



**CenturyCollege**

*3300 Century Avenue North  
White Bear Lake, MN 55110*

**2009-10**

**STUDENT EMPLOYMENT**

**HANDBOOK**

# STUDENT EMPLOYMENT HANDBOOK

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\*Due to frequent changes in the laws that govern these programs, all the information in this handbook is subject to change without prior notice. Supervisors will be notified of changes that affect the student employment program as soon as information is available.

## I. INTRODUCTION TO STUDENT EMPLOYMENT

Student employment is an opportunity for students to earn money to help pay for school related expenses through part-time employment, thus reducing the student's dependency on loans. Administered by the Financial Aid Office with all employment positions located on campus, student employment is convenient for students who require a flexible work schedule. The intent of a student employment position is to give the student a chance to learn more about his/her field of interest in an education/work environment. Students who accept student employment positions have the opportunity to work with staff and faculty to develop skills the student can use in future employment.

As an equal opportunity employer of student workers, Century College policy is such that each student is allowed only one work study position for each term of employment. This allows as many students as possible the opportunity to work if they desire. Exceptions to this policy are handled on a case-by-case basis at the discretion of the Financial Aid Office.

## II. TYPES OF STUDENT EMPLOYMENT PROGRAMS

There are three funding sources that make student employment possible. These are: Federal, State, and Campus. All three programs are similar in eligibility requirements but have explicit requirements for each particular program. The Financial Aid Office will determine which program best fulfills the needs of the student and award available funds accordingly.

The Federal and State programs require the student to apply for financial aid indicating his/her preference for student employment on the Free Application for Federal Student Aid (FAFSA) and have eligibility for student employment determined **BEFORE** the student can be placed in a student employment position. The Campus Student Employment program is specifically for students who have demonstrated no financial need as determined by the FAFSA or by the Financial Aid Office, and international students who are ineligible to receive Federal or State funding. Due to limited funding in each program, the student is encouraged to apply for student employment as soon as possible.

**A. Federal:** Federal Student employment is a program jointly funded by the U.S. Department of Education and Century College. The program is intended to help eligible undergraduate students pay for education through part-time employment. To be eligible for this program, the student must apply for financial aid, receive an award letter, and have eligibility for student employment prior to accepting a student employment position. Also, the student must be admitted to the college as a regular student declaring an acceptable major and intent, remain enrolled in a program of study eligible to receive financial aid funds, be enrolled for at least one (1) credit, and maintain satisfactory academic progress as outlined by the Financial Aid Office to be eligible.

**B. State:** State Student Employment is a program jointly funded by the State of Minnesota and Century College. To be eligible for this program, the student must meet all of the eligibility requirements outlined in the Federal Student Employment Program, be enrolled for at least 6 credits each term of employment (audit credits are not acceptable credits for this requirement), and be a Minnesota resident as defined by MOHE. Students who are receiving reciprocity are ineligible for State student employment.

**Note:** Students who are currently receiving benefits from the Food Stamp Program, subsidized housing, or similar programs should inform the Financial Aid Office before accepting a State student employment position. State student employment funds may adversely affect eligibility for these programs.

**C. Campus:** Campus Student Employment is intended for students who are ineligible for financial aid and for students with no financial need. At the beginning of each fiscal year, the college administrator determines the total budget amount available for this program. The Financial Aid Office allocates the funds to students on a first come, first serve basis. To be eligible for this program, the student must maintain satisfactory academic progress, register, remain enrolled, and be admitted as a regular student. The student will be required to apply for financial aid, even though the student may not qualify for need based aid, in order to determine the appropriate program to utilize for payment of student employment timesheets.

International students will not be required to apply for financial aid; however, they must possess an F-1 Visa to be eligible to work as a student employee on campus. Per Century College policy, international students must also have a U.S. Social Security Card before accepting employment.

For payroll purposes, international students will also be required to provide their **I-94** (Departure Record), **I-20** (Certificate of Eligibility for Nonimmigrant F-1 Student.), **F1 Visa**, **Passport**, the **IRS Form 8233**, the **Student Payroll Tax Residency Information Form**, and **Social Security Card**.

**Note:** Exceptions to the eligibility requirements in the Campus Student Employment Program are made on a case-by-case basis for extreme circumstances and should be directed to the Director of Financial Aid.

### III. APPLICATION PROCEDURE

- A. To be considered for the student employment programs, the student **must** apply for financial aid. Once the Student Aid Report (SAR) is received and the remainder of the financial aid paperwork as been submitted to the Financial Aid Office (FAO), the FAO will determine the student's eligibility for aid and send the student an award letter.
- B. It is the student's responsibility to obtain a **Student Employment Packet** before accepting a student employment position. Student employment positions are posted on the **Job Board** located outside the FAO on the West Campus for students who require assistance in obtaining a job. Supervisors are encouraged to submit job postings to the FAO as soon as they have an opening in their department. Job Posting Forms are available from the FAO. Once the positions are filled in the department, the supervisor is to contact the FAO to update or remove the posting.

### IV. HIRING PROCESS AND SUPERVISION

The hiring of student employees occurs through individual departments. Interviews and other hiring requirements must be fair and equitable. Century College has adopted the following MNSCU policy regarding equal opportunity employment. This policy pertains to all forms of student employment whether on or off campus.

#### A. **1B.1 Nondiscrimination in Employment and Education Opportunity**

Minnesota State Colleges and Universities are committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

- B. Supervisors should establish an application process that is consistent and pertinent to the student employment position. Position descriptions and job qualifications must be on file in the department and available to the student employee upon request. Student employment positions are intended to augment the regular employee's tasks and help ease the workload of the department. When the supervisor develops a student employment position, every effort should be made to avoid assigning a position that is a bargaining unit position. Supervisors should contact the Human Resources Department if they have concerns about a position they wish to develop. Student employee activities are performed under supervision of staff and faculty in the related department. When assigning tasks, the supervisor should take into consideration the level of responsibility the student will be undertaking. The supervisor is responsible for the student's performance while on the job. Students are only allowed to work during regular business hours. "After hours" and volunteer time are not allowed.

Supervisors are to maintain a file for each student employee. The file should contain copies of the authorization form, work schedule, timesheets, completed Right-to-Know training form, information regarding disciplinary action, and performance reviews. These records can be used for future reference when verifying student employment to outside parties.

**Note:** College union contract agreements stipulate that a student employee cannot replace a regular state employee that has been laid off or is on a leave of absence. Also, due to the nature of the student employment program, a Century College employee that is currently enrolled as a student cannot earn student employment funds.

### V. Employment

Once the student has been hired, the student and supervisor should fill out the **Student Employment Packet** together and address any questions or concerns there may be at that time. The packet contains the employment contract (**Authorization Form**), **I-9**, **W-4**, **Student Employee Confidentiality and Privacy Statement**, and the **Workers' Compensation** information sheet. The **Century College Direct Deposit Authorization Form** is available on-line or at the Business Office. The student must submit the completed packet to FAO with the proper I9 documentation to work in the United States. Incomplete packets will not be processed until all documentation is received. The student **is not allowed** to work until all the paperwork has been submitted and processed by the FAO, and have received the Student Employment Allocation letter.

- A. **Authorization Form:** The employment contract is an agreement between the student and Century College that authorizes the student to work only on campus in the department indicated on the form. The supervisor determines the employment period starting and ending dates. The FAO will authorize the funds from the appropriate program, determine the pay rate, and allocation for the student in that department. **Separate authorization forms must be completed for each position for which the student employee has been hired.**

**B. I-9:** The Employment Eligibility Verification Form (I-9) along with the proper documentation to work in the U.S. is required in order to receive a paycheck. The reverse side of the I-9 lists the proper documentation required. For example, most students present a Driver's License and Social Security Card as proof of eligibility.

**Please note:** Century College Payroll policy is such that if the student uses a Passport for verification, the student must also provide his/her Social Security Card.

**C. W-4:** Student employee earnings are considered taxable income and, therefore, the W-4 will need to be completed. MNSCU Central Payroll will send the student a W-2 by January 31<sup>st</sup> of the following year. Any discrepancies need to be resolved through the Payroll Department located in the Business Office.

**Note:** The student is encouraged to contact a tax specialist regarding tax laws because regulations change frequently. In reference to Publication 519 developed by the IRS, nonresident aliens (international students) are advised to complete the W-4 accordingly:

1. Check "**single**" marital status even if the student is married.
2. Claim only **one** allowance.
3. Do **not** claim "exempt". If YOU claim "exempt", a W4 will need to be completed **every calendar** year.

**D. Student Employee Confidentiality and Privacy Statement:** Century College policy requires all student workers and their supervisors to discuss and sign this form at the time of employment.

**E. Worker's Compensation:** According to the State of Minnesota, student employees are covered under the Workers' Compensation Program if injury occurs on the job. The student is encouraged to maintain a copy of the Workers' Compensation notice for his/her records. Any injuries that occur should be reported to the supervisor immediately.

**F. Century College Direct Deposit Authorization Form:** Century College is pleased to provide this service to students so their payroll earnings may be deposited directly into their bank accounts, which means students have faster access to their payroll earnings instead of waiting for a paper check to be mailed to them. The form is available online at [www.century.edu](http://www.century.edu). Click on *Current Students*, then *Financial Aid*, then *Financial Aid Forms*.

**G. Student Security Awareness Training Requirement:** Student workers are now required to complete the Security Awareness Training which is available on Century College's course management system. Students will receive the information/instructions along with their Student Employment Allocation Letter. After completing the training, the signature form must be submitted to the Century College Human Resources Office on the East Campus.

## VI. STUDENT EMPLOYMENT INFORMATION

**A. Student Employment Allocation Letter:** When a student accepts employment and submits all the required paperwork, the FAO determines the student's student employment award and generates a *Student Employment Allocation* letter. This letter indicates the allocation amount, funding source and pay rate. All student employment authorizations are terminated on the last day of Spring Semester, **OR** the student's last date of attendance (whichever is earlier) each year. Summer allocations are processed separately. The supervisor will receive a copy of this letter for their records.

**B. Allocation of Funds:** The student employment award (allocation) is the dollar amount the student is allowed to earn during the fiscal year (July 1, 2009 – June 30, 2010). The allocation amount for Federal and State Student Employment is determined by Federal and State guidelines for these programs and consider the amount of other aid the student is receiving. Allocation amounts for the Campus Student Employment program are based on student needs, the needs of the individual departments, and available funds.

The student is allowed to earn only the amount listed on the Student Employment Allocation letter. The student is required to stop working once all the money allocated has been earned. **Students and supervisors must keep a record of accumulated hours and earnings to avoid exceeding the students' allocation amounts.**

**Overpayment of student employment funds is not allowed.**

It may be possible for a student to be allocated additional money once the initial allocation has expired. The student should contact the Financial Aid Office if they are interested in continuing employment. Also, the individual departments may transfer money into the student employment account from the department's center to cover specific student employees who have exhausted their allocation. All fund transfers are administered through the Vice President of Finance.

**Pay Rate Determination:** Student pay is based on an hour's pay for an hour's work. The wage scale for student employees is determined by considering the current Federal and State minimum wage, the previous year's wage scale, and wages in the surrounding area. All student employment positions are paid at a base wage established by the President and approved by the Student Senate. The current wage is **\$9.00** per hour for all positions.

**Please be aware that if the College is closed for any reason (weather, etc.), the student will be paid for only the hours actually worked, not what they were scheduled for during the closure time.**

- C. Work Schedule:** The typical work week for student employees averages 10 hours allowing the allocated funds to be available for the entire academic year. Be aware that a student who opts to work more than 10 hours a week may earn his/her entire allocation before the academic year ends. All student employment authorizations are terminated at the time they have earned their total allocation, **or** the last day of Spring Semester **or** the student's last date of attendance, whichever is earlier, each year (Summer student employment is processed separately). Students who work 4 or more consecutive hours are entitled to a paid 15-minute break. Those that work an 8-hour day are entitled to a 30 minute unpaid lunch break. Students and supervisors should arrange a work schedule that is compatible with the student's class schedule and study time while meeting the needs of the department. Student employees are allowed to work a maximum of 20 hours per week (Sunday through Saturday) while school is in session and 40 hours per week (Sunday through Saturday) during semester breaks and summer session. Any timesheet submitted with more than 40 hours will be subject to the FICA deduction.
- D. Work During Non-Enrollment Periods:** Students who will be working over the semester break must be registered for the following term. To work during Summer Session, students are required to sign a waiver indicating intent to enroll in classes for Summer and/or Fall Semesters. Waivers will be mailed to all student workers prior to the end of Spring Semester. Waivers must be returned to the FAO before the deadline listed on the waiver if the student plans to work during the summer. Students that will not be returning for subsequent enrollment terms will have employment terminated on the last day of the current enrollment term.

**Note:** Students who are enrolled for Summer Session are only allowed to work 20 hours per week while classes are in session. Also, **students who plan to work after June 30<sup>th</sup> need to apply for financial aid, receive an award notification for the next academic year, complete the Student Employment Packet, and receive an Allocation Letter prior to the start of the new fiscal year.**

- E. Maximum Hours Formula:** The following formula is used to determine how many hours a student employee is eligible to work for a particular time period. To use the formula, simply divide the allocation amount by the total number of weeks in the employment period times the rate of pay. Example: Student is allocated \$3,240 for the academic year (August to May). If the student is employed for the entire academic year (36 weeks) at \$9.00, the student can work a maximum of 10 hours per week.

**Note:** When using the formula, be sure to consider other factors that may affect the maximum number of hours per week the student can work. A student who works semester break and Summer Session may exhaust his/her allocation prior to the end of the academic year. If the student has more than one position, the student cannot work more than 20 hours per week (Sunday through Saturday) combined between all the positions. For payroll purposes, if the student is employed in more than one area, the allocation will be divided equally among the areas, unless other arrangements are made with the Financial Aid Office prior to the first day of employment.

**Be aware that students who opt to work more than 10 hours a week may earn his/her entire allocation before the fiscal year ends. Also be aware that if the college is closed for any reason (weather, etc.), the student will be paid for only the hours actually worked, not what they were scheduled for during the closure time.**

## VII. PAYROLL

- A. Timesheets:** Supervisors may obtain timesheets for student employees from the Payroll Department. Timesheets must be accurate, legible, and signed by the student and the supervisor. The supervisor who signed the authorization form should sign the timesheets as well. Information on pay periods and pay dates is available from Payroll. At the end of each pay period, the **supervisor, not the student**, will deliver the student timesheets to the Payroll Department no later than the date and time indicated on the timesheet.
- B. Student Record Maintenance:** Supervisors are required to maintain a copy of each student employee timesheet. Any incomplete, illegible, or late timesheets will not be paid for that pay period. Student timesheets will only be paid for a maximum of 40 hours while classes are in session and 80 hours during semester breaks and Summer Session for each payroll period. Payroll will not allow a student to exceed their allocation. **Overpayment of student employment funds is not allowed.** Student paychecks are mailed biweekly to the address indicated on the student record system or EFT to the student's account, if they requested this. Address corrections should be directed to the **Records Office**.

**Note: Students who have not completed the Student Employment Packet will not be paid.**

## VIII. RIGHTS AND RESPONSIBILITIES

- A. Use of College Property:** Supervisors will supply the student employee with the tools necessary to perform the tasks of the student's position. These supplies are college property and are to be used only during work hours. Student employees are not allowed to use college property for personal use, i.e. copy machines, computers, telephones, Century College toll-free number. Misuse of Century College property could result in disciplinary action and/or termination.
- B. Confidentiality and Data Privacy Act:** Many student employment positions require the student employee to have access to other students' records. Due to this situation, students in those positions are bound by confidentiality not to release any non-directory information about another student. Student employment positions that require contact with student records should have confidentiality listed on the job description form to advise students to the nature of their position. Supervisors should stress the importance of the **Data Privacy Act (FERPA)** and how it relates to their department prior to hiring the student. Directory information is defined specifically as student name, address, telephone number, most recent previous school attended, dates of attendance, class standing, major field of study, degrees, certificates and awards received, birth date and full or part-time status. Release of information to a third party without the consent of the student could result in immediate termination of the student employee. More information regarding confidentiality and student conduct can be obtained from Century College Policy 2.11.1 or the Counseling/Information Center.
- C. Code of Ethics:** Student employees are discouraged from accepting bribes or personal favors from other students, staff or faculty. Unethical behavior compromises the integrity of the department, the student employment program and Century College and may be grounds for dismissal. For more information, see MNSCU 3.6 Student Conduct or Century College Policy 3.6.1 Student Conduct and Academic Honesty.
- D. Right-to-Know Act:** The **Community Right-to-Know Act of 1986 (EPCRA)** requires federal and state agencies to release information regarding toxic and hazardous chemicals. In order to comply with this act, student employees are required to attend Right-to-Know training provided by their department prior to the student's first day of work. Supervisors must maintain **Material Safety Data Sheets** on all chemicals used in their department and have that information available to the student for reference. Right-to-Know training materials are available by contacting the Plant Operations Supervisor. Any questions or concerns regarding compliance with this regulation should be directed to the Plant Operations Supervisor.
- E. Termination:** All student employment positions are considered at-will employment. Students have the right to terminate their employment at any time, however, a two-week notice is recommended. Likewise, a supervisor may terminate a student employee for just cause. For example, frequent absence, refusing to work while on the job, breach of confidentiality, misuse of college property, illegal activity, etc., may result in termination.

Supervisors are encouraged to develop formal procedures for dealing with student employment problems, i.e. first offense – verbal warning, second offense – written warning, etc. For the protection of all parties involved, documentation of all warning notices should be maintained in the student's employment file in the department of hire.

Depending on the reason for dismissal, termination from student employment may have an adverse effect on the student's permanent record and future employment.

The Financial Aid Office reserves the right to reduce or terminate student employee allocations for under utilization, failure to comply with student employment regulations, withdrawal from school, loss of funding, etc. The FAO will notify students of their termination and explain the reason for the termination.

- F. Grievance Procedure:** Student employees have the right to fair and equitable treatment in all aspects of student employment. Discrimination and harassment of any kind will not be tolerated. If a student feels his/her rights have been violated, he/she is encouraged to report the situation to the department supervisor immediately. Information on harassment and discrimination is located in the **Right-to-Know** handbook available at the Counseling/Information Center. Grievance procedures are available from the Counseling/Information Center and Century College Policy 3.8.1 Student Grievance Procedure, MNSCU 3.8 Student Grievance Procedure. Students may also contact the Harassment Officers on campus if assistance is necessary.
- G. Workplace Violence:** The College has implemented the **Zero Tolerance of Workplace Violence Policy**, which applies to all employees at Century College including student employment students.

**1B.1.2 Zero Tolerance of Workplace Violence (Policy and Plan)**

“It is the policy of Century Community and Technical College to maintain a workplace free from threats and acts of violence. The college will work to provide a safe workplace for employees, students and visitors. Each employee, and everyone with whom we come into contact in our work, deserves to be treated with courtesy and respect. This will be accomplished by encouraging mutual respect among all individuals, establishing open and honest communication, and enforcing “zero tolerance” for any type of violent behavior. Through information and training, the college will work to foster a work environment and culture that is devoid of violence for its customers/students and employees.”

Student employees are encouraged to refer potentially violent situations to their supervisors before a problem arises or contact Campus Security immediately. More information on how to avoid workplace violence and other potentially dangerous situations can be obtained from Campus Security or the Human Resources Department. The complete text of Century College's Zero Tolerance of the Workplace Violence Policy can be obtained from the Human Resources Department.

- H. Anti-Drug Abuse Policy:** Century College is a drug and alcohol free workplace, therefore any possession, use, or distribution of controlled substances on campus or during school-related activities is strictly prohibited. Suspicious activity should be reported to campus Security immediately. Students convicted of a drug-related offense under Federal State law are ineligible to work under any student employment program.

Information on Century College policies and how they relate to student employment can be obtained from the Century College **Right-to-Know** publication, Financial Aid Office, and the Counseling and Information Center.