

SAINT PETER'S COLLEGE STUDENT EMPLOYMENT HANDBOOK

INTRODUCTION

The purpose of the Federal Work Study and SPC Employment Program is to stimulate and promote part-time employment of undergraduate and graduate students, who are in need of earnings, to pursue courses of study at St. Peter's College. This employment, whenever possible, should complement and reinforce the educational program or career goals of the student.

The following provides information on the rights and responsibilities of everyone involved in the Federal Work Study and SPC Employment programs. This handbook was developed to assist students, staff, faculty and administrators in understanding not just the generalities of the programs, but the specific responsibilities involved. Please refer to this source of information when questions or difficulties arise. The Federal Work Study Program and the SPC Employment Programs are administered through the Student Financial Aid Office and job placement is handled by the Work Study Coordinator whose office is located in McDermott Hall, in the Enrollment Services Center. The Community Service Program and off campus placement is administered through the Community Service Office located in Dinneen Hall.

ELIGIBILITY

Federal Work Study eligibility is based on financial need which is determined through the processing of a Free Application for Federal Student Aid (FAFSA) for new and returning students. If a student is eligible for federal work study, it will be included in his/her financial aid package. If a student did not receive Federal Work Study and believes that he/she may be eligible, he/she should contact the Student Financial Aid Office.

A student who is interested in working part-time on campus through the SPC employment program should contact the Work Study Coordinator about positions available on campus.

Before being placed in any position on campus(Federal Work Study or SPC Employment) a students financial aid file must be complete for the current academic year.

JOB DESCRIPTIONS

To comply with federal regulations, campus departments who will be requiring student help during the year must submit to the Work Study Coordinator a Job Description for each new position available. This will describe in detail the job qualifications, work location, length of employment, the grade levels, and the pay rate. In addition, in order to comply with the American with Disabilities Act of July 1993, job descriptions must include the percentage of time spent doing specific tasks; e.g., walking, standing, sitting, lifting, etc. This will be a helpful tool to use in referring students to suitable positions.

The job description serves several purposes. It provides the information needed to explain the position to students and helps them select the type of employment closest to their educational or career objectives. The job description will also help the Student Financial Aid Office, the student, and the supervisor to determine the number of hours of work required at the specified wage rate to meet the student's financial need. It also provides a written record for both the student and employer (department) of the specific duties and responsibilities of the position.

COMMUNITY SERVICE

Students have the opportunity to work off campus in a non-profit organization and earn their work study dollars. Undergraduate students can actively participate in service experiences that meet real community welfare and, where possible, complement the educational program or vocational goals of the student. Community Service is defined as services designed to improve the quality of life for community residents, particularly low income individuals, or to solve particular problems related to their needs.

In order to qualify students must:

1. Complete the FAFSA which is available in the Student Financial Aid Office or they can file on-line at www.fafsa.ed.gov. This application will determine if the student is Federal Work Study eligible.
2. The Community Service Office will set up an interview with the director from the select off campus site.
3. The Student Referral form and Application must be completed by student and signed by the Work Study Coordinator and Supervisor if hired.

Students must complete W-4's and I-9's in the Student Financial Aid Office before starting work. Prospective agencies must complete an information sheet which describes the position's responsibilities and duties. These are then reviewed for Federal Community Service Program eligibility. Contracts between the agencies and SPC are generated on an annual basis. Students are paid bi-weekly along with other Federal Work Study students based on submitted time sheets.

PLACEMENT

Available positions will now be listed on the Saint Peter's College website (www.spc.edu) under Student Financial Aid . To find the list, click on Student Financial Aid, then click on Student Employment, then click on Job Postings. Positions will be added on a weekly basis so review the list often. Departments will complete a Job Description Form for each position to be listed. This form will indicate the Job Title, Grade Level, Pay Rate, dates of employment, etc.. **Hiring priority is given to federal workstudy students.**

The Work Study Coordinator is responsible for assisting students with placement. After reviewing the departments' needs, this office will then attempt to match the most qualified student to the particular position available. Supervisors will also be notified of potential job applicants. An interview should then be scheduled between the student and the employer to determine if the student's skills and class schedule are compatible. Departments will continue to interview potential candidates until a match is made.

The Work Study Coordinator will refer students to the hiring supervisor, in order of priority. The order is as follows:

- A. Returning students who have been trained at least one semester by an employer and are returning to the same position have first priority.
- B. Those students who have been awarded work (FWS) as part of their financial aid package, are given priority over anyone else (except returning students) for the first 3 weeks of the fall semester.

In regard to summer employment, the student will be considered FWS if they meet the following criteria:

- A. The student must have been eligible for FWS the previous academic year.
- B. The student must have filed the FAFSA for the upcoming academic year and are registered for the fall semester.

PAYROLL PROCEDURES

Any student whose financial aid application has been selected for verification by the U.S. Department of Education, the State of New Jersey, or by SPC, will not be allowed to work and will not be cleared until all documentation is complete and cleared with the Student Financial Aid Office.

If a student is cleared for work, the Work Study Coordinator will sign the Student Employment Referral Form, indicating the date and the maximum allowable earnings, and will check that the student is eligible for either federal work study or SPC employment. The student will bring the Student Employment Referral Form on the

interview and if approved for hire the supervisor will fill out the section to be completed by department supervisor. Once a student has been hired for on-campus employment, the supervisor of the department will forward to the Work Study Coordinator the Student Employment Referral Form.

To assist in the payroll process, the Work Study Coordinator will have access to Spirit. After the forms have been received, the Work Study Coordinator will then access the payroll program. For each student hired, the following information will be entered: the GL account number to be charged for the student's employment, the dates for which the student is hired, the position code, and rate of pay.

A student who has not previously worked for the College MUST complete a W-4 tax withholding statement and an I-9 form. This is in accordance with federal regulations, specifically the Department of Immigration. Accurate completion of this form is imperative because I-9 forms are subject to audit at any time. It is then retained in the Student Financial Aid Office. Two forms of identification are required. One form is a passport, or if a student does not have a passport, they must submit their drivers license AND their birth certificate OR social security card. If presenting a passport, it is not necessary to have any other form of identification. If the student does not have a driver's license (because they do not drive), a SPC ID is acceptable. This exception is made ONLY if they do not have a license. Once a clearance form has been received by the Work Study Coordinator, the student is ready to begin work, NOT BEFORE.

Payment is generated by time sheets on a bi-weekly schedule. This time sheet must be filled in every day by the student. The student will indicate the time they started, the time they ended, and will indicate the total hours worked for the day. At the end of the week they total up their hours. Students are not paid for meal breaks or holidays. For instance, if a student worked from 9am to 4 pm and took an hour for lunch, the total hours they worked would be 6. Every two weeks they would transfer this information to their time card and would sign their time card and then give them to their supervisor for verification and signature. They are then delivered to the Work Study Coordinator for payment. If time sheets and time cards are not received by the Work Study Coordinator before the payroll date, the student will not be paid until the following payroll period.

Students' maximum allowable earnings are monitored by the Work Study Coordinator in accordance with federal regulations. The Work Study Coordinator receives a bi-weekly report from Human Resources called the Limit Against Earnings Report from which it monitors the maximum allowable earnings and the hourly time limits for each student. When a student has reached or exceeded the limit on their earnings as set by the Student Financial Aid Office, he/she is notified. If the student is close to his/her limit, this office will determine whether the student's FWS funds can be increased. If so, the limit will be increased and a new award agreement generated. It is not necessary to alert the supervisor in this case. If FWS funds cannot be increased, the coordinator will switch the student to SPC employment for that department by creating a new position for that student. If the student works for a department that does not have SPC employment funds or the

department has exhausted their SPC employment funds, the student must stop working immediately. In either of these cases, both the department and student must be notified.

If a student works at more than one job on campus, he/she will receive only one check for all jobs combined. If a student did not receive a paycheck or there is a discrepancy in the check they received, the student or the supervisor should contact the Work Study Coordinator. Paychecks are picked up by the students every two weeks from the Enrollment Services Center.

Federal regulations require that American and International students only work (15) hours a week, 28 hours per week during vacations. **NO OVERTIME IS PERMITTED UNDER ANY CIRCUMSTANCES.**

EVALUATIONS

Once a year (or at the end of an assignment), evaluation forms are done by supervisors of student employees. This is a means of rating the progress of each student working.

The students are judged on quality and quantity of work in addition to reliability, punctuality and attendance. The evaluation should be discussed with the student and should include comments, praise or criticism in a constructive manner that will encourage further development. The supervisor will note if he/she wishes to rehire the student for the following year. In addition, year end evaluations are one of many factors in determining pay increases for the following year. This practice is not mandatory but advised. Evaluations are also helpful when employment agencies or companies call about prospective SPC students that they would like to hire.

ABSENCES

Supervisors should be notified immediately if a student cannot maintain the scheduled hours. If a student knows in advance that he/she cannot work, he/she should notify the supervisor at least 24 hours in advance. If a student is ill, he/she should call their supervisor as early in the working day as possible. If circumstances arise that require a period of time off, a student should arrange it in advance. **PLEASE NOTE:** permission to be absent from work is a request and must be approved by the supervisor. Repeated absences or tardiness can be cause for termination.

TERMINATION OF EMPLOYMENT

If a department is considering termination of a student because of unsatisfactory job performance, the following procedures should be followed. Supervisors should fill out a review of each student's job performance. It is at this time that the student should be counseled and their behavior documented. If the problem should continue, a second

discussion should take place and documented. The student is then placed in a probationary period of employment. If there is no evidence of improvement within a specified amount of time, the student should be terminated. The Work Study Coordinator should be sent notification of termination with a written explanation of why this action has been taken and should include the performance evaluations. If a supervisor has any questions regarding the termination procedures, please call the Work Study Coordinator.

Any student who is experiencing difficulty with a supervisor should first discuss the issue with the supervisor. If the student feels the problems are continuing, he/she can contact the Work Study Coordinator.

GRADE LEVELS

There are four grade levels to define the specific skill requirements of campus employment. They are as follows:

A. Level I (entry level position)

This position requires direct supervision. The student is learning departmental procedures and performing tasks within specific guidelines. No prior experience is required.

B. Level II (semi-skilled position)

Student is working under general supervision and performing a variety of duties (routine to moderately difficult) involving departmental procedures. Increased training may be involved. Some proficiency and technical knowledge may be required. Prior knowledge of office procedures, typing skills or computer literacy may be required. One year minimum prior experience in the position and/or equivalent job experience or educational knowledge, will have contact with students, staff, faculty and administrative personnel.

C. Level III (moderately skilled position)

Student must be able to work independently. Must be proficient and possess technical knowledge necessary for this position. Student must be experienced and have worked in this position preferably for a minimum of two years and have performed a variety of duties (moderately difficult to difficult) involving departmental procedures. Background could include one or more languages (other than English) for tutoring. He/she must be able to work without supervision.

D. Level IV (highly skilled position)

Must have prior knowledge of department and College policies or comparable outside experience. The student performs duties requiring greater proficiency or technical knowledge. He/she should have initiative and will use judgment within guidelines. This

student must have the ability to work without supervision. He/she may have some supervisory responsibilities.

E. **Level V** (specialized positions such as lab technicians, Community Service)

PAY RATES

For the 2004-2005 academic year, a new pay scale was put into effect. These pay rates take into consideration the federal minimum wage guidelines and the assigned grade levels.

Level One \$5.50

Level Two \$6.00

Level Three \$6.50

Level Four \$7.00

Level Five \$8.00

MONITORING EARNINGS AND HOURLY LIMITATIONS

The Work Study Coordinator receives on a bi-weekly basis a report called the Limit Against Earnings Report. This report assists the office in tracking each individual on work study by indicating the award limit, earnings to date, and the balance remaining of their award. This report is generated by the Human Resource office after the calculation and distribution of student payroll checks for each pay period. At this time, the Work Study Coordinator generates a list of those students who exceeded the 15 hour limit. A memo is then sent to the student, the department supervisor, and the Student Financial Aid Office reiterating the specific policies about hourly limitations.

RESIGNATION

If a student wishes to resign for his/her work study or SPC employment position, they must give their supervisor two weeks notice and notify the Work Study Coordinator and the Student Financial Aid Office. The prompt notification will enable the department to request and locate a replacement.

JOB POSTINGS ONLINE

Students that are looking for on campus positions may refer to job postings online. Here students can access all available student employment positions at SPC. You can access the Job Postings listing by going to our SPC homepage and click on Student Financial

Aid, then click on Student Employment, and then click on Job Postings. Positions will be updated on a regular basis.

ADDITIONAL RULES AND REGULATIONS

Students are not paid for holidays, sick days, vacation days or lunch breaks.

Students are not permitted to work more than five (5) consecutive hours. If a student plans to work more than five (5) hours in one day, he or she must take a break of at least one half hour. Students do not receive payment for this break.

No student may work more than 15 hours per week during the Academic Year, when classes are in session.

Students employed by on campus departments may not work more than 6 1/2 hours in one day.

During the summer and semester breaks, students employed by on campus departments may work up to 6 1/2 hours per day, not to exceed 28 hours per week.

Students hired by the department have to submit a schedule of the hours he/she will be available to work.

The student is responsible for filling out the time card and signing in.

Everyday a student comes to work, a sign in sheet must be filled out. Any hours a student does not work, will not be paid. A student will not take care of personal business (unless with the permission or in an emergency) during the hours the student is working. No extra time should be taken during working hours while the student is running an errand, unless the office is notified. Student must advise the office when they leave for the day.

No incoming/outgoing phone calls (unless an emergency)

No stamps and/or supplies are to be taken from office.

Friends are not to be invited into office.

No loud music.

Students should dress in proper attire-no midriff, cut-offs etc.

Work Study and SPC Employment students represent the college and the department they work for. Therefore, the students are responsible for their actions and behavior at all times.