

Washington College
Student Employment Program
Handbook

December 7, 2012

TABLE OF CONTENTS

Section I. Introduction

Overview
Requirements and Eligibility
Federal Work Study Program
General Campus Employment

Section II. Hiring Process

Seeking Employment
Interviewing and Selection
Hiring a Student Employee
Required Documents for Employment Eligibility
Restrictions on Employment Activity
Rate of Pay
Pay Variances
Taxes
Direct Deposit

Section III. On the Job

Supervision
Departmental Safety
Departmental Policies and Procedures
Job Description
Student Employee Responsibilities
Statements and Agreements
Meals and Breaks
Time Reporting
Student Employee Pay Schedule
Pay Checks
Grievances
Resignation/Termination of Employment

Appendix

Section I. Introduction

Overview

Washington College is committed to supporting part-time, on-campus employment to benefit both the departments and programs of the College and the students they employ. Student employment is a significant way that students can enhance their academic experience by applying practical learning on the job in a supportive and challenging setting. As mentors and learners, supervisors and students can build the foundation for professional career development.

The Student Employment Program at Washington College is administered by both Human Resources and the Office of Student Aid. Staff in the Human Resources Office assists students working in positions under general campus employment with administrative matters like payroll paperwork while the Office of Student Aid administers the Federal Work-Study Program.

Office of Human Resources:

Alan Chesney, Director of Human Resources
Shirley Haymaker, Assistant Director and Benefits Administrator
Meredith Grussing, Employment & Compensation Coordinator
Kristina Kelley, Human Resources Assistant

Payroll Department:

Debbie Gannon, Payroll Manager
Tracey Yiannakis, Administrative Assistant

Office of Student Aid Personnel:

Natalie Story, Associate Director Office of Student Aid
(Federal Work-Study Coordinator)

Career Center Personnel:

Jim Allison, Director
(General Student Campus Employment)

Requirements and Eligibility

In order to be a student employee, paid by Washington College, a student must be eligible to work in the United States and have been issued a Social Security number. All students are required to complete Form I-9 and provide the necessary identification to verify their eligibility to work in the U.S. Students who have not yet reached the age of 18 are also required to have a work permit. International students will need to present an I-20 document and visa for the purpose of verification.

Federal Work Study Program

The Federal Work-Study Program offers eligible students work opportunities both on and off-campus. Eligible students receive offers of part time employment at Washington College as part of their financial aid award package upon completion of the need-based financial aid award process. Federal Work-Study students must be given first consideration for jobs on campus in order to assist in fulfilling their financial need. Students wishing to participate must:

1. Complete the need-based application process and receive notice from the Office of Student Aid that they qualify for campus employment through the Federal Work-Study program.
2. Formally accept their offer of employment as a Federal Work-Study student on Web Advisor. By accepting a Federal Work-Study award the student is also acknowledging that they have read and understand this handbook and agree to abide by the regulations and guidelines of the program. Essentially, the student fulfills the requirement of a contractual agreement by accepting the award.
3. Contact potential supervisors to set up an appropriate time and place for an interview.
4. Federal Work-Study students complete and submit blue Federal Work-Study timesheets to the payroll office. Authorized timesheets are provided by the Federal Work-Study Coordinator, Office of Student Aid.
5. Federal Work-Study supervisors must provide a job description for each position to the Office of Student Aid for review and recordkeeping.

Any questions specific to the Federal Work-Study program should be forwarded to the Office of Student Aid at (410) 778-7214.

General Campus Employment

There are general on-campus employment opportunities for students who do not qualify for a Federal Work-Study assignment. All students are welcome to seek employment with Washington College. Students who work as non-Federal Work-Study employees are asked to report hours worked on a Regular Student Employee Timesheet printed on white paper. These are available for download <https://www.washcoll.edu/offices/human-resources/student-payroll.php> .

Section II. Hiring Process

Seeking Campus Employment

Students who qualify for Federal Work-Study should refer to the information provided in Section I.

Students who do not qualify for employment through the Federal Work-Study program, but who are interested in on-campus employment should contact the Career Center located in Caroline Hall. Almost all of Washington College's departments and programs hire in the early Fall for the academic year. Additional job openings occur after winter break for the second semester. Short-term employment opportunities are also available for special events such as the Office of College Advancement's Phonathon.

The following areas employ a significant number of students each year:

Admissions	Intramural Sports	Student Affairs
Athletics	Lifetime Fitness Center	Swim Center
Dining Services	Information Technology	Barnes & Noble Bookstore
Catering	Miller Library	

Interviewing and Selection

College personnel who are responsible for hiring student employees conduct interviews with applicants. The interviewer will consider the applicant's skills, experience and qualifications as a part of the selection process. The current needs of the department or program will also be taken into consideration during the screening process.

Hiring a Student Employee

There are three important steps to remember:

1. Budget – There must be funds in the department or program's budget to pay a general student employee's salary. All hours worked are charged to a specific general ledger account number. Please be sure that funds are available before authorizing students to work.
2. Required Paperwork - The student must complete the mandatory pay pack in order to be eligible to work on campus. Please make sure that the student has completed all required paperwork that is included in the pay pack. The pay pack only has to be done once. If the student has worked previously for Washington College and has been paid the paperwork does not need to be repeated for subsequent jobs.
3. Student Employment Authorization Form (SEA'S) – Before a student may begin work, an SEA must be completed and all required paperwork must be processed with Human Resources.

Required Documents for Employment Eligibility

In order to work for the College and be paid by the College, all student employees are required to visit Human Resources and complete the pay pack. The pay packs can be downloaded @<https://www.washcoll.edu/offices/human-resources/student-employment.php>.

The following forms must be completed:

- I-9 Employment Eligibility Form with acceptable identification*
- Maryland Minor Work Permit (employees under 18 years of age)
- 1-20 and Visa (for International Students)
- State and Federal Withholding Form
- Direct Deposit Form
- Student Agreements Upon Hire

Restrictions on Employment Activity

Students are not permitted to work during their scheduled class periods. Supervisors should request and maintain on file copies of student employee's class schedules each semester.

Rate of Pay

The minimum rate of pay for all student employees as of July 2010 is \$7.25 per hour. Certain positions may have a higher rate of pay. Some positions are paid with a salary or stipend. For hourly positions, a student employee will be paid at the \$7.25 per hour rate unless a variance has been approved in advance.

Pay Variances

Supervisors are required to submit all requests for pay variances to the Director of Human Resources at the beginning of each academic year. All requests for a rate of pay higher than the established minimum of \$7.25 per hour need to be approved in advance by the Director of Human Resources. Requests should include special certifications or skill sets required to perform advanced duties or assignments accompanied by a written explanation.

Payroll

Before a student starts working a student pay pack must be completed.

The pay pack is located @ <https://www.washcoll.edu/offices/human-resources/student-employment-forms.php> and it includes:

- Form I-9
- State and Federal Withholding Forms
- Direct Deposit
- Student Agreements Upon Hire

Taxes

During the academic school year all student employees are exempt from FICA/MEDI tax withholdings. During the non-academic year (summer) the student employee's pay will be subject to state and federal tax unless their tax forms are completed as exempt. Students should consult with their parents, their guardian, or a tax advisor.

Direct Deposit

Student employees are paid bi-weekly. See pay schedule @ <https://www.washcoll.edu/offices/human-resources/student-payroll.php>

Student employees must complete a Direct Deposit form in order to have their paycheck automatically deposited into an account of their choice. Time sheets must be submitted to payroll according to the Student Payroll Schedule located @ <https://www.washcoll.edu/offices/human-resources/student-payroll.php> in a timely manner in order to be paid. Pay advices are available for download from Web Advisor. Instructions to access Web Advisor are located @ <https://www.washcoll.edu/offices/human-resources/student-payroll.php> .

Section III. On the Job

Supervision

The supervisor is responsible for the following:

1. Provide employee with all departmental safety rules.
2. Provide employee with all applicable departmental policies and procedures.
3. Provide employee with a written job description that lists all duties

Student Employee Responsibilities:

The student employee is responsible for the following:

1. Students are to perform their job assignments in a serious and responsible manner.
2. Upon accepting a position, a student is expected to perform his/her duties in accordance with the standards established by the department or program for which he or she works.
3. Students are expected to follow a pre-determined work schedule acceptable to both the student and supervisor.
4. Planned absences and absences due to illness need to be reported in a timely manner according to the policies of each department/supervisor.
5. Employees are expected to be neat, clean and appropriately dressed for the office in which they are working.

SAMPLE

Confidentiality Agreement

By being employed with Washington College, I may have access to educational, financial, and employment records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Right and Privacy Act of 1974 (FERPA). I further understand that I may have access to other records and information that the College or my employing office considers privileged.

Because of the information that students may view, Washington College is requiring all student workers to sign a confidentiality agreement. This means I am aware that I may view and work only with information that pertains to my job. Information on individuals, other than published information, is not to be shared with individuals anywhere outside of the office.

I further understand that accessing, releasing, or using information without authorization that Washington College considers privileged or confidential violates College policy and is a violation of the Honor Code.

I acknowledge that if I abuse my responsibilities as an employee by improperly altering confidential information or assisting others in doing so, or if I violate another's right to privacy by communicating confidential information to unauthorized persons, my status as an employee will be terminated, and I may be brought up on Honor Code charges.

Drug, Alcohol, and Fire Arms Policy

Washington College prohibits possession, use or distribution of drugs and illegal or unauthorized use of alcohol by employees in the work place.

Violations may result in action by law enforcement officials, disciplinary action up to, and including termination of employment and/or mandatory participation in a substance abuse rehabilitation program. By Federal Law, Washington College must be notified within five days of any employee's conviction under criminal drug statutes.

The possession, storage or use of fireworks, firearms, ammunition or explosives is prohibited at any time for any purpose at any place on the campus or other property of Washington College.

I have read and understand the above statements and acknowledge that the use of drugs and illegal and/or unauthorized use of alcohol is prohibited as a condition of employment with Washington College.

Use of Property Agreement

Washington College provides its employees with appropriate supplies, facilities, and equipment necessary to effectively perform their job duties. Equipment and supplies should not be removed from campus unless it is approved and a work assignment requires use of College property outside the physical facility of the College.

Employees are encouraged to use College resources prudently and efficiently. Misuse of these resources will be regarded as a serious violation of College policy.

Print Student Employee Name

Student Employee Signature

Human Resources Representative Signature

Note: This is included with the pay pack for signatures by all student employees.

Date

Date

Meals and Breaks

If an employee works more than five hour shift, they are required to take a 30 minute break. The break period is unpaid time.

Time Reporting

Student employees are responsible for recording hours worked on a Student Employee Timesheet (see Appendix). Supervisors are responsible for approving all student employees' timesheets and making sure that all timesheets are received in payroll by 3 p.m. on the published due date (please refer to the Student Pay Schedule in the Appendix). If a timesheet is received after the due date, the payroll office has the discretion to pay the employee in the next scheduled payroll.

Any student that purposely falsifies a timesheet is subject to immediate dismissal from their employment at Washington College. Any wages received as a result of a falsified timesheet must be reimbursed to the College.

Student Employee Pay Schedule

Please see the published schedule in the Appendix of this handbook. The schedule details the start and end dates for the pay period, due dates for timesheets, and the pay dates. Please pay special attention to when the timesheets are due to payroll.

Payroll

Student employees are paid via direct deposit on a bi-weekly pay schedule, (please see the Student Pay Schedule in the Appendix). Student employees access their pay advice and W-2 information via Web Advisor.

Grievances

To resolve job-related difficulties, students and supervisors should pursue the following steps as necessary:

1. The student and supervisor should discuss the problem and seek resolution.
2. If the concern is not resolved, the student and supervisor should request a meeting with the Director of Human Resources for mediation assistance. Federal Work-Study students may also request assistance from the Federal Work-Study Coordinator.

Resignation/Termination

If a student employee decides to terminate his or her employment, it is requested that the employee give the supervisor two weeks prior notice before ending the assignment.

A supervisor may terminate the employment of a student employee if the employee's conduct, job performance, and/or dependability are unacceptable. A student employee who has been terminated from a job is still eligible to apply for another position with the College unless the termination was due to gross misconduct.

Appendix

- Student Pay Pack:
 - I-9, Employment Eligibility Verification
<https://www.washcoll.edu/offices/human-resources/student-employment-forms.php>
 - State and Federal Withholding Form
<https://www.washcoll.edu/offices/human-resources/student-employment-forms.php>
 - Direct Deposit Form
<https://www.washcoll.edu/offices/human-resources/student-employment-forms.php>
 - Confidentiality Agreement
<https://www.washcoll.edu/offices/human-resources/student-employment-forms.php>
- Federal Work-Study Timesheet (Sample)
- Student Employee Timesheet
<https://www.washcoll.edu/offices/human-resources/student-payroll.php>
- Washington College Student Pay Schedule 2013-2014
<https://www.washcoll.edu/offices/human-resources/student-payroll.php>
- Student Employee Job Description Form

2013 – 2014 Washington College Federal Work-Study Timesheet
300 Washington Avenue
Chestertown, MD 21620

DEPARTMENT CODE _____

~~Time Started~~ _____

~~Time Ended~~ _____

~~Total Hours Worked~~ _____

SUPERVISOR PHONE _____

DEPT. OF EMPLOYMENT & POSITION _____

NAME OF SUPERVISOR _____

Sample		

TOTAL HOURS WORKED DURING PAY PERIOD _____

By signing below, I certify that all the information on this form is true and complete and to the best of my knowledge, that I have completed all Human Resources paperwork, and that I accept my Federal Work-Study award for the academic year.

STUDENT SIGNATURE _____

HOURLY RATE OF PAY \$ _____

2013 – 2014 FWS AWARD \$ _____

SUPERVISOR'S SIGNATURE _____

Submit to Business Office (515 Washington Avenue) by 3:00 pm on the Monday following the end of the pay period.

Federal Work-Study Timesheets are submitted and authorized by The Federal Work-Study Coordinator or designated Office of Student Aid staff member.

Authorized by: SAMPLE

Initials: SAMPLE

2013 – 2014 Student Employee Pay Schedule

<u>Start Date</u>	<u>End Date</u>	<u>Time sheet Due to Payroll</u>	<u>Pay Date</u>
12/15/12	12/28/12	12/31/12	1/11/13
12/29/12	1/11/13	1/14/13	1/25/13
1/12/13	1/25/13	1/28/13	2/8/13
1/26/13	2/8/13	2/11/13	2/22/13
2/9/13	2/22/13	2/25/13	3/8/13
2/23/13	3/8/13	3/11/13	3/22/13
3/9/13	3/22/13	3/25/13	4/5/13
3/23/13	4/5/13	4/8/13	4/19/13
4/6/13	4/19/13	4/22/13	5/3/13
4/20/13	5/3/13	5/6/13	5/17/13
5/4/13	5/17/13	5/20/13	5/31/13
5/18/13	5/31/13	6/3/13	6/14/13
6/1/13	6/14/13	6/17/13	6/28/13
6/15/13	6/28/13	7/1/13	7/12/13
6/29/13	7/12/13	7/15/13	7/26/13
7/13/13	7/26/13	7/29/13	8/9/13
7/27/13	8/9/13	8/12/13	8/23/13
8/10/13	8/23/13	8/26/13	9/6/13
8/24/13	9/6/13	9/9/13	9/20/13
9/7/13	9/20/13	9/23/13	10/4/13
9/21/13	10/4/13	10/7/13	10/18/13
10/5/13	10/18/13	10/21/13	11/1/13
10/19/13	11/1/13	11/4/13	11/15/13
11/2/13	11/15/13	11/18/13	11/29/13
11/16/13	11/29/13	12/2/13	12/13/13
11/30/13	12/13/13	12/16/13	12/27/13
12/14/13	12/27/13	12/30/13	1/10/14

Notes:

Original time sheets, with employee and supervisor signatures and employee ID number, are due to Payroll by 3:00 p.m. Faxed or copies timesheets will not be accepted.



WASHINGTON COLLEGE
EST. 1782

300 Washington Avenue
Chestertown, MD 21620

Federal Work-Study Job Description

DIRECTIONS:

Download and save to your desktop. Open from the icon on your desktop. In order to maintain the integrity of the form, use the arrow keys and avoid using the Return key. Complete the form and save once more. Email the document as an attachment to nstory2@washcoll.edu with *FWS Job Description* in the Subject line.

DEPARTMENT		SUPERVISOR'S NAME	
JOB TITLE		SUPERVISOR'S PHONE	
HOURLY WAGE OR WAGE RANGE *Unless otherwise noted, hourly wage is current federal/state.		Beginning and Ending Dates of Employment	Unless otherwise noted: First date of class (Fall) – last date of final exams (Spring)

Purpose for Position:

Duties & Responsibilities:

-
-
-
-
-

Required knowledge & Skills:

-
-
-
-
-

Certifications (if any):

-
-