2462 – Student Employees/Supervision

The College employs students to accomplish meaningful and necessary work. Supervisors are to communicate their expectations and, when necessary, their concerns so that the work can be a meaningful experience to the student and a benefit to the College.

The College has the same expectations of student employees as it does of all its employees, and the same rules apply. However the student's College success is of primary importance. Therefore, supervisors are to work closely with the student to schedule working hours around class schedules, examinations, and other student responsibilities.

As with traditional employment, the college closely monitors potential nepotism; see policy 1461. A student employee may not be supervised by a relative. A relative is defined as any person who is related by blood or marriage, or whose relationship is similar to that of a relative.

Without prior approval from the Director of Athletics and the President, no coaches will supervise their own students.

General

All departments desiring a student employee[1] must go through the Career Center or their designee. Those departments not having a student employment budget, who desire to hire a student employee, must get in touch with the Vice President of Administration so a budget can be established.

Job Descriptions

The job description for the position must be reviewed or developed by the appropriate supervisor in conjunction with the Office of Human Resources; the Office of Human Resources has final approval. The job description template as well as existing job descriptions are located on the T Drive underneath HRJob Descriptions. Supervisors are to share the applicable job description with their student employee(s).

Placement

When a supervisor needs to fill a student employment position, they must contact the Career Center to let them know what position they have open. The Supervisor must have already been through the Student Employment Supervisor Training course and if applicable, PHP Timeclock training offered through the Office of Human Resources. The Career Center will open the position within the Agile Interface which is linked on the Career Center website. From here students may filter “student employee” specific positions and submit their online application which will then be forwarded to the hiring supervisor for review.

Students will be notified of their status throughout the application process. If another candidate is hired, the student will be notified via e-mail, likewise for interviewees. Hiring supervisors are responsible for setting up an interview and abiding by the Guidelines for

[1] If the student is a U.S. citizen or lawful permanent resident, the employee’s services must be incident to and for the purpose of pursing a course of study. If the student is a non-immigrant, the employee must be attending Barton on an F 1 visa approved by the Designated School Official in the pursuit of a full-course of study.

Student Employee Interview Process. Hiring supervisors must then supply these interview notes to the Office of Human Resources and have the candidate selected for hire complete appropriate paperwork; Student Employee Confidentiality/Non-Disclosure Agreement and other supplemental forms if required. The Office of Human Resources will then schedule time to have the new hire complete additional paperwork.

Social Security Requirement

All students offered a student employment position must supply a social security number which will then be recorded or verified in our system. International students selected for hire may request a document from the Office of Human Resources and the Designated School Official to confirm their intent to work so that they can request a social security card through a local Social Security Administration Office. These students may not begin work until they have secured a card and shared the information with the Office of Human Resources.

Eligibility for Employment During the Fall/Spring Academic Terms

To be considered for a student employment job in the fall or spring academic terms, a U.S. citizen/lawful permanent resident student must be enrolled in at least six (6) or more paid credit hours during each of the fall and spring academic terms in which they are employed and a non-immigrant student attending on an F 1 visa must be enrolled in at least twelve (12) or more paid credit hours during each of the fall and spring academic terms in which they are employed unless a load less than twelve (12) credit hours is approved by the Designated School Official. The "Student Employment" employee will be chosen according to the following prioritized selection criteria:

1. Placement of those students who worked in a student employment position last academic year and who will be returning to the same student employment position in the new academic year regardless if they (1) qualify for federal work study; (2) are a U.S. citizen or lawful permanent resident; or (3) are an F 1 student.
2. Placement of those students who qualify for federal work study.
3. Placement of U.S citizens or lawful permanent residents.
4. Placement of F 1 (international) students.

Eligibility for Employment During Summer Academic Term

To be considered for employment during the summer academic term, the “Student Employment” employee will be chosen according to the following prioritized selection criteria:

1. Placement of those students who worked in a student employment position in the spring academic term and who will continue working in the same student employment position for the summer academic term;
2. Placement of those students who are enrolled/pre-enrolled for the fall academic term;
3. Placement of those students enrolled for the summer academic term; or
4. Placement of those students who were enrolled in the prior spring academic term.

In addition to the prioritized selection criteria above, a non-immigrant student attending on an F 1 visa is eligible for employment during the summer academic term when:

1. they are enrolled in a full course of study (12 credit hours) as verified by the Designated School Official;
2. they were enrolled in the spring academic term, did not graduate, and are pre-enrolled in the fall academic term as verified by the Designated School Official;
3. they were enrolled in the spring academic term and they need to take some credit hours (can be less than 12) in the summer academic term in order to become a summer graduate finishing their course of study and they do not continue to work past their graduation date as verified by the Designated School Official; or
4. they are a new non-immigrant student attending on an F 1 visa, they are pre-enrolled in the fall academic term as verified by the Designated School Official and they do not begin working until 30 or less days before the start of classes for the fall academic term.

Child Labor Laws

No student employee will be employed if under the age of 16. Other age limits will be occupation appropriate as outlined in the child labor provisions of the Fair Labor Standards Act.

Required Paperwork

All new student employees must complete required paperwork: "Notice of Student Employment", "Oath or Affirmation of Officer or Employee", "Form W-4", "K-4", "Employment Eligibility Verification (Form I-9)", "Receipt of Barton Community College Online New Employee Guide", "Student Employee Confidentiality & Non-Disclosure Agreement" and a "Personal Data Sheet". Those working in specialized positions[2] may also be required to complete a "Background Authorization Form", as well as submit copies of certifications. For more information, please refer to the Office of Human Resources Payroll web page on the Barton web site. New student employees cannot start work until all of the required paperwork is complete and on file in the Office of Human Resources. Supervisors will be notified that the student employee can begin work by either receiving a phone call or e-mail from the Office of Human Resources.

Training

The Office of Human Resources will provide new student employees and new student employee supervisors with general orientation training. Student employees are told:

- everything they may see or hear in their assigned work area is confidential—meaning it is not to be discussed with anyone except their supervisor;
- if they know they are unable to work at their scheduled time, they are to notify their supervisor or the Office of Human Resources who in turn will notify their supervisor;
- they must be enrolled in at least six (6) or more paid credit hours during each of the fall and spring academic terms in order to seek and accept a student employment job;
- they cannot work more than 20 hours per week (in all combined student employee positions) during the fall and spring academic terms (excluding designated breaks) unless it is due to extenuating circumstances and their supervisor has received prior approval from the Vice President of Administration. In order to be in regulatory compliance, there will be no exceptions for non-immigrant students attending Barton on an F 1 visa unless the overage occurs during a designated break.

[2] Examples of specialized positions include Child Care, Tutors, Student Ambassadors, and Life Guards.

- payroll checks will be available for pick up by the student in the Business Office on payday with the presentation of a valid photo ID[3]. They can designate another individual to pick up their payroll check by requesting it in writing and then submitting the request to the Business Office either in person, with valid photo ID[3], or directly from their official Barton email account[4];
- use of college computers are limited to those applications deemed to be appropriate by the departmental supervisor and in accordance with the Use of Computers/College Computing and Information Systems procedure;
- cell phones are not to be used while they are clocked in (including text messaging) unless they are on an approved rest period or their use has been approved by the Supervisor;
- they need to dress appropriately for the position by keeping to departmental guidelines; and
- how to access their online student employment records.

Other items discussed will include time records and they will also be given a copy of the current "Hourly Employee Pay Calendar", which outlines pay periods, turn-in-times, and pay dates. All student employees except those working in Child Care or Facility Management will also be trained on the use of the PHP Timeclock system. Student employee supervisors who are not in the Child Care or Facility Management areas must also be trained on the PHP Timeclock system by the Office of Human Resources.

Supervisors are to handle any additional departmental training requirements. Also, new student employees may be required to participate in mandatory college training, and as such, will be provided paid work release time for participation in this mandatory training. Failure to participate in mandatory training can result in disciplinary action, up to and including termination.

Time Sheet Submission

Time sheet submission must be in accordance with the Hourly Employee Pay Calendar deadlines. Time sheets not signed prior to final processing of the payroll by the Payroll Clerk will not be processed and checks will not be issued for the pay period, unless there are extenuating circumstances as determined by the Office of Human Resources.

Notice of Student Employment Forms

The Office of Human Resources will generate all "Notice of Student Employment" forms. The supervisor will be sent copies of the notice--one for their file and one for them to give to their student employee.

Designation of Financial Aid Work Study Student versus Campus Student Employment

The Office of Human Resources is responsible for assigning the appropriate designation of "Financial Aid Work Study Student Employment" or "Campus Student Employment" for all student employees on the "Notice of Student Employment" form. The "Financial Aid Work Study Student Employment" designation is coordinated with the Financial Aid Office. If the designation changes, the Office of Human Resources will create a new "Notice of Student Employment" form.

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[3] A valid photo ID is a Driver's license, Passport, State or Federal Government, Military, Barton College photo ID.

[4] Official Email - College sponsored email such as bartonccc.edu or bartoncougars.org.

Student Workload

A student employee may work a maximum of 20 hours/week (in all combined student employee positions) during the fall and spring academic terms (excluding designated breaks) unless otherwise pre-approved by the Vice President of Administration. Exceptions will only be allowed for extenuating circumstances. In order to be in regulatory compliance, there will be no exceptions for non-immigrant students attending Barton on an F 1 visa unless the overage occurs during a designated break.

Rate of Pay

The student's rate of pay will be minimum wage, with the exception of a few specialized positions.

Working During Scheduled Classes

The College will not pay for work during scheduled class time. Therefore, a valid reason for working during scheduled class time must be noted on the student's time sheet. E.g., "Class cancelled". Supervisors must obtain a current class schedule each pay period to ensure compliance with this requirement. Adjustments must be made prior to sending the time sheet to the Office of Human Resources for processing.

Dismissal/Termination

A student employee may be removed from student employment for improper work behavior[5]. Depending upon the severity of the behavior, the student employee should be informed of the improper work behavior through the use of the Student Employment Written Warning form (see below), and allowed adequate time to correct the problem prior to dismissal. However, there are instances that call for an immediate dismissal. These instances include: falsification of hours worked on timesheets, stealing from the department, an act of verbal abuse, an act of physical abuse, being intoxicated or under the influence of a controlled substance while at work, and not showing up when scheduled to work for three consecutive scheduled work periods without contacting their supervisor (supervisor must attempt contact when this occurs). In all instances, supervisors are responsible for dismissing their student employees in conjunction with the Office of Human Resources.

If a student employee resigns or is terminated mid-academic term for improper work behavior, the supervisor must complete a "Notice of Student Employment Termination" form, including the "Reason for Termination", and contact the Office of Human Resources right away. Dismissal for improper work behavior also requires the use of the Student Employment Termination Memo (see below), which the supervisor creates in conjunction with his or her supervisor. The original termination memo is given to the student employee and a copy is sent to the Office of Human Resources for placement into the student employee's personnel file.

In the late spring academic term, the Office of Human Resources will generate "Notice of Student Employment Termination" forms for all student employees. If the student will not be working for the summer academic term, supervisors must:

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[5] Examples of improper work behavior include working during scheduled class time, falsification of hours worked on timesheet, not showing up when scheduled to work, not being on time, not doing assigned work, stealing from the department, an act of verbal abuse, an act of physical abuse, and being intoxicated or under the influence of a controlled substance while at work.

- fill in the students “Last Day Worked”;
- have the student sign the notice (if unavailable, circle the phrase “unable to obtain signature”);
- sign the notice;
- make a copy of the notice for their file and one for the student if they want one; and
- return the completed notice to the Office of Human Resources by the designated deadline.

If the student will continue working for the summer academic term, and are a “Financial Aid Student” (as shown on their most current “Notice of Student Employment” form), please complete the notice as designated above except fill in the students “Last Day Worked” as the last day of the spring academic term. The Office of Human Resources will then generate a new “Notice of Student Employment” form changing their assignment to “Student Employment” rather than “Financial Aid Student” if notified by the supervisor that they will be working for them during the summer academic term. This is done because the College does not operate its Federal Work-Study program during the summer academic term. If the student will continue working for the summer academic term and their assignment is “Student Employment” (as shown on their most current “Notice of Student Employment” form), void the notice and return it to the Office of Human Resources.

Contact(s)
Director of Human Resources
Director of Testing, Advisement & Career Services

Related Form(s)
Background Authorization Form
Employment Eligibility Verification (Form I-9)
Form W-4
Guidelines for Student Employee Interview Process
K-4
Oath or Affirmation of Officer or Employee
Personal Data Sheet
Quick Checklist When Refilling Student Employment Positions
Receipt of Barton Community College Online New Employee Guide
Student Employee Confidentiality/Non-Disclosure Agreement
Student Employment Termination Memo
Student Employment Termination Memo Fill-in Form
Student Employment Written Warning
Student Employment Written Warning Fill-in Form

Relevant Policy or Procedure(s): Policy 1461 – Nepotism; 1470 – Employment/Separation; Procedure 2111 -- Use of Computers/College Computing and Information Systems

Approved by: President

Date: 7/27/07

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