

**New England College  
Student Employment  
Manual**

# STUDENT EMPLOYMENT STUDENT HANDBOOK

## **Introduction**

This handbook is intended to provide general guidelines for student employees of New England College. It is not intended to constitute a contract or create legal obligations between the College and any of its employees. Student employees and their supervisors are expected to be familiar with and comply with the College's student employment policies. The College reserves its right to modify or change its student employment policies at any time and will make a reasonable effort to notify both students and their supervisors of changes to the College's student employment policies.

## **Equal Opportunity Statement**

New England College reaffirms its commitment to the fundamental principle of equal opportunity and equal treatment for each current and prospective student, faculty member and employee. New England College will not discriminate against any employee or applicant for employment on the basis of sex, race, color, religion, age, national origin, sexual orientation, gender identity, disability, veteran status or any other category protected by law.

## **New England College Employment Policies**

1. Students are paid for actual hours worked only. Students are not eligible for paid leave benefits of any kind. While this is considered a job, students are not eligible to receive paid holidays, sick days, vacation days, lunch hours, or pay on those occasions when offices are closed due to adverse weather conditions.
2. Students may work a maximum of 20 hours per week, depending on the amount their award, when classes are in session. The pay rate for on-campus positions is \$7.25 per hour, and the pay rate for off-campus positions is \$7.75 - \$8.25 per hour.

## **Finding a Position**

Review the listing of available jobs in Student Financial Services. Select several jobs that interest you, prioritize them in order of your interest and then contact the individual departments to apply. Be aware that some positions generate more applicants than others, and there is no guarantee that you will obtain the position that is your first choice. The NEC ConNECtions Fair will be held during the first week of classes, and will give you the opportunity to meet the different Student Employment Supervisors and discuss the types of positions that they have available. Also, you may contact the Student Employment Coordinator for a list of departments in need of student employees.

## **Hiring Procedures**

In order to ensure that every student awarded Federal Work Study has had a fair opportunity to find student employment, students are only allowed to be hired in one department. After October 15<sup>th</sup>, if there are still jobs available, students may apply for a second job. Students working with NEC Employment funds are only allowed to work one job for the entire school year as the NECE funds are very limited.

Student Financial Services serves as the central resource for the employment of all Student Employees attending New England College. Students must be paid through the Payroll Office and must be paid on an hourly basis. In addition, all students must be hired according to the following procedures:

### **Steps to Obtain Student Employment Authorization**

1. Students interested in satisfying the position will report directly the Student Employment Coordinator to obtain a Job Authorization Form. The Student Employment Coordinator will check to make sure the student in question has been awarded FWS funds for the academic year and that all of their Financial Aid paperwork is complete. The Student Employment Coordinator will fill in the students awarded allotment for the academic year. If the student is not Federal Work Study eligible, inquire about NEC Employment which is institutional funding.
2. The student will then need to complete an INS Form I-9, a W-4 form and one for Direct Deposit in Student Financial Services. All students who are employed by the College **must** complete these forms and provide appropriate documents that will verify eligibility for employment in the United States, e.g. a state issued driver's license, ID card, or a birth certificate issued by a state, county or municipal authority bearing a seal or other form of certification. United States Passports, Certificates of US Citizenship, Certificates of Naturalization, or valid alien Registration Cards are also acceptable forms of verification.
3. The student will then take the Job Authorization form to the department Supervisor of their desired position. The Supervisor will complete the Job Authorization Form including the budget line and how much of the student's FWS allocation they would like to use.
4. The student will take the Job Authorization Form, Job Description and Confidentiality Statement (the latter two can be obtained from their supervisor) and return the documents to the Student Employment Coordinator.
5. Students will also be required to sign a Student Employment Contract stating they have read and understand the policies contained in the Student Employment Manual.
6. The student will be authorized to begin Student Employment only after the student has completed all of the required paperwork and the supervisor has received notification from the Student Employment Coordinator. **Students must receive official notification of authorization to work before they begin working. Students who work without prior authorization risk losing their student employment allocation.** In addition, these supervisors will be held responsible for the compensation of those students for work performed.

*Supervisors must not permit the student to begin the work assignment until the signed copy of the approved Authorization Form is received from Student Financial Services. The forms should never be submitted after employment has been initiated; this action constitutes a fraudulent submission and will not be authorized by Student Financial Services.*

### **Payroll Documents**

In order for a student to be paid, certain documents must be filed in accordance with federal law. ALL students must have on file a current Employee Withholding Allowance form (W-4). This document is used to determine how

much (if any) tax should be withheld from a student's paycheck. The student must list a **PERMANENT ADDRESS** (not a dormitory address) on the W-4 so that he or she will receive his or her year-end W-2 statement.

Please note: Students are **NOT** automatically exempt from having taxes withheld. Students are exempt from FICA if the work is performed by a student who is enrolled and regularly attending classes at this college.

In accordance with Internal Revenue codes, the College will provide all students with a W-2 (Wage and Tax Statement) at year-end. The W-2 statement is mailed to students by January 31 of the New Year and is mailed to the student's permanent address. Income students earn on-campus, including Student Employment, is considered taxable income.

The second federal document that must be on file in Student Financial Services is an Employment Eligibility Certification form (I-9). This form verifies citizenship status to insure that only individuals eligible to legally work in the United States do so. Students who are employed by New England College should only need to go through this verification process once. Students should be prepared to provide appropriate ORIGINAL documentation (copies are unacceptable). Please see below for a complete list of acceptable documents:

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR		AND
1. U.S. Passport or U.S. Passport Card	1. 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, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. 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, gender, height, eye color, and address	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	
	5. U.S. Military card or draft record	5. Native American tribal document
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	6. U.S. Citizen ID Card (Form I-197)
	8. Native American tribal document	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	9. Driver's license issued by a Canadian government authority	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	<b>For persons under age 18 who are unable to present a document listed above:</b>	8. Employment authorization document issued by the Department of Homeland Security
	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

**Notes:** Student Employment Authorization forms are valid only for one academic year: The first day of class in the Fall Semester through the last day of class in Spring Semester. Therefore, all Student Employees must be reauthorized for each new fiscal year of employment.

## Supervisor's Responsibilities

The quality of a student's performance is achieved, to a great extent, by the quality of supervision provided. The supervisor is expected to provide adequate training, reasonable work assignments, careful monitoring of work and timely evaluations.

## Student's Responsibilities

1. The student must complete all necessary paperwork (Student Employment Contract, Job Authorization, Job Description, Confidentiality Form, W-4, and I-9) BEFORE he or she can begin to work.
2. The student should not exceed half of his or her Work-Study award amount per semester.
3. The student must notify the supervisor if he or she will be late for an assigned work shift.
4. The student should not be working during scheduled class times.
5. The student will give sufficient advance notice (48 hours) if he or she will be unable to work his or her scheduled time. **Repeated absences are grounds for termination.**
6. The student will notify his or her supervisor of any change in his or her class schedule that could affect his or her work schedule.
7. The student must keep track of his or her Student Employment earnings and ensure that he or she does not exceed his or her Student Employment award.
8. The student will lose any part of his or her student employment award he or she does not earn by the end of the employment period.
9. The student must fill out and have their supervisor sign each timesheet which is due every two weeks on the payroll due date. Times sheets will be completed in a wholly truthful and timely manner. Supervisors must submit student timesheets to the Student Employment Coordinator by 3 pm on the Tuesday of the week before pay week.
10. The student may be terminated for repeatedly turning in late time sheets.
11. Advancements on timesheet earnings are not allowed under any circumstances.
12. Students will abide by the department's policies and regulations, including any applicable dress code.
13. The student will be held accountable for maintaining strict confidentiality for any and all potentially sensitive information encountered in the course of performing his or her job.
14. The student must notify Student Financial Services with any information that may impact his or her award.
15. The student must notify his or her supervisor if his or her Student Employment award changes.
16. The student is required to give 2 weeks notice to his or her supervisor if he or she decides to resign. Students may lose their work study award if they do not give proper notice when resigning.
17. If a student wishes to change Student Employment jobs, they must first complete a Job Transfer Request Form and have their first supervisor sign it and return it to the Student Employment Coordinator. Failure to complete this form will prevent a student from being authorized for a new job.
18. Student Employees are entitled to a 15-minute break during each four consecutive hours of work. Breaks may not be accumulated for lunch period or early departure. Students who work five or more hours per day, must take a minimum of a 30-minute unpaid lunch period. Students are allowed to work a maximum of 20 hours per week during the academic year. Students may not work more than 7.5 hours in a day.

## **Discipline/Termination Process**

Students should view Student Employment as part of their educational process at New England College. In that respect, careful consideration will be given prior to termination of a student's employment. Nevertheless, if a student is unreliable or fails to perform required responsibilities, they may be terminated. Students are entitled to due process prior to termination through the following steps:

1. The supervisor must give a verbal warning to the student indicating the problems as well as suggestions for improvement. In order to confirm that the student understands the seriousness of the matter, the supervisor is encouraged to state, "This is your first warning" and then outlines the possible ramifications if performance is not improved (i.e. progressive discipline and dismissal process). Though this can be a verbal warning, it should be written down and a copy given to the student and one to the Student Employment Coordinator. If the warning is the result of failure to complete a timesheet by the deadline, the supervisor should inform the student of pending termination if the behavior does not correct itself. Students who are terminated from their position are prohibited to work for the college in any capacity for the remainder of the semester.
2. If the student does not improve, the supervisor must issue a written warning to the student stating the problems and terms to be upheld if employment is to continue. The student should be given an opportunity to improve by a certain date. Supervisor and student should sign the form and a copy should be forwarded to the Student Employment Coordinator.
3. If a student fails to improve, a notice of termination is given to the student by the supervisor. All grounds for termination should be stated. A copy must be forwarded to the Student Employment Coordinator.

The above-referenced procedures should be followed except in the case of flagrant, willful violation of college rules for which the student can be terminated immediately. Such infractions include:

### Automatic Termination:

- Stealing
- Insubordination
- Breach of confidentiality
- Falsifying a timesheet
- Destruction of College on/off campus property
- Any illegal activities conducted on College property or while representing the College including alcohol or drug use

### Progressive Termination:

- Failure to report to work
- Failure to report to work at a scheduled time
- Poor attitude
- Failure or inability to perform the tasks required
- Repeated tardiness
- Failure to comply with the policies and procedure, as established within the department employed

## **Student Employee Appeal Process**

A student should have the opportunity to appeal a termination due to poor job performance. Terminations resulting in from funding limitations and/or revised staffing needs of a department cannot be appealed.

The purpose of this procedure is to promote the prompt and efficient resolution of student employee complaints. Students and their supervisors should make every attempt to resolve any conflict without resorting to this procedure.

Complaints regarding terminations due to unsatisfactory job performance may be filed as follows:

Step 1: The student shall, within five business days after termination, discuss the complaint with his/her immediate supervisor. The supervisor shall have five business days to review and respond to the complaint. If the student believes the matter is unresolved after Step 1, the student may appeal the complaint to Step 2 within three business days of the Step 1 process.

Step 2: The student may file a written appeal with the Student Employment Coordinator. The Student Employment Coordinator shall have five business days from receipt of the complaint to review and respond to the complaint. The student should provide as much factual information and evidence in their written appeal as to assist the Student Employment Coordinator in making an informed decision. The Student Employment Coordinator and the Director of Student Financial Services will review the appeal. A written response will be sent to both the student and supervisor. This decision will be final.

Failure to comply with the time limits by the student, in the absence of written agreement, shall be construed as satisfactory resolution of the complaint.

## **Timesheets and Payroll Schedule**

In Student Financial Services, students will find a schedule that illustrates the dates in which timesheets are due and the corresponding pay period date. A pay period is two weeks in length, beginning on Sunday and ending Saturday. A time sheet must be turned in for every pay period. **Repeated failure to turn in time sheets for each pay period worked when they are due will result in termination.**

The hours reported on a student's timesheet must be rounded to the nearest fifteen-minute interval or may be posted as total number of hours worked each day, as long as the supervisor keeps track of the student's actual hours. The total hours for each week must be added correctly otherwise the time sheet will be returned to the supervisor for corrections and will result in a delay of payment. Please make sure to check the math. Both the student and the supervisor must sign every timesheet. Timesheets will not be accepted without both signatures.

All timesheets must be submitted directly to the Student Employment Coordinator by the supervisor in order to receive a paycheck. The Student Employment Coordinator will not accept timesheets on an individual basis. Late timesheets will not be processed until the following pay period.

**\*Any student who falsifies hours on timesheets during any pay period will be automatically dismissed from their job and the Student Employment Program.**

## **Forgery**

Forgery of any kind is not tolerated and is a violation of the College and Federal policy. Forgery and other fraudulent actions will result in the student being terminated from the Student Employment Program and will have to go through campus judicial procedures to determine any additional consequences. The student will not be awarded Student Employment for the remainder of his/her remainder at NEC.

## **Working and Class Schedule**

Students are not allowed to work during time that their classes are scheduled. If a class is cancelled or dismissed early, the student is not allowed to work. If a student's class schedule is changed from the original schedule, the supervisor must be notified immediately. Students do have the opportunity to work during breaks and weekends.

## **Absences**

A student should make every effort to attempt to report to work. Failure for the student to notify the supervisor of absence may result in termination. If a student knows he/she will not be available to work on a particular day because of an exam or Doctor's appointment, the supervisor must be notified within 48 hours of a planned absence. If a student does not report to work because of an illness, the supervisor must be notified by 10AM that day. It is the student's responsibility to plan personal and study schedules in such a manner as to not conflict with regular student employment work hours.

## **Dress**

Students have freedom of choice in dress for class. However, the student should come to an agreement with the supervisor on terms of appearance during working hours. It is up to the supervisor to determine what is appropriate for the job.

## **Injuries on the Job**

All injuries that occur on the job, no matter how minor, are to be reported to the student's supervisor immediately. Students requiring immediate attention for a job related injury should be taken to the Wellness Center.

## **Telephone Use**

Some of the jobs on and off campus will require student employees to answer the telephones. It is important that students use good telephone manners that leave the caller with a good impression of the College. Personal telephone use by the student should be kept to a minimum and monitored by each department. Excessive texting and cell phone calls are strongly discouraged.

## **Computer Use**

Some of the jobs on and off campus may require student employees to use a campus computer. Computer/internet/printer use by the student are monitored by each department and kept to a minimum. Use of Internet social networking programs such as Facebook and MySpace are not allowed while the student is working unless it is with the supervisor's direct permission.

## **Job Transfer**

Students not satisfied with their work environment should try to work the problem out with their supervisor first. If both the student and supervisor are not satisfied with the outcome, the student may attempt to transfer to another position. If the student is not having a problem with their present job, but still wish to transfer they must notify the supervisor of their intent to seek a transfer (or re-assignment). Students should give supervisors two weeks notice of their intent to transfer to a secure replacement. Students who do not give their supervisor two weeks notice when resigning, may lose their work study allocation. Student Financial Services cannot guarantee that a suitable position will be available to students at the time they wish to transfer, nor if there will be another student available for the supervisor to replace the transferred student. Frequent transfers are not encouraged and could hinder the student from earning their Student Employment Award. Students must complete a Job Transfer Request Form and have their supervisor sign it prior to being authorized for a new position.

## **Re-Hiring**

Students must apply for their student employment position each year. Supervisors may choose to hire the same students each year but they are not required to. Likewise, students are not obligated to work in the same department each year if they do not wish to.

## **Confidentiality and FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that guarantees the confidentiality of student records. Students who violate FERPA may be subject to disciplinary action, including, but not limited to, the loss of their job. Student workers must understand that any student information they view or hear on the job must remain in the workplace. Students must not, under any circumstances, release student information to anyone unless their position specifically requires them to do so. In addition, students may not acquire student records information that is not relevant to their job.

## **Frequently Asked Questions**

- **I worked during the last pay period but I did not receive a paycheck. How do I find out what happened?**
  1. If your hours were not submitted because your name did not appear on the timesheet, you did not complete all the required paperwork with Student Financial Services (contract, W-4, I -9).
  2. Check with your supervisor to verify that hours were submitted on a timesheet for you. If they were not submitted, make sure your supervisor submits those hours on the timesheet for the next pay period.
  3. Check with Student Financial Services to determine that your information can be entered into the payroll system.
  4. If you find that your employment contract was completed and your supervisor submitted your hours, contact the Payroll Department to research and correct the problem.

- **Why are taxes deducted from my paycheck?**

Income you earn on-campus is considered taxable income. The Employee Withholding Allowance Certificate (W-4) determines how much tax is to be withheld from the student's paycheck. Contact the Payroll Office regarding questions about taxes and withholding.

- **Do I have to keep the same job all year?**

The Student Employment Program has an employment at will relationship; you or your supervisor may terminate your employment at any time. If you choose to change jobs during the year, you must give your supervisor 2 weeks notice and complete the Job Transfer/Termination Request Form.

- **If I've exhausted my work-study earnings, can I continue to work?**

If a student reaches their maximum Work-Study award, they should inquire with Student Financial Services to determine if the award amount can be increased. If this option is feasible, then the student can continue to work in the Student Employment Program. However, if the award amount cannot be increased, the student must stop working for the academic year.

If additional Student Employment funding is not available, a student can inquire with their supervisor about continuing their employment in their office or department. This option is only possible if funding is available in the particular department's budget. If funding is available then the student can continue their employment with New England College. However, if funding is not available through New England College then the student must stop working for the academic year.

If you have any further questions regarding the Student Employment program, please feel free to contact the Student Employment Coordinator, Allie Walsh in Student Financial Services at (603) 428-2226.

The staff at Student Financial Services wishes you a rewarding work-study experience and a successful academic year!