

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**Student Employment Manual**

**For**

**Federal College Work Study,**

**Non-Work Study and Student Interns**

- I. Rights and Responsibilities for Students under College Work Study**
- II. Rights and Responsibilities for Supervisors under College Work Study**
- III. Non College Work Study and Intern Student Employment Policies**
- IV. Employment of International Students on F-1 Visas**

**APPENDIX A: Completing the Time Card**

**Prepared by: Wen Juan Huang**

**Senior Financial Aid Counselor**

**Date: August 17, 2007**

## **Federal College Work Study Policies For Students & Supervisors**

### **Federal Work Study Program**

The work study program provides jobs for students who qualify for financial aid and who must earn a part of their educational expenses. You may apply if you are matriculated and enrolled at least half-time (minimum of 6 credits) in an approved post-secondary institution with sufficient funding. Institutions that participate in federal work study arrange jobs on campus or off campus with public or private nonprofit agencies. In general, the hourly wage you receive will be based on the current New York State minimum wage plus \$.50, but it may be related to the type of work you do and the proficiency required of you. As with other campus-based aid, the work study award is set by the financial aid office at an amount that cannot be exceeded. For example, if you have a \$500 federal work study award, regardless of the number of hours worked, once you receive the \$500 you can no longer be employed under the work study program for that academic year.

### **Drug Free Workplace Statement**

Tompkins Cortland Community College receives grants and contracts from the Federal government, which requires the College to comply with the provisions of the Drug Free Workplace Act. As an employee of the College, you must comply with the College's policy that prohibits the use of a controlled substance in the workplace.

The College has also established a Drug Free Awareness Program, which contains the information about:

- the dangers of drug abuse in the workplace
- the College's policy of maintaining a drug free workplace
- the availability of drug counseling, rehabilitation, and employee assistance programs
- the penalties that may be imposed for drug abuse violations

If you are convicted of a criminal offense occurring in the workplace, the Act requires you to notify the College within 5 days of such a conviction. Furthermore, the College must, within 30 days of receiving a notice of such a conviction, impose a sanction on a convicted employee. Such a sanction includes appropriate personnel action up to and including termination and/or satisfactory participation in a drug abuse assistance or rehabilitation program.

Should you have any questions regarding this statement or the Drug Free Awareness Program, please contact the Dean of College Services. All student employees of the College fall under the federal compliance requirements.

## **I. Rights and Responsibilities for Students**

- A. This is a work program. Your supervisor has a right to expect the common courtesies that every employee should adhere to. You must be punctual and attentive to your work. Your actions and neatness of dress should reflect the expectations of the supervisor. In addition, if you are unable to work, you should notify your supervisor prior to absence. Your schedule should be approved by both your supervisor and yourself. Your supervisor has a right to expect a reasonable work schedule, and you must adhere to that schedule. Supervisors will

normally make allowances for unusual situations, emergencies, and times to complete normal academic assignments. These hours can be made up, but this privilege should not be abused.

- B. Depending on your eligibility, you may work up to fifteen (15) hours per week during the fall and spring semesters. Please keep in mind that this is an average. You may work more hours one week and fewer hours another, but no more than 19.5 hours in any week. However, your total earnings for the semester cannot exceed your authorization. (During periods when classes are not scheduled you may work up to 37 ½ hours a week if authorized by the Financial Aid Office.)
- C. Work study authorizations are obtained at the financial aid office. You **cannot** begin work until all paperwork is complete, including:
- Work Study Authorization Letter
  - A W-4 form
  - I-9 (U.S. Immigration Employment Eligibility Verification)
  - TC3 Administrative Network/Data Access Request form for students with access to confidential student data
- D. You must keep close track of the beginning date and ending date of your authorization. You may not work unless authorized. The usual dates of authorization are from the first day of classes to the last day of classes in a semester. Spring break, intersession, exam weeks and summer are not normally authorized periods and require special work authorizations.
- E. Federal and State Laws Prohibit:**
- **Working during scheduled class time**

- **Working more than seven and one-half (7.5) hours in one day**
  - **Working more than nineteen and one-half (19.5) hours per week during the semester and no more than thirty-seven and one-half (37.5) hours during semester breaks.**
  - **Working more than six consecutive hours without taking a thirty minute unpaid break**
- F. Time cards are due in the financial aid office by 12 noon every Friday. They must be delivered by your supervisor. Students may not hand carry time cards. We have a limited amount of time to process time cards and if they are late, a paycheck may be delayed by two weeks.
- G. **You cannot work during your scheduled class hours.** Please provide your supervisor with a class schedule so that no conflicts can occur. If you work any unscheduled hours because of a canceled class, you must note “class canceled” on your time card.
- H. Your timecard must be completed in ink. Your name should be clearly printed at the top of each timecard. Indicate your starting and ending times each day with proper breaks for meals, etc. Be sure to date and sign each timecard. Any incomplete time cards will be returned to your supervisor and could result in a delay of your pay check.
- I. **Any fraudulent timecard will result in your immediate termination from the work study program.**
- J. Please see the model financial aid time card at the back of this manual and read the instructions for completing the time card.

- K. If you wish to change your work study assignments, notify your supervisor, discuss the situation and set a mutually agreeable termination date. Then come to the financial aid office to complete a new authorization. Reassignment to another position will be explored and we will attempt to provide the student with other opportunities. However, since available positions are limited, the possibility exists that a new position may not be available that is compatible with the student's skills. At the discretion of the Financial Aid Office, a student with a poor work record may forfeit their right to participate in the program.
- L. Most supervisors prefer that you follow a specific work schedule. This allows both you and your supervisor to plan your work hours.
- M. Your supervisor does have the right to terminate you for just cause. This termination must be in writing to you, with reasons stated and a copy given to the Financial Aid Office.
- N. Payroll will be distributed through the Budget and Finance Office. Payroll is distributed every two weeks.
- O. Breaks: Any student working less than 6 hours in a shift should take a fifteen minute paid break after four hours of work. Any students working more than 6 hours must take a ½ hour unpaid break.
- P. You must maintain an appropriate appearance and conduct yourself in a business-like manner while on the job. Discuss any questions on attire and grooming with your supervisor.

Q. In order to participate in the work study program, students are required to maintain satisfactory academic progress (see Standards of Satisfactory Progress in the college catalog).

## II. Rights and Responsibilities for Supervisors

- A. Student employees fall under requirements of the Fair Labor Standards Act and Federal Regulation regarding duties. Federal college work study regulations prohibit the use of student employees to **“replace or displace regular employees.”** The Fair Labor Standards Act requires equal pay for equal work. Student employees cannot perform duties associated with the full job description of regular employees without getting the same wage rate as that job classification requires. **If you have any questions about either of these requirements, please contact the Director of Financial Aid for explanation.**
- B. Prior to hiring students, supervisors must provide a detailed job description and request the number of students needed for each job to the Financial Aid Office. Forms are available in the Financial Aid Office.
- C. Time cards must be submitted by the supervisor or a designated employee of Tompkins Cortland by noon each Friday. Time cards are submitted to the Financial Aid Office. Students cannot submit time cards. Please hand carry timecards. Please note: using interoffice mail may delay student paychecks
- D. It is your responsibility to schedule work study students so their work hours do not conflict with class hours. Please keep a copy of your student employee’s schedule so that you are aware of his or her class hours. This is an area that is

subject to federal audit. Be aware that class schedules change and be sure to note A.M. or P.M. on time cards.

E. Set specific rules and a specific work schedule before the student begins work.

Please allow students to make up hours lost for illness, exams or other excused absences.

F. You must provide supervision. Student may not work in a unless there is adequate supervision. Students can not supervise another student.

G. You must sign each student's time card, each week, after verifying hours worked.

It is suggested that the hours worked be put on the time card each day and the time card kept by the supervisor. You must provide enough direct supervision to be able to certify the hours worked, including times in and out.

**H. Federal and State Laws Prohibit:**

- 1. Working during scheduled class time**
- 2. Working more than seven and one-half hours in one day**
- 3. Working more than nineteen and one-half hours per week during the semester and more than thirty-seven and one-half hours during semester breaks.**
- 4. Working more than six consecutive hours without taking a thirty-minute unpaid break. Any students working more than 6 hours in a shift should schedule breaks with their supervisor. Breaks are unpaid.**

- I. By signing the certification block at the bottom of the time card, you are also certifying that their work was completed in a satisfactory manner, as well as the actual hours worked.
- J. Please keep in mind that students depend on this money to meet their normal week-to-week expenses. Any time you hold up a student's paycheck, you jeopardize that student's chance for continuing success at TC3..
- K. Students may not begin work until supervisor receives and signs appropriate authorization for work from the Financial Aid Office.
- L. You must provide reasonable explanation for terminating employment of a student to both worker and the Financial Aid Office. If the termination is involuntary, a reason needs to be stated and documented in writing for the termination.

**Supervisors Remember:**

Many students need to be trained on how to be effective employees. Some arrive with little or no job experience. They need direction in proper office etiquette and establishing good relationships with co-workers. Other students have had a career and are thoroughly familiar with how to conduct themselves on the job. This vast disparity in background makes it impossible to describe one single effective style of supervision for students. Clearly defined expectations, patience and flexibility help to make the student employee successful.

An often forgotten aspect of supervision is that you are a teacher as well as a supervisor. As a supervisor, you help to establish good work habits, instill a sense of

pride and give the student employee some self-confidence in his/her abilities. This training could be very valuable once the student graduates and enters the job market. Prospective employers look for variable job experience in addition to academic achievement. Your impact can last long beyond the time the student leaves your employ.

### **III. Non-College Work Study and Intern Student Employment Policies**

TC3 provides additional employment opportunities for students that are not subsidized by federal funds. Many departments of the college have funding lines to offer student employment opportunities that parallel the Federal College Work Study program. In general, all conditions of student employment are similar to Work Study, wage rates are the same but the process for authorization is slightly different. Section I, Rights and Responsibilities for Students are the same for both Work Study and Non-College Work Study and Intern Student Employment, with the exception of sections C and K. Instead, the following sections apply:

A. Non-College Work Study student employees must be enrolled at TC3 and in good academic standing. All other student rights and responsibilities parallel the College Work Study Program except as below:

1. Authorizations for Non-College Work Study and Intern Student

Employment are housed in the Payroll Office. Students may not work until all appropriate forms are completed by the **supervisor and budget manager** and returned to Payroll. Required forms are:

- Authorization for Employment (available in Payroll)
- W-4 form

- I-9 Form
- TC3 Administrative Network/Data Access Request form for students with access to confidential student data

2. Employment under these programs is up to the supervisor. Students that leave a job should notify the supervisor that they are terminating.

B. Intern Student Employment provides TC3 Departments the ability to hire students from other colleges that possess skills/knowledge not normally available through the TC3 student body. Interns must be enrolled at a college other than TC3 and be receiving academic credit for the work at TC3. A description of the job responsibilities and verification of enrollment and academic credit being received must be filed with the documents listed in (1.) above. It is the responsibility of the employing supervisor to get these documents.

#### **IV. International Student Employment**

International Students with an F-1 Visa may be eligible for employment under the Non-College Work Study Program. Regulations for employment are subject to Homeland Security regulations. For the most up to date information about employing an International Student, contact the Dean of Student's Office. International Students that are eligible to work must follow all the conditions for employment outlined in III (A) (1.) above. International Students may not begin work until they have secured a Social

Security Card. Information about this process is also available the Dean of Student's Office.

## **APPENDIX A: Completing the Time Card**

- The payroll week begins Friday and ends Thursday. Thus, any time card turned in on a Friday will include all hours worked up to Thursday at midnight.
- Timecards must show **Student ID Number**, not the Social Security Number.
- Timecards must include Department Budget Code.
- All times in and out must be recorded and indicate whether they are A.M. or P.M. hours. Please do not use military times.
- If students take breaks for lunch or class their timecards must show the time on break.
- Total hours reported should include all continuous work periods, less breaks. If a student works two shifts or takes a break, there should be two subtotals of hours worked.
- **The day/date column needs to have the day and month filled in for any day the student works.**
- Please see the following sample time card for correct procedures.
- It is the **SUPERVISOR'S RESPONSIBILITY to check the timecard for accuracy** and to bring the timecard to the financial aid office.

SAMPLE COLLEGE WORK STUDY TIME CARD

TOMPKINS CORTLAND COMMUNITY COLLEGE

Max. # Hrs/Wk \_\_\_\_\_

Employee Name Joe B. Student

Student ID Number\* \_\_\_\_\_

\*DO NOT USE SOCIAL SECURITY NUMBER

Department code number: \_\_\_\_\_

Week/Period Ending \_\_\_\_\_  
    Mo.      Day      Yr.

Time In	Time Out	Total Hours Reported	Day Date	Hours
1:00pm	3:00pm	2	Friday 9/14	2
			Saturday	
			Sunday	
9:00am 12:00pm 12:30pm	12:00pm 12:30pm 3:00pm	3 Break 3	Monday 9/17	6
12:00pm 12:30pm	2:00pm 2:00pm	class cancelled	Tuesday 9/18	2
			Wednesday	
9:00am	12:00pm	3	Thursday 9/20	3
			Total Hours	13

I certify the above statement of time reported is true and correct and that the student completed the work in a satisfactory manner.

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

\_\_\_\_\_  
Supervisor's Signature