

STUDENT EMPLOYMENT HANDBOOK

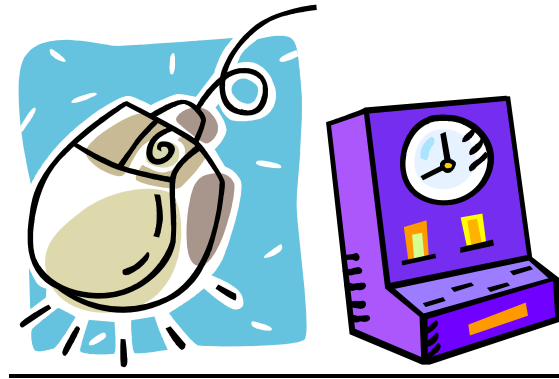


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Introduction

The Financial Aid Office is the department responsible for the administration of work-study student employment at Hawkeye Community College. The Associate Director of Financial Aid is the appointing person for overseeing the work-study program and enforcing of applicable Federal and State Work-Study laws and statues and institutional policies governing employment practices.

Hawkeye Community College employs an average of 100 students annually across 65 on and off-campus work-study positions. The Work-Study Program provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program also serves as an educational tool to increase the student's job skills and enhance future career opportunities.

Hawkeye Community College understands the importance of employment opportunities to students since it complements their academic experience and contributes to their retention rate. It is the policy of the College to provide equal opportunities to student employees, and not to displace or reduce full-time employment opportunities.

Disclaimer and General Guidelines

Disclaimer

The Financial Aid Office is responsible for the awarding and enforcing of Federal and State laws, and institutional policies. Department's post work-study opening positions in the Hawkeye Community College Financial Aid website, but the Financial Aid Office does not recommend or represent employers or guarantee position information. Students are responsible for evaluating each individual off-campus employer's hiring and employment practices. The Financial Aid Office provides employment practice recommendations to all departments and agencies but is not responsible for their implementation.

General Guidelines

Steps To Obtain a Work-Study Position:

1. Complete a Work Study Application (found on the Hawkeye Community College Financial Aid website).
2. Accept the work-study award letter that the Financial Aid Office sent you by following it's directions on seeking employment.
3. Review the available positions on the web and write down the pertinent information about the jobs in which you may be interested in (supervisor name, ext. #, etc.).
4. Contact the supervisor listed and arrange for an interview. When contacting the person listed, be sure to state that you have been awarded work-study.
5. Once hired and before you begin work, get your completed and signed Job Description from your supervisor and bring it with you to your appointment with the Financial Aid Assistant or Associate Director of Financial Aid in the Financial Aid Office. You may set up an appointment by calling, emailing, or coming in to the Financial Aid Office. You will complete an Initial Student Approval Form, an Application for Employment, Employee Data Sheet, and the required forms (I-9, State W-4, Federal W-4, and Direct Deposit) for payroll. Make sure you bring your Driver's License (or picture ID) and either your Social Security Card or Birth Certificate to the appointment. You cannot start working or be paid until these forms are completed and on file. Certain departments may also require a criminal background check for their work-study employees. All Work-Study students are required to carry a work-study badge. The badge will be sent via inner-campus mail to your supervisor after meeting with Financial Aid.
6. You are eligible to receive work-study funding only during the Financial Aid Award year in which you were awarded work-study. Each award year at Hawkeye Community College covers one Fall and Spring semester. To continue your work-study assignment into the next award year, you MUST reapply for Financial Aid, fill out a new Work Study Approval form, and be eligible to receive another work-study award. Please make sure you apply early (earliest date of application is January 1st). **You may not roll over work-study funds from one semester to the next, so make sure you plan your schedule accordingly with your work-study supervisor.**
7. Returning work-study students are automatically awarded work-study the following year as long as they have completed a FAFSA for the new school year, a work-study application form and continue to meet the program eligibility requirements. Students will need to sign a new Initial Approval Form and, if they switch jobs, a new Job Description Form.

A work-study position is just like any other job...

- Treat a work-study job interview as you would any other job interview. You are not guaranteed a job; you are offered the opportunity to work. Dress appropriately, be on time, and bring a resume if you have one (optional).
- You must be at work when you are scheduled. If for any reason you cannot be at work at the scheduled time, you must contact your supervisor.
- You must immediately notify your employer and the Financial Aid Assistant or Associate Director of Financial Aid if you ever want to switch or quit working. You will need to fill out a Termination Form with your supervisor.
- You may not use work time for non-related work duties, including but not limited to, homework and usage of office equipment (unless you have prior supervisor approval).
- Students are not allowed to work while they are scheduled for classes. If class is cancelled or you are dismissed early, your supervisor may approve you work at that time and will need to sign off on your Web Time Entry for that pay period.
- Students may work no more than 8 hours per day and 12 hours per week.
- The total earned for the award year must not exceed their total work-study award. Any earnings in excess of your work-study award will need to be paid by the employing department's funds.

Student and Supervisor Duties

Student Duties

A student work-study position is an employment opportunity which gives the student valuable work experience. The job is planned as an educational opportunity—sometimes directly connected with a student’s program, sometimes not—but in all cases, it is employment, which will provide the student experience in a work situation. The supervisor is a potential reference for the student who may be seeking employment after graduation. Therefore, the student employee is expected to:

1. Complete all the required interviews and forms at the beginning of employment.
2. Along with their supervisor, make sure that the completed and accurate timesheets are submitted via the Web (Instructions: www.hawkeyecollege.edu/students/paying-for-college/financial-aid/work-study/handbook/payroll.aspx every two weeks by 4:00 p.m. This will ensure that all students are paid on time. It is the student and supervisor’s responsibility to read and follow these guidelines and deadlines. Failure to meet WTE deadlines more than once may result in termination of the work-study student and the job opening(s) in that department.
3. Manifest an interest in their work and attempt to complete the work to the best of their ability. The student should be able to take reasonable direction and correction and be able to feel comfortable asking questions if they do not understand their assigned project. Time should be used well and socialization kept to a minimum. Homework and non-work usage of office equipment is not allowed while working (unless you have prior supervisor approval).
4. Determine a work schedule with their supervisor so that there will not be any conflicts with their class schedule. Once the schedule is decided upon, the student will be expected to report for work on time. If, for some reason, the student expects to be late, will not be able to report for work, or wishes to have some time off, they are expected to contact their supervisor as soon as possible in order to make their request.
5. Act in a professional manner concerning confidentiality of college and student records and any other information, which comes to the student by virtue of their work. Breaches of such confidentiality and any act of dishonesty may be cause for immediate dismissal from the Work-Study Program.
6. The student must be enrolled and attending at least half time at all times (as well as up-to date in assignments/tests), and will report to the employer and Associate Director of Financial Aid if class load is reduced since the student would no longer qualify for work-study and must stop working.
7. Act in a professional manner in carrying out their daily duties. Every time an employee speaks with the public, whether it is in person or over the telephone, they are projecting the image of Hawkeye Community College. It is very important that proper office and phone etiquette be used; as well as wear proper attire according to the employing department’s dress code.
8. Follow all departmental and campus safety rules. If you do not know what they are, please ask your supervisor and/or Hawkeye Community College’s Public Safety Coordinator.
9. All work-study earnings are subject to federal and state taxes and are to be reported as earnings on state and federal tax forms. At the end of each calendar year, students will be mailed W-2 forms, from Business Services, in order to complete their tax information.

Supervisor Duties

1. To post all work-study job vacancies and closures, via the Financial Aid Office website.
2. To interview, hire, and provide job descriptions (see Job Description under SE Policies – page 14) to the student employee.
3. To conduct an office/department orientation at time of hire. The best method of empowering students is to provide a written list of job expectations. It would also be beneficial to provide the mission/purpose of the department and introduce the student to the department's dress code.
4. To provide evaluations periodically, especially if the work-study student requests it.
5. To ensure that the student employee has work to do during their scheduled hours and to make certain that the place of employment is open.
6. To provide training, counseling, supervision, and understanding for the student employee. The supervisor is the immediate superior of the working student. If a student is not performing up to the standards expected, the **supervisor** must make an effort to improve the student's level of performance. Many students have not worked before and may need guidance in order to perform effectively. This also includes providing Web Time Entry training to work-study students when they are hired.
7. To complete the timesheets of each student employee's hours and submit them every two weeks via the Web (Instructions found: www.hawkeyecollege.edu/students/paying-for-college/financial-aid/work-study/handbook/payroll.aspx). This is the supervisor's and the student's responsibility to sign and submit the timesheet. By submitting it, the supervisor is verifying that the student worked the documented hours. It is the student and supervisor's responsibility to read and follow these guidelines and deadlines. Failure to meet WTE deadlines more than once may result in termination of the work-study student and the job opening(s) in that department. The supervisor has the ultimate authority to submit WTE even if it's not signed. The supervisor should make clear of the consequences of not filling out WTE daily and signing every two weeks.
8. Along with the Financial Aid Office, monitor the amount of compensation each student is earning throughout the year to ensure the student does not earn more than their work-study award. It is understood that any excess of the work-study award will need to be paid by the employing department.
9. To provide/schedule meal, break and rest periods to students so as not to interfere with the department's normal work routine. Rest periods are generally 5 minutes in length and are paid as time worked. Breaks are generally 15 minutes in length and Meal periods are generally 30 minutes in length. They are not paid and not considered as time worked. They are provided to increase productivity and reduce fatigue and the risk of injury. Students must be relieved of all duties and be free to leave their assigned work area during break and meal periods.

The following are recommendations:

- If the work shift is four or five consecutive hours, students should be permitted one, 15 minute, unpaid break period during that shift.
- If the work shift is six or seven consecutive hours, students **must take at least** one 15 minute unpaid break period during that shift.

- If the work shift is eight consecutive hours, students **must take at least** a 30 minute unpaid meal period during that shift.
 - Rest periods are given at the discretion of each supervisor.
10. To communicate disciplinary procedures early. Expectations of student employee behavior should be discussed and agreed upon at the beginning of each student's work experience. Each supervisor is responsible for discussing the particular expectations of the position they supervise with their new employees. It is advisable to have a student employee sign an expectation sheet. When a student does not meet the agreed upon expectations of the position, a disciplinary action should be followed, at the supervisor's discretion. Any disciplinary action needs to be very well documented including the date(s) on which the action(s) took place. Copies of any written correspondence should also be maintained. Some common examples of behavior that would not meet expectations and may cause disciplinary action include:
- Not showing up for work and not calling in.
 - Showing up late for scheduled work times.
 - Wearing inappropriate clothing in the workplace.
 - Using work time for activities other than work-related duties.
 - Breaching confidentiality rules.

Any student who is not performing satisfactorily may be placed on either probation, suspension or terminated from their position.

11. If a grievance occurs, provide the student with a copy of the Grievance Procedure. As stated in the Hawkeye Community College Student Handbook, this is available to students with complaints of unfair practices. This grievance procedure is used when regular communication channels and approaches have failed. Many student grievances occur due to lack of information or miscommunication that can easily be avoided. Please take the time to properly train your students at the beginning of their job experience with you. Make expectations clear and put responsibilities for which students are accountable in writing. Copies of the grievance procedure are available from the Student Activities Office and the Student Services Office located in HCC Center.

Financial Aid Office Duties

- 1.- To award eligible students in a fair and equitable manner.
- 2.- To obtain Job Descriptions from student's supervisors and obtain a Work-Study Approval Form, HR Application for Employment, Employee Data Sheet, I-9, W-4 and Direct Deposit Forms for each student.
- 3.- To monitor the amount of compensation each student is earning throughout the year to ensure the student does not earn more than their work-study award, and adjust awards if student is not earning enough.
- 4.- To review pay roll report as required and to update the payroll if necessary for the Business Office.
- 5.- To determine the number of hours to be worked per week and other procedures as needed to regulate available funding.

Federal Work-Study Program

Federal Work-Study Program Overview

It is a federally funded program designed to help students with financial need obtain jobs, allowing them to earn money to help pay education expenses. Students can many times gain experience in their program field, or develop new skills that would be helpful in their future employment opportunities. Students come to the Financial Aid Office to check for work-study eligibility, and to sign up in the work-study waiting list by filling out a Work-Study Application Form.

Federal Work-Study Eligibility and Employment Requirements

To be eligible for work-study, a student must have a Free Application for Federal Student Aid (FAFSA) filed and sent to Hawkeye Community College before a pre-determined priority deadline (usually before June 1 for the following academic year). Students must demonstrate financial need and meet all other federal student aid eligibility requirements. A student must be enrolled and maintain at least half-time (6 credit hours) enrollment status, and maintain Satisfactory Academic Progress as set by the Financial Aid Office (please refer to the Financial Aid Handbook for further details regarding Satisfactory Academic Progress). Audited classes are not considered degree-granting credits and do not count toward the credit hour requirement. Students may only work in one position at a time.

Federal Work-Study Earning Limit

The Financial Aid Office mails out Work-Study Award Emails separate from the regular Award Letter Notification emailed to all students with their grant and loan eligibilities. The award amount listed on the letter is the maximum amount a student can earn in that given school year. The student and the employing department will need to calculate how many hours a week the student can work so it stretches out throughout the year. We recommend 12 hours a week as a maximum, so the student is able to have enough money to work for most of the year. **Once the student has earned the full award, the student has to stop working under the Federal Work-Study Program.** In some cases, the employing department may choose to hire that student as a “departmental part-time student employee” in which case, the student gets paid by that department’s budget. This process would go through the Human Resource Office.

The Financial Aid Office monitors the earnings of all work-study students and a monthly newsletter and bi-weekly monitoring email is sent to all work-study supervisors. It is the responsibility of the student and the supervisor to pay close attention to this monitoring so students are not working past their award amount. Every two weeks, a student has to record their worked hours on the Web, sign it, and then the supervisor has to approve it (See Web Time Entry Instructions: www.hawkeyecollege.edu/students/paying-for-college/financial-aid/work-study/handbook/payroll.aspx). Students are paid through direct deposit every two weeks, and it is not applied directly towards the tuition bill.

Federal Work-Study Adjustments of Award Amounts

The Financial Aid Office may be able to adjust a work-study award amount. After departments have been filled with the necessary work-study students, and as long as there is still funding available, the award dollars may be increased if the student’s “unmet financial need” allows it, and it gets approved by the Associate Director of Financial Aid. If the student’s financial aid package changes, it may cause the student’s work-study award to also change. In this case, the Financial Aid Office will inform the student in writing and the student is responsible for informing the employing department of this change.

At the end of the Fall semester, any funds not used will not be rolled over to the Spring semester without the request of the supervisor.

Federal Work-Study Suggested Weekly Work Hours and Summer Period

The starting hourly wage is \$8.25 over a 32-week Academic Year (Fall and Spring), with the possibility of subsequent wage increases (please see section: Student Employment Policies, Rate of Pay, Timesheets, and Payment). If students already know they want to work through the end of the Spring semester and want to make sure they have enough work-study money for this, they should be calculating the number of hours per week over a 32-week Academic Year. (Example: $\$2,000/\8.25 per hour = 242.25 hours, 242.25 hours/32 weeks = 7.5 hours per week.)

Semester Award	Annual Award	# work hours/week (32-week academic year)
\$1,000	\$2,000	7.5 hours
\$1,250	\$2,500	9.4 hours

Student Hiring and Appointment Process

Posting Job Announcements

All departments are required to post all work-study available openings through the Financial Aid Office Website. A Work-Study Request Form (U drive, work-study folder) must be filled out and submitted to the Associate Director of Financial Aid if a brand new position is being created.

Students awarded will receive a Work-Study Award Email. Students need to pick the departments that interest them from the Hawkeye Financial Aid website and request an interview.

After hired, students need to meet with the Financial Aid Assistant and the necessary payroll paperwork will be filled out.

Student Employment Hiring Process

All work-study student employees must receive authorization to work through the Financial Aid Office. Employing departments are not permitted to hire a student without proper authorization from the Financial Aid Office. Once a student is awarded, they will receive notification of the award along with other pertinent information on how to find employment.

A student properly authorized to work will have a Work-Study Award Email when they interview for a position. If they do not, the department could either call the Financial Aid Office or cancel the interview and direct the student to the Financial Aid Office, since they may not be eligible to work.

The employing department directs all interviews and makes all hiring decisions. The Financial Aid Office does not conduct preliminary screening or tests to determine a student's level of skill or proficiency. When the student is hired, the employing department should go over a Job Description and the hours the student will be working. The supervisor and the student fill the Job Description out and both should sign it. The student will set up an appointment with the Financial Aid Assistant to complete all payroll paperwork and fill out a Student Approval Form.

Students are eligible to work during the Financial Aid year in which they were awarded work-study. Each year at Hawkeye Community College covers a Fall and Spring. To continue a work-study assignment into the next award year, students **MUST** reapply for Financial Aid (FAFSA) and Work-Study (Work-study Application) each year and be eligible to receive another work-study award. Returning students need to fill out a Work-Study Application and are automatically awarded work-study the following year as long as they continue to meet the eligibility requirements.

Payroll cannot be processed until all employment forms are completed and filed with the Financial Aid Office.

Documents Required to Work on Campus

All work-study students are required to fill out I9, federal and state W4 forms, a Direct Deposit Form, a Student Approval Form, a HR Application for Employment, and an Employee Data Sheet. They also need to provide a driver's license (or picture ID) and a Social Security Card or Birth Certificate. **If these are not available, federal regulation requires students to present one document from List A below OR they must have one document each from both lists B AND C.** Moreover, students are required to complete a new Student Approval Form and a new Job Description for every job they maintain.

List A- -Documents that Establish Identity and Employment Eligibility

- U.S Passport (unexpired/expired).
- INS Form I-94 indicating unexpired employment authorization.
- Alien Registration Receipt Card with Photograph (INS Form I151 or I551).
- Unexpired Employment Authorization Card (INS Form I-688A).
- Unexpired Reentry Permit (INS Form I-327).
- Unexpired Refugee Travel Document (INS Form I-571).
- Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form-688B).

List B – Documents that Establish Identity

- Driver’s License or ID Card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.
- ID Card issued by federal, state or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.
- School ID card with a photograph.
- Voter’s registration card.
- U.S. Military card or draft record.
- Military dependent’s ID card.
- U.S. Coast Guard Merchant Mariner Card.
- Native American tribal document.
- Driver’s License issued by a Canadian government authority.

List C – Documents that Establish Employment Eligibility

- U.S. Social Security Card issued by the Social Security Administration (other than a card stating it is not valid for employment).
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350).
- Original or certified copy of birth certificate issued by a state, county, municipal authority, outlying possession of the US bearing an official seal.
- Native American tribal document.
- U.S. Citizen ID Card (INS Form I-197).
- ID Card for use of Resident Citizen in the United States (INS Form I-179).
- Unexpired employment authorization document issued by the INS (other than those listed under List A).

Steps To Obtain a Work-Study Position...

1. Complete a Work Study Application (found Financial Aid web page).
2. Accept the work-study award email that the Financial Aid Office sent you by following it’s directions on seeking employment.
3. Review the available positions on the web and write down the pertinent information about the jobs which you may be interested on (supervisor name, ext. #, etc.).
4. Contact the supervisor listed and arrange for an interview. When contacting the person listed, be sure to state that you have been awarded work-study.

5. Once hired and before you begin work, get your completed and signed Job Description from your supervisor and bring them with you to your appointment with the Financial Aid Assistant in the Financial Aid Office. You may set up an appointment by calling, emailing, or coming in to the Financial Aid Office. You will complete an Initial Student Approval Form, an Application for Employment, Employee Data Sheet, and the required forms (I-9, State W-4, Federal W-4, and Direct Deposit) for payroll. Make sure you bring your Driver's License (or picture ID) and either your Social Security Card or your Birth Certificate to the appointment. You cannot start working and be paid until these forms are completed and on file. Certain departments may also require a criminal background check for their work-study employees. All Work-Study students are required to carry a work-study badge. The badge will be requested and once received, sent via inner-campus mail to the supervisor.
6. Students are eligible to work during the Financial Aid year in which they were awarded work-study. Each year at Hawkeye Community College covers a Fall and Spring terms. To continue a work-study assignment into the next award year, students **MUST** reapply for Financial Aid (FAFSA) and Work-Study (Work-study Application) each year and be eligible to receive another work-study award. Returning students need to fill out a Work-Study Application and are automatically awarded work-study the following year as long as they continue to meet the eligibility requirements.
7. Returning work-study students are automatically awarded work-study the following year as long as they have completed a FAFSA for the new school year, a new work-study application form and continue to meet the program eligibility requirements. Students will need to sign a new Initial Approval Form, and if they switch jobs, a new Job Description Form.

Student Employment Policies

Break and Lunch Hour Guidelines

Rest, break and meal periods are provided to increase productivity and reduce fatigue and the risk of injury. Students must be relieved of all duties and be free to leave their assigned work area during break and meal periods.

Supervisors can provide rest periods, which are generally 5 minutes in length, are paid and they do not need to be entered in the timesheet. Breaks and lunch periods are not paid and are given at the discretion of the supervisor and/or student. These must be recorded in the timesheet.

When students have at least a 6 consecutive hour shift, they **MUST** take at least a 15 minute break and is not paid. For work shifts of four or five consecutive hours, students should be permitted one, 15 minute unpaid break period during that shift. All break and lunch periods should be recorded in the timesheet.

Rate of Pay, Timesheets, and Payment

Students are to be paid at least minimum wage and may work a maximum of 12 hours per week when school is in session (most students work an average of 7-10 hours per week). The wage rate, set by the college, is \$8.25 per hour.

Payroll/Timesheet procedures are found online at www.hawkeyecollege.edu/students/paying-for-college/financial-aid/work-study/handbook/payroll.aspx. It is the student and supervisor's responsibility to read and follow these guidelines and deadlines.

Job Description

At a "pre-employment" interview, supervisors should discuss the job position with the student. A written explanation of the position (as well as a verbal explanation) should be provided to the student that outlines the job duties as well as any other information that is pertinent to the position (i.e. a student needs to be knowledgeable of the Dewey Decimal System, be able to lift 50 pounds, etc.) If there is an issue of confidentiality, a signed statement from the student is required. For instance, in the Financial Aid Office, students must sign a confidentiality statement that states that any breach of confidentiality will be grounds for dismissal. Certain departments may also need to tell their students that a criminal background check is required to be hired in that area; or a valid driver's license is required to operate a school vehicle in that area.

Prior to hiring, it should be discussed with the student what the expectations are for them in that position. In other words, if a student is unable to come to work for any reason, the student should be informed of whom to call, also what attire is needed for the position, the scheduling of hours, etc. At this time, it should also be made clear to the student the employer's policies regarding personal phone calls, computer usage for purposes that are not work related, breaks, etc. It is very important that these issues are discussed at the time of hiring. This is so that there are not any "gray" areas as to what is expected of the student employee.

Work and Enrollment Hour Policy

All work-study students must be enrolled and attending at least half time-6 credit hours in order to qualify and maintain their work-study eligibility.

To work between semesters, students must have completed the registration process for the following semester (i.e. if students want to work between spring and summer semesters, they must already anticipate and be enrolled for the summer and/or fall period before they could start working).

Students will automatically lose employment eligibility if they drop below half time enrollment at any time. If they continue to work, the hours will not be paid by the Financial Aid Office. **No exceptions.**

Student employees may not be employed by two different departments and it is recommended that the total work hours not exceed 20 hours per week (and this would only be done if a special situation arises). Departments should advocate that a student's primary responsibility is to be academically successful. Attending classes should be every student's number one priority. Students are not permitted to work during the scheduled time of a class in which they are enrolled.

Disciplinary Action

Expectations of student employee behavior should be discussed and agreed upon at the beginning of each student's work experience. Each supervisor is responsible for discussing the particular expectations of the position they supervise with their new employees. It is advisable to have a student employee sign an expectation sheet. When a student does not meet the agreed upon expectations of the position, a disciplinary action should be followed at the supervisor's discretion. It needs to be very well documented and the date(s) on which the action(s) took place is to be recorded as well as copies of any written correspondence. Some common examples of behavior that would not meet expectations and may cause disciplinary action include:

- Not showing up for work and not calling in.
- Showing up late for scheduled work times.
- Wearing inappropriate clothing in the workplace.
- Using work time for activities other than work-related duties.
- Breaching confidentiality rules.
- Not meeting WTE deadlines.

Any student who is not performing satisfactorily may be placed on probation, suspension, or terminated.

Grievance Policy

As stated in the Hawkeye Community College Handbook, a grievance procedure is available to students with complaints of unfair practices. This grievance procedure is used when regular communication channels and approaches have failed. This means that the student employee and supervisor should attempt to settle the problem, with the right to appeal to a higher level exercised only after it is determined that mutual satisfaction cannot be reached. There should be every effort made to resolve the problem on the spot, on its merits, and with minimal delay.

Some issues may involve more than one policy, which because of either the nature of the complaint or the status of the complaint may be related to other departments, such as Human Resources.

Copies of the grievance procedure are available from the Student Life Office and the Student Services Office located in Hawkeye Center.

Each employing department must inform all student employees of the student employee grievance procedure.

Workplace Safety and Injury Reporting

All campus employees, including work-study students, are responsible for maintaining a safe and healthy workplace.

In the event that an injury or illness occurs as a result of performing normal job responsibilities, the following should be followed:

A. If the injury is such that the **STUDENT EMPLOYEE CANNOT BE MOVED**:

- 1) Call 911 for an ambulance and
- 2) Call Public Safety, ext. 4234, 493-1763 or 493-1765, or main Switchboard Operator for assistance.

B. If the injury is such that the **STUDENT EMPLOYEE CAN BE MOVED**:

- 3) Call or have Heidi Forbes (ext. 4409) assist with arrangements to go to a health center designated by the school.
- 4) If help is needed to transport the injured employee, call Public Safety, ext. 1270, 493-1763 or 493-1765, or the Switchboard Operator for assistance. The injured person **MUST** see a designated doctor.

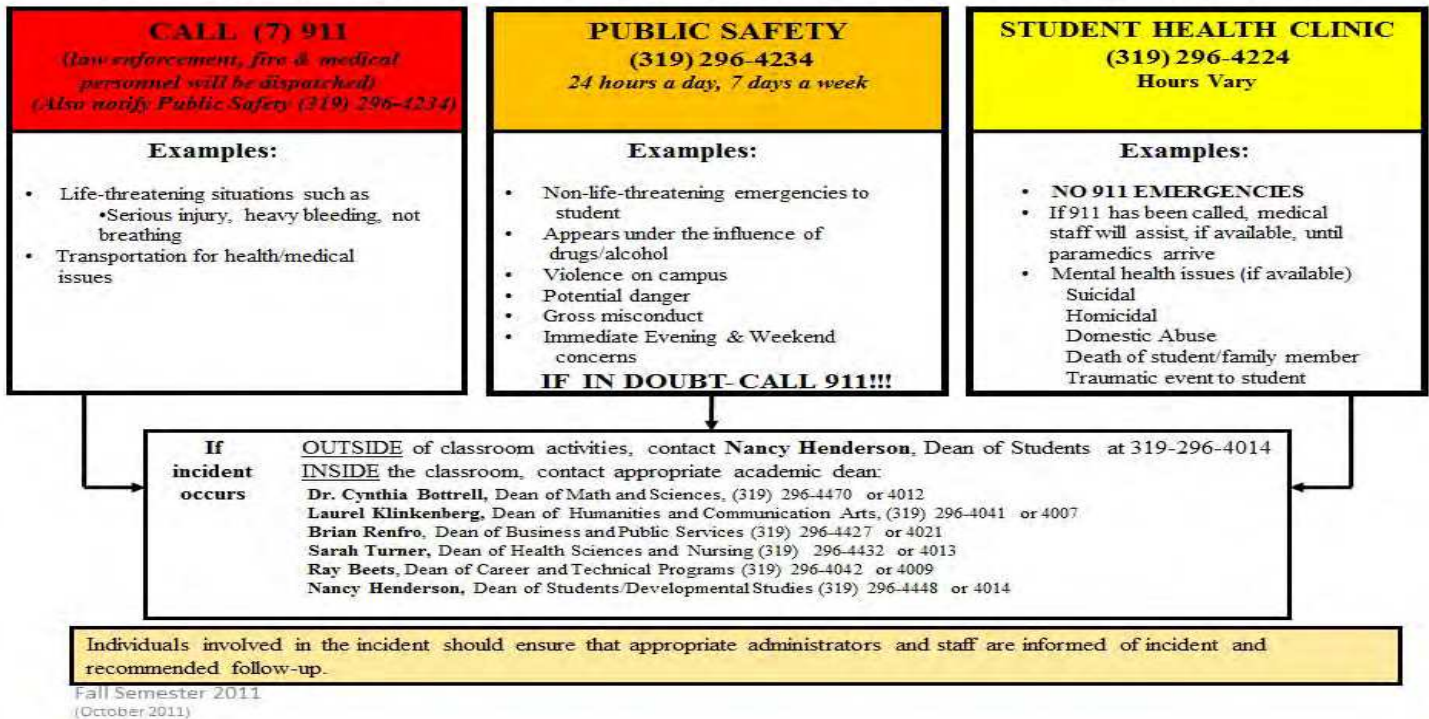
C. As soon as possible, notify Heidi Forbes (ext. 4409) of the injury, then complete and send the signed Employee Report of Injury Form to Administrative Services **within 24 hours** of the injury.

D. If you have questions regarding this procedure, please contact Heidi Forbes at ext. 4409 or Dan Gillen at ext. 4268.

It is recommended that all supervisors collect and maintain updated emergency contact information on each student's file.

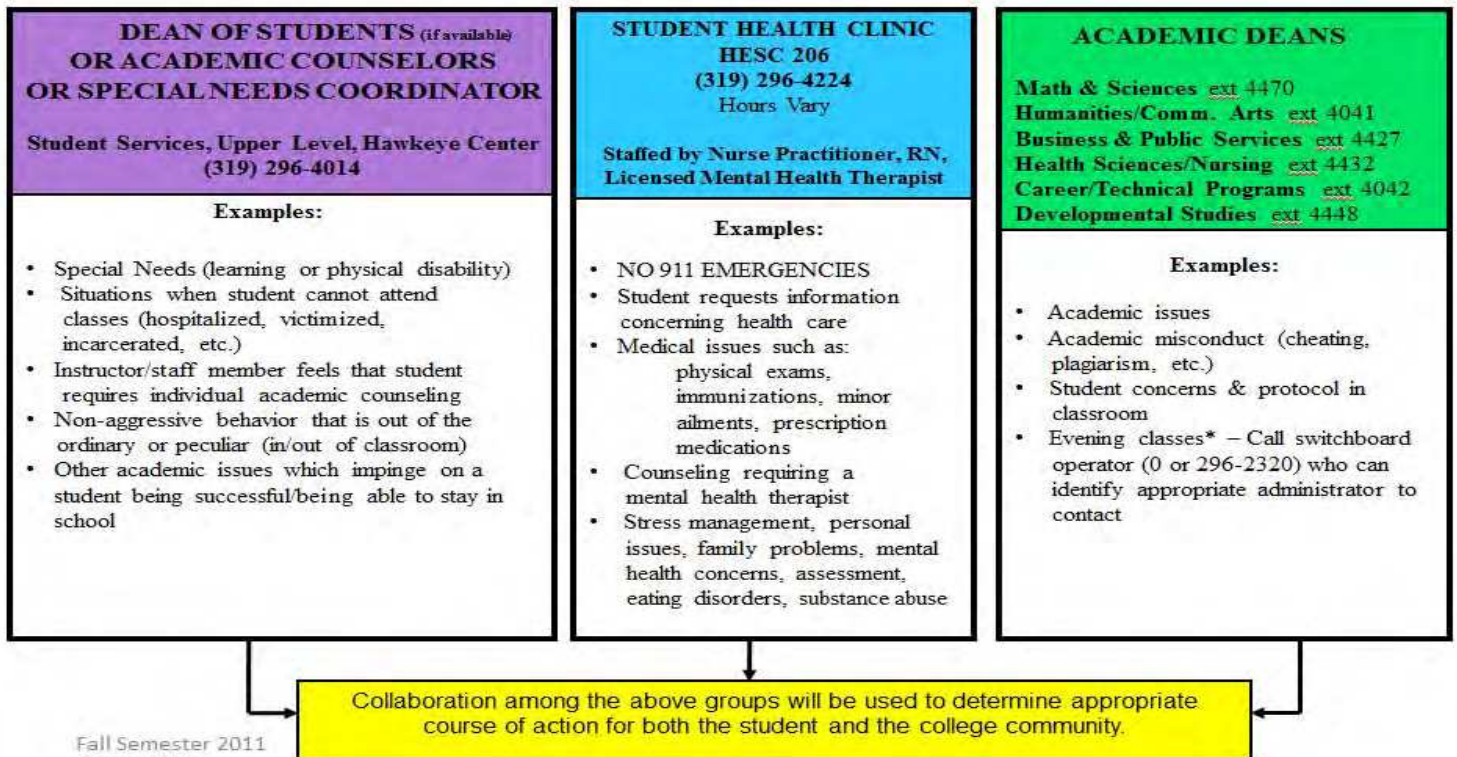
In the event that a customer (anybody the department you work for services) is in need of assistance or needs to be brought to somebody's attention, please follow the flowchart (page 17).

CRITICAL RESPONSE PROCEDURES INVOLVING STUDENTS



Fall Semester 2011
(October 2011)

NON-CRITICAL STUDENT REFERRAL PROCEDURES



Fall Semester 2011
(October 2011)

Student Payroll

Overview

The work-study student employee payroll system is based upon a standard work week that begins on Monday and ends on Sunday. Student employees are appointed on an hourly basis. Their gross pay is calculated by adding all hours worked for two weeks, and then multiplying it by the hourly wage rate.

Federal Work-Study Timesheets

Payroll procedures are found online at www.hawkeyecollege.edu/students/paying-for-college/financial-aid/work-study/handbook/payroll.aspx. It is the student and supervisor's responsibility to read and follow these guidelines and deadlines. Failure to meet WTE deadlines more than once will result in termination of the work-study student and the job opening(s) in that department. The supervisor has the ultimate authority to submit WTE even if it's not signed. The supervisor should make clear of the consequences of not filling out WTE daily and signing every two weeks.

W-2 Forms

The Business Office will mail a W-2 form to all work-study student employees who worked the previous year. Any student who has lost their W-2 or requires a replacement W-2 should contact the Payroll Office at 296-2320 extension 1275 to obtain another copy.

Students, who need to change their address, must fill out a change of address form with the Enrollment Department. The address on file with the Records and Registration Department is where all payroll related information will be sent.

Student Benefits

Student employees do not receive automatic annual pay increases, vacation, sick leave or holiday pay, and are not eligible to apply for leave of absence.

If a student is called for jury duty, s/he should immediately notify the supervisor to request that time off. This time is not paid and it is up to the supervisor's discretion to whether or not the time could be made up.

Motor Vehicle Operator Policy

Hawkeye Community College requires that anybody that will be operating a school vehicle as part of his/her job duty, must have a valid driver's license. The employing department will take care of the necessary paperwork. If at any time, after hired, your license is revoked, you must notify your supervisor immediately.

Criminal Background Check

Hawkeye Community College requires certain departments to conduct mandatory background checks before hiring. If a student has been pre-approved to work in one of these departments, the student will be required to sign a Background Check Form.

Development and Trainings

Overview

In certain departments, supervisors will also require their student employees to attend other types of training related to their job. As long as the training has been approved by the supervisor and the Financial Aid Office, the training time can be counted as paid time in that month's timesheet (this does not include travel time and transportation expenses).

National Student Employment Week

The National Student Employment Association declares the second full week in April "National Student Employment Week". Hawkeye Community College joins other colleges and universities during this time to recognize the valuable contribution student employees give to the college by hosting a series of activities during this week.

The Hawkeye Community College Financial Aid Office encourages all supervisors and departments to take every possible opportunity to recognize the hard work of their student employees. Celebrate Student Employment Week at your office by doing something special for your students. Some ideas are:

Have a treat day or maybe a treat week.

Decorate your office with balloons and streamers.

Make a banner or a giant Thank You card.

Write a note to the student's family of how you appreciate them.

Take an office picture and give a copy to everyone.

Also, think about what you can do to support your student employees during Finals Week, such as, handing out Survival Sacks filled with little gifts that may be helpful during study period (candy, pens/pencils, stress-ball, treats, pop, etc.)

Student Employment Recognition Ideas

Student employees are not only a great asset to our college but bring with them a refreshing quality to departments where they work. The Hawkeye Community College Financial Aid Office likes to recognize those student employees that exhibit outstanding skills and commitment to their work, therefore, every year, and a student employee is selected for the "Student Employee of the Year" award.

To be eligible for this award, nominees must be:

- Currently working as Student Employees
- Employed at least 6 months (through the end of that school year)
- Nominated by their employers

The nominator must provide a letter explaining the detailed reason(s) that this student employee should be considered for the Student Employee of the Year award. At least one supporting letter must also be included. Evaluations are based on the following:

- Creative solutions to difficult departmental challenges
- Active interest, initiative and participation in departmental affairs
- Evidence of reliability and outstanding quality of work
- Specific contribution that the student has had on the college and/or community
- Demonstration of personal growth or progression of responsibility

The selection committee announces the winner during the National Student Employment Week. The Student Employee(s) of the Year receive(s) a personal plaque, and his/her name is added to the Student Employee(s) of the Year plaque located outside the Financial Aid Office in Hawkeye Center.

Frequently Asked Questions

Where is the work-study office located at?

The work-study program is administered by the Financial Aid Office, which is located in the Hawkeye Center building, lower level. The hours of operation are Monday – Friday 8 a.m. to 4:30 p.m. For questions, please call (319)296-4020.

How do I apply for the work-study program?

Students have to sign up by filling out a Work-Study Application Form and turning it into the Financial Aid Office, in which time their work-study eligibility would be checked. If eligible, when awarded, students will receive a Work-Study Award Letter giving them further instructions.

What is the pay rate?

The starting work-study pay rate is \$8.25 an hour.

How often would I get paid?

Work-study students are paid every two weeks, as long as their Web Time Entry is submitted and signed by the 4:00 p.m. deadline (the Monday following the two work weeks to be paid for, unless a holiday occurs).

How do I get paid?

All work-study students are paid through direct deposit. Students may view their pay advice via their MyHawkeye/Web Advisor Student account, and clicking on Employee Profile.

Where do I go to get my W-2 form for tax filing purposes?

If you worked on-campus in the previous year, you should expect to receive a W-2 in the mail in late January. If you lose your W-2 form and need a copy, please contact the Payroll Department at (319)296-2320 ext. 1275.

How many hours a week may I work?

Students should always strive to find a successful balance between work, school, and other commitments. Work-study students have their weekly work hour limits determined by the amount of their work-study award. Typically, a student will only be able to work up to 10-12 hours a week in order to spread their award for the entire school year.

How many credit hours must I be enrolled in to work on campus during the school year?

Students must be enrolled and attending (as well as up-to-date in assignments/tests) at least half time (6 hours) at all times.

May I work in between semesters?

The work-study award is intended to be used for when classes are in session. However, if the employing department is in need of assistance during the break periods and the student is willing to work, the students can work as long as they are already enrolled in the following semester.

U:Work Study/Work-Study request form

Appendix A

STUDENT EMPLOYEE DRESS CODE

Student employees are required to present themselves in a neat, clean, groomed manner and shall refrain from dressing in a manner that reflects negatively upon the College. If a question arises, the subject of appropriate dress should be discussed with the appropriate supervisor.

The Financial Aid Office requests that student employees follow appropriate office attire guidelines as outlined above and avoid clothing, such as:

- * Tops with obscene, sexually suggestive, profane graphics and /or messages.
- * Revealing clothing
- * Any clothing with inappropriate tears, rips, slits, or soils
- * Hats, caps and other head gear

The appropriate supervisor of the employing Department reserves the right to determine if any clothing worn by work-study students is inappropriate for the office setting.

Appendix B Student Employee Evaluation

Student Name: _____

Department: _____ Evaluation Date: _____

The purpose of the Student Employee Performance Evaluation is to facilitate communication between the student employee and their supervisor; it is designed to provide construction feedback to the student employee on work performance, thus maximizing the employment experience for both the student and the department.

Please use the following scale to evaluate this student employee's level of performance:

4 – Exceptional 3 – Commendable 2 – Competent 1 – Inadequate N/A: not applicable

Rating		Rating	
	Professionalism: maturity, business-like demeanor, appropriate dress		Dependability: punctuality, notification of absences, flexibility
	Communication skills: phone and in person with co-workers, supervisors, clients.		Judgment: ability to make sound decisions
	Initiative: interest in assuming additional responsibility		Attitude: enthusiasm, energy, willingness to work, relation to others
	Quality of work: ability to do satisfactory work following specified procedures,		Cooperation: ability to work with supervisors and co-workers, teamwork
	Continuous improvement: ability to respond to feedback		Job Knowledge: familiarity with job procedures

Comments:

Supervisor's Signature

Date

Student's Signature

Date

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; marital status; sexual orientation; gender identity; genetic information; political affiliation or belief in its employment practices; educational programs and activities; admission procedures; outreach and recruitment; counseling and guidance; testing; selection, placement, appointment, and referral; or promotion/retention. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Students, prospective students, employees, or applicants for employment alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator, Human Resource Services, Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405.

Copies of this evaluation should be given to the student as well as being placed in the employee's personal file

