

# **STUDENT EMPLOYMENT HANDBOOK**

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## INTRODUCTION

Albright College highly values the contributions of its many student employees. The work you do on behalf of the College contributes greatly to the various teaching, research, operational and administrative functions of the College. Student employees are an important part of many of our departments on campus and enhance a workplace that is vibrant and diverse.

The Human Resources Office, located in the Camp Building at the corner of 12th and Bern Streets, manages the overall administration of the student employment program at Albright College and is a resource for student employees. Payroll and timesheet processing is managed by the Controller's office, also located in the Camp Building at 12th & Bern Streets.

Most student employment issues you may face can be handled by consulting this handbook or contacting your immediate supervisor. If you still need assistance, you can also contact the Human Resources Office at 610-921-7626.

Albright College has been very successful with the student employment program. Each year more than 500 full-time students work part-time on the campus, earning funds that assist them with their college expenses. Both the college and the students gain in several ways from these work programs:

### Students gain:

- By learning transferable job skills and knowledge of the working environment.
- By working on campus with flexible scheduling and eliminate the need for transportation to an off-campus site.
- By learning how a particular department and the college functions as an educational institution and as a business.

### Albright gains:

- By employing an intelligent and available labor force.
- By developing a mentoring relationship with students on an individual basis.
- By providing on-the-job transferable work skills.
- By developing an enlightened student population, familiar with its inner-workings.

The Human Resources Office administers the student employment program to assist students in obtaining a position on campus. The cooperation of each campus department is crucial to the smooth operation of this program. Federal regulations, laws and procedures must be followed to assure Albright's continued access to these and other important financial aid programs for our students.

## STUDENT EMPLOYMENT PROGRAM

Students work for a variety of reasons. Some need their earnings to meet the basic costs of an Albright College education, while others want their earnings for social activities. Still others recognize that the skills and work habits gained on the job will benefit them when they seek full-time employment.

We want to highlight the two student employment programs at Albright College:

1. **Federal Work-Study Program (FWSP) – Albright’s Subsidized Federal Work Study Program** - is partially funded by the Federal Department of Education under the Title IV program. Students must meet specific federal requirements to earn funds in this program.
  - a. **Regulations specific to the FWS program**  
Once a student has earned his or her maximum FWS award, he or she must stop working in the program. If it is mutually acceptable, and the department has funding for non-work study student payroll, the student may continue in the same job.
2. **SELF HELP** -The **Self-Help Employment Program** is totally funded with college funds. Students not eligible for the federal work-study program may be placed in this program.

The Financial Aid Office assists in determining which student work program is appropriate for you based on your eligibility for the federal programs or other aid you may be receiving. If you are not sure which program pertains to you, please review your financial aid award letter or contact the Financial Aid Office for information.

The Human Resources Office is responsible for student employment hiring, student payroll approval, and the departmental approval process; the Financial Aid Office projects the federal aid available to students for work-study; and the Controller’s Office monitors and processes the student payroll and tracks the student payroll budget. The Experiential Learning and Career Development Center list vacancies for on-campus positions on Handshake.

Upon hiring, new student employees complete necessary employee documents, (I-9, W-4, etc.), receive a Student Employee Handbook and begin work experience as determined by the specific hiring department.

If a student worker is requested to work in the same department with a family member, the immediate supervisor needs to direct this to the Human Resources Office for approval prior to making a work assignment. If hired, the department supervisor will complete a Student Employment Approval form and have the student complete paperwork with the Human Resources Office.

## STUDENT ELIGIBILITY

In order to qualify for student employment or participation in travel, clubs, or sports, a student must be a registered full-time student for the current and next semester and in good academic standing. In the case of students who continue summer employment after graduation, they are able to work considered eligible for employment and in good academic standing if they received their diploma. In the case of students who are already employed (vetted), they will not be prevented from employment based on academic or financial standing. Only those who are suspended for disciplinary reasons by the Dean of Students would be prevented from employment. Any exceptions to this policy must be approved by the divisional vice president.

Students must be eligible to work in the United States according to guidelines and regulations of the United States Citizenship and Immigration Service and complete an application to be considered for employment.

Students must have all applicable local, federal and state taxes deducted as required by law.

The International Student Office must review international students' requests for employment before seeking employment at the college.

Students must be enrolled for a minimum of two courses per semester, except in the summer, when they must intend to register for at least two courses for the fall semester.

## FINDING A JOB

Albright College considers the student employment process to be part of a student's overall education at the College. The Human Resources Office is notified by departments of available Student employment positions. All student employment opportunities are posted on the Handshake website. **Albright College does not guarantee student employment however every effort is made to assist students in obtaining a position on campus.**

## EMPLOYMENT PAPERWORK

In order to apply, students should search the Handshake website to find a job that interests them. Follow the instructions in the job posting to apply for the position. Hiring managers will review all applications within Dayforce and will use Dayforce to notify HR of their intended hire.

Students will receive an offer letter via e-mail and must accept the offer letter. Human Resources holds open office hours at standard times each week where students can come in to complete the required employment paperwork (I-9, W-4, direct deposit, etc.). Students must not begin working before this documentation is completed. Delays in completing I-9 forms and other pre-employment paperwork will result in a "hold" on a student's payroll authorization, delaying payment.

Both domestic and international students must complete an I-9 and a W4 form. The I-9 form requires **original documents**, such as an unexpired passport or two forms of identification, including a picture ID and a social security card, birth certificate or other acceptable document.

## RATE OF PAY

The rate of pay for student employment is based on appropriate federal and/or state minimum wage rates in conjunction with allowances for special training rates. Further information may be obtained through the Human Resources Office or your immediate supervisor.

### Special Training Wage Rate

The special training rate of \$6.55 per hour is intended to be used for student employees who are in training and, once they have assimilated the requirements of the job and demonstrated the capacity **to perform the essential tasks of the job, should have their training rate increased to the minimum wage rate of \$7.25 per hour. This increase should be initiated by the appropriate supervisor and submitted on the student employment approval form to the respective divisional vice president for approval. This special training rate should generally last no longer than one (1) full semester and can end sooner based on the performance of the student and the recommendation of the immediate supervisor(s).**

## TRACKING TIME/TIMESHEETS/PAYROLL

Across campus, there are several departments that use electronic clocking via Dayforce timeclocks. In these particular departments, you will clock in/out using the designated computer for the department. Most other departments still use paper timesheets for the time being, and these are available and provided through your supervisor.

Student payroll is processed by the College Controller's Office on a bi-weekly basis. A schedule of timesheet due dates/paydays will be handed out at the time of completing your employment paperwork with the Human Resources Office. The Human Resources Office and the Payroll Office make this schedule and guidelines for timesheets completion available to students and departments each fiscal year. The student worker must signify the hours he/she worked and the departmental supervisor must validate the accuracy of the time worked on timesheets applicable to a given payroll period. Departmental supervisors are responsible for ensuring the timely submission of timesheets. Failure to submit timesheets to meet a payroll processing deadline will result in a delay of receiving your pay which will be carried over to the next payroll period. Each student employee is responsible for completing an I-9 and W4 tax form, as well as any other required paperwork in the Human Resources office. **If the student has not completed these forms, they are not permitted to work for any department until they have processed all paperwork in the Human Resources Office.**

## DIRECT DEPOSIT

As a condition of employment, all student employees are required to participate in the direct deposit service to the banking institution of their choice. Your first paycheck will be a manual check and can be picked up at the cashier's window located in the Camp Building. Students are required to show their college ID to receive their paycheck. Electronic earnings statements are available for you to view at any time by logging into Dayforce

## DRESS CODE

Students are expected to dress in a neat, clean, and professional attire appropriate for the position of employment. Your departmental supervisor should be consulted if you are not certain as to the appropriate attire. Several departments on campus have additional dress requirements for safety reasons. Before beginning work, please review the dress code requirements for the position.

## CONFIDENTIALITY

Student employees may have access to information that must be treated as confidential. This information may include, but not limited to, student information, computer records, college activities, matters relating to college employees, and/or other matters. Because of the importance of maintaining confidentiality, any breach, either deliberate or through carelessness, will be grounds for dismissal. Breaches of confidentiality will be reported for appropriate disciplinary action.

## RESIGNATION

Students may resign from a position at any time. It is customary to provide an adequate notice of two weeks to give the supervisor appropriate time to find a replacement before leaving a job.

## JOB PERFORMANCE

Once a student is hired, the student's continued employment is contingent on satisfactory job performance. Satisfactory performance includes, but not limited to, reporting to work on time, promptly and accurately completing all work assignments, maintaining appropriate office behavior, meeting the expectations detailed during the initial interview and training period, and recording time worked accurately. Unsatisfactory job performance should be handled within the employing department. Prior to termination for cause, the supervisor will provide verbal warnings indicating the nature of the problem and suggestions for improvement. Continued unsatisfactory performance will ultimately result in termination. Student forgery or fraud related to any aspect of a student's employment, including, but not limited to, falsifying timesheets is grounds for immediate dismissal from the Student Employment Program and will be reported as a violation of the College's Student Code of Conduct to the Dean of Students. Students who feel that they have been unfairly terminated should contact the Human Resources Office at 610-921-7626.

## ON THE JOB INJURIES

Any work related injury, regardless of how minor it may appear, must be reported to the student's supervisor immediately. If medical treatment is needed, the supervisor should notify the Human Resources Office at 610-921-7626.

## FREQUENTLY ASKED QUESTIONS

### WHY DO I WANT TO WORK?

You will:

- Gain experience
- Earn money
- Have a job that is arranged according to your class schedule
- No transportation expenses
- You will cultivate real work references

### HOW DO I GET A JOB ON CAMPUS?

In order to apply, students should search the Handshake website to find a job that interests them. Follow the instructions in the job posting to apply for the position. **We are unable to guarantee a student job as openings are based on availability. It is in your best interest to begin the process early.**

### WHAT ARE SOME OF THE JOBS ON CAMPUS?

Student workers assist faculty, staff and administrators in a variety of ways. College offices use student workers for clerical support and tasks such as filing, copying, answering phones and distributing mail. Students may work in departments such as the Academic Learning Center, Library, Admission, Athletics, Facilities, Development, etc. Opportunities that may be available through Food Service are administered through Aramark, our Food Service provider vendor.

### AM I REQUIRED TO DO AN INTERVIEW?

Departments may request that you participate in a brief interview for the respective vacancy. This will be a good opportunity to test your job interview skills. If you are unsure of your interviewing skills, please contact THE Experiential Learning and Career Development Center for assistance. At the interview, the duties and responsibilities of the job will be discussed as well as any special rules for the department. During the interview, the supervisor should provide you with a list of expectations, such as:

- **The number of hours they would like you to work**

- **How you should keep track of your time**
- **Specific details of the essential duties**
- **Student pay rate**

In addition, some duties involve access to sensitive or confidential information. During your orientation process, the policy on confidentiality will be discussed with you.

### **Interviewing Tips:**

Jobs on campus are highly competitive; therefore, in an interview be prepared to answer questions such as these:

- What interests you most about this job?
- Do you have any previous related job experience?
- What specific skills have you developed that will assist you in being successful in this job?
- What did you enjoy most about your previous jobs? The least?
- Are you working anywhere else on campus?
- How would your current/previous co-workers describe you?
- What are some of your strengths? Your weaknesses?

Remember, interviewing is a two way street. If you're unsure about any aspect of the job for which you are interviewing, feel free to ask questions. Some questions that students might have for supervisors include:

- What is the dress code for this position?
- What is the work schedule?
- Who will be my immediate supervisor?
- Is it possible to change my weekly work schedule if something important comes up (e.g. family emergency, athletic commitment, etc.)?

### **HOW DO HIRING MANAGERS DETERMINE WHO GETS THE JOB?**

Assignments are based on your skills, interests, job openings and whether you qualify for FWS (Federal Work-Study) or Self Help. FWS is the federally funded College Work-Study Program and Self-Help Program is the Albright employment program. The only difference is in the funding source and bookkeeping records for the Financial Aid and Controller's Offices.

### **HOW DO I TRACK MY TIME WORKED?**

Across campus, there are several departments that use electronic clocking via Dayforce timeclocks. In these particular departments, you will clock in/out using the designated computer for the department. Most other departments still use paper timesheets for the time being, and these are available and provided through your supervisor.

### **WHEN AND WHERE DO STUDENTS GET PAID?**

Students are paid on a bi-weekly basis. Students are required to participate in the direct deposit service and have payroll checks automatically processed through your home or local campus banking institution. Electronic Direct Deposit forms are located within Dayforce.

### **WHY DIDN'T I GET PAID?**

There could be several reasons:

- Did you fill out your employment paperwork with the Human Resources Office?
- Was your timesheet turned in on time? Late timesheets are processed in the next pay period.
- Was your timesheet complete and signed?
- Did your supervisor submit the timesheet to the payroll office? Incomplete and incorrect timesheets are delayed until corrected.

### **HOW MANY HOURS PER WEEK CAN I WORK?**

Students may work up to a maximum of 20 hours per week when school is in session. It is the student's responsibility to make sure they do not work over 20 hours each week.

### **CAN I WORK DURING VACATION OR FINALS?**

Yes, you are able to work during this time and up to 40 hours weekly maximum.

### **CAN I HAVE MORE THAN ONE JOB?**

Yes. You are allowed to have more than one job as long as it does not exceed the total of 20 hours per week allocation. You should also let your supervisor know you are working in another department so they can plan how many hours to expect from you.

### **DO I NEED TO REAPPLY FOR THE SPRING SEMESTER?**

Unless your supervisor tells you otherwise, if you are keeping the same job that you had in the fall semester, you only need to confirm your spring work schedule with your supervisor.

### **IS WORK-STUDY GUARANTEED EVERY YEAR?**

No. You are awarded Work-Study based on financial needs as determined yearly. You must complete your financial aid application on time every year and continue to show eligibility for Work-Study. Unused FWS eligibility cannot be carried from one award year to the next.

### **CAN MONEY BE DEDUCTED FROM A STUDENT'S TUITION BILL IN EXCHANGE FOR THEIR WORK?**

No. Students will receive payment for their work in the form of a bi-weekly paycheck. Federal Work Study simply means the money students with FWS earns is subsidized by the Federal Government.

## **CAN MY EMPLOYMENT BE TERMINATED?**

As with any job, you will be held accountable for fulfilling the responsibilities assigned to you as an employee of the College. Failure to fulfill these responsibilities may result in the termination of your employment. While we will work with you in finding another job, we cannot guarantee placement if the reason for dismissal is negligence on your part for lack of cooperation with the supervisor of the department.

## **CULTIVATING A POSITIVE WORK EXPERIENCE**

In every department, the student assistant represents the College, so the following guidelines are essential:

**Dependability** - is crucial

**Reliability** - be sure to call in when you're sick or will be late.

**Confidentiality** - Information you have access to on the job that you would not have access to any other way should be considered confidential.

**Respect** - You deserve to be treated with respect and dignity as do your coworkers.

**Professional Appearance** - Respect for others extends to your dress and hygiene.

**Commitment** - Take your job seriously, the department depends on you to perform the tasks you were hired to do.

**Communication** - When you finalize your travel plans during breaks, be sure to let your supervisor know when you're leaving and when you'll be back.

**Initiative** - Take the initiative to offer assistance.

**Responsibility** - As a student employee, you represent the College. At times, you may be the first, even the only person from Albright with whom an individual will have contact. In these service positions, you are asked to be professional, both in person and on the telephone.

**Employment at the College is a privilege and carries with it a commensurate responsibility.** With more students seeking campus employment than available positions, your appointment reflects the confidence that has been placed in your ability to successfully carry out the assigned responsibilities of the position.

**Work time is not social time** - Plan to call/text/visit friends on your own time. Be sure you understand what is expected of you. You are encouraged to be proactive in seeking additional duties beyond your daily responsibilities.

**Workplace Ethics** - Albright is committed to fostering and maintaining an environment where all employees promote and practice a high standard of ethical behavior. Any employee who feels subjected to unethical behavior is expected to discuss the issue with their immediate supervisor and if necessary the Director of Human Resources. The College is determined to maintain an environment that respects others and values high ethical behavior.

## AFFIRMATIVE ACTION STATEMENT

Albright College does not discriminate on the basis of race, creed, color, religion, marital status, gender, sexual orientation, age, national origin, and disabled status. This includes Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. This policy extends to all educational, service and employment programs of the College. For questions and concerns, student employees should contact the Human Resources Office at 610-921-7626.

Albright College is an AA, EEO employer and is actively committed to diversity within its community. In pursuit of that, we actively encourage diversity among applicants for this position. Protected veterans and people with disabilities are encouraged to apply. [www.albright.edu](http://www.albright.edu)