



Student Employment Program Guidelines



College Mission

To serve, by creating opportunities which maximize the potential of individuals, communities, and organizations through transformational learning.

Student Employment Handbook

The Student Employment Program is designed to assist enrolled students in financing their education, developing essential job skills, and overall enhancing their college experience. This handbook has been prepared to assist you as a student employee. Please read it carefully, since it contains important information about participation in the **Student Employment Program** at Northwest State Community College. This handbook should not be viewed as a contract between employees and the College, nor should any statement contained herein be construed to supersede actual Board policy, administrative procedure, or established employment precedents.

Student Employment Program

- Students who would like to work on campus may qualify for employment through the Campus Work Program.
- Students are paid minimum wage (currently \$7.30 per hour).

What Every Student Employee Needs to Know

Advantages to Working on Campus?

Research shows that students who work on-campus:

- Enjoy greater academic success,
- Are more connected to the College
- Develop strong relationships with members of the College community who can help them deal with a variety of questions and concerns
- Have employers who support their educational endeavors and coordinate work schedules with academic schedules.

How will student employment help prepare me for a career?

Participants in the student employment program have the opportunity to develop essential career skills including:

- Technical skills
- Communication and decision making skills
- Team building and interpersonal skills
- Personal responsibility and professional maturity.

What are the basic rules of student employment?

In order to be eligible to participate in the NSCC Student Employment Program, students must observe the following basic guidelines:

- Students are eligible to work as student employees when they are enrolled for at least 6 credit hours in a degree seeking program during the regular academic semesters (fall and spring).
- A one-time exemption is allowed if less than 6 credit hours are needed to graduate.
- Students may not work more than 25 hours per week, during regular academic terms. Students who work two or more jobs within the campus program should notify each of their supervisors, and students must take responsibility to ensure that they do not violate the maximum work hour rule.
- Students may work up to 37.5 hours a week during breaks between semesters and during the Summer semester if they met the criteria during the preceding semester and have been requested to do so by their supervisor.
- Newly admitted students registered for at least 6 credit hours for the upcoming term may begin work during the break before their semester, including during the summer prior to their first fall semester of classes.

- Student employees may not work during their scheduled class times.
- It is the student's responsibility to understand and abide by the student employment regulations and the procedures of the employing department.

Minimum Requirements for Student Employment

- Must be a student of Northwest State Community College
- U.S. citizen, eligible non-citizen **or work eligible international student**
- Complete all payroll tax forms provided to you by the Career Services Office.

What paperwork is necessary PRIOR to work to beginning?

Students must have the following documents completed and on file before work may begin:

- Form IT-4, State of Ohio Department of Taxation Employee's Withholding Exemption Certificate.
- Federal Form W-4, Employee's Withholding Allowance Certificate.
- Form I-9 U.S. Department of Justice Employment Eligibility Verification. Completion of this form requires presenting 2 forms of identification. Eligible identification forms are listed on the backside of the I-9 form. Most students find it easiest to present Drivers License and Social Security Card.
- City Income Tax Withholding Certificate.
- School Employees Retirement System Exemption Form.
- Authorization Agreement for Automatic Deposit. If you choose to receive your check through the mail, you do not have to fill out this form.
- All confidentiality and FERPA guidelines must be adhered to. Prior to beginning employment, you will be required to sign a Confidentiality Agreement.

How do student employees get paid?

Student employees are paid twice monthly. Time sheets are to be submitted online thru the students MyNSCC Employee tab. Time sheets are the responsibility of the student! Late time sheets will result in delayed compensation. Student workers will receive payment for hours worked through direct deposit into their checking/savings account.

FEDERAL WORK STUDY (FWS)

What is Federal Work Study (FWS)?

Federal Work Study is a federal financial aid program designed to help students meet educational expenses. The award is based on financial need. Students earn this award by working on campus or in some instances, off-campus community service jobs.

Why Federal Work Study?

You may be wondering what makes Federal Work Study better than getting a job at a local fast food restaurant?

- This program is specifically designed for college students.
- The work schedules revolve around your school schedule.
- The jobs available are located primarily on campus, which allows you to work between classes without having to commute.
- It is also possible to get a job in a department or area related to your field of study, giving much needed working experience and valuable references.
- The best benefit of all is that the amount earned does not count against you on next year's FAFSA!

Eligibility and Minimum Requirements for Federal Work Study

- Must file the **Free Application for Federal Student Aid (FAFSA)** available in the Financial Aid office and on the web at <http://www.fafsa.ed.gov> to determine qualifications based on financial need.
- Must be a U.S. citizen or eligible non-citizen.
- Does not owe for a federal grant overpayment or in default on a federal student loan.
- Registered with selective service if required to do so.

If I receive a FWS award, am I obligated to participate in the FWS program?

No, students who receive a FWS award are not obligated to participate in the student employment program. However, if you secure student employment and you qualify for a FWS award you will then need to accept the award in order to use it.

Why is FWS important to me?

- Students with a FWS award are in demand by departments in the college both the college and student benefit since the wages paid (up to the full amount of the award) to students with a FWS award are reimbursed to the College by the Federal grant program.
- FWS reduces reliance on student loans and helps to reduce debt upon graduation. FWS earnings do not increase taxable reported income on the FAFSA which could reduce future student aid or other assistance which may be received.
- For specific questions about your FWS award and other financial aid questions, please contact the Financial Aid Office in C106.

INTERNATIONAL STUDENTS

- International students are mandated by their visa status to maintain full-time enrollment each academic semester.
- You will need to apply for a U.S. Social Security number in order to begin your employment. The closest office to apply is at the Social Security Administration, 205 East Second Street, Defiance OH 43512. It is suggested that you take the following with you:
 - Passport,
 - I-20
- Ask the social security administrator for a letter stating that you have applied for your number. Keep a copy of the letter and give the original to you the Career Services Office to attach to your hiring information.
- In completing the I-9 employment form you will be required to verify eligibility to work by providing information relative to the following:
 - A lawful Permanent Resident (Alien #A_____)
 - An alien authorized to work until (__/__/__) (Alien #_____)

Other Student Employment Programs – Off Campus

How Can You Become a Reading or Math Tutor Off Campus?

There is a program which allows students who meet certain Federal Work/Study eligibility and tutor/training criteria to be assigned as Math or Reading tutors at area public elementary schools. If you are not Work/Study eligible, you may still participate in this program on a volunteer basis.

If you are interested in being a Reading or Math Tutor, please contact Career Services.

FREQUENTLY ASKED QUESTIONS

Can a student be terminated from a job?

Yes. Students are expected to perform the duties and responsibilities of their positions in a satisfactory manner. Failure to do so may result in termination of employment.

Some Things to Keep in Mind

- Be sure to set up a work schedule with your supervisor.
- Report to work on time.
- Your supervisor must approve time off.
- It is up to you to keep track of your hours.
- Make sure you complete, sign and submit your time sheet to your supervisor promptly at the end of each pay period. Remember that you are paid twice a month and therefore, you will not receive a paycheck for at least a month if you turn your timesheet in late.
- Office attire should be neat and clean. Different departments may have different dress codes; check with your supervisor about appropriate dress for your work area.
- Be courteous and respectful.
- While on duty you should be performing tasks that relate to your position.
- Do your job to the best of your ability. Student workers play an important role in all areas of the campus, so be professional about your job.
- All personal business and phone calls should be dealt with outside of the office.
- If you have a scheduling conflict, don't assume you must give up your job— please talk to your supervisor. If the conflict cannot be resolved, there may be other jobs, better suited to your schedule, available.
- If you decide you no longer want to be a student employee, inform your supervisor so that someone else can be assigned to your position.
- All confidentiality and FERPA guidelines must be adhered to. Prior to beginning employment, you will be required to sign a Confidentiality Agreement.

Customer Service Focus

Northwest State Community College recognizes the importance of outstanding service to our students and members of the community. As such, student employees should display the following while working for the college:

1. Personal responsibility, initiative, and pride
2. Internal customer service and teamwork
3. Customer-focused performance

On the Job Issues and Concerns

Important Student Employment Issues

Confidentiality – The Family Educational Rights and Privacy Act (FERPA) is a federal law that guarantees the confidentiality of student records. As a student employee of Northwest State, FERPA violations may result in disciplinary action including, but not limited to, the loss of your job. You must not, under any circumstances, release student information to anyone (including parents and employers), unless your position specifically requires you to do so and you have been instructed to do so by your supervisor. All student employees who work on campus must read and sign an agreement not to violate the confidentiality of any student or the College. You will be asked to sign this agreement when you begin working.

Additionally, do not discuss student information with family or friends and never check into student records as a favor.

Breaks During Scheduled Work Time

Students scheduled to work four or five consecutive hours are entitled to an unpaid 15 minute break. Students scheduled to work six, seven, or eight consecutive hours are entitled to one unpaid 15 minute break plus an unpaid half-hour meal break. Breaks should be taken near midpoint of the scheduled shift at a time approved by the supervisor.

<u>Hours worked</u>	<u>Break schedule</u>
1, 2, or 3	no break
4 or 5	unpaid 15 minute break
6, 7, or 8 hours	unpaid 15 minute break plus unpaid half hour meal break

Work Hours

Student employees may work up to 25 hours per week when classes are in session and up to 37.5 hours per week between semesters and during summer semester if not attending classes. Available hours and specific schedules are at the discretion of each department's supervisor(s) based on budgetary considerations.

Work Schedules

- Establish a work schedule with your supervisor that does not interfere with your classes and one that you can commit to keep. Regulations prohibit students from working during their scheduled class times.
- If for any reason you cannot work your scheduled shift, you must notify your supervisor before your work shift begins.
- Student employees in good standing may be scheduled to work up to 37.5 hours per week between semesters. Your supervisor will decide on times and hours needed.

Pay Check Procedures and Information About Earnings

Maintaining Time Sheets

You will be provided with Time Sheets. Please keep careful track of your time, noting that student workers are only paid for time worked. At the end of the pay period, enter your hours worked under your MyNSCC Employee tab, and then click **submit**. Your supervisor will verify the hours worked and submit the timesheet to be processed.

Please note that holidays may result in a need to submit time sheets earlier than usual. Late timesheets may result in delays in receiving your paycheck.

Fraudulent reporting of hours worked is categorized as gross misconduct and will result in termination of your student position.

Upon employment you should be provided with a Paydate Schedule. This schedule lists the due dates for Time Sheets. The "Time Thru" column is the last date for which the hourly employee will be paid the "Due Date" column is the last date for which the Time Sheets are due in the Business Office no later than 12 noon. However, if you are a FWS employee, Time Sheets are due no later than 10:00 a.m. in the Financial Aid Office.

When and How will I Receive My Paychecks?

Student workers are paid twice a month. For specific dates, please refer to the paydate schedule provided in the Student Employment Program Guidelines Booklet. Student workers will receive payment for hours worked through direct deposit into their checking/savings account.

Are Taxes Withheld From My Earnings?

Yes, student employment earnings are subject to federal and state income taxes.

Each January, the NSCC Business Office mails to all employees a W-2 form, which details earnings from the previous calendar year. Your W-2 will be sent to the address that appears on your paycheck, so it is essential that you keep your address updated with the Registrar or Human Resource Office.

Resignation/Termination Policies

Student employees wishing to resign from a campus job and remain in good standing should notify the supervisor. FWS/CWP students should also inform the financial aid and/or the Career Services Office. A two-week notice of resignation is preferred. Students who resign from a job in good standing will be eligible for rehire in the same department or another department on campus.

Termination of a student employee initiated by a supervisor may be for any of the following reasons:

- Available work is complete
- Excessive absenteeism or tardiness
- Absenteeism or tardiness without notifying supervisor
- Failure to work the assigned schedule
- Alterations or falsifications of time sheet
- Unsatisfactory job performance
- Theft
- Breach of FERPA guidelines (see FERPA guidelines below)
- Other inappropriate student conduct as outlines in “student conduct” section of the college catalog and student handbook

Grievance procedure

The Student Due Process and Grievance Policy is outlined in the college catalog. Student workers are covered under the “Non Academic Matter” procedure described in this section.

Affirmative Action

Northwest State Community College shall not discriminate in education or employment against any person because of race, color, or national origin; religion, sex or age; disability or Vietnam era veteran status; or marital or parental status. Northwest State is committed to undertaking positive and effective activities to promote equal employment opportunities and practices for employees.

Sexual Harassment

All employees and students of Northwest State Community College have the inalienable right to work in an environment free from intimidation and harassment. The detailed Sexual Harassment and Other Forms of Harassment policy can be found in the college catalog.

Drug Free Workplace

Northwest State Community College shall comply with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Community Act of 1989.

Smoke-Free Environment

The use of tobacco products within College owned or leased buildings and fleet vehicles is prohibited. Smoking is permitted in the courtyard south of the E building.

Miscellaneous Information

Holidays, Sick Days or College Closed Days

Student employees are paid only for actual hours worked. There is no accumulated sick time, vacation time, holiday pay, or calamity pay when the college is closed due to weather.

Safety

The college shares the responsibility with all employees to provide a safe working environment. Any potential safety hazard should be reported to the switchboard immediately. Any injury occurring to a student employee should be reported immediately to the switchboard operator and First Responder. In the event of a security incident or theft of property, the Campus Police should be notified immediately. In all instances, the student worker's immediate supervisor should also be notified as soon as possible.

Parking

Student employees should park in the designated student parking areas. The Faculty/Staff parking lots require a permit and violators will be ticketed.