

Washington College  
Student Employment Program  
Handbook

July 28, 2008

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## Section I. Introduction

### Overview

Washington College is committed to supporting part-time, on-campus employment to benefit both the departments and programs of the College and the students they employ. Student employment is a significant way that students can enhance their academic experience by applying practical learning on the job in a supportive and challenging setting. As mentors and learners, supervisors and students can build the foundation for professional career development.

The Student Employment Program at Washington College is administered by both Human Resources and the Office of Student Aid. Staff in the Human Resources Office assists students working in positions under general campus employment with administrative matters like payroll paperwork while the Office of Student Aid administers the Federal Work-Study Program.

Human Resources Personnel:

**Kiran Taunk, Director of Human Resources**  
(Pay variances)

**Loretta Lodge, Recruitment Coordinator**  
(New-hire paperwork)

Office of Student Aid Personnel:

**Natalie Story, Assistant Director Office of Student Aid**  
(Federal Work-Study Coordinator)

Career Center Personnel:

**Jim Allison, Director**  
(General Student Campus Employment)

### Requirements and Eligibility

In order to be hired by the College for paid employment, a student must be eligible to work in the United States and have been issued a Social Security number. Furthermore, every individual is required to complete an I-9 form and provide the necessary identification to verify his or her eligibility to work in the U.S. Students who have not yet reached the age of 18 are also required to have a work permit. International students will need to present an I-20 document and visa for the purpose of verification.

## Federal Work Study Program

The Federal Work-Study Program offers eligible students work opportunities both on and off-campus. Eligible students receive offers of part time employment at Washington College as part of their financial aid award package upon completion of the need-based financial aid award process. Federal Work-Study students must be given first consideration for jobs on campus in order to assist in fulfilling their financial need. Students wishing to participate must:

1. Complete the need-based application process and receive notice from the Office of Student Aid that they qualify for campus employment through the Federal Work-Study program.
2. Formally accept their offer of employment as a Federal Work-Study student on Web Advisor. By accepting a Federal Work-Study award the student is also acknowledging that they have read and understand this handbook and agree to abide by the regulations and guidelines of the program. Essentially, the student fulfills the requirement of a contractual agreement by accepting the award.
3. Contact potential supervisors to set up an appropriate time and place for an interview.
4. Federal Work-Study students complete and submit blue Federal Work-Study timesheets to the payroll office. Timesheets are available for download at <http://hr.washcoll.edu/studentemployment.php>.
5. Federal Work-Study supervisors must provide a job description for each position to the Office of Student Aid for review and recordkeeping.

Any questions specific to the Federal Work-Study program should be forwarded to the Office of Student Aid at (410) 778-7214.

## General Campus Employment

There are general on-campus employment opportunities for students who do not qualify for a Federal Work-Study assignment. All students are welcome to seek employment with Washington College. Students who work as non-Federal Work-Study employees are asked to report hours worked on a Regular Student Employee Timesheet printed on white paper. These are available for download from <http://hr.washcoll.edu>.

## Section II. Hiring Process

### Seeking Campus Employment

Students who qualify for Federal Work-Study should refer to the information provided in Section I.

Students who do not qualify for employment through the Federal Work-Study program, but who are interested in on-campus employment should contact the Career Center located in Caroline Hall. Almost all of Washington College's departments and programs hire in the early Fall for the academic year. Additional job openings occur after winter break for the second semester. Short-term employment opportunities are also available for special events such as the Office of College Advancement's Phonathon.

The following areas employ a significant number of students each year:

Admissions  
Athletics  
Dining Services  
Catering

Intramural Sports  
Lifetime Fitness Center  
Information Technology  
Miller Library

Student Affairs  
Swim Center  
Barnes & Noble Bookstore

## Interviewing and Selection

College personnel who are responsible for hiring student employees conduct interviews with applicants. The interviewer will consider the applicant's skills, experience and qualifications as a part of the selection process. The current needs of the department or program will also be taken into consideration during the screening process.

## Hiring a Student Employee

There are three important steps to remember:

1. **Budget** - There must be funds in the department or program's budget to pay a **general student employee's** salary. All hours worked are charged to a specific general ledger account number. Please be sure that funds are available before authorizing students to work.
2. **Required Paperwork** - The student must be eligible to work. Please make sure that the student has completed the required paperwork. Payroll paperwork only has to be done once. If the student has worked previously for Washington College and has been paid the paperwork does not need to be repeated for subsequent jobs.
3. **Employment Authorization Form (EAF)** - As soon as possible, after a student has been hired under general campus employment, an Employment Authorization Form needs to be completed and submitted to Human Resources. The individual hiring the employee is responsible for informing Human Resources via the EAF to allow the necessary payroll set-up to occur and guarantees that the student will be paid in a timely manner. An electronic copy of the EAF can be completed on the Human Resources homepage. If preferred, a hard copy can be printed and completed and sent to Loretta Lodge via Campus Mail. The Office of Student Aid notifies Human Resources of Federal Work-Study hiring information for payroll set-up.

## Required Documents for Employment Eligibility

In order to work for the College and receive pay, all prospective employees are required to visit Human Resources and complete the following:

- I-9 Employment Eligibility Form with acceptable identification\*
- W-4 Federal Tax Withholding Form
- MW 507 Employee's Maryland Withholding Exemption Certificate
- Maryland Minor Work Permit (employees under 18 years of age)
- 1-20 and Visa (for International Students)

- Direct Deposit Form with a voided check or a savings account deposit card or slip
- Student Personnel Information Form
- Washington College Student Confidentiality Agreement
- Washington College Drug, Alcohol & Firearms Agreement
- Washington College Use of Property Agreement

*\*Acceptable identification includes: 1) Passport, OR 2) A driver's license and Social Security card, OR 3) A driver's license and birth certificate.*

### **Restrictions on Employment Activity**

Students are not permitted to work during their scheduled class periods. Supervisors should request and maintain on file copies of student employee's class schedules each semester.

### **Rate of Pay**

The minimum rate of pay for all student employees as of July 1, 2008 is \$6.55 per hour. Certain positions may have a higher rate of pay. Some positions are paid with a salary or stipend. For hourly positions, a student employee will be paid at the \$6.55 per hour rate unless a variance has been approved in advance.

### **Pay Variances**

Supervisors are required to submit all requests for pay variances to the Director of Human Resources at the beginning of each academic year. All requests for a rate of pay higher than the established minimum of \$6.55 per hour need to be approved in advance by the Director of Human Resources. Requests should include special certifications or skill sets required to perform advanced duties or assignments accompanied by a written explanation.

### **Taxes**

Deductions for federal and state income taxes are taken unless the student chooses tax-exempt when completing the applicable forms. The College issues W-2 statements to all employees in January each year.

### **Direct Deposit**

Student employees must complete a Direct Deposit form in order to have their paycheck automatically deposited into an account of their choice. Pay advices are available for download from Web Advisor.

## Section III. On the Job

### Supervision

The supervisor is responsible for the following:

1. Provide employee with all departmental safety rules.
2. Provide employee with all applicable departmental policies and procedures.
3. Provide employee with a written job description that lists all duties

### Student Employee Responsibilities:

The student employee is responsible for the following:

1. Students are to perform their job assignments in a serious and responsible manner.
2. Upon accepting a position, a student is expected to perform his/her duties in accordance with the standards established by the department or program for which he or she works.
3. Students are expected to follow a pre-determined work schedule acceptable to both the student and supervisor.
4. In many instances, student employees work with sensitive and confidential information. Under no circumstances should confidential information be shared or discussed outside of the work environment.
5. Planned absences and absences due to illness need to be reported in a timely manner according to the policies of each department/supervisor.
6. Employees are expected to be neat, clean and appropriately dressed for the work site.

### Meals and Breaks

If an employee works a seven or eight hour shift, he or she is required to take a 30 minute break. The break period is unpaid time.

### Time Reporting

Student employees are responsible for recording hours worked on a Student Employee Timesheet (see Appendix). Supervisors are responsible for approving all student employees' timesheets and making sure that all timesheets are **received by the Business Office by noon on the published due date** (please refer to the Student Pay Schedule in the Appendix). If a timesheet is received after the due date and time frame, the payroll office has the discretion to pay the employee in the next scheduled payroll.

### Student Employee Pay Schedule

Please see the published schedule in the Appendix of this handbook. The schedule lists the period ending, the due date for timesheets, and the pay dates. Please pay special attention to when the timesheets are due to the Business Office.

## Payroll

Student employees are paid via direct deposit on a bi-weekly schedule, usually on Friday (please see the Student Pay Schedule in the Appendix). Student employees access their pay advice and W-2 information via Web Advisor. Other procedures may apply when school is not in session (please contact Human Resources if you have any questions).

## Grievances

To resolve job-related difficulties, students and supervisors should pursue the following steps as necessary:

1. The student and supervisor should discuss the problem and seek resolution.
2. If the concern is not resolved, the student and supervisor should request a meeting with the Director of Human Resources for mediation assistance. Federal Work-Study students may also request assistance from the Federal Work-Study Coordinator.

## Resignation/Termination

If a student employee decides to terminate his or her employment, it is requested that the employee give the supervisor two weeks prior notice before ending the assignment.

A supervisor may terminate the employment of a student employee if the employee's conduct, job performance, and/or dependability are unacceptable.

A student employee who has been terminated from a job is still eligible to apply for another position with the College unless the termination was due to gross misconduct.

I-9 Employment Eligibility Form available at <http://www.uscis.gov/i-9>

W-4 Federal Tax Withholding Form available at [www.irs.gov/pub/irs-pdf/fw4.pdf](http://www.irs.gov/pub/irs-pdf/fw4.pdf)

MW 507 Employee's Maryland Withholding Exemption Certificate available at [forms.marylandtaxes.com/current\\_forms/mw507.pdf](http://forms.marylandtaxes.com/current_forms/mw507.pdf)

Direct Deposit Form for Student Employees

Student Personnel Information Form

Student Confidentiality Agreement

Drug, Alcohol & Firearms Agreement

Use of Property Agreement

Federal Work-Study Timesheet

General Campus Employee Timesheet

Washington College Student Pay Schedule 2008-2009

Student Employee Job Description Form

*\*For forms with web links, copy and paste the URL your browser address line.*



# Student Personnel Information Form

Name \_\_\_\_\_ S.S.# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Address:

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_

College Address \_\_\_\_\_

\_\_\_\_\_

College Phone \_\_\_\_\_

Emergency Contact:

Name \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Confidentiality Agreement**

I understand that because in connection with my employment at Washington College, I may have access to educational, financial, and employment records that contain individually identifiable information, the disclosure of which is prohibited by the *Family Educational Right and Privacy Act of 1974 (FERPA)*. I further understand that I may have access to other records and information that the College or my employing office considers privileged.

Because of the information that students may view, Washington College is requiring all student workers to sign a confidentiality agreement. This means I am aware that I may view and work only with information that pertains to my job. Information on individuals, other than published information, is not to be shared with individuals anywhere outside of the office.

I further understand that accessing, releasing, or using information without authorization that Washington College considers privileged or confidential violates College policy and is a violation of the Honor Code.

I acknowledge that if I abuse my responsibilities as an employee by improperly altering confidential information or assisting others in doing so, or if I violate another's right to privacy by communicating confidential information to unauthorized persons, my status as an employee will be terminated, and I may be brought up on Honor Code charges.

\_\_\_\_\_  
Student Employee Name

\_\_\_\_\_  
Student Employee Signature

\_\_\_\_\_  
Date

Washington College

DRUG, ALCOHOL, AND FIREARMS POLICY

Washington College prohibits possession, use or distribution of drugs and illegal or unauthorized use of alcohol by employees in the work place.

Violations may result in action by law enforcement officials, disciplinary action up to, and including termination of employment and/or mandatory participation in a substance abuse rehabilitation program. By Federal Law, Washington College must be notified within five days of any employee's conviction under criminal drug statutes.

The possession, storage or use of fireworks, firearms, ammunition or explosives is prohibited at any time for any purpose at any place on the campus or other property of Washington College.

I have read and understand the above statements and acknowledge that the use of drugs and illegal and/or unauthorized use of alcohol is prohibited as a condition of employment with Washington College.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee Name

# Washington College

## USE OF PROPERTY AGREEMENT

**Washington College provides its employees with appropriate supplies, facilities, and equipment necessary to effectively perform their job duties. Equipment and supplies should not be removed from campus unless it is approved and a work assignment requires use of College property outside the physical facility of the College.**

Employees are encouraged to use College resources prudently and efficiently. Misuse of these resources will be regarded as a serious violation of College policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee Name





<b>Period Ending</b>	<b>Due to Payroll</b>	<b>Pay Date</b>
April 25, 2008	April 28, 2008	May 9, 2008
May 9, 2008	May 12, 2008	May 23, 2008
May 23, 2008	May 26, 2008	June 6, 2008
June 6, 2008	June 9, 2008	June 20, 2008
June 20, 2008	June 23, 2008	July 4, 2008
July 4, 2008	July 7, 2008	July 18, 2008
July 18, 2008	July 21, 2008	August 1, 2008
August 1, 2008	August 4, 2008	August 15, 2008
August 15, 2008	August 18, 2008	August 29, 2008
August 29, 2008	September 1, 2008	September 12, 2008
September 12, 2008	September 15, 2008	September 26, 2008
September 26, 2008	September 29, 2008	October 10, 2008
October 10, 2008	October 13, 2008	October 24, 2008
October 24, 2008	October 27, 2008	November 7, 2008
November 7, 2008	November 10, 2008	November 21, 2008
November 21, 2008	November 24, 2008	December 5, 2008
December 5, 2008	December 8, 2008	December 19, 2008
December 19, 2008	December 22, 2008	January 2, 2009
January 2, 2009	January 5, 2009	January 16, 2009
January 16, 2009	January 19, 2009	January 30, 2009
January 30, 2009	February 2, 2009	February 13, 2009
February 13, 2009	February 16, 2009	February 27, 2009
February 27, 2009	March 2, 2009	March 13, 2009
March 13, 2009	March 16, 2009	March 27, 2009
March 27, 2009	March 30, 2009	April 10, 2009
April 10, 2009	April 13, 2009	April 24, 2009
April 24, 2009	April 27, 2009	May 8, 2009
May 8, 2009	May 11, 2009	May 22, 2009
May 22, 2009	May 25, 2009	June 5, 2009
June 5, 2009	June 8, 2009	June 19, 2009



WASHINGTON COLLEGE  
Student Employee Job Description Form

DIRECTIONS:

Download and save to your desktop. Open from the icon on your desktop. In order to maintain the integrity of the form, use the arrow keys and avoid using the Return key.

Job Title:	Supervisor's Phone:
Supervisor(s) Name(s):	Supervisor's Email:
Department:	Date Created:

Purpose for Position:

Duties & Responsibilities:

- 
- 
- 
- 
- 

Required knowledge & Skills:

- 
- 
- 
- 
- 

Certifications (if any):

- 
-