

INTRODUCTION

The Supervisor's Student Employment Handbook is intended for use by Riverland Community College staff and off-campus agencies that employ our students. College Student Employment is designed to help students pay college-related expenses, work in an area related to their major (when possible), and provide service to the college.

Policies and Procedures

TYPES OF STUDENT EMPLOYMENT

Federal and State College Work Study provide employment opportunities for students to earn money to meet education expenses. Students apply for consideration for College Student Employment by completing the Free Application for Federal Student Aid. The Financial Aid Office will determine if the student has need or eligibility for College Student Employment. The student will receive an award letter stating how much they can earn each semester. Jobs are available on campus or off campus at non-profit agencies.

Institutional Work Study provides employment opportunities to students with limited financial aid need or eligibility. Jobs under this program are on campus ONLY.

EARNING AND EMPLOYMENT LIMITS

Students may earn an average of \$2000 per semester or \$4000 for a full academic year. Students with limited need will be offered less than \$2000 per semester. Students will need to work an average of 14-15 hours per week to reach the annual maximum. Students should not work more than twenty (20) hours per week.

Effective July 1, 2001 the rate of pay will be \$8.00 per hour. Evaluations will be required at the end of the academic year or when a student ceases employment. Supervisors are required to complete an evaluation for each student they employ during an academic year.

Students will be held to the earning limit of \$4000 for an academic year. Financial Aid Staff will send you (the supervisor) and the student a warning notice each semester as they approach \$2000 (the semester maximum). You need to work closely with the student to ensure that they will be available to your department for the full semester/academic year.

Students who reach the earning limit will be told they can no longer work. Supervisors will have the option to hire a replacement. If funds are available and the student has remaining financial aid eligibility, they may be allowed to work beyond the \$4000 annual maximum. Decisions regarding additional awards will be handled on a case-by-case basis.

REQUESTING STUDENT EMPLOYEES

You may request a student employee anytime during the academic year. Complete an On-Campus or Off-Campus Work Study Request Form and submit it to the Financial Aid Office, Processing Center (Austin West) or to the Financial Aid office at Albert Lea or Austin East Campuses.

Your job request will be posted on all Riverland Community College campuses. Once the position(s) are filled, the posting will be removed. Repeat the process any time a replacement is needed.

JOB PLACEMENT

The Financial Aid User's Guide (mailed with the award letter) instructs students to check the job boards to learn about College Student Employment openings. The student is advised to contact you to set up an appointment.

When you agree to hire a student, please refer them to Financial Aid Staff for the College Work Study Employment Agreement. Before a student begins employment, the College Student Employment Agreement must be completed.

The following items of importance are included in the Employment Agreement:

Page 1

- Five terms and conditions of employment
- Your signature is required on Section A
- An additional form is required for students that have child support responsibilities.
- Four conditions to which student is agreeing. A violation is grounds for dismissal.

Page 2

- Student must complete Section 1
- You must view student's driver's license on List B and indicate "driver's license" on line one, state on line two, and number on line three.
- For List C, you must view Social Security Card and write "social security card" on line one, write "USA" on line two, and write the number on line three.

NOTE: Some foreign students will have a statement "NOT FOR WORK PURPOSES" on their Social Security Card. They cannot participate in the student employment program.

You will sign Section 2 as the employer.

- Student must complete the W-4 form each year. Refer them to Staff if they have questions.

PAYROLL PROCEDURES

In the Federal and State student employment programs, seventy-five percent (75%) of a student's salary is paid by Federal/State funds and the remaining twenty-five percent (25%) is paid by the college. In cases of off-campus employment, the twenty-five percent (25%) is paid by the off-campus employer.

The supervisor should turn in time sheets to the Student Service Center. Both the student and the supervisor must sign time sheets. A missing signature will result in a delayed payment to the student. Financial Aid Staff will refer students to the supervisor to discuss why they were not paid due to incomplete time sheets.

Student Employment Requirements

- Students must be enrolled for six (6) credits per semester to be eligible for Federal and State College Student Employment Programs.
- Graduating students cannot work beyond their graduation date.
- Returning students may finish out the month of their last semester for the academic year if funds are available, they have remaining need, and they are pre-registered for Fall Semester.
- A student must have received an award letter from the Financial Aid Office showing their work study eligibility before they begin working in the summer. They must also be pre-registered for Fall Semester for a minimum of six (6) credits.
- Off campus job sites are established at non-profit organizations only.
- Students that work during an extended period of non-enrollment, (example: winter break and summer) will have larger withholdings (FICA and State/Federal taxes) taken from their checks.
- Student workers must maintain satisfactory academic progress (2.0 GPA and 67% completion rate).

SUPERVISOR RESPONSIBILITIES

You play a key role in making a student's employment a valuable learning and working experience. You must be firm, patient, understanding, and encouraging.

Supervisors are responsible for the following:

- Before students start working, they **MUST** have received an award letter from the financial aid office showing their student employment eligibility.
- Make sure the student's work schedule does not overlap with their class schedule.
- Clearly explain your expectations and the student's job responsibilities.
- Introduce the student to other staff in your department.
- Offer encouragement and tips on how to improve their job performance.
- Provide the necessary training needed to perform the job to your clearly stated expectations.
- Inform the student of the dress code in your area.
- Make sure that a student's time sheet accurately reflects the hours they worked.
- Submit student time sheets according to the payroll deadlines.
- Notify the Financial Aid Office if the student has been terminated or has stopped working for your department.

STUDENT RESPONSIBILITIES

A college student employment position is a "real job" and should be treated that way by you and the student. The student is responsible for the following:

- Complete all required paperwork and submit to the Financial Aid Office.
- Arrange a work schedule satisfactory to supervisor and student.
- Maintain enrollment in at least six (6) credits per semester.

- Make satisfactory academic progress.
- Give the supervisor advance notice on absences.
- Dress appropriately.
- Personal calls and visits are prohibited during work hours.
- Maintain an accurate time sheet.
- Observe confidentiality when dealing with student records.

ACCIDENTS & INJURIES ON THE JOB

Riverland Community College complies with the Federal and State OSHA regulations. Supervisors are expected to comply with all safety laws, rules and regulations. Students must wear any and all required protective gear while on the job. Inform your student workers that they must report any unsafe working conditions, equipment or practices to you. The supervisor **MUST** report ALL on-the-job accidents to the Human Resources Office within twenty-four (24) hours of occurring in order for Worker's Compensation coverage to take effect.

Breaks and Lunch Hours

Students are allowed one 15-minute paid break for every consecutive four-hour shift. If a lunch break occurs during a student's shift, the student may take the break with your permission, but **WILL NOT BE PAID** for that period of time.

Sexual Harassment

The State of Minnesota defines sexual harassment as follows: "Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct of communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, education or
- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.

That conduct has the purpose or effect of substantially interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or educational environment, and in the case of employment, the employer knows or SHOULD know, of the existence of the harassment and fails to take timely and appropriate action."

Refer to the College's policy on Sexual Harassment.

WORKING FOR RELATIVES

Supervisors are NOT ALLOWED to hire members of their immediate family to be directly supervised or effectively supervised by you. An immediate family member is defined, inclusively, as: spouse, parent, child, grandchild, grandparent, brother, sister, stepparent, stepchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

DRUG FREE COLLEGE POLICY

Riverland Community College is committed to providing a drug-free work and learning environment.

PERFORMING DUTIES UNRELATED TO JOB DESCRIPTION

Supervisors are not allowed to ask student employees to perform work unrelated to the student's job description. Examples include typing personal correspondence, working on projects for a supervisor's non-college business and running personal errands.

How Can I Most Help My Student Worker?

1. **Be an example**
Model strong work habits through efficient, dedicated work practices. Let your own approach to daily work be an example from which students can learn.
2. **Be flexible**
Understand that student employees are students first, employees second. Though it is important to have high standards on the job, it is also important to be flexible to accommodate academic obligations.
3. **Communicate expectations**
Communicate the job standards and expectations to your student employee. One can't assume that these are self-evident to the student, even though they may seem obvious to you.

4. Give feedback frequently
Provide consistent and appropriate feedback to your student employees. Student employees, like all employees, benefit from feedback on job performance, providing it is communicated with a positive spirit.
5. Be fair
Supervisors who are too lenient are not doing students any favors. Campus jobs are "real" jobs. Treat student employees as you would like to be treated in a given situation.
6. Train, train, train!
Take time to train your students in important work skills, attitudes, and habits such as perseverance, time management, phone skills, quality service practices, handling difficult situations. This is the "common sense" from which success is made.
7. Be a team player
As a team leader, develop and nurture the unique contributions of each team member. Take a global perspective.
8. Give recognition
When you see a student "going the extra mile" or "persevering through difficult situations", acknowledge this in front of other staff and peers. People need to feel appreciated.
9. Share the vision
Have regular staff meetings with your student employees, and inform them how their work fits into a larger purpose of the department and institution. Remember that purposeful work is meaningful work.

How Can I Get More Information?

Riverland's Financial Aid Representatives are available on the Austin and Albert Lea Campuses to answer questions or provide assistance.

Albert Lea Campus

JoAnn Haynes
jhaynes@river.cc.mn.us
507-379-3323

800-333-2584

Austin Campus

Linda Wasmoen
lwasmoen@river.cc.mn.us
507-433-0603
800-247-5039

Patty Hemann
phemann@river.cc.mn.us
507-433-0816
800-247-5039

Owatonna College
& University Center
(by appointment)
507-455-5880
800-205-4987

www.riverland.cc