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GENERAL INFORMATION

WHO IS ELIGIBLE

A student employee is a part-time employee who is concurrently enrolled at Southwestern College with the primary goal of achieving a degree. Therefore, the employment is temporary and connected to the pursuit of an academic program. There is no guarantee of permanent employment, implied or otherwise.

Students on financial aid who accepted Federal work study (FWS) have qualified for the program due to high levels of financial need (as determined by the Office of Financial Aid). In an effort to offer students a wide range of options, employers are asked to advertise any available student jobs with the Office of Financial Aid.

Any student who obtains a job on-campus must also sign a student contract at the Business Office. It must be signed and completed by their supervisor and returned to the Business Office in Christy Hall. This creates a record of where a student is employed and also allows the Payroll Administrator to verify work study status.

ON CAMPUS EMPLOYMENT

A tremendous variety of jobs are available on campus. Nearly every department on campus utilizes student workers in some way. The employers rely upon their student workers as they would any full-time staff member in many cases. Levels of responsibility are dependent on the type of position. Some require your signature on a confidentiality statement and some entail a great deal of training. It may be possible to find work in your field of study or you can choose something completely different for a change of pace.

OFF-CAMPUS EMPLOYMENT

A limited number of off-campus work study jobs are available each year, depending on funding. These are positions in approved non-profit, non-sectarian agencies. The positions are available only to students who qualify for the Federal work study program. If you are interested in approved, off-campus, work study employment, you must first check with the Office of Financial Aid to determine if you are eligible.

COMMUNITY SERVICE

Community service work study is a program that offers students the chance to earn wages while helping a local non-profit organization. These positions typically allow students to come into direct contact with the people they are serving. This program is beneficial in that it offers students the opportunity to learn about the community in which they live, provide much needed service and earn wages while gaining relevant work experience.

SUMMER EMPLOYMENT OPPORTUNITIES

Southwestern College hires a certain number of students during the summer. There is no Federal work-study funding during the summer. Summer employment begins the first day after the end of the spring semester and ends the day prior to the beginning of fall semester. New payroll forms are required of all students. For job availability, check with the individual departments and the Office of Financial Aid. To be eligible for hiring, a student must be enrolled in any summer session or registered for the fall term. Any student enrolled in less than 6 hours will not be FICA exempt.

INTERNATIONAL STUDENTS

Foreign students (with F-1 Visa) are eligible to work on campus under the non-Federal employment program. They can work to 20 hours per week while classes are in session and 40 hours per week during authorized vacation periods. Students must complete a full time course load the previous semester and be enrolled full time the current semester. For undergraduates this means 12 hours and for graduate students this means 9 hours. Students must be making satisfactory progress on their degree. This is defined as a GPA of 2.0 for undergraduates. After a foreign student employee has received a job offer, the student must apply for a Social Security card and then report to the Business Office in Christy Hall.

FINANCIAL AID

CAMPUS EMPLOYMENT AND THE FINANCIAL AID AWARD

The Federal work study program is a need-based program awarded to full-time undergraduate students who exhibit financial need as determined by the Free Application for Federal Aid (FAFSA). Southwestern College receives an allocation from the federal government each fiscal year which is used in combination with college funds to provide part-time employment for students. The Business Office is responsible for budgeting the Federal allocation to on-campus departments and community service agencies off campus.

Students receive notification in their financial aid award letter that they are eligible for Federal work study funds. Students who eligible for Federal work study are not guaranteed a job. All students are given access to available job descriptions in order to apply for the job that interests them.

NOTE: During the academic year, any work done on campus during breaks will be counted as work-study, and students working during those time periods should be aware that they may reach their Federal limits earlier, potentially requiring them to stop working.

JOB RESPONSIBILITIES

Student help is very important to the operation of nearly all areas of the college and the work experience students gain can be invaluable. Reliability, promptness, and a strong sense of responsibility are highly valued qualities in a student assistant. Student employment jobs can prove to be worthwhile experience, as they are useful in demonstrating career level qualities such as honesty, diligence, and ambition. Employers considering the application of a Southwestern College graduate consistently contact the Business Office regarding employment records. They recognize the transferable skills students obtain while working in college.

Your position, whether it is on or off-campus, should be approached with the same respect and responsibility as any professional position you might enter after graduation. Your performance at work will reflect on your record and, like your education, be valuable toward your future.

Just as student employers will recognize good work, they will also note shortcomings and failures. Expectations include that a student will call if they are unable to make a scheduled shift, that students will not abuse any privileges within the department for which they work (such as phone access, computer access, etc.), that students will take their responsibility and commitment to the job seriously. Employment may be terminated if a student fails to meet these expectations once discussion of the situation and notice of impending termination have failed to incite performance improvement.

Students are strongly encouraged to work out a solution to any unhappy job situation. The Office of Financial Aid is available for discussion and advice. Do not allow a situation to deteriorate before seeking assistance. The Office of Financial Aid is there for the support of the student as well as the employer.

CONFIDENTIALITY AND LOGINS

Confidentiality:

If a student has access to confidential information as part of their job, it is very important to understand that this information will not be shared with anyone outside the department. Failure to comply would result in immediate termination of employment.

Departments may require that students sign a statement showing that they understand the responsibility of the proper handling confidential material.

Log-ins:

Student employees who need administrative access will be assigned access by each individual department.

GETTING PAID

I-9 AND W-4 FORMS

Before you even begin to work, you must complete an I-9 form and a W-4 form. Both forms are required by the federal government within 3 working days, and no employee can work or be paid until these forms are on file with the Business Office. Both forms are available in the Business Office and online at www.sckans.edu.

The I-9 is an employment eligibility verification form. Proper identification must be shown to a staff member of the Business Office at the time of completion. Acceptable identification is listed on the form, but an example of such would be either a passport or a combination of a photo ID and a birth certificate or social security card. International students must have an unexpired passport with I-551 stamp or attached INS Form I-94 and an I-20 or an Alien Registration Receipt Card with photograph.

The I-9 has very concise directions and requirements and should be read carefully. The office cannot accept any document not specifically listed as acceptable by the government. All forms must be originals.

The W-4 is an employee's withholding allowance certificate. It must also be read carefully, filled out completely, and signed by the student. Any questions on completing the W-4, beyond the instructions given, should be referred to a parent, guardian, or the Business Office.

Once the necessary paperwork is completed, a student may begin working and submitting time sheets.

To further insure payment, students should be sure that their correct social security number is on file with the Business Office. Students with name changes should do the same.

SOCIAL SECURITY AND MEDICARE EXEMPTION FORMS

The Internal Revenue Service has issued guidelines governing the exemption of taxes from wages. The rule states that all students who are at least half-time undergraduate or graduate will qualify for the exemption, regardless of the number of hours worked. Students who are classified as "Career Employees" are not eligible for the exemption. The definition of a "Career Employee" is essentially an individual who is eligible to participate in a section 401 or 403(b) retirement plan, (ii) eligible for reduced tuition reduction or (iii) classified as a career employee by the college. The student exemption form will not apply to students who are not enrolled in classes during school breaks of more than 5 weeks (including summer breaks of more than 5 weeks).

TIME SHEETS

Time sheets are completed electronically by the student employee and approved by the supervisor. Paychecks are distributed after 8 a.m. on paydays (see pay schedule). Checks are mailed to the student's campus or home mailbox. A student interested in having their check direct deposited to their checking or savings account must complete a direct deposit authorization form supplied by the Payroll Administrator or available online.

HOURS A STUDENT CAN WORK

In the fall and spring semesters, student employees should be restricted to no more than 20 hours of work per week, unless approved by Office of Financial Aid. Students who are eligible for Federal work study and employed in more than one position should be careful not to exceed the amount they are eligible to receive (You can check with the Office of Financial Aid to see how close you are). During semester breaks and the summer session, students may work more hours.

Students are NOT eligible to work overtime hours. NO student can work more than 40 hours per week.

PAY RATE

With only a few exceptions, the majority of student workers earn minimum wage for their hours worked. The current minimum wage is: \$6.55 per hour. Effective July 24, 2009, the rate will be \$7.25 per hour.

ON THE JOB PERFORMANCE

You will be expected to appear punctually and as scheduled for your job, present a neat appearance and work efficiently and cooperatively. When illness or emergency prevents you from working, be sure to notify your supervisor well in advance of your usual reporting time. Never just fail to show up. Doing so will put your job in jeopardy in addition to creating a hardship for your supervisor and co-workers. Departments and professors rely upon students and value their work, and a student employment position should be treated exactly like any other job. Students often gain valuable experience in their jobs and enjoy the responsibilities placed upon them. Future employers also view student employment jobs as valid work experience and check references.

First Job DO's and DON'Ts:

Use these tips to help you develop a professional attitude and make a good impression:

PUCTUALITY
DO submit projects by the deadline or before. Missing an important deadline may mean you won't be trusted with additional responsibility in the future.
APPEARANCE
DO make sure that your appearance fits the environment. Ask others about the appropriate dress. DON'T wear clothes or accessories that draw too much attention to themselves. Avoid excessive amounts of cologne/perfume and jewelry that is distracting.
COMMUNICATION
DO use proper written and spoken language. DO have a co-worker proof read particularly important documents. DON'T use foul or profane language.
INTERNET ETIQUETTE
DO proof read and run spell check before you send an e-mail. Have you included all attachments? Are you sending to the correct address? DON'T send e-mail messages that include anything you would not want anyone else to read. DON'T abuse your access to the Internet. Limit personal Web surfing.
KEEP THE COLLEGE IN MIND
DO maintain a positive attitude at work. Your demeanor reflects on both you and the Southwestern College. DON'T abuse college resources. The fax machine, printer and office supplies are for office use only.

POLICIES AND PROCEDURES

ACCOMODATIONS FOR DISABLED EMPLOYEES

Southwestern College recognizes the wide variation in the needs of student employees with disabilities. When needs arise, employees should discuss needed accommodations with their supervisors. It is appropriate and responsible for supervisors to refer requests for accommodations and any other concerns to Human Resources.

NON-DISCRIMINATION POLICY

Southwestern College is committed to a policy of equal educational and employment opportunity without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, or sexual orientation. At the same time, Southwestern College reserves the right and duty to seek and retain personnel who will make a positive contribution to its goals, and mission.

USE OF ALCHOLIC BEVERAGES

Southwestern College encourages the responsible use of alcohol. Employees reporting to work under the influence of intoxicants or prohibited drugs will be dismissed for misconduct connected with the job.

DRUG-FREE SCHOOLS AND COMMUNITY ACT

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in all workspaces of the college. Disciplinary proceedings, which may include termination, will be taken against any employee found to have violated the policy statement or who has been convicted for violation of a criminal drug statute for a violation occurring on college property.

SEXUAL HARASSMENT & HARASSMENT POLICY

All persons must be allowed to pursue their activities at Southwestern College free from sexual harassment and unwelcome sexual advances. Such conduct will not be tolerated. All individuals must be allowed to pursue activities at the college free from harassment based on color, race, religion, age, national origin, ancestry, disability, sex, marital or parental status, or sexual orientation. Responsibility for maintaining a harassment free campus environment rests with all employees and students, and others while on the college campus or involved in college-sponsored activities. Contact the Office of Human Resources in Christy Hall for further information or to report a complaint.

ON-THE-JOB INJURIES

Southwestern College employees are covered by Workers' Compensation for physical injuries and occupational diseases that arise out of an injury in the course and scope of employment. Workers' Compensation was not designed to cover all of the workers' health problems. It does, however, provide a wide range of benefits for work related injuries and illnesses.

The employee has definite legal responsibilities that are required to establish a claim for compensation. Please contact Human Resources if you are injured on the job to complete forms.

COMPLAINTS

All complaints involving such matters as work schedules, performance standards, job assignments, separation of service, and other similar matters are to be settled by you and your supervisor. If a satisfactory solution cannot be reached, then either party may bring the issue to the attention of the Business Office and the Office of Financial Aid.

TERMINATION AND RESIGNATION

Termination

The supervisor can terminate a student employee only after careful consideration of all factors involved. Problems should, whenever possible, be resolved between the supervisor and the student employee before the situation deteriorates to the point that termination is required.

When a student leaves their position, all keys or codes released to the student are required to be returned to the supervisor. All computer access must be terminated.

Resignation

A student employee may resign from a job at any given point, but a student should notify his/her work supervisor to provide sufficient notice of leaving current position. All duties should be satisfactory completed and any work in process should be documented and explained. Procedures for return of keys and codes, as explained above, should be followed.

ABSENCES

A student employee should notify their supervisor as soon as possible, but no later than the beginning of the scheduled work period when she/he is unable to work. In case of an extended absence, the student should inform their supervisor of the anticipated length of their absence. A student may not be paid for hours that were not actually worked.

REST PERIOD

Student employees may be provided a 15 minute rest period during a continuous four hour work segment. Rest periods are scheduled by the supervisor to maintain efficiency of the work unit. Rest periods must be preceded and followed by work and should not be used to cover a student's late arrival or early departure. Time designated for rest periods cannot be accumulated. Please note that breaks are a privilege, not a right.

JOB SAFETY

All employees have a responsibility to promote safety in the workplace.

FAIR LABORS STANDARDS ACT (FLSA)

Southwestern complies with the FLSA which establishes a minimum wage, overtime pay, recordkeeping and youth employment standards affecting employees. Covered nonexempt workers are entitled to a minimum wage of not less than \$6.55 per hour effective July 24, 2008; and \$7.25 per hour effective July 24, 2009. Overtime pay is at a rate not less than on and on-half times the regular rate of pay is required after 40 hours of work in a work week. (Please note that the campus work study is part-time by statute. Overtime pay does not apply in this situation.)