

# ALLEGHENY COLLEGE

## STUDENT EMPLOYMENT MANUAL

### INTRODUCTION

Student employment at Allegheny College provides valuable learning and work experience for students within the operations of the College community or at cooperative agencies within the Meadville area. Students who work under the Student Employment Program typically work 8-10 hours per week. The Office of Financial Aid and Enrollment Support helps students acquire positions that can serve as experience for future educational or career goals. This manual is designed to address questions and concerns of the supervisor and the student.

There are two classifications of student employment eligibility. Students may have federal work-study award or campus employment award. A student's employment eligibility is determined according to financial need. Some student employment positions are available only to students with a federal work-study award. Other positions can be held by either federal work-study students or students with campus employment. Each year, the student's financial aid award letter will include either federal work-study or campus employment.

### Federal Work-Study

The federal work-study program is a part-time employment program in which the government pays a portion of the students' wages.

The Office of Financial Aid and Enrollment Support determines eligibility after the information on the Free Application for Federal Student Aid (FAFSA) has been evaluated.

Students may be employed in an academic department or an on-campus office (library, bookstore, etc.). Almost all academic and administrative offices and support services employ students on campus. Work is also available for federal work-study students at local non-profit organizations through our Community Service Program.

### Campus Employment

Students who do not qualify for federal work-study may work through the campus employment program. International students with campus employment must get a social security number before they may receive a paycheck. Students with campus employment are *not permitted* to work at local non-profit agencies through Allegheny's Community Service Program.

## **STUDENT EMPLOYMENT POSITIONS**

### **On-Campus Positions**

Academic and administrative departments create student positions by completing a job description form. These completed forms are submitted to the Office of Financial Aid and Enrollment Support. Jobs are categorized according to required skills. There are four categories of positions, with each category having four assigned hourly rates. Supervisors determine hourly wages within the assigned categories based on their knowledge of the student's experience and performance. A complete book of positions and job descriptions is on file in the Office of Financial Aid and Enrollment Support.

### **Off-Campus Community Service Positions**

The Off-Campus Community Service Program at Allegheny College provides students an opportunity to work directly with area social service agencies in the Meadville community. These positions are very beneficial to students who are interested in obtaining work experience in social services. Job descriptions for positions at these agencies are on file in the Office of Financial Aid and Enrollment Support. Students must have a federal work-study award to work at an off-campus agency and can work at the agency only during academic semesters.

### **Resident Advisors and Community Advisors**

RAs and CAs are awarded room credit and a stipend, which not only replaces work awards, but also may reduce the amount of loans a student would normally borrow. *Students holding Resident Advisor or Community Advisor positions may not work under the Student Employment Program under any circumstances.*

## **GENERAL EMPLOYMENT INFORMATION**

The following procedures apply to all students employed at Allegheny College through the Student Employment Program:

### **Standard Application Form**

The use of the standard application form is discussed in detail under the Freshman and Transfer Student Employment section. Although standard applications are not required for Upper-class students, it is suggested that supervisors use them as an instrument in employing students. Once a student completes a standard application for a prospective supervisor, the application should be kept on file by that supervisor for future reference. Only freshmen student applications are kept on file in the Office of Financial Aid and Enrollment Support.

## **Student Employment Form**

All student employees must complete a student employment form. A form must be completed for *each position* for each academic year. Separate forms are required for positions during summer and winter breaks. Student employment forms are available on WebAdvisor. Once hired, it is the student's responsibility to complete the student section of the form. It is the supervisor's responsibility to complete the supervisor section. ***A job description must be attached to the student employment form, as it is a federal requirement.*** Upon completion, the supervisor should forward the student employment form to the Office of Financial Aid and Enrollment Support. It is necessary that this form, with the attached job description, be on file in the Office of Financial Aid and Enrollment Support ***before a student begins working.*** Every position that a student holds requires a student employment form. Student employment forms received within one week of timesheet due date will not be processed until after that month's payroll.

## **I-9, W-4, Statement of Domicile, and Workers' Compensation Forms**

All students who have not previously completed the I-9, W-4, and Statement of Domicile, and Workers' Compensation Forms ***must*** complete them ***before they begin working.*** These forms are available in the Office of Human Resources in Bentley Hall or at <http://sites.allegheny.edu/hr/forms/>. These forms are kept on file in the Office of Human Resources and need to be completed only once while employed at Allegheny College.

The Statement of Domicile Form is required by the City of Meadville for the administration of the Local Services Tax (LST).

Student employees involved in a work-related accident/illness must report the incident to their employer ***immediately.*** The college has a listing of at least six designated health care providers. Following the incident, students are required to seek assistance from one of the pre-selected providers for a ninety-day period after the occurrence. A list of the selected physicians is available to all student employees and will be posted on boards at the Offices of Financial Aid and Enrollment Support and Human Resources. As long as treatment is received by one of the designated physicians, employers are responsible for payment of all reasonable and necessary medical services. Failure to comply with this regulation results in student liability rather than employer liability.

## **Confidentiality Agreement**

The Federal Government's *Family Educational Rights and Privacy Act of 1974 as amended* and Allegheny College's *Policy on the Privacy of Student Records, 1997* protect the privacy of student educational records. Student employees must keep information about individuals confidential at all times. By signing the Confidentiality Agreement, the student employee agrees to keep individual student information confidential. The Confidentiality Agreement is kept on file in the Office of Financial Aid and Enrollment Support.

## **Optional Payroll Forms**

Authorization for Direct Payroll Deposit is available at [http://sitesmedia.s3.amazonaws.com/hr/files/2009/11/dd\\_request.pdf](http://sitesmedia.s3.amazonaws.com/hr/files/2009/11/dd_request.pdf). This is an option for students who wish to have their wages directly deposited into their bank account. If the student chooses to complete this form, he or she should submit it with a deposit slip to the Office of Human Resources. If this form is not completed, paychecks will be placed in the student's campus post office box each month.

The Local Services Tax Exemption Certificate is available at [http://sitesmedia.s3.amazonaws.com/hr/files/2009/11/1st\\_exemption.pdf](http://sitesmedia.s3.amazonaws.com/hr/files/2009/11/1st_exemption.pdf). Anyone who works in the City of Meadville pays a Local Services Tax of \$52 per year. Students who are expecting to earn less than \$12,000 may complete and submit this Exemption Certificate so that the \$52 will not be taken from their wages. This form is valid for one calendar year. Therefore, students choosing to complete the form would complete a new form each year before receiving their first paycheck in the new calendar year.

### **Evaluation Forms**

As a means of evaluating performance and maintaining a good line of communication between student and supervisor, it is strongly suggested that supervisors and students review the work performance of the student at least once per year. Supervisors should complete a work evaluation form during this review. Instances when an evaluation can be helpful are: 1) in anticipation of employing the student in the following academic year and establishing a new hourly rate for the next year, 2) any time of the year when an hourly rate increase is requested and justified through outstanding performance, 3) as an instrument to inform the student of poor performance and to establish work-related goals for improvement.

An evaluation form can also be useful as a future reference by placing it in the student's permanent file in the Dean of Students' Office. Students are given the option of having the evaluation form placed in their permanent file. Potential employers often request verification of the student's employment performance. Once the evaluation is completed, the form is forwarded to the Office of Financial Aid and Enrollment Support for the purpose of updating hourly rate information. If student authorization is given, the Office of Financial Aid and Enrollment Support will then forward the evaluation form to the Office of the Dean of Student.

### **Time Periods**

Academic Year Earnings are in effect from the first day of classes through the last day of finals each semester. The 2010-2011 Academic Year Employment runs **August 26 – December 15** and **January 19 – May 10**. Employment outside of these time periods is considered winter or summer break employment and requires a separate Student Employment Form (See Summer and Winter Break Employment section).

## **STUDENT EMPLOYMENT PROCEDURES**

### **Freshman and Transfer Student Employment**

In July, the Student Jobs Database is updated with job openings for the academic year.

New students are asked to complete a standard job application and indicate their top five job preferences on the back of the application. The job application should be returned to the Office of Financial Aid and Enrollment Support by August 6. The form is photocopied and forwarded to the supervisor of each of the positions the student listed on the back of the application. Supervisors are encouraged to contact students to set up an interview. It is not necessary for supervisors to interview all students who have applied, only those who appear to be the most qualified for the position. It is strongly suggested that supervisors respond in some way to all applicants, even if the students are not being invited to interview. Once a student is hired, the student and supervisor must complete a student employment form and submit it promptly to the Office of Financial Aid and Enrollment Support ***before the student begins working.***

The freshman and transfer application process simulates a real job-seeking experience. There is no guarantee that students will secure one of the jobs for which they have applied. Students are also encouraged to view the Student Jobs Database throughout the year to view an updated list of job openings. The Student Jobs Database is available at <http://studentjobs.allegheny.edu/>.

If a student has followed the procedures above and has not secured employment during the first two weeks of classes, then the student should visit the Office of Financial Aid and Enrollment Support and schedule an appointment to discuss the matter. The Office of Financial Aid and Enrollment Support will work with individual students to help them find an employment position from the positions still available only after they have followed the standard procedures outlined above.

### **Upper-class Student Employment**

Upper-class students are advised to secure their positions during the spring semester of the previous academic year, if at all possible. Students who remain in the same position from year to year need to complete a student employment form each year ***before beginning to work.*** However, students who choose to seek employment elsewhere, or who are working for the first time, should contact the appropriate supervisor and fill out a student employment form once they are hired. Students with Campus Employment will be limited to on-campus jobs only.

During the spring semester, supervisors receive a position advertisement form for the following academic year. The supervisor indicates whether any student jobs will be advertised for the following year and returns the form to the Office of Financial Aid and Enrollment Support. Upper-class students may view an updated list of job openings on the Student Jobs Database at [http://studentjobs.allegheny.edu](http://studentjobs.allegheny.edu/).

## **PAYMENT PROCEDURES**

### **Timesheets and Pay Dates**

After the Student Employment Form has been processed, the student is able to view the timesheets for that job on WebAdvisor. The supervisor and student are responsible for submitting the timesheet on time each month. Hours worked should be rounded up to the nearest quarter of an hour. For example, if the student worked 2 hours and 13 minutes on a given day, 2.25 hours should be reported. ***If the timesheet is received late, it will not be processed until the following month.***

The W-4 and I-9 forms must be on file in the Office of Human Resources, and the student employment form must be on file in the Office of Financial Aid and Enrollment Support ***before the student begins working***. Timesheet Due Dates and Pay Dates are available at <http://sites.allegheny.edu/finaid/student-employment/time-sheet-due-dates-and-pay-dates/>.

A completed student employment form must be submitted to the Office of Financial Aid and Enrollment Support at least one week before the monthly time card due date in order for the student to be paid that month. If the student employment form is late, that student's timesheet will be processed the following month.

### **Pay Checks Outside of Regular Payroll Cycle**

It is the responsibility of both the student and the supervisor to submit timesheets on time. Failure of student to submit a completed student employment form at least one week prior to a timesheet due date or failure of student to submit a completed timesheet by the monthly deadline, are not reasons for a student to be issued a paycheck outside of the regular payroll cycle. Students must submit a written request for a pay check outside of regular payroll to the Office of Financial Aid and Enrollment Support. Students will be given a pay check outside of regular payroll only when written approval from the Office of Financial Aid and Enrollment Support is presented, with a copy of the timesheet, to the Office of Human Resources. The circumstances for acquiring a pay check outside of regular payroll would include family illness or tragedy, whereby the student must leave campus to return home immediately. International students who are leaving the United States before a pay date are required to make special arrangements for early payment with the payroll coordinator in the Office of Human Resources.

### **Hourly Rates**

All student employment positions at Allegheny College are categorized according to level of skill. There are four categories listed on the student employment form. Each category has four hourly rates within it. The Office of Financial Aid and Enrollment Support establishes position categorization and the supervisor selects the hourly rate from within that category. The current pay rate scale for the academic year is:

Category I	(e.g. general labor)	\$7.25	\$7.30	\$7.35	\$7.40
Category II	(e.g. office assistants)	\$7.30	\$7.35	\$7.40	\$7.45
Category III	(e.g. specialized positions)	\$7.35	\$7.40	\$7.45	\$7.50
Category IV	(e.g. teaching assistants)	\$7.40	\$7.45	\$7.50	\$7.55

Any request to change a student's hourly rate during the academic year must be submitted in writing to the Office of Financial Aid and Enrollment Support.

### **Paychecks**

Students may sign up for direct deposit. This allows wages to be placed in the student's bank account at 12:00 a.m. (midnight) on the fifteenth of the month. Forms are available in the Office of Human Resources in Bentley Hall.

Those students choosing to receive paper paychecks will find their paychecks in their campus mailboxes on the fifteenth of each month. If the fifteenth of the month falls on a Saturday or a Sunday, paychecks will be issued the Friday preceding the fifteenth. If a pay date falls when most students will be off campus, such as summer break, paychecks are automatically mailed to the student's campus box. If May paychecks are not picked up by the end of the day on May 15, then they will be mailed home. Any special mailing arrangements of paychecks are made through the Office of Human Resources in Bentley Hall.

## EMPLOYMENT POLICIES

### Maximum Earnings and Hours

For academic reasons, it is recommended that the student work no more than 8-10 hours per week during the academic year. The amount of hours worked per week depends on the work award for the year. To find the maximum number of hours a student can work, divide the total work award by 26 (for weeks of employment), and then divide by the hourly rate of pay.

Under federal regulations, the College must monitor earnings for each student. ***It is the responsibility of the supervisor and the student to budget allotted time and money accordingly so a student does not exceed maximum earnings.*** WebAdvisor will track hours worked by a student. A student ***must stop working*** when he or she reaches the maximum allotted earnings (for all jobs combined).

### Position Responsibility

It is important that students take work positions seriously. Employment expectations should be defined clearly by the supervisor when the student is hired. Supervisors will provide specific position responsibilities and training. However, all students are expected to work their scheduled hours and must request time off in advance. Handling confidential information about the College, agency, faculty, staff, or students will also be a part of all students' work responsibility. Confidential information may be released only through the permission of the supervisor.

### Voluntary Position Termination

Students are expected to remain in positions for the entire academic year (September to May) or, in case of summer work, the entire summer (May to September). A student who intends to withdraw from the program, either temporarily or permanently, or wishes to change jobs, must inform the supervisor and give as much notice as possible. Withdrawal from the program will not jeopardize the student's opportunity to receive a work award in the future. Students are expected to give at least a two-week notice before leaving a position. This allows the department time to find a replacement for the student or to adjust the work schedules of remaining employees in order to offset the shortage of student employees.

If a student changes employment positions, the student and the new supervisor must complete a new student employment form, available on WebAdvisor.

### **Position Termination with Cause**

Once a student has been selected for a position, continued employment is contingent upon satisfactory performance. By submitting a timesheet for a student, the supervisor not only verifies the hours worked but also attests that the work was satisfactory.

If a student's performance is considered unsatisfactory, every effort should be made to deal with the problem in a direct manner. The supervisor should document all efforts to correct inappropriate behavior or inadequate performance with a copy forwarded to the Office of Financial Aid and Enrollment Support. Usually, a verbal warning is given first, and the student is given a set amount of time to improve. If the inappropriate behavior or inadequate performance continues after the set time, then a written warning should be given. If the student still fails to make satisfactory improvement after a written warning and a time frame is given, he or she may be terminated with cause. Of course, in the case of serious infractions, such as theft, harassment, willful violation of safety policies, breach of confidentiality, etc., a written warning is not required. In such cases, immediate termination is considered appropriate.

All cases of termination with cause must be reported immediately to the Office of Financial Aid and Enrollment Support. In these cases, the student's eligibility for future employment under Allegheny's student employment programs will depend on the reason of dismissal.

### **SUMMER AND WINTER BREAK EMPLOYMENT**

Each year some on-campus positions are available to registered, returning students during the summer and between semesters. Summer and winter break positions are usually generated through active recruitment by students and supervisors prior to breaks. Supervisors should contact the Office of Financial Aid and Enrollment Support with position requests prior to the start of the break period.

The Student Jobs Database includes summer and winter break positions. Students are encouraged to use the job database to locate a job for a break period. The job database keeps an updated list of open positions by department, job title, category, and eligibility. The job database can be found at <http://webtools.allegheny.edu/sites/jobdatabase/index.php>.

Summer and winter break student employment does not count toward the student's academic year work award. Winter break employment is from **December 16, 2009** through **January 18, 2010**. Summer break employment begins the day after the last day of spring finals and ends the day before the first day of fall classes.

All summer student employment positions must be advertised exclusively for Allegheny students until May 1 of each year. Offices and departments may hire a non-Allegheny student for the summer only if an

Allegheny student has not filled the position by May 1. All winter break positions must be advertised exclusively for Allegheny students until December 1. Offices and departments may hire a non-Allegheny student for the winter break only if an Allegheny student has not filled the position by December 1.

For the purpose of summer and winter break employment, an Allegheny student is defined as someone who will be enrolled at Allegheny College in the upcoming fall or spring semester, respectively. Accepted applicants who have paid a deposit indicating their intent to enroll at Allegheny College for the following semester are considered Allegheny students. Allegheny College seniors graduating in May are not considered Allegheny students for the purpose of summer employment. Similarly, students graduating at the conclusion of the fall semester are not eligible for winter break employment. While Allegheny College does not prohibit children of employees from working at Allegheny, it is the College policy that no child or relative of an employee can work under the direct supervision of the employee.

Offices and departments must have sufficient funds available in student employment budget lines to hire a student employee for summer or winter break, including non-Allegheny student summer and winter break workers. Supervisors must remember that the summer employment period crosses fiscal years. Funds must be available in both fiscal years in order to hire a student worker for the entire summer. A summer student generally may not work more than 35 hours per week. Overtime pay must be paid if a student works more than 40 hours in a week. The Office of Financial Aid and Enrollment Support must approve requests for overtime in advance. The actual number of hours assigned to the position is contingent upon the funds the department has available for the summer.

### **Allegheny Student Summer and Winter Break Workers**

The Office of Financial Aid and Enrollment Support will process summer and winter break employment paperwork and timesheets for Allegheny students. The Allegheny student must complete a summer student employment form (available at the Office of Financial Aid and Enrollment Support) and must have I-9 and W-4 forms on file at the Office of Human Resources *before beginning to work*. The student and supervisor should complete the student employment form and return it to the Office of Financial Aid and Enrollment Support. Timesheets should be completed and submitted to the Office of Financial Aid and Enrollment Support by the published monthly due dates.

Housing may be available for students working on campus during summer break. A student must work a minimum of 10 hours per week on campus to be considered for housing. Housing is provided at a minimal cost to the student. Contact the Office of Residence Life in April for more information.

### **Non-Allegheny Student Summer and Winter Break Workers**

The Office of Human Resources will process summer and winter break employment paperwork and timesheets for non-Allegheny students. A non-Allegheny student who has been hired for a summer or winter position is considered a temporary college employee and must complete the I-9 and W-4 forms at the Office of Human Resources *before beginning to work*. An office or department must have funds available in its summer break student employment budget lines in order to pay a non-Allegheny student. Timesheets should be completed and submitted to the Office of Human Resources by the published bi-weekly due dates.

### **Allegheny Student Camp Employees**

In addition to the regulations outlined above, supervisors should send requests for payment to the Office of Financial Aid and Enrollment Support. The wages student employees earn for camps will be added to their next student paycheck.

### **Non-Allegheny Camp Employees**

In addition to the regulations outlined above, supervisors should send requests for payment to Gerry Wensel in the Office of Accounting.

## **OFF-CAMPUS COMMUNITY SERVICE POSITIONS**

### **Student Eligibility**

Students must have **federal work-study** awards to work in an off-campus community service position. The only exception to this policy is when a student had eligibility for federal work-study and worked off-campus in a prior year and then loses eligibility in a subsequent year. If the student wants to continue in the same off-campus community service position, and the agency is willing to pay 10% of the student's wages, then the student is allowed to continue employment at the agency even though he or she is not eligible for federal work-study. Students are permitted to work in off-campus community service positions through Allegheny College student employment programs during the **academic semester periods only**. Federal work-study does not apply between semesters or during the summer. Eligible time periods are the first day of class through the last day of finals each semester. The 2010-2011 Academic Year Employment runs **August 26 – December 15** and **January 19– May 10**. Agencies that wish to employ students on their own, not through Allegheny College, for non-academic periods will be responsible for 100% of the students' wages and should make their own pay arrangements directly with the student.

### **Required Forms**

The same forms are required of off-campus community service student workers as those required of on-campus students (student employment form, Confidentiality Agreement, I-9, W-4, Statement of Domicile, and Workers' Compensation Form).

### **Agency Contract and 10% Obligation**

In addition to the individual student paperwork required for each student each year, the non-profit agency must sign an annual contract with Allegheny College. The contract outlines important federal regulations and College policy regarding student employees in community service positions. The non-profit agency must be registered with PHEAA and must agree to pay 10% of non-Pennsylvania students' wages (and

non-work-study students' wages). Agencies will be billed for 10% of students' wages at the end of each semester.

### **Timesheets and Pay Dates**

Off-campus student employees are paid monthly according to the same timesheet due date and payroll schedule as on-campus students. See the section on payment procedures for additional information.

### **RESPONSIBILITIES TO REMEMBER**

- First-time workers must complete I-9 and W-4 forms, available in the Office of Human Resources in Bentley Hall.
- Students must submit a completed student employment form, for every job held each year, to the Office of Financial Aid and Enrollment Support *before they can begin working*.
- In order to be paid on time, students must submit completed timesheets by the monthly due date.
- Hours reported on timesheets should be rounded up to the nearest quarter of an hour.
- Students and supervisors are responsible for the timely submission of timesheets.
- Students and supervisors must monitor student earnings so the student does not exceed the work award amount.