Students wishing to participate in this program do not have to prove financial need.
- 2) Students academic probation/suspension will not be permitted to receive Work Program.
- 3) Students transitioning from an undergraduate to post-baccalaureate or graduate student status are not considered eligible until they are fully admitted to the CC post-baccalaureate or graduate program.

Job Placement

Information for Students

All student employment positions must be posted online for a minimum of 5 business days and students must complete an online application for the desired position(s). Decisions regarding the hiring of a student are the responsibility of the prospective supervisor. Human Resources will need to give final approval to hire a student before the student may begin working. This is so a background check can be completed and so work study hours available can be confirmed.

Awarding, Pay and Budget Monitoring

Awarding

Work Study

A student is awarded work study based on Financial Aid eligibility, so their eligibility will be shown on their award letter. However, being awarded work study does not guarantee a position. If a student is work study eligible and obtains a student employment position, the student will be provided an average amount of hours that they can work each week, provided they never exceed 20 in a single week. Human Resources explains to each student the number of hours they have been awarded based on their eligibility, the remaining number of weeks to work in the semester, the number of hours that particular department has open and the pay rate. Students should not be working over the predetermined amount of hours unless they have received approval from the Human Resources office. Students and supervisors are responsible for monitoring weekly hours worked and the hours remaining to be worked. **It is the responsibility of the student and the supervisor not to exceed the awarded amount.**

Work Program

Students employed under work program are not required to demonstrate financial need and their award will not be on the financial aid award letter. Students will be given a maximum number of hours they can work per week. Human Resources will inform each department as to the number of hours and the amount each work program student can earn. Students should not be working over the predetermined amount of hours. **It is the responsibility of the student and the supervisor not to exceed the awarded amount.**

Pay

Students are paid bi-weekly at an hourly rate based on the number of hours they work in the pay period. Both work study and work program students are awarded a maximum award amount that they can earn throughout the semester. Work study amounts will be reflected on a student's financial aid award letter. It is important to note that work study and work program payments do not go directly toward tuition, although a student may make arrangements with the Enrollment Service Center about applying their

earnings to their student account. All student positions are required to electronically clock in and out. Electronic time submissions are approved by the student's supervisor.

Budget Monitoring

The Office of Human Resources is responsible for working with student employees and their supervisors (work study and work program) to ensure that student employee hours worked are in compliance with student awards and the overall student employment budget.

Before a student is hired into a position, an award amount is determined based on eligibility from the FAFSA by the Financial Aid department. From that information, the number of weeks left in the semester and the pay rate then determines the number of hours the student is eligible to work each week. A student must cease working when one of the following occurs:

1. Work Study or Work Program award amount reached, or
2. The number of hours is exhausted, or
3. The ending date specified on the authorization is reached.

It is the responsibility of both the supervisor and the student to ensure that the student does not work over their allocated number of hours. **Failure to do so may result in disciplinary action. Disciplinary action may be taken up to and including termination of student employment and potential loss of student employment opportunities granted for the supervisors area of responsibility.**

Summer and Winter Breaks

Summer Employment

Student employment programs for the summer are contingent upon the availability of funds.

Students do not necessarily need to be enrolled in the summer to be eligible to work. Students must be planning to enroll (or to reenroll) and must have demonstrated financial need for the next period of enrollment (Fall semester). Therefore, all Financial Aid paperwork (i.e., FAFSA), must be completed and processed through Financial Aid in order to determine eligibility for student employment. Thanksgiving, winter and spring break are taken into consideration when an employment award is granted. Prior approval to work during these time periods is not required.

Please note: if a student is registered for only one session in the summer that is the only session in which the student may work.

Students will not be able to work without final approval from Human Resources.

Required Forms to Begin Working

Once the student has accepted the position, the supervisor should inform the Office of Human Resources. All students **MUST** meet with the Human Resources before beginning work. It is against **Federal Regulations** for any employee to begin working without completing the proper paperwork.

The following list of forms must be completed and on file with the Office of Human Resources **before** employment begins. A supervisor should not allow a student to begin working without the proper notification from the Office of Human Resources that the student's file is complete.

Background Checks

It is the practice of Columbia College to routinely perform background investigations, at the College's expense, after an offer has been made to an applicant. **The offer of employment and assignment to duties is contingent upon a satisfactory report.** The information may include, but is not limited to, academic, residential, achievement, performance, attendance, disciplinary, employment history, credit history, and criminal history of public record. Applicants who receive an offer of employment are required to electronically complete a release and provide requested information to the background check company.

If an adverse background and/or report is obtained, the College may decide to terminate the employment relationship.

It is the policy of Columbia College to not knowingly hire Registered Sex Offenders.

Student employees are required to notify the Human Resources of any criminal statute conviction no later than five (5) days after conviction.

Federal W-4

The Internal Revenue Service uses the W-4 form as authorization to either withhold taxes each pay period based on anticipated federal income tax liability or not to withhold based on the expectation of no tax liability.

MO W-4 or other Applicable State Form

The Missouri Department of Revenue Taxation Bureau uses the MO W-4 form as authorization to either withhold taxes each pay period based on anticipated state income tax liability or not to withhold based on the expectation of no tax liability. If students are working in the CCG locations, they will be required to complete the applicable state tax form.

Employment Eligibility Verification-I-9

This form is used to verify the identity and employment eligibility of all Columbia College student employees. Documentation that establishes both

identity and employment eligibility must be presented in original form to Human Resources **before a student can begin working.** If the student is an international student and does not have a social security number (SSN), the international student must apply for a SSN and provide that documentation along with other eligible document(s) prior to working.

FICA Exemption Policy

Student employees of Columbia College will complete and sign this form acknowledging eligibility or ineligibility of the Student FICA Exemption Policy.

Confidentiality Agreement

Student employees of Columbia College will sign a statement regarding what is expected of them during their tenure as a student employee.

Student Information Form

Student employees of Columbia College will sign this form acknowledging the position they are hired in, who their supervisor is, their hourly rate of pay, and the number of hours and weeks they are approved for. This form is required every semester.

Rules and Regulations

Student employees of Columbia College will sign a statement acknowledging understanding of the policies and procedures of student employment.

Acknowledgement of Receipt of Handbook

Student employees of Columbia College are required to sign a statement acknowledging receiving or having read the internet version of the Student Employment Handbook.

Direct Deposit Form

Student employees have the option to set up direct deposit.

Workplace Harassment Prevention Training

Students are required to complete the workplace harassment training within their first 30 days of being hired. This training is required to be completed annually, each calendar year.

Time Keeping and Payroll Information

It is the responsibility of a student employee supervisor to ensure that student employee payroll information is complete, accurate, and submitted in a timely manner. Therefore, supervisors should become thoroughly familiar with the payroll procedures and deadlines.

Human Resources distributes a student employment payroll schedule each academic year. This information sheet explains payroll periods, electronic time card due dates and pay dates. It is recommended that this document be displayed in the student's work area.

Electronic Time Keeping System

Student employees are required to clock in and out throughout the day (i.e., arriving and departing work). Student employees are not permitted to perform work duties before clocking in or after clocking out.

- **Falsification of electronic clocking actions will result in immediate termination!**

Pay Dates

Students are paid every other Friday. Schedules with pay dates, due dates, and pay periods are available in Human Resources.

Policies and Procedures

General Guidelines for Student Employees

Student employees are responsible to their department supervisor, and must abide by all student employment guidelines as well as departmental regulations. Student employees must maintain complete confidentiality concerning information related to their position and the office in which they work. It is expected that each student employee satisfactorily perform all duties assigned.

Wage Rates

The pay scale for the student employment programs at Columbia College will be supervised by the administration of the college. The rate will be at least minimum wage.

Maximum Allowed Work Hours

Student employees are students first. As such they should carefully manage their time. In addition to work, student employees may participate in other activities outside of classes. In order to be sure academics remain the top priority, **student employees under work study and work program are prohibited from working more than 20 hours per week.** The standard workweek is comprised of seven days, beginning 12:01 am Monday through midnight Sunday.

International Students - Maximum Allowed Work Hours

International students may not work more than 20 hours per week on-campus while classes are in session. This includes partial weeks. Doing so may jeopardize their visa status. This is pursuant to the Federal Register **214.2(f)(9)(i).**

Employment Relationship (at-will)

Employment with the College is at all times an "at-will" employment relationship. This means that an employee is free to resign at any time, for any reason. Similarly, the College is free to terminate the employment relationship at any time. Put another way, employment with the College is for no definite period of time, and is terminable at any time by either the employee or the College, with or without cause, and with or without notice. Nothing in any College policy, handbook, or oral statements should be interpreted to alter the at-will employment relationship. <https://www.ccis.edu/policies/employment-at-will.aspx>

Employment Period

A memo indicating specific dates for employment are given to supervisors and students each academic year. Students are employed from the beginning to the end of the academic year, unless otherwise notified. Permission must be received from the Office of Human Resources to work past dates given to the supervisors. Thanksgiving, winter and spring break are taken into consideration when an employment award is granted. Prior approval for these time periods are not required. The 20 hours per week policy still applies to break periods.

Prohibition of work Performed “off-the-clock”

Student employees are specifically prohibited from performing any work for the college “off the clock”. No one has the authority to allow or ask directly or indirectly any student employee to perform any work for the college “off the clock”. In all cases, all the time worked by student employees MUST be recorded, and will be compensated.

Any employee who is aware of any student employee being allowed or asked directly or indirectly, to perform any work for the college “off the clock” should immediately report the situation to Human Resources. The college will assure that any unpaid wages due are paid, and there will be no retaliation against any employee for reporting any “off the clock” work or any request for “off the clock” work.

Accurately recording time worked and leave time is the responsibility of every student employee. Federal and state laws require Columbia College to keep an accurate record of time worked in order to calculate pay.

Scheduling

At the beginning of each semester, a schedule should be arranged that is mutually agreeable to the student and the supervisor, and it should correspond to the average number of weekly hours awarded to the student. If a conflict should arise once the semester commences, the supervisor must be notified and a new schedule should be created. **Attending work regularly based on the set schedule is required.**

Attendance

Student employees must abide by the schedule agreed upon at the beginning of each semester unless arrangements have been made with the supervisor. Students are NOT allowed to work during scheduled classes even if the classes are dismissed early. An exception may be made if class is cancelled, however the student must provide documentation from the instructor that the class is cancelled. Failure to comply in this area (by either the student or the supervisor) may result disciplinary issues, up to and including termination of student employment and potential loss of student employment opportunities granted for the supervisors area of responsibility.

Absenteeism and tardiness may be grounds for discipline, up to and including termination. If a student employee must be absent or late for work, the student must follow the call-in procedures provided by their supervisor. The supervisor will follow the Employee Disciplinary Action Policy located on the Columbia College website: <https://www.ccis.edu/policies/employee-disciplinary-action-policy.aspx>

Tracking Hours

It is the responsibility of the student and supervisor to keep track of hours remaining. If there is a question regarding the hours, the student or supervisor should contact Human Resources.

Transfers

Once a student is hired in a department, the student is expected to remain in that department. If a student decides to work for another department, they are required to go back through the application process. A transfer must be pre-approved by Human Resources.

Proper Attire

Student employees should dress appropriately:

- Work attire is determined by the supervisor
- In general, clothes should be neat and clean
- No obscene or revealing clothing

The supervisor reserves the right to ask the student employee to turn offensive clothing inside out or to change into different clothing.

Breaks

Breaks are to be coordinated with the supervisor. Student employees should be provided a 15-minute rest period during each continuous four hours of work.

Lunch Breaks

Student employees are paid for the hours worked. This does not include lunch breaks of 20 minutes or more in duration. For lunch period of 20 minutes or more in duration, students are required to clock out.

Studying on the Job

Because the purpose of these programs is to complete needed work for a department supervisor, studying while on the job is not permitted.

Voluntary Services

The Fair Labor Standards Act of 1938, as amended, **prohibits** employers (including colleges and universities) from accepting voluntary services from any paid employee. Consequently, all Columbia College student employees (Federal Work-Study and College Work Program) must be paid for all hours worked.

Conflicts between student & supervisor:

If a student is having an issue with a supervisor, they should contact Human Resources immediately. Human Resources will work with the student to resolve the issue(s).

Evaluations

An annual performance evaluation may be completed by the supervisor at the end of each academic year. If the evaluation is unsatisfactory, the employee may be terminated or placed on probation. Performance evaluations may be conducted at any time at the request of the supervisor or employee.

Senior Student Employee Positions

This position has been established to recognize longevity of student employees, their work performance, create an affinity in their positions as student employees, and to provide an opportunity to advance. The selected students will receive an increase in their hourly rate. Students have to meet minimum requirements and participate in an application process. Please contact Human Resources for additional information.

Ceasing Work and Declining Student Employment

During the course of the year, conflicts may occur that affect the work schedule of the student employee. If a student employee decides to discontinue working, the supervisor and the Office of Human Resources must be notified. To stop working without notification could result in suspension or termination of student employment for subsequent academic years. If a student decides to resign their position, they must do so by providing a two week notice in writing to the Office of Human Resources. Declining an award will not affect future on campus employment.

Award Programs

Student Employee of the Month

Each month the student employee supervisor has the opportunity to submit a written letter of nomination to Human Resources for the Award of Student Employee of the Month. All nominations are sent to a committee who then selects a student employee of the month.

Disciplinary Action

Student employment utilizes the same rules and regulations governing regular Columbia College employees along with the rules and regulations included in this document. If the rules and regulations set forth by the federal government, Columbia College, and individual supervisors are not observed, disciplinary action may be taken against the student.

<https://www.ccis.edu/policies/employee-disciplinary-action-policy.aspx>

Termination

A student may be terminated from the employment programs for blatant disregard of policies and procedures outlined in this handbook and of those established by individual supervisors. Human Resources will need to be notified if the supervisor deems termination is necessary. Once a student has been terminated from a position, the student may not be eligible for future student employment. Examples of situations where termination would be appropriate include, but are not limited to:

- Blatant disregard of policies and procedures
- Physical or verbal abuse, threatening behavior
- Being at work under the influence of alcohol and/or illegal substances
- Theft
- Disclosure or use of confidential information for any reason
- Falsely reporting time worked
- Inappropriate behavior
- Not showing up for work for one or more days without notifying the supervisor
- Absenteeism

Policy on Alcohol and Controlled and/or Illicit Substances

Columbia College recognizes the negative health effects associated with the use, possession, and distribution of controlled and/or illicit substances, and their detrimental impact on the quality of the educational environment. Therefore, all members of the College community share in the responsibility of protecting the campus environment by exemplifying high standards of professional and personal conduct.

Violations of Columbia College rules and regulations pertaining to alcohol and/or controlled or illicit substances can result in disciplinary action up to and including dismissal for students. Additionally, in conjunction with or in lieu of the imposition of any disciplinary sanctions, students may also be referred to appropriate local, state or federal law enforcement agencies for arrest and prosecution and/or be required to complete an appropriate treatment or rehabilitation program.

In accordance with the mandates of the Drug Free Workplace Act of 1988, and as a condition of employment at Columbia College, all employees (including student employees) must notify Human Resources of any criminal drug statute condition for a violation occurring in the workplace no later than five (5) days after such a conviction. Employees undergoing treatment for alcohol or drug abuse must meet all standards of conduct and job performance.

The full policy is located at: <https://www.ccis.edu/policies/alcohol-and-other-drugs-policy.aspx>

Contacting Human Resources

Human Resources is available Monday – Friday 8:00 am – 5:00 pm. Human Resources office is located in Missouri Hall 123. Human Resources can be reached by phone (573) 875-7282, or by email humanresources@ccis.edu.

STUDENT EMPLOYMENT RULES AND REGULATIONS

- 1) I understand that as an employee under Student Employment, I must submit **all** necessary forms to the Student Employment Coordinator **before** payments will be issued.
- 2) I understand that the supervisor in my assigned work area will monitor my work and keep accurate record of all hours completed.
- 3) I understand that it is my responsibility to make sure I clock in and out for work and that my time is correct. If my time is not correct, I will notify my supervisor to make such corrections immediately.
- 4) I agree **not** to exceed the total number of hours designated nor the total dollar amount of my award per session.
- 5) I understand that I **may not work more than 20 hours** in my student employment position during any given week.
- 6) I understand that if all the hours for each semester are not completed that I forfeit the remaining hours.
- 7) I understand that I am required to complete the workplace harassment training within their first 30 days of being hired. I also understand that this training is required to be completed annually, each calendar year.
- 8) I understand that I am not eligible to receive any benefits available to regular full-time employees of Columbia College.
- 9) I understand that my earnings made while employed as a student employee at Columbia College are taxable and must be included on the appropriate tax forms.
- 10) I understand the policies and procedures in the Student Employment Handbook are my responsibility to understand and follow.
- 11) I agree to comply with all requests of the Human Resources Department as well as perform tasks assigned to me by my supervisor in accordance with work standards established by Columbia College supervisors and administrators.
- 12) I understand that I am required to notify Human Resources of any criminal statute conviction no later than five (5) days after conviction.
- 13) I understand that I am not allowed to work during scheduled classes even if early dismissal occurs, and I am NOT permitted to begin working during any of my regularly scheduled classes unless the instructor has cancelled class. I understand that if my instructor has cancelled class, I need to provide documentation to my supervisor and to Human Resources.
- 14) I understand that disciplinary action, up to and including termination, may be taken for any type of behavior or conduct that impedes the efficient operation of the College, reflects adversely on the College, is contrary to the College's policies or rules, or falls below the level of acceptable conduct expected by the College in its discretion, or is prohibited.
- 15) I understand that if I am terminated, I will not be eligible for student employment again at Columbia College.

I have read, understand and agree to comply with the above rules and regulations of Student Employment.

Signature of Student:

Date:

Student's Printed Name: