

Student Worker Process

Putting the “Student” in Student Worker

4/8/2009

Owens Community College
Student Worker Quality Team

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Project Statement:

To examine and streamline the existing Student Worker process into a documented system that is more user friendly for all involved.

The Student Worker Quality Team

Tom Reed – Team Leader

Gentry Dixon

Lynn Hoehn

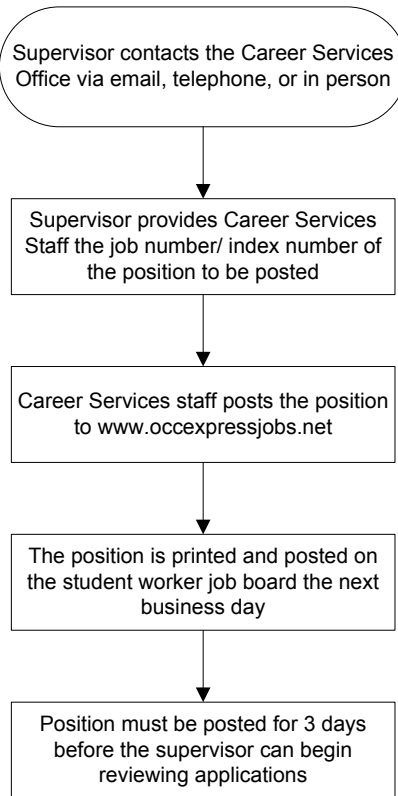
Angie McGinnis

Barb Rardin

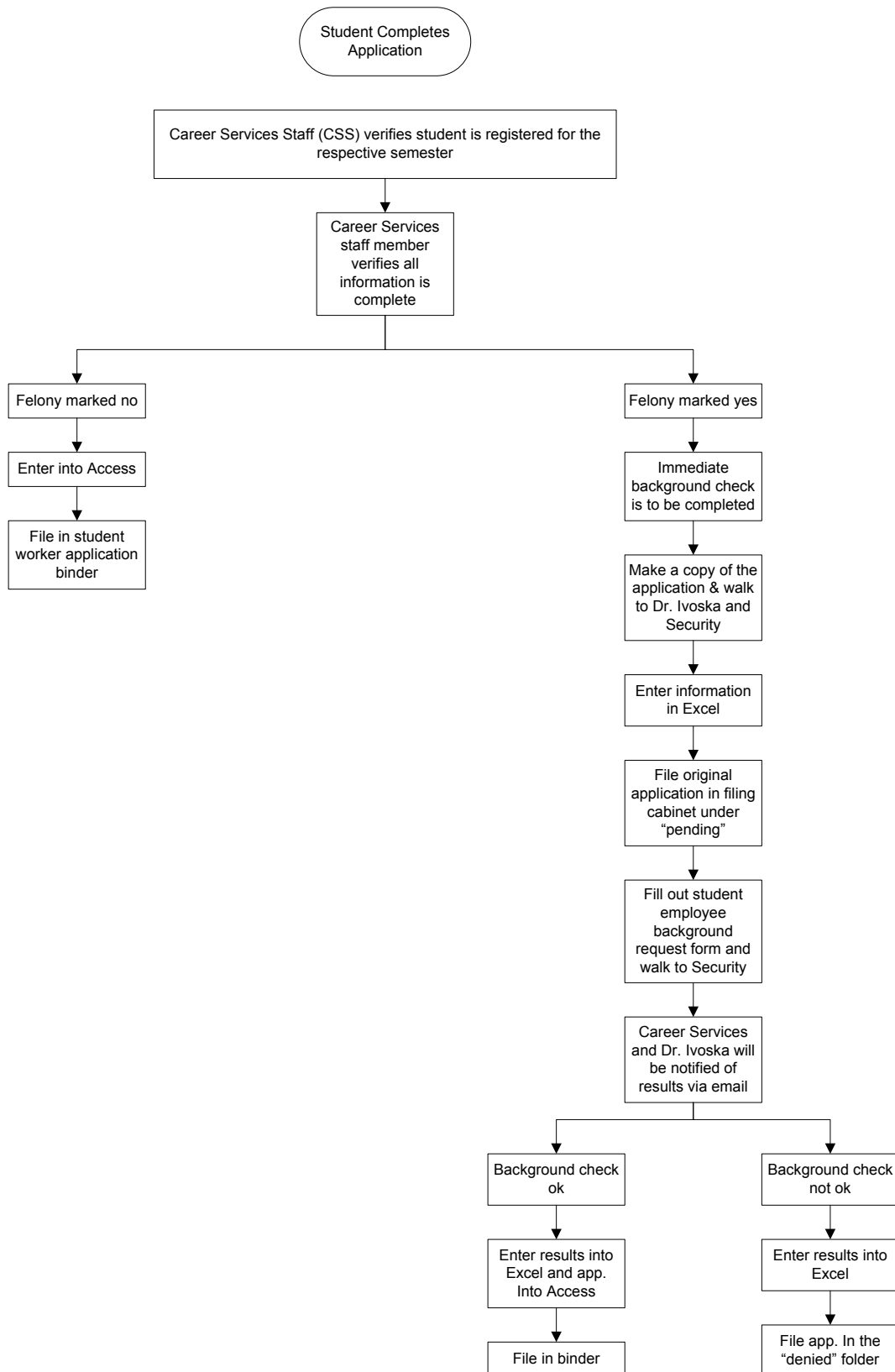
Laurie Sabin – Champion/Trainer

Section 1 – The Current Process

SUPERVISORS POSTING STUDENT WORKER POSITIONS



Student Worker Application Process



SUPERVISORS REVIEWING APPLICATIONS

Supervisor must come to the Career Services Office to review applications

Supervisor asks to review the application binder

Supervisor signs in on the sign in sheet in the front of the book

Supervisor pulls out applications of potential candidates

Student worker makes copies of the applications and stamps copy on the application

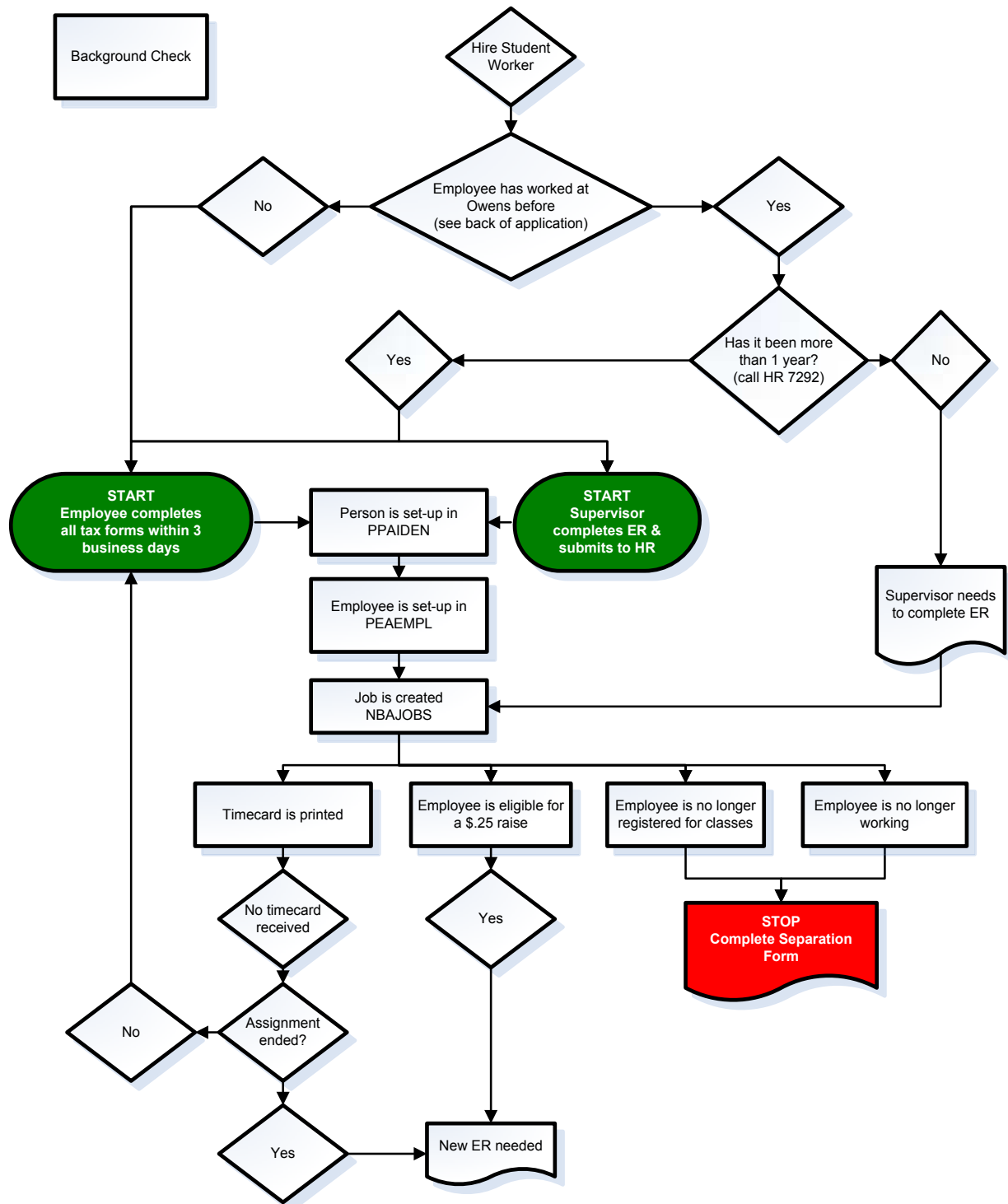
Name of supervisor, department, position title, and date are entered into each student's account in Access

Applications are re-filed into the student worker application binder

HIRING STUDENT WORKERS



HR PROCESS



Operational Definitions

What is the Purpose of the Student Worker program? – The Student Worker program is to assist in meeting the needs of the College and provide an opportunity for students to earn additional monies to aid in continuing their education. The work experience is intended to compliment the student's educational process and to enhance future employment. Whenever possible, the work experience is related to the student's educational program and career objectives.

Student Worker Employment Term – A Student Worker is employed on a semester-by-semester basis. The timeframe that a student worker can be employed is defined through the Academic Calendar. The Employment Term begins the first day after any of the following dates: Last Day of Classes, Last Day of Finals, or Graduation Day; whichever occurs latest in an academic term and ends on one of the dates listed above. For the Academic Year 2010 they will be:

Summer: May 9 – July 31

Fall: August 1 – December 11

Spring: December 12 – May 7

A Student who wishes to continue employment past a Student Worker Employment Term must have a new Employee Recommendation Form completed before they can continue working in the new Student Worker Employment Term.

Student Worker Eligibility – To be eligible to hold any Student Worker position, a student must be either a degree seeking or a certificate-seeking student at Owens Community College (OCC). They must be enrolled in at least 6 credit hours at OCC, and be in good Academic Standing as defined by the current catalog. There are 2 exceptions to the 6 credit hour rule, Free Semester and Waiting List Waiver, which are defined below.

Free Semester – Each Academic Year, a student may drop below the 6 credit hour minimum and still maintain employment as a Student Worker for one semester. During the Summer Semester, they can drop to zero hours as long as they show that they are registered for Fall classes. In order to use either the Fall or Spring semesters as their Free Semester, the number of credit hours enrolled at OCC must be greater than zero and the student cannot have used their free semester during that academic year.

Waiting List Waiver – Students who are attending OCC and are currently on a waiting list for acceptance into an academic program can obtain a waiver from the Dean of the School where the program resides. This waiver must be obtained for each semester they remain on the waiting list and continue to seek employment as a Student Worker, and is valid for only 1 semester. Those students who obtain this waiver will have their credit hour requirement reduced to a minimum of 3.

Academic Year – Begins with the Summer Semester and ends with the Spring Semester.

Student Employment (Number of Positions) – A student can be employed in an unlimited number of positions during any Student Worker Employment Term, whether consecutively or congruently, as long as they do not exceed the maximum number of weekly hours for all Student Worker positions at OCC.

Maximum weekly hours – Until a Student has finished an Academic Term and established a GPA for coursework at OCC, they are limited to 20 hours per week. For future semesters, the maximum number of hours can be increased to 35 per week, as long as they maintain a minimum GPA of 2.0 for all classes taken at OCC.

Penalties for exceeding maximum weekly hours – If a student exceeds their maximum allowable hours, the following procedures will be adhered to:

First Offense: Student will receive a verbal warning (in writing)

Second Offense: Student will receive a written warning

Third Offense: Student will lose eligibility to participate in the Student Worker Program

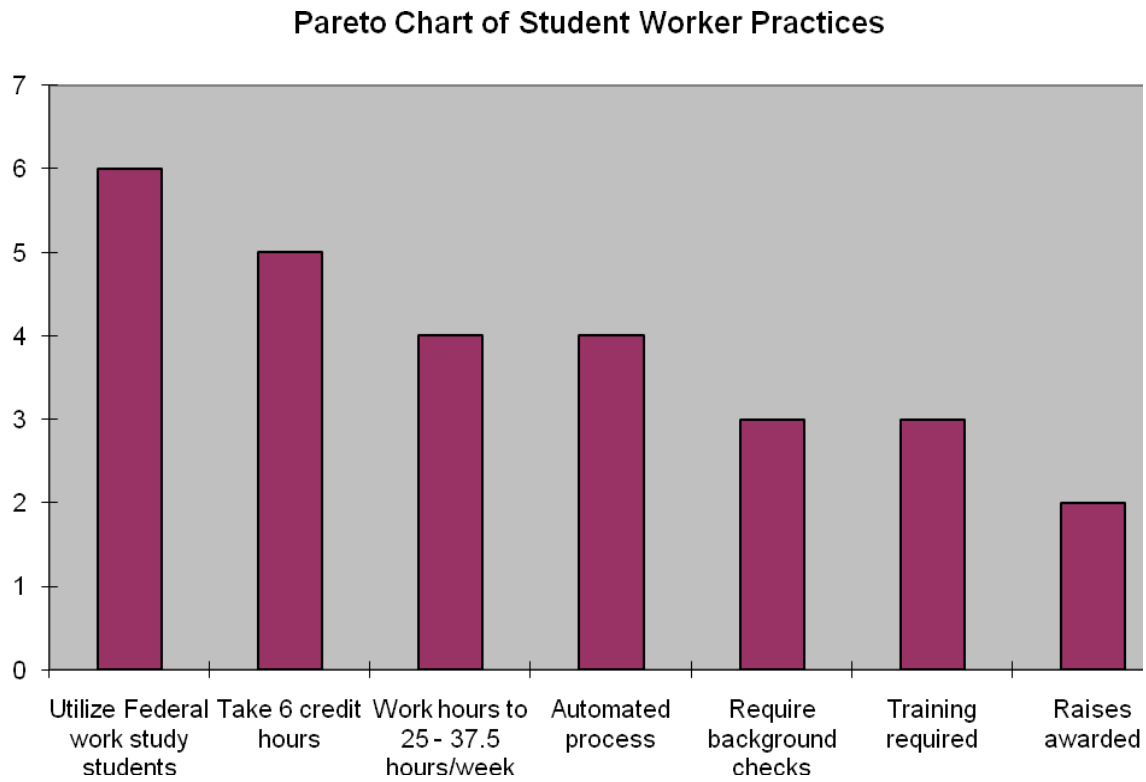
Supervisor(s) will receive a copy of any communications should any of their Student Employees exceed their maximum hours. These offenses are for the life of employment as a Student Worker at OCC, and do not reset due to any break(s) in service.

Types of Student Worker Positions – There are two different types of student worker positions: Federal Work Study (FWS) and Student Worker (SW). Any student that meets the minimum eligibility requirements can be employed in any SW position. Only those students, who have applied, received, and accepted Federal Work Study monies, while still meeting the minimum eligibility requirements, can be employed in a FWS position.

As a student can work more than one position at a time, a student can also hold more than one type of position at one time, though they are still subject to the maximum weekly hours described above.

Federal Work Study Hourly Restrictions – A student in a FWS position receives his or her funding through the Federal Government, and are thereby restricted to a maximum number of annual hours, which is based upon his or her award through the Federal Work Study program. Because of this, their maximum number of weekly hours might be less than the maximums allowed for student employment at OCC. It would be up to the supervisor and the individual student to determine how the maximum allowed hours would be spent throughout the year. Once the student's FWS allocation is expired in an Academic Year, they can seek employment in any SW position for the balance of the year.

Section 2 – Analyzing the Current Situation



Benchmarking

	Columbus St	Cuyahoga CC	Northwest St	Owens St	Sinclair CC	Terra CC	Univ. of Toledo
What is your definition of a Student Worker?	Any student that is employed by the College	No answer given	No current definition	Hired for designated student worker position	Degree or certificate seeking student on good standing. Must be Credit Classes	Pursuing a course of study with the goal of achieving a degree	Degree or certificate seeking student with GPA minimums
How do you define a degree seeking student?	Enrolled in a degree or certificate program	No answer given	No current definition	No current definition	No current definition	No current definition	No current definition
How many credit hours are student workers required to take?	6	6	6	1	6	No minimum	Multiple depending on GPA, degree level, and International
How many hours per week can a student worker work?	No answer given	25 (Max)	25 (In session) 37½ (Not in session)	20 (In session) 35 (with 2.0 GPA) 40 (Not in session)	20 35 (with Permission)	25	20
Is your application process automated?	Yes	Yes	Yes	NO	Yes	NO	Yes
(if yes) please explain	unknown	Looks like PeopleAdmin	Job Posting On-Line (JobsNET)		Job Posting On-Line		Job Posting On-Line (Rocket Jobs)
Do you have Federal Work Study student workers?	Yes	Yes	NO	Yes	Yes	Yes	Yes
Do you have dedicated Federal Work Study positions?	Yes	No answer given	NO	Off-Campus Only	Yes	Yes	Yes
How do you allocate funds for student workers?	FWS – Federal Govt Non FWS -- College	No answer given	No answer given	FWS – Federal Govt Non FWS -- College	FWS – Federal Govt Non FWS – Department Budget	FWS – Federal Govt Non FWS – Department Budget	FWS – Federal Govt Non FWS – VP Level
Do you require background checks?	Yes	NO ** except for certain areas	NO	Yes	Yes	Varies by Position	Varies by Position
(if yes) What is your process?					Paid by Department	Paid by Department	

	Columbus St	Cuyahoga CC	Northwest St	Owens St	Sinclair CC	Terra CC	Univ. of Toledo
How does a student worker position get created, posted, and filled?	Each department makes requests, also have students employed off-campus	Supervisor writes the requisition, sends to HR, who enters in employment system. Received applications sent to department	In the past they would apply through our "JobsNET" on-line job posting board (powered by an outside vendor, the College Central Network) However FWS Changes & Banner are causing problems to this setup	Supervisor writes job description. Contacts Career Services to post position. Students are constantly submitting job appl. Supervisor reviews applicants & contacts student for interviews.	Dept. completes Request form and submits to Career Services for posting. Students apply directly to dept. Once hired supervisor must complete Payroll Notification Packet	Process currently under review and undergoing changes.	Position posted on Rocket Jobs. Applicants fill out application and then contact the department. Once hired, the Student fills out paperwork through Career Services and HR
Do you require training for your student workers?	Yes	Yes	NO	NO	Yes	Yes	No
<i>(if yes)</i> What is your process?	The same process all employees go through	Supervisor responsible for their area			Provided by hiring department	Process under review	Some Departments do however
Can a student worker have more than one position?	Rarely	NO	<i>No answer given</i>	Yes	Yes	Yes	Yes
How do student workers record the time they work?	<i>No answer given</i>	On-line timesheet	<i>No answer given</i>	Timesheet submitted by supervisor	Timesheet submitted by supervisor	Timesheet submitted by supervisor	Timesheet submitted by supervisor
How much are student workers paid per hour?	\$7.00 – 7.57		<i>No answer given</i>	\$7.00	\$7.00	Minimum \$7.00	Minimum \$7.00 (FWS \$7.00 only)
Are their different pay rates/levels?	Yes		<i>No answer given</i>	NO	NO	Yes	Yes
<i>(if yes)</i> please explain	Student Associates (interact with Public) receive more than Student Assistants (Clerical)		<i>No answer given</i>			<i>No answer given</i>	Based on individual department
Are raises awarded and if so how?	No merit raises per HR policy		<i>No answer given</i>	Yes (25¢ per year)	No (Policy under review)	<i>No answer given</i>	Subject to the individual department

Focus Group

We met with our Focus Group and asked them the following questions. Their responses are summarized:

- 1) In recognition of the philosophy of focusing on the word **Student** in Student Worker and in keeping with the rest of the College's in the State of Ohio, Owens will establish the minimum of 6 credit hours taken by a student per semester, be a student in Good Academic Standing (as listed in our catalog) and be either a degree-seeking or certificate-seeking student. Do you feel that by establishing this new standard we will achieve this goal of emphasizing the word **Student** in Student Worker or it will produce negative effects, and if so why?

The feeling of the group was one of approval with the focus on the student. They felt that the 6 credit hour requirement should not be a big deal especially with the possibility of the "Free Semester" and the possibility of the "Waiting List Waiver".

Questions did arise regarding the definition of "Good Academic Standing" and how we determine if an individual is an Owens student and an Owens degree or certificate seeking student. We do not recognize students in this manner until a major is entered in Records. PSO students are one group that were mentioned as not having a major in Banner, and further investigation needs to be made to find any/all of the exceptions.

- 2) Currently a student can work 40 hours per week during the Summer Semester no matter if they are taking classes or not. However, continuing the theme of focusing on the word **Student** in Student Worker, do you find that by limiting students who take classes during the Summer to the same 20 or 35 per week hours restrictions that we have during the Fall and Spring semesters will either harm the student or dramatically change your departmental operations?

The feeling of the group was unanimous that not only was the idea a good one but to take it further. They suggested that we make the 35 hour maximum a year-round limitation. Allowing the students to work some weeks 40 hours and some not, was confusing to both the student and the supervisor. In order to remove this and any chance of any overtime hours occurring, they wanted us to add this restriction

- 3) Unlike most Colleges in Ohio, Owens plans to continue allowing an individual student to work more than one position per semester. However, in the past, the weekly 20 or 35 or 40 hour maximum hours have not been maintained. What difficulties, if any, do you anticipate as supervisors with the enforcement of these maximums with your individual student workers and any other departments (s)he might currently be working in?

Since it would be the students' responsibility to notify each supervisor that they worked more than one position, and that they would also be responsible to notify their supervisor if they were in danger of exceeding their weekly maximum, the group did not see this as a problem.

- 4) In recognizing the financial pressures that both your budget and increased workloads or new duties forced on you, we want the Department to have the opportunity to be allowed to set up their own FWS positions. Is this something that you feel you might take the opportunity to establish or do you feel this is a good idea?

Several expressed happiness at the prospect of increased student worker coverage without additional strains on their budget. As we approach implementation of this concept, two of the group expressed interest at being the first to attempt this during the testing portion of the implementation process.

- 5) Other than the Background Check, are there parts of the Student Worker process that you would like to see improved?

Nothing else was specifically identified. The budget process was the one lone item that did have more than a slight comment. However, the budget changes mentioned to the group were received warmly, and they wanted to reexamine this process after the current modifications have been implemented.

Section 3 – Improvement Theory & Implantation Plan

Force Field Analysis

Desired Change: Improved Student Worker Process

Driving Forces	Restraining Forces
Existing Career Services Department	IT
Enforcement by major student worker supervisors/departments	HR
Focus Group Response	Resistance to change
Upper Management Buy-in	Education of Students and Supervisors
Transparent Systems, more convenient	Background Checks -- Timeliness
Significant Time Savings	Public Safety Training Changes
Significant Cost Savings	
Focus to Student portion of Student Worker	
Significant reduction in turn around time from Application to Employment.	

Actions to be taken:

1. Solicit cooperation from needed areas
2. Communication
3. Education

Changes in System

Student Worker Hiring Process – Supervisor

Current Process	Proposed PeopleAdmin Process
Posting Positions	
Supervisor contact Career Services (CS). (CS) provides job number	Supervisor logs into PeopleAdmin and creates a new position or revises an existing position
CS posts the position on the OCCExpressJobs website	<i>No longer needed</i>
Position is printed and posted on the student worker job board the next business day	<i>No longer needed</i>
Position must be posted for 3 day before the supervisor can begin reviewing applications	<i>No longer needed</i>
Reviewing Applications	
Supervisor goes to the CS Office to review all applications	Supervisor reviews approved applications of only those who express interest in their position
Supervisor is given copies of applications for students they are interested in interviewing	<i>No longer needed</i>
Supervisors name, department position title and date are entered into the Access Database	<i>No longer needed</i>
Applications are re-filed in binder	Position already in PeopleAdmin
Student Worker Interviewing/Hiring	
Supervisor contact selected applicants to see if they are interested in scheduling an interview	<i>No change</i>
Supervisor interviews interested applicants	<i>No change</i>
Supervisor offers position to applicant	<i>No change</i>
Supervisor notifies CS of acceptance and the name of the student	<i>No change</i>
CS sends a background authorization to Office of Public Safety (PS) for processing	<u>If prior successful background check has already been completed</u> , the supervisor can proceed with hiring process. <u>If no background check on file</u> , CS enters the request date into Banner and notifies Supervisors of the Authorization Request
Supervisor contact the student to have them go to PS to have background completed	Student notified via system-generated email
Background Check Completed	
(If Background Check OK) PS emails CS, HR and the supervisor	PS enters date and approval code into Banner. Emails are generated to CS, HR, and the student. Application is sent electronically to HR. CS emails supervisor
(If Background Check OK) Supervisor contacts student to complete tax forms and schedule Safety Training	<i>No change</i>
(If Background Check NOT OK) Name is sent to VP of Student Services for review	PS enters denied code and date into Banner and an email is generated to CS, HR, the Student and

	VP Students
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Student Worker Application Process

Current Process	Proposed PeopleAdmin Process
Student fills out Application	
Student goes to CS Office to complete a new application each semester	Student logs into PeopleAdmin
CS verifies that all information is complete	Application is not accepted unless all required fields are complete
CS verifies student is registered for the respective semester	Computerized Authorization process will be run
Felony Marked Application	
(Felon marked no) CS enters application into Access database and files the application in binder	<i>No longer needed</i>
(Felony marked Yes) CS completes the Background Check Authorization form and makes a copy of the application and take both to PS and VP of Student Services, notifies student they must go to PS for a Background Check	PeopleAdmin will generate 2 emails: (1) notifying the student that they must go to PS to complete the Background Check Form, and (2) to notify PS of the Authorization Request.
(Felony marked Yes) CS enters information into Excel, files application in Pending folder	<i>No longer needed</i>
Background Check Completed	
(if Background Check OK) PS emails CS, HR, and the supervisor	PS enters date and approval code into Banner. Emails are generated for CS and HR. CS emails the supervisor. Application is sent electronically to HR
(If Background Check OK) CS enters results into Excel and Access	<i>No longer needed</i>
(If Background Check OK) File application in binder	<i>No longer needed</i>
(If Background Check OK) Application is sent to HR	<i>No longer needed</i>
(If Background Check OK) JLD Coordinator calculates any Federal Student Worker monies, if student applied and is eligible	<i>No change</i>
(If Background Check NOT OK) CS enters information into Excel	PS enters denied code and date into Banner and an email is generated to CS, HR and the Student
(If Background Check NOT OK) File application in "denied" folder	<i>No longer needed</i>
After Hire	
No training required	Complete Customer Service training in HR
Supervisor informs student worker of hire and start date. Complete tax forms within 3 days of start date. Schedules Safety Training	<i>No changes</i>

Student Worker Budget Process – Budget Authority/Supervisor

Current Process	Proposed Process
Notice is sent to all budget authorities/supervisors via email and ONews requesting budget request for upcoming fiscal year	Budget authorities/department heads submit departmental budget request for upcoming fiscal year, including student worker budget request, to Finance/Budget Office
Budget request is required to be submitted by a deadline	<i>No change</i>
Student Worker Budget Committee meets to review all budget requests	<i>No longer needed</i>
Budget authorities are sent budget notification of the amount allocated	Upon passage of Fiscal Budget by Board of Trustees, departmental budgets are available on line. On July 1 of new fiscal year, departmental budgets are available in Banner
Budget authorities/supervisors are sent monthly budget updates by Business Affairs Office	<i>No longer needed</i>
In November/December budget authorities/supervisors may request additional funds if shortfalls are anticipated or plans have changed	<i>No longer needed</i> Budget authorities may transfer from their other expense line items at any time to supplement their student worker budget
Budget request is required to be submitted by a deadline	<i>No longer needed</i>
Student Worker Budget Committee meets to review all budget requests	<i>No longer needed</i>
Budget authorities are sent budget notification of the amount allocated	<i>No longer needed</i>

Changes in Banner

Background Data

Fields in the Applicant User Defined Data Form (ROAUSDF) would be selected to store the background information. When data is entered in designated field, specific emails are generated.

- 1) Background Request Date Field – Career Services (CS) would enter the date to request/authorize a background check on the student.
 - a) An email is sent to the Office of Public Safety (PS) notifying them that the student needs a background check.
 - b) An email is sent to the student notifying them to go to the Office of Public Safety to complete the Background Check Form and bring a state issued ID with them.
- 2) Background Results Code Field – PS enters the appropriate code based on the background check
 - a) Proposed Codes will be:
 - **Y** = Approved without restrictions
 - **N** = Not approved to work
 - **A** = Appeal approved
 - **R** = Approved with restrictions – a second field will provide restrictions
 - **Blank** = No record of student having had a back ground check previously
 - b) Email is sent to CS and HR with back ground results
 - c) CS notifies supervisor if they can move forward with hiring
 - d) Email is sent to the student with back ground results and what steps to take if they were denied and would like to appeal
- 3) Background Restriction Code Field – PS enter the appropriate code if the student has restrictions for work
 - a) Proposed Codes will be:
 - **ND** = No driving
 - **NC** = Cannot work with cash
 - **CI** = Cannot have access to confidential information
 - Other codes may need to be developed as situations arise
 - b) Emails to CS, HR and the student would reflect this information
- 4) Background Results Date Field – PS enters the date the background check was complete. This is for information purposes only.

Background Data Emails

1) Background Request Field

a) PS

A State of Ohio Background Check has been requested for <Student Name>, <Student OCID>. The student has been notified they need to visit the Office of Public Safety to complete the Background Request Form and present a state issued ID at the time they complete the form.

b) Student

A background check has been requested as a condition of your potential employment through the College. Please visit the Office of Public Safety to complete the Background Request Form. You will be required to present a state issued ID at the time you complete the form. The Office of Public Safety is located in Alumni Hall on the Toledo Campus and the Maintenance/Safety and Security Building on the Findlay Campus.

2) Background Results Field

a) CS and HR

The Background check for <Student Name> <OCID> has returned with the following: <Code> <Code Description>

b) Student

The Background check for <Student Name> has returned with the following: <Code Description>
(Y) Your background check is complete and you have been approved to work
(N) Your background check is complete and your request to work has been denied. You can appeal this decision by scheduling an appointment with the VP of Student Services Office at (567) 661-7255 on the Toledo Campus or the Asst. Dean of Students at (567) 429-3517 on the Findlay Campus.
(A) Your appeal has been approved and you have been cleared to work
(R) Your background check is complete and you have been approved to work with the following restrictions <List Descriptions>

3) Back Ground Restriction Field – Required if R is entered in the Back Ground Results Field

a) CS and HR – email would vary based on code entered

The Background check for <Student Name> <OCID> has returned with the following: <Code> <Code description> with the following restrictions <Restriction Code> <Restriction Code description>

b) Student – email would vary based on code entered

The Background check for <Student Name> <OCID> has returned with the following: <Code> <Code Description> with the following restrictions <Restriction Code Description>
(ND) Your background check is complete and you have been approved to work with the following restrictions: No driving college vehicles
(NC) Your background check is complete and you have been approved to work with the following restrictions: No cash handling
(CI) Your background check is complete and you have been approved to work with the following restrictions: No access to confidential information

Proposed Student Worker Application

Questions with * are required fields

STUDENT INFORMATION

(Students should have the option of choosing more than one in these two fields!)

- * ☐ Fall * ☐ Toledo Campus
☐ Spring ☐ Findlay Campus
☐ Summer

* Name _____ * OCID ____ - ____ - ____
(Last) (First) (Middle Initial)

* Address _____
(Street) (City) (State, zip)

* Present phone (____) ____ - ____ Cell phone (____) ____ - ____

* E-mail address _____@student.owens.edu

* Number of credit hours enrolled for semester of application

* If you are under the age of 18 and it is required, can you provide proof of your eligibility to work?
☐ Yes ☐ No

Job related/special skills (computer language/software applications, office skills, typing speed)
obtained from previous employment and/or education.

* Major _____

Relevant course work completed (i.e. computer, secretarial, technical classes)

PRIOR WORK EXPERIENCE Begin with most recent. Include full-time, volunteer, summer work or part-time work.

Employer name _____ Employer address _____

Description of duties _____

Dates Employed (Mo/Yr) From: _____ To: _____

Employer name _____ Employer address _____

Description of duties _____

Dates Employed (Mo/Yr) From: _____ To: _____

Employer name _____ Employer address _____

Description of duties _____

Dates Employed (Mo/Yr) From: _____ To: _____

REFERENCES Preferably previous employers, supervisors and/or faculty.

Name _____ Address _____

Phone _____

Name _____ Address _____

Phone _____

Name _____ Address _____

Phone _____

AVAILABILITY

* Enter the times you are available for each day.

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

ADDITIONAL INFORMATION

* Have you ever been hired/employed at Owens before? ☐ Yes ☐ No

* If yes, give dates and position, if no, enter N/A _____

* Have you been convicted of a felony in the last seven years? ☐ Yes ☐ No

* If yes, please explain, if no, enter N/A _____

* Convictions will not be a bar to employment. Each instance and explanation will be considered in relation to the position for which you apply.

* If eligible, are you interested in participating in the Federal Work Study Program?

☐ Yes ☐ No (* Using Federal Work Study may affect loan eligibility.)

I understand that I must be a registered student to be eligible for on-campus employment; that in the event I am employed by Owens Community College, I will be required to show eligibility for employment in the United States; that any false or misleading information given in my application or interview(s) may result in my being discharged and that after being extended an offer to work at Owens Community College, a background check will be required prior to employment if I have not already had one.

Your application must be updated each semester and you must re-submit your application for available positions each semester if you have not been hired or would like to apply for other positions.


* As a student employee, you can work up to 35 hours per week with a qualifying GPA during the Fall and Spring semesters. Students who have not established a 2.0 GPA at Owens can work a maximum of 20 hours per week during the Fall and Spring semesters.

Electronic Signature _____ Date _____

Office Use Only

FWS Eligibility: Student is eligible to work _____ hours through the end of the fiscal year. Date _____

Current Student Worker Application



CAREER SERVICES
Student Worker Application • Spring 2009

STUDENT INFORMATION

Name _____ OCID # _____
Last First Middle Initial

Present address _____
Street City State, Zip

Permanent address _____
Street City State, Zip

Present phone (_____) _____ Permanent phone (_____) _____
Area Code Area Code

If you are under the age 18 and it is required, can you provide proof of your eligibility to work? ☐ Yes ☐ No
Area/Office of Interest _____ (i.e. clerical, computer lab, cashier)

Job-related/special skills (computer language/software applications, office skills, typing speed) obtained from previous employment and/or education:

Major _____ Number of hours available to work _____ (Max. 35/week)

Relevant course work completed (i.e. computer, secretarial, technical classes) _____

PRIOR WORK EXPERIENCE Begin with most recent. Include full-time, volunteer, summer work or part-time work.

Employer Name _____ Employer address _____
Description of Duties _____
Hours Worked per Week _____ Dates Employed (Mo/Yr) from: _____ to: _____

Employer Name _____ Employer address _____
Description of Duties _____
Hours Worked per Week _____ Dates Employed (Mo/Yr) from: _____ to: _____

Employer Name _____ Employer address _____
Description of Duties _____
Hours Worked per Week _____ Dates Employed (Mo/Yr) from: _____ to: _____

REFERENCES Preferably previous employers, supervisors and/or faculty:

Name _____ Address _____
Phone _____

Name _____ Address _____
Phone _____

*As a student employee, you can work up to 35 hours per week with a qualifying GPA during the Fall and Spring semesters. Students who have not established a 2.0 GPA at Owens can work a maximum of 20 hours per week during the Fall and Spring semesters.

Please complete the schedule below using "X's" to indicate those times when you are **UNAVAILABLE** to work on campus. All open times should indicate those times that you are available to work.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7-8 a.m.							
8-9 a.m.							
9-10 a.m.							
10-11 a.m.							
11-12 p.m.							
12-1 p.m.							
1-2 p.m.							
2-3 p.m.							
3-4 p.m.							
4-5 p.m.							
5-6 p.m.							
6-7 p.m.							
7-8 p.m.							
8-9 p.m.							
9-10 p.m.							
10-11 p.m.							

I would prefer to work: ☐ Mornings ☐ Afternoons ☐ Evenings ☐ Weekends

Have you ever been hired/employed at Owens before? ☐ No ☐ Yes
If yes, give dates and position _____

Have you been convicted of a felony in the last seven years? ☐ No ☐ Yes
If yes*, please explain _____
*Conviction will not be a bar to employment. Each instance and explanation will be considered in relation to the position for which you apply.

If eligible, are you interested in participating in the Federal Work Study* Program? ☐ No ☐ Yes
(Using Federal Work Study will affect loan eligibility)

I understand that I must be a registered student to be eligible for on-campus employment; that in the event I am employed by Owens Community College, I will be required to show eligibility for employment in the United States; that as an employee of Owens Community College, I am required to abide by all College policies and procedures; that any false or misleading information given in my application or interview(s) may result in my being discharged; and that after being extended an offer to work at Owens Community College, a background check will be required prior to employment.

Signature _____ Date _____

It is your responsibility to contact Career Services if you are no longer interested in on-campus employment. Otherwise, we will continue to circulate your application. Your application will be destroyed at the end of each semester. Therefore, you must complete a new application if you are still interested in employment at Owens Community College.

10/08

Differences between Paper Application and the Proposed PeopleAdmin Application

- Form now contains a semester selection box
- Form now contains a campus selection box
- Form now contains an email address line
- Form now contains a box where student must enter the number of credit hours they are enrolled for the semester of application
- Format of the time availability section has changed. Paper form contained a time grid.
- New portion of disclaimer *"Your application must be updated each semester and you must re-submit your application for available positions each semester if you have not been hired or would like to apply for other positions."*
- Revision of disclaimer: *"* As a student employee, you can work up to 35 hours per week with a qualifying GPA during the Fall and Spring semesters. Students who have not established a 2.0 GPA at Owens can work a maximum of 20 hours per week during the Fall and Spring semesters."* Removing the "during Fall and Spring Semesters".
- "Office use only" section is new.

Changes in Other Forms

Federal Work Study

Date: _____ YEAR _____ - _____		Name: _____	
Phone: _____		OCID: _____	
Unmet Need: <input type="text"/>	Req: Y / N	Residency: _____	Major: _____
Budget Term: <input type="text"/>	Intls: <input type="text"/>	Grp: <input type="text"/>	
<i>Budget</i> _____	_____	_____	
<i>EFC</i> _____	_____	_____	
<i>3rd Party</i> _____	_____	_____	
<i>VA</i> _____	_____	_____	
<i>(Estimated) OIG</i> _____	_____	_____	
<i>OCOG</i> _____	_____	_____	
<i>PTOIG</i> _____	_____	_____	
<i>Pell C/Pell</i> _____	_____	_____	
<i>SEOG</i> _____	_____	_____	
<i>Stfd</i> _____	_____	_____	
<i>Unstfd</i> _____	_____	_____	
<i>Scholarships</i> _____	_____	_____	
<i>Other</i> _____	_____	_____	
FWS Elig: \$ <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	

Registered	SAP	Verif.
Summer		n/s
Fall		incomplete
Spring		complete

Contract/Exemption: _____

NOTES:

Max Awarded? Y / N

FWS Type:

It is our intention to convert this Federal Work Study form into an electronic document, thereby eliminating the need for this form

Background Check Form

Student Employee Background Request Form

Students Name: _____

Requested By: Career Services Office

Phone Number: 7501

☐ Indicated he/she was convicted of a felony and requires a background check

☐ Offered position
Dept: _____ Supervisor: _____
Position title: _____ Supervisor Ext: _____

☐ Federal Work Study Student and requires background check

By turning the Student Application into an electronic document, the need for this can be eliminated. An email process will be setup to send the information to the Office of Public Safety to notify them of the Background Check Request.

Supervisor Review

This form is used when a supervisor takes the copies of the Student Worker Applications from the book. By converting the application to an electronic process, we eliminate the need for a supervisor to fill out a form for any applicants in consideration since only those who have expressed interest in their particular job will be selected for review by the supervisor.

[illegible]

Summary of Changes in System

Our team is proposing changes in both the process and the rules related to the student worker process. Related to the student worker process, our team recommends that the college implement People Admin for the student worker hiring process as soon as possible. We are also proposing changes to the rules related to being a student worker. A summary of the proposed major rule changes are:

1. Must be a degree-seeking or certificate- seeking student at Owens.
2. Must be enrolled (and maintain) at least 6 credit hours per semester.
3. Credit Hours exceptions (Free Semester, Waiting List Waiver) clearly defined.
4. Departments can set up FWS positions.
5. Students can now only work a maximum of 35 hours per week throughout the year.
6. Clearly defined penalties if a student exceeds their maximum allowable weekly hours.
7. Required Customer Service Training.

Costs and Savings

Costs of Improvement: No additional out of pocket expenses anticipated.

Estimated Cost Savings: By implementing People Admin for the student worker process, the college would save money on copies. Currently, both offices have copies made of the blank student worker application (Toledo 1,200 and Findlay 450) @ 7¢ per copy or \$115.50. When the supervisors are hiring and want to review applications, they make copies of individual student's applications. The Findlay Career Services Office also makes an additional copy of all applications since they keep the original application and place copies in the books for review. The copies total approximately 2,300 per year @ 20¢ per copy or \$460.00; for a grand total of at least \$575.

Time Savings:

Current Process	Proposed PeopleAdmin Process
Student Submits Application	
Student must go to CS Office to fill out an application. They must fill out a new application each semester.	Student will fill out an application on-line once, and be able to quickly update or submit this application to any new positions they wish to apply to.
Supervisor Review of Applications	
A supervisor spends an average of 30 to 45 minutes each time they wish to hire a student worker(s). Plus travel time to and from the CS Office. <i>This does not include copying time.</i>	The applications will be available electronically from a computer screen at their choice of location and time. In addition, they will only have to look through those applications that expressed an interest in their position.
Application Processing	
CS spends an average of 20-25%	Reduced to less than 5%

Anticipated Positive Results: Federal Work Study usage should increase. Customer Service should increase due to required Customer Service Training

Implementation Time Line

Activity	Apr	May	June	July	Aug	Sept	Oct
Background Codes Finalized							
Background fields in Banner selected							
Position Names & Numbers into Banner							
Access/SQL Program Developed & Implemented							
PeopleAdmin							
Process Installed							
System Tested							
System Implemented							
Student Training							
Supervisor Training							
Revision to Student & Supervisor Handbooks							

Alignment with AQIP Criteria

Criteria	How Met
Understanding students' and other stakeholders needs	Enabling students to apply for various positions. Allowing supervisors to receive applicants who have expressed interest in their specific position. Streamlining the Student Workers Process for all Administrative Departments. Proposed changes designed to make the entire process more efficient and user friendly.
Leading and communicating	Each step of the process will become open and transparent for all stakeholders.
Supporting institutional operations	Enabling students to apply for various positions. Allowing supervisors to receive applicants who have expressed interest in their specific position. Streamlining the Student Workers Process for all Administrative Departments.
Building collaborative relationships	Collaborating with HR, IT, Career Services, Public Safety, and all departments who use student workers.
Helping students learn	Providing needed skill sets for the real world

Section 4 – Engrafting Improvements into the System

Who is responsible	What they are responsible for
HR	PeopleAdmin Updating Banner with position names and job numbers Customer Service Training
IT	Development & Implementation of the Access/SQL program that will bridge the data/information gap between PeopleAdmin and Banner
Public Safety	Increased efficiency to the Background Check process, along with the new Banner procedures regarding Background Checks
Student Worker Team	Monitoring the implementation process. Providing guidance with the unforeseen modifications needed during the implementation process

Section 5 – Ideas for other Team Projects

- Different Pay Rates for student worker positions
- Determination of “What is the definition of Good Standing” for students who take pass/fail classes; specifically students taking Developmental Education classes
- Modification of how Federal Work Study funds are handled throughout the year

Special Thanks

Special thanks are extended to:

Resources

**Liesel Darby
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Luis Munguia
Jenny Northrup**

Focus Group

**Lynda Hoffman
Betsy Johnson
Cathie Kelly-Lopez
Elisa Rodriguez**

Quality Council

Quality Council Feedback

Team Name: Student Worker Quality Team

Date: April 8, 2009

Champion/Trainer: Laurie Sabin

Idea for Improvement	Support
1. The Student Worker Process would be automated utilizing PeopleAdmin and Banner interfaces.	_____
2. To be eligible for employment at the college, student workers would have to be degree seeking, in good academic standing, and be enrolled in at least 6 credit hours per semester.	_____
3. There would be a system by which students on selective health waiting lists could petition for a waiver during which they would not have to take 6 credit hours.	_____
4. All students would be eligible for one “free semester” per academic year where they would not be required to be enrolled for 6 credit hours. Summer semester - 0 credit hours but must be enrolled for fall semester, Fall and Spring semesters – must be enrolled for a minimum of 3 credit hours and not have used “free semester” for that academic year.	_____
5. Supervisors would be able to elect to make student worker positions designated Federal Work Study (FWS) positions, thereby have the student’s wages taken directly from the FWS grant, and not affect their budget. In these cases, supervisors could only hire students who are eligible and have accepted FWS.	_____
6. Student workers would not be able to work more than 35 hours a week, even in the summer.	_____
7. Student workers would only be able to work 20 hours a week during their first semester.	_____
8. Sanctions would be implemented for student workers who go over their maximum number of hours per week.	_____
9. Customer service training would be mandatory for student workers.	_____