

Colby Community College Student Employment Handbook

As both a student and employee, you are a valuable member of our campus community. We rely heavily on student employees to help provide fast and efficient service to the student body. We hope you enjoy your experience working at CCC and that you have an opportunity to develop work habits, skills, and contacts that will serve you well in your working life.

This Handbook is designed to help you understand the terms of your employment and your responsibilities as a temporary employee of CCC. Please read it thoroughly, and refer to it often.

How to obtain a Federal Work Study Position

Federal Work Study is a form of Government aid and in order to qualify you must file a Free application for Federal Student Aid (FAFSA). This can be completed at www.FAFSA.gov

Once approved for Federal Work Study the financial aid department will send out a work study packet which will include a list of positions available, an application, and a letter explaining the process of contacting supervisors.

SERVICE PHILOSOPHY

Student employee's commitment to campus:

- Reliability: We will provide service that is thorough, dependable, and accurate.
- Responsiveness: We will consistently provide prompt, courteous assistance. When we are unable to help, we will direct users to the party who can.
- Respect: We will give individualized attention to each user's need without bias and with full use of available resources.
- Accessibility: We will endeavor to provide equitable access to services and resources for both in-person and offsite users.
- Environment: We will strive to provide a learning environment conducive to study and research.
- Staff Quality: We will support our staff to ensure that they are knowledgeable and prepared to offer service that inspires trust and confidence.

CCC is a Drug-Free Workplace

CCC prohibits the unlawful distribution, dispensing, possession, or use of a controlled substance in the workplace. You may not work your shift while under the influence of illegal drugs or

alcohol. Appropriate disciplinary action, which may include termination, will be taken against any employee for violation of this policy.

Duration of Employment

Student Employees are hired on a temporary, hourly, at-will basis, and employment can be terminated by either employee or employer at any time. Termination can be for any reason except one that is considered to be based on illegal discrimination (see CCC policy on discrimination). You are not required to give advance notice if you decide to leave your position. Your employer is not required to provide advance notice before dismissing you, but, it is considered good practice for each of you to provide 2 week notice.

You are not guaranteed employment through any specific date. A job may end early for many reasons, including the following: budget constraints, lack of work, personality conflict with a supervisor, inability to perform job duties, inability to interact reasonably with co-workers, safety violations, insubordination, repeated lateness or absences, and/or scheduling conflicts.

Your Responsibilities as a Student Employee

Before you begin work, you and your supervisor must submit applicable documents to the Financial Aid Office. These documents include:

Student: W-4
 I-9
 Drug Policy
 2 documents showing eligibility to work in the U.S
 Direct Deposit Form
Supervisor: A request to hire in writing or by E-mail.

You may begin work as soon as you and your supervisor complete all applicable employment documents and your supervisor has verified your enrollment status. **IMPORTANT: WORK-STUDY Students require approval by Financial Aid before you may begin working.** Approval usually takes 2-5 business days. Financial Aid will contact your supervisor, who will contact you for a start date.

If you work more than one on-campus job, you must inform each employer. **Your work hours must be coordinated** to remain a student employee.

You are expected to show up on time for all scheduled shifts. On time means you are at your work station ready to work at the beginning of your shift. You may need to arrive at your job site a few minutes early to take off your coat, comb your hair, or make a rest stop. You are expected to work until the end of your shift. Sometimes during scheduling, students underestimate the time it takes to travel across campus, or a particular professor often keeps the class late, causing chronic late arrival times. Talk to your supervisor if you need to adjust your work start time, rather than just being late frequently. Most supervisors will be able to

make arrangements to help you be there when you are expected. Don't agree to a schedule if you anticipate a problem.

If you are unable to work due to illness, you are expected to notify your supervisor **before** your shift each day you will not be at work. Give as much advance notice as possible because your supervisor may need time to find a replacement.

Requests for time off should be limited to emergencies (such as a family medical crisis or funeral). When an emergency does arise, provide as much advance notice as possible. If you have special days you want off to attend a concert, go on a trip, etc., discuss it as far in advance as possible to allow your supervisor to cover your shift. Some employers may want you to coordinate with other employees to arrange coverage for your shift. Ask your employer to explain their departmental policy for requests for time off at the time of hire if it is not covered in your orientation.

Normally, you should not request time off to finish class assignments or study for an exam. When you accept an on-campus job, your supervisor is counting on you to be available when you agree to work. You must carefully plan your schedule so class work is not left to the last minute. Discuss your supervisor's policy on time off for study before you request time off for this reason.

Conduct on the Job

Students are expected to dress appropriately and conduct themselves in a professional manner while on the job. That includes showing courtesy & respect to supervisors, co-workers, and the public. Failure to do so can lead to immediate dismissal. Dress code will differ between departments, depending upon job duties and visibility to the public. Dress code includes good grooming habits, regular hygiene, and limitation on wearing fragrances (many people are allergic to perfume and cologne). Discuss proper dress code with your supervisor.

You should not expect to study or work on classroom assignments while on the job.

You may not use college equipment or supplies for personal use or classroom assignments. That includes using the phone, printer, photocopy machine, FAX, computers, and accessing the Internet for non work-related purposes. You also cannot install personal software on college computers without the permission of your employing department.

You should not have family/friends visit you at work unless allowed by your supervisor on an occasional basis. If a family member or friend does visit, keep visits brief and rare.

The federal Family Educational Rights Privacy Act (FERPA) requires that student information be protected and kept confidential. If you gain access, through your job, to information about other students, you MUST keep it confidential. Sharing confidential information with others who are not authorized to receive it (outside the scope of your job duties) is a serious federal violation and is cause for immediate dismissal, and could lead to further disciplinary action.

Students are not permitted to enter grades in any system.

Food is not normally allowed at your work station. Eating while on the job interferes with your ability to complete a task, clogs computer key boards & other office equipment, may stain paperwork, presents an unprofessional image to the public, and may be unsanitary. Non-alcoholic beverages are normally allowed within reasonable limits. This does not include oversized or overfilled cups that cannot be consumed discreetly, or containers with wet condensation which may damage paperwork. Discuss the office policy on food and beverages with your supervisor. If allowed, remember to use reasonable standards regarding frequency, and to eat or drink it discreetly, putting it away when interacting with the public. Food and beverage must be prepared or purchased before your shift begins (also see section on breaks). You may not use alcoholic beverages at work, and must not arrive for your shift after consuming alcohol.

Discussing Problems

If a problem develops between you and your employer, you should attempt to resolve it immediately within normal departmental channels. Problems should be raised with the person(s) affected, and discussed calmly and in a courteous manner at the point it is first identified. Delays and/or confrontations will usually make things worse. If you need assistance from your employer, please talk to them before the problem gets bigger. Most difficulties can be resolved by talking with your supervisor. We suggest that for best results, you try to be frank about the problem, (don't assume they already know) and maintain a respectful and cooperative demeanor, suggest alternative solutions if possible, and select a location away from the work space for the discussion. Your supervisor cannot help you to improve the situation if they do not know about it, and they cannot be expected to "just know!" Although it may be difficult to discuss problems, you will encounter them in your working career, so why not start now and learn to communicate with your supervisor?

If you still have a problem or grievance, even after you have tried speaking with your supervisor, then feel free to contact your supervisor's immediate director, there by moving up command your department. If you have already tried this avenue and still seek resolution, please contact Vice President for Student Affairs / for assistance, at 785-460-5490. If the issue appears to involve unfair discrimination, please contact Human Resources at 785-460-4677.

You may sometimes clash with a supervisor's management style or disagree with a task you are assigned to do. When that happens, the supervisor's request will prevail, unless physical or verbal abuse is present, or you are asked to perform an illegal activity. Try to cooperate and be willing to comply with the direction of your supervisor, and remember that they, not you, are ultimately responsible for the work that is performed in the department, so they must be allowed to control how the task is done.

Enrollment Requirements

Student Employees must enroll for a minimum of 6 credits hours per term. If you drop below 6 credits during any term (except in summer, when you can continue to work as a student employee if you are pre-registered for at least half-time fall credits), you must stop working as a Student Employee.

Work Schedule

Your work hours will be determined by you and your supervisor. Normally, work hours can be arranged around your class schedule. Some jobs may require specific hours which cannot change to fit your class schedule during a future term. Discuss the flexibility of work hours with your supervisor before you accept the position to avoid future problems. If you know that you will have sports or other commitments during a certain semester, bring this up during the interview so that you and the supervisor are clear on expectations.

Pay Rates

On-campus departments set their own pay rates. All students must be paid at least the current minimum wage per hour.

DIRECT DEPOSIT

All student employees are required to enroll in a direct deposit program for their paychecks. Under the direct deposit program, the employee's pay is electronically deposited into the bank account(s) they designate.

Breaks / Meal Period

If you are scheduled to work a shift that lasts 4 consecutive hours, you must be provided a paid break of at least 10 minutes. The break should fall approximately half way into your 4 hour shift. You must be provided one paid break for every 4 consecutive hours you work.

If you are scheduled to work a shift that lasts 5 or more consecutive hours, you must be provided an unpaid meal break of at least 30 minutes. The break should fall approximately half way into your shift.

Breaks and meal periods may not be accumulated and taken at the end of a shift, such as not taking a break and leaving early. The intent of a break is to provide a rest period during a shift in order to promote safety and productivity.

Volunteering

You may not volunteer additional hours to any department or employer that has hired you for pay. You may not volunteer to do any task similar to duties you perform anywhere on-campus for pay. Employers may not suggest or require that you volunteer, and may not offer any reward or penalty for your volunteering or not volunteering. Report violations to Financial Aid.

Time Sheets

A new time card is used every week and turned into your supervisor at the end of that week. A new time card is also started at the beginning of every month. If the new month begins in the middle of a week you will still start a new time card on the 1st of every month. **It is your responsibility to submit your Time Sheet to your supervisor promptly . Late Time Sheets will be paid on the next payday. Do not expect your employer to make a special payroll request if you have failed to submit your timesheet on time. It is YOUR responsibility to make sure they have it when it is due, or you will have to wait until the next pay period.** To avoid delay, submit it on time! If you work for a department that uses an automated time record, ask them for special instructions. To protect yourself, NEVER handle your Time Sheet after it has been signed by your supervisor. If it is altered, you could be suspected of wrongdoing, so don't place yourself in this position.

Number of Hours You Can Work (Academic Year)

The amount of hours you are able to work is based on your eligibility. Upon hire you will be advised how many hours per week you are allowed to work. The maximum hours a student is to work shall not exceed 15 hours a week. If a student works more than what the financial aid office advises, it may result in reduced hours the following semester. Limits also include any off-campus Work-Study job. Off campus jobs that are not through the Work-Study program do not count towards these limits. You may work off campus privately (not on Work Study) as many hours as you wish.

Working Summer

Continuing students do not have to be enrolled Summer Term to work and may be able to work up to 40 hours per week **if** they maintain full-time credits all terms of the previous academic year, and are pre-registered for the upcoming Fall Term.

How Working Affects Financial Aid

If you work as a Regular Student Employee (not Work-Study), your current year financial aid award will not be affected. Your earnings will be reported on your next year's Financial Aid Form (FAFSA).

A Work-Study award may reduce loans in the **current** year, because Work-Study is a need-based financial aid award and must fit within your determined "need." However, Work-Study earnings are excluded from income for purposes of determining **future** financial aid eligibility. When you file your next year's Financial Aid Form (FAFSA), report Work-Study earnings on Worksheet #A. That amount will be deducted from the income reported on your tax return and will not affect your eligibility for need based aid in the future year.