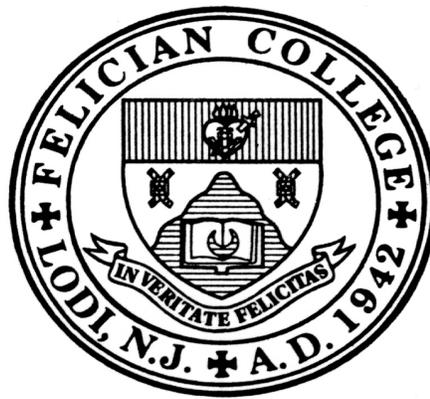




FELICIAN COLLEGE

STUDENT EMPLOYMENT



HANDBOOK



STUDENT EMPLOYMENT HANDBOOK

Telephone numbers: Career Development: (201)559-3619; Office Of Financial Aid (201)559-6010; Payroll Office (201) 559-6175

The purpose of this handbook is to provide faculty, staff, and students with information concerning student employment throughout the college. It will explain what is expected from everyone involved in this process.

Felician College recognizes the importance of student employment in its operations and mission. Students will gain essential work experience and learn professional skills in their on-campus positions. Student employment serves as an excellent resume builder and allows students to network with college personnel. Benefits include:

- Improve time management skills.
- Gain valuable work experience.
- Insight into careers or job field.
- Transferable skills which contributes to success in the work place.
- Network with college professionals and faculty.
- Understanding of the college's operation.

The student employment programs are funded through the Federal Work-Study Program and Felician College Student Worker budget lines. Allocation of these resources are managed under the overall direction by the Office of the Vice President Student Affairs and the Office of Financial Aid under the Federal Work-Study Program.

FINDING A POSITION (STUDENT)

It is solely the responsibility of the student to seek an on-campus position. Notice of a Federal Work-Study award does not guarantee a job. All positions will be posted on the Felician College online job posting system; the College Central Network website. This website may be accessed at www.collegecentral.com/felician. Once on the website, students will be prompted to follow these simple steps to create a free account and view open positions:

1. Select the **Student / Alumni** icon, and read the information and announcements on the next page.
2. Go to the Register Now link.
3. Create an **Access ID** and a **Password**.
4. Then **Continue Registration**.
5. Select the **Search for Job/Opportunities** posted to my school link.
6. Select **On- Campus** under **Job locations**, then **Begin Search**.
7. The list of On-Campus jobs will appear. Click on each **Job ID** link for more information about each posting. Who and how to apply can be found on each posting under the application instructions.

Students must be proactive in their search for an on-campus position. On-campus positions range from those that require no prior experience to those that require significant skills. Supervisors may request a copy of a resume and elect to go through a formal interview process.

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POSTING A POSITION (SUPERVISOR)

All supervisors must forward student employment job descriptions to the Career Development Center at careerdevelopmentcenter@felician.edu. Positions will be posted on the Felician online job posting system. Students are directed to contact the individual hiring departments/offices for a formal interview. The Career Development Center will solicit all departments prior to the start of the each fall and spring semesters for open position listings. It is imperative that all hiring managers be specific in terms of responsibilities, desired skills and application details.

FEDERAL WORK-STUDY OR STUDENT EMPLOYMENT POSITIONS

Students who are offered a position on campus will be paid through the Federal Work-Study Program or the Felician College student worker allocations. The Office of Financial Aid will make the determination as to which program the individual student will paid.

- **Federal Work-Study Program (FWS)**

The Federal Work-Study Program (FWS) is a Title IV financial aid program designed to help students earn money for college expenses. Students who are determined to be eligible for this program by the Office of Financial Aid will receive a revised financial aid award letter which will include the FWS award as part of their financial aid package. Designation as student worker or federal work study will be established once a student is hired and budget amounts are determined. This designation will not prevent nor hinder a student from working at Felician College.

Due to federal regulations the Federal Work-Study program is based on financial need. Therefore student is expected to adhere to the following:

- Notify the Financial Aid Office of any enrollment (credit) changes during the academic year.
- Maintain satisfactory academic progress (SAP). Please refer to the online SAP policy: http://felician.edu/sites/default/files/standards_of_academic_progress.pdf
- Earn no more than the predetermined FWS work award unless approval is granted.
- Notify the Financial Aid Office of any changes in the family financial circumstances.
- Re-apply for financial aid each year according to the established deadline dates.
- Submit all requested documents to the Financial Aid Office by request deadlines.

- **Felician College Student Employment Program**

Students offered a position and are **not** eligible for the Federal Work-Study Program will be paid through Felician College student employment funds.

STUDENT EMPLOYMENT HANDBOOK

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THE GENERAL HIRING PROCESS

If a position is offered to a student, the supervisor will initiate the processing of a Student Employment Agreement Form which is available on the Felician College SharePoint directory. The Student Employment Agreement will be completed as instructed and appropriate signatures must be obtained (see the actual form for required signatures). The Office of Financial Aid and the Office of Vice President of Finance will review, sign, and forward the form to the Human Resources Office (HR) for final processing.

It is imperative that once a position is filled, the supervisor informs the Career Development Center so that the posting can be removed.

Once the Student Employment Agreement is received in the Human Resources Office the supervisor is contacted. If all of the required paperwork is in order, the coordinator will advise the supervisor that the student may begin working. If this is a **first time employee**, the student will be required to make an appointment with HR to complete the payroll paperwork. As with all college employees, an I-9 Form and a W-4 Form must be completed. Below is a further explanation of each form.

- **Student Employment Agreement**

- A Student Employment Agreement is required for each position held by a student.
- Supervisors must initiate an agreement for every individual student employee within their department.
- Agreements must be obtained for each new academic year or any part of an academic year. Summer employment requires a separate contract.
- All required signatures must be obtained before the employee will be allowed to work
- Immediately after a Student Employment Agreement is received in the Human Resources Department, the supervisor will be contacted by HR to advise when the student may begin working.

- **I-9 Employment Form**

The employee must present unexpired original documents that establish identity and employment eligibility such as a valid passport, social security card, or employment authorization card. A complete list of acceptable documents is available on SharePoint or may be obtained from the Human Resources office. It is not necessary to complete a new I-9 form when the employee changes their position within the College.

- **W-4 Form**

A federal W-4 (Employee Withholding Allowance Certificate) must be completed prior to an employee being paid.

Only after the student has been cleared by the HR Office are they authorized to begin working.

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INTERNATIONAL STUDENTS

An international student is only allowed to apply for an on campus job. Once the offer is extended, the student must visit the Office of International Programs where they will be given information on how to obtain a social security card. The hiring supervisor must write a letter (the Student Employment Agreement is not sufficient) to the Office of International Programs with the student's name and job title stating that the student will **not** be working more than 20 hours per week. The Office of International Programs will provide the student with this documentation so that it can be given to the Social Security Administration (SSA) with the application for a social security card. This process will take at least two weeks. The international student will **not** be allowed to work until they have received a social security card.

All questions regarding this process should be referred to the Office of International Programs.

SUMMER EMPLOYMENT

Many students would like to work and live on campus during summer break. Employment opportunities are limited during this time. Students are advised to start seeking summer employment beginning in April as available positions are posted. Students should check with Residence Life to see if summer housing is available. Please be aware that there will be additional cost to live on campus during the summer break.

Note: A new *Student Employment Agreement* will be required for all student employees hired during the summer.

THE JOB

By way of instruction and training, students will be given every opportunity to succeed. Succeeding on a job is as much a matter of attitude as of skill. Some of the more obvious indications of a helpful attitude are: following work guidelines, college regulations, being punctual, not abusing privileges, and willful cooperation with fellow employees.

Nothing in this handbook imposes a contractual obligation with Felician College or limits the employer's right to terminate at will. The employment situation is such that either the employee or the employer can terminate the employment relationship at will.

TIME SHEETS

It is the responsibility of the supervisor to record and submit hours worked for each student employee on a bi-weekly timesheet. All timesheets are available in the Payroll Office.

For supervisors only, the timesheets are also available in the Human Resources section of the Felician College SharePoint. Also available on SharePoint are a complete listing of pay dates and the established deadlines for timesheet submission for each payroll.

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Some important points to remember:

- Student employees working more than four (4) consecutive hours are entitled to a ½ hour *un-paid* break.
- Student employees are not permitted to work during their scheduled class times.
- Timesheets must be signed by the supervisor and the student employee.
- Payday is bi-weekly on Thursdays for hourly student employees.
- Student employees who are paid bi-weekly may expect a 2-3 week wait for their first pay check.
- Student employees who have questions about payroll may contact the Payroll Coordinator.(201) 559-6175

WORK SCHEDULE

Supervisors are required to request a copy of each student's class schedule for each semester of employment. This must be used as a reference when setting up a work schedule and completing the bi-weekly timesheet with the student.

Student employees should obtain a written record of their work schedule from their supervisor. Any request for a change in your regular schedule (i.e. change in class schedule or vacation) should be discussed with the immediate supervisor as soon as possible.

For situations where a student employee may have worked during a regularly scheduled class due to the cancellation of the class, must obtain documentation from the faculty and attached to the correct timesheet before payment of the hours will be processed.

MAXIMUM WORKING HOURS

When classes are in session, student employees shall not be scheduled to work more than twenty (20) hours per week. During periods of non-enrollment student worker hours may not exceed 25 (twenty-five) hours.

DIRECT DEPOSIT

Students have the option of having their paychecks directly deposited into their personal bank account. Complete a direct deposit form and submit it to the Payroll Office along with a voided check if your paycheck is going to be deposited into your bank account. If your paycheck is going to be deposited into your savings account, please provide your bank's "Transit/ABA Account Number." Questions or concerns can be directed to the Payroll Coordinator at (201)559- 6175.

ABSENCES

If student is unable to report to work because of illness or injury, they must notify the supervisor as soon as possible prior to the start of the workday. Contact should be maintained on a regular basis in the event of extended illness or injury. Unreported absences, excessive absences and/or excessive tardiness will result in disciplinary action and/or termination of employment.

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BREAKS

Student employee break periods and lunch breaks are determined by the hiring department/office supervisor. Student employees working more than four (4) consecutive hours are entitled to a ½ hour *un-paid* break. *If a student employee is working exactly 4 hours, he/she is entitled to a 15 minute paid break.

STUDENT PAY RATE

The basic hourly rate for student employees at Felician College is the prevailing minimum wage.

- Student employees will be paid for all hours worked in a pay period and recorded by the supervisor.
- Student employees may not be paid less than the minimum wage in effect under state and federal laws.

CONFIDENTIALITY

Felician College abides by the Family Educational Rights and Privacy Act (FERPA). FERPA prohibits the nonconsensual disclosure of personally identifiable information derived from education records. Many jobs on campus involve access to directory or operational information. Supervisors must advise employees that it is important to maintain a strict standard of confidentiality. Information seen or heard on the job is not to be discussed outside of work. A violation of confidentiality is a very serious matter that will result in immediate termination and possibly judiciary.

All student employees are asked to complete a Confidentiality Agreement in which copies will be kept on file with Human Resources and a copy with the student.

DISCIPLINARY ACTION

If a supervisor finds a student worker's performance unsatisfactory, the supervisor should address it with the student. The supervisor should offer additional training and other tools to help the student improve his/her performance. In the event that the student's performance continues to be unacceptable immediate supervisors must consult HR to begin disciplinary action. It is suggested that each student employee be given a written evaluation at the conclusion of their employment. A copy will be stored in HR and should be available for review by any future employment supervisors.

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RESIGNATION AND TERMINATION

- **Resignation**

Felician expects all hourly-paid employees to give written notice of resignation at the earliest possible date, but not less than fourteen (14) calendar days prior to their last working day. Resignation from one department/office does not preclude a student from applying for employment at another department/office.

- **Termination**

Student employees who do not meet the performance expectations of the employing department may be disciplined and in some cases terminated. Any behavior that is unlawful or directly in violation of the Felician College Student Code of Conduct, as stated in the latest edition of the Student Handbook, is grounds for termination of employment (e.g. theft, falsification of hours, etc.) and eligible for disciplinary action under the Code of Conduct.

*Supervisors must notify the Human Resources office before terminating a student employee, not after.*In certain cases, the IT department must also be notified if the student was assigned computer credentials.*

OFFICE DRESS CODE

Student employees should dress appropriately for the job in which he/she has been employed. Specific dress codes can be discussed with immediate supervisor.

TELEPHONE

Answering telephones is an important part of many jobs on campus. Each office or department will instruct employees of its particular needs and style. In all cases, a student answering the telephone should make every effort to be courteous and professional. Our employees are expected to convey a sense of interest and responsibility. The impression one gives on the telephone reflects on the office and the college as a whole. Messages should be conveyed accurately and promptly. Supervisors should instruct students who to direct calls to when the student cannot answer an inquiry.

When answering questions from the public, either on the telephone or in person, student employees should always strive provide the most accurate information.

Personal calls and the use of cell phones are allowed only with a supervisor's permission and must be kept to a minimum.

EXPENSES

Supervisors must not ask student employees to incur expenses on behalf of the College for any reason. Student employees **cannot** be reimbursed for unauthorized expenses.

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RIGHTS AND RESPONSIBILITIES

• Supervisor

- Developing accurate and useful job descriptions of all positions and receiving approval from the HR department.
- Provide the student with all the necessary paperwork for employment processing, ensure that the paperwork is completed, and filed with the appropriate departments within the appropriate time frame.
- Prompt orientation of the student worker to the workplace and co-workers. (Including orientation to all applicable equipment and materials.)
- Providing any specific training in those areas listed on the job description.
- Review all college and departmental policies with employees including discipline procedures.
- Setting a work schedule, preferably in writing, for the student employee.
- Clearly communicate the specific basic or daily expectations of the student employee, preferably in writing.
- Monitor the student employee's performance often, and providing appropriate feedback.
- Encourage student employees to ask questions and remain open and available for communication of concerns.
- Ensure that the student's hours are reported accurately and by set deadlines.
- Provide the student employee with a copy of the pay dates and the scheduled timesheet deadlines.
- Obtain a copy of the student's course schedule each semester to ensure that a student does not work during a scheduled class.
- Notify the Career Development Center when any position is filled.
- Notify the Payroll Coordinator in HR when a student resigns or is terminated.
- Request each student employee to sign the Confidentially Agreement form and Student Handbook Acknowledge form.

• Student Employee

- Report to work at the agreed-upon time, ready to work.
- Complete assigned duties as instructed and do not conduct personal business during scheduled work hours.
- Dress appropriately for the work setting.
- Notify the supervisor as soon as possible if your scheduled hours must change. We understand that projects and exams may occasionally interfere with a work schedule.
- Keep an accurate record of hours worked.
- Work up to, but not to exceed, 20 hours per week when classes are in session and not more than 25 hours per week when classes are not in session.
- Submit a completed timesheet to the supervisor on the scheduled due dates.
- Notify the supervisor promptly if he/she drops below 6 credit hours.
- Notify each supervisor if employed in more than one position on campus.
- Notify the supervisor of any job-related accident.
- Sign the Confidentially Agreement, FERPA regulations, and Student Handbook Acknowledgement form provided by the supervisor.

(Please sign and return the following 3 pages of this handbook.)

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CONFIDENTIALITY AGREEMENT FORM

Students may have access to confidential information during the course of their daily assignments. **ALL** information accessible to student workers pertaining to operational processes, such as student, alumni, employers, etc., information (internal and external) should be handled with care and considered highly sensitive. **ALL INFORMATION MUST REMAIN CONFIDENTIAL.**

Student employees are not to discuss work-related information with friends, other students, family members, Felician faculty and/or staff, or members of the community-at-large while on or off duty.

Any violation of the aforementioned confidentiality policy may result in automatic termination of employment. This agreement will have serious implications on future employment possibilities at Felician College.

Please read, sign, and return this form to _____.
(Office Name)

I _____ understand and agree to comply with the regulation as stated above, along with other policies and provisions in the Student Employment Handbook. A copy of this agreement will be kept on file with your supervisor, and a copy will be given to the student worker.

Print Student Employee's Name

Date

Signature of Student Employee

Office of Employment

Supervisors Name

Receiving Supervisor's Signature

Date

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QUESTIONS AND CONTACT INFORMATION

For any additional questions, please feel free to contact the following offices:

- | | | |
|-----------------------------|-------------------------|------------------|
| ▪ Career Development Center | Rutherford Campus | (201) 559 – 3619 |
| ▪ Office of Financial Aid | Obal Hall, Lodi Campus | (201) 559 – 6010 |
| ▪ Payroll Office | Obal Hall, Lodi, Campus | (201) 559 – 6175 |

HANDBOOK ACKNOWLEDGEMENT FORM

I acknowledge that I have received and read the following items in their entirety:

- Student Employment Handbook
- Consumer Information Disclosure (see website)
- FERPA Regulations

I understand and agree to abide by its contents. This form will be kept on file with your supervisor.

Print Student Employee's Name

Date

Signature of Student Employee

Supervisor's Signature for Received Form

Date