

Student Employment (Work-Study) Manual for Supervisors



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Keuka College Student Employment Manual for Supervisors

The Student Employment program at Keuka College is an integral part of the daily operation of the College. Your role as a work-study supervisor is central to the management and development of one of Keuka's most valuable resources, our student work force. This manual was written with the work-study supervisor in mind.

The purpose of this manual is to focus on the policies and procedures governing the employment of Keuka College work-study students.

The following information should be informative and useful to you as a work-study supervisor at Keuka College. The Center for Experiential Learning staff looks forward to working with you!

Helpful telephone numbers to answer your work-study questions:

Center for Experiential Learning, Hegeman Hall, 1st floor, Lake Side
(315) 279-5274
experiential@keuka.edu

Financial Aid Office, Ball Hall, 1st floor, South End
(315) 279-5232
finaidemail@keuka.edu

Payroll Office, Ball Hall, Lower Level, North End
(315) 279-5253

**"I hear and I forget; I see and I remember;
I do and I understand."**

Keuka College reserves the right to modify or change these policies from time to time. Keuka College will attempt to notify students and supervisors of policy changes. Students and supervisors however, are expected to keep up to date with all policy changes that might be made with or without notice.

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**KEUKA COLLEGE
CENTER FOR EXPERIENTIAL LEARNING**

STUDENT EMPLOYMENT (WORKSTUDY) PROGRAM

MISSION STATEMENT/VISION

The Student Employment program allows students to practice and learn valuable work related skills and at the same time helps to meet educational and personal expenses while at Keuka College.

The program's mission is to provide opportunities for:

- Developing work skills and professional behavior
- Improving resume writing, interviewing, and job search skills
- Practicing communication, interpersonal skills, time management, and other workplace etiquette within the job

In addition to traditional collegiate endeavors, Keuka's commitment of providing students with opportunities to learn through experiential education is the core of this program. The vision of the Keuka College Student Employment program is to:

- Teach the importance of work
- Integrate the learning process with the work experience
- Experience and learn workplace values and expectations
- Provide quality work experiences
- Provide training programs for both student employees and supervisors
- Create a mature level of understanding concerning the importance of job skills (such as responsibility, reliability, honesty, etc.)
- Provide opportunities to participate in service to the community

The major components of the Student Employment program are:

Orientation All new students (freshmen & transfers) will attend a Student Employment Orientation (before the start of each semester) that address issues such as customer service, attendance, confidentiality, fraud, how to find a job, information pertaining to **Storm Tracker** (Keuka's Internet database), required paperwork, and other pertinent information about the Student Employment program.

New work-study supervisors are also provided an orientation to the student employment (work-study) program at Keuka College. If you are new to Keuka College and have not had a work-study orientation, please contact the Center for Experiential Learning. If you are not new to work-study/student employment but would like a refresher course, please feel free to also contact the Center for Experiential Learning.

Job Search – Work-study positions are posted on the Internet database provider, **Storm**

Tracker, by the work-study supervisor. Students view and apply for work-study positions by creating and sending a resume electronically via **Storm Tracker** to the work-study supervisor's Keuka email. Workshops and/or individual appointments are offered to students who need help registering/using **Storm Tracker**, writing a resume and/or needing to brush up on interviewing skills. Workshops and/or individual appointments are offered to supervisors who need to help using and/or understanding **Storm Tracker**. To access **Storm Tracker**, please go to the Keuka web site (www.keuka.edu) and access/click on the Experiential Learning web page.

Work Experience – The concept and experience of work is critical whether it is a thinking or physical process. At Keuka, work-study is more than a job, it is an experience that is valued by faculty, staff, and students. This experience outside of the classroom gives the student a foundation that can be built upon future job endeavors, and provides the student with a well-rounded education... a Keuka education. Work-study has a major impact at Keuka College. By working skillfully and hard in a wide variety of tasks, the student can make a significant cost-effective contribution to the successful operation of the College.

Evaluation – Biannual written performance appraisals will be done with the student's supervisor(s) twice during the academic year; once at the end of the fall semester and once at the end of the spring semester. The student is encouraged to perform his/her own reflection and self-assessment before meeting with the supervisor.

STUDENT EMPLOYMENT POLICIES

SCOPE OF STUDENT EMPLOYMENT PROGRAM

The following policies and procedures apply to the Student Employment program during the academic year only. If the student is eligible for either Federal Work-Study or Keuka Work-Study, he/she has the opportunity to earn up to his/her maximum potential earnings.

A work-study award is only an **opportunity** to work. Earning work-study dollars is **NOT** a guarantee.

All policies and procedures for Federal Work-Study apply to Keuka Work-Study. Summer employment is administered through the Keuka College Human Resources Office.

NONDISCRIMINATION POLICY

Keuka College does not discriminate in hiring or employment against any qualified individual on the basis of race, color, sex, sexual orientation, religion, national origin, age as defined by law, or disability. Keuka College is an Equal Opportunity/Affirmative Action Employer.

DRUG-FREE WORKPLACE ACT

Keuka College adheres to the Drug- Free Workplace Act. The unlawful manufacture,

distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. Employees must notify Keuka College within five days of any drug related criminal conviction for a "violation occurring in the workplace." Keuka College also reserves the right to test for drug abuse in job applicants for sensitive positions.

SEXUAL HARASSMENT POLICY

Keuka College views sexual harassment as a seriously offensive behavior that will not be tolerated in the College community. As part of its sexual harassment policy, Keuka College commits itself to informing all members of the College community of its sexual harassment policy and procedure. All members of the College community will be informed that disciplinary consequences, up to and including dismissal, may result from substantiated complaints of sexual harassment. An individual who thinks she/he is a victim of sexual harassment should follow the procedures outlined on College's computer network system within the Share "S" drive, in the files dealing with sexual harassment.

EMPLOYMENT OF RELATIVES (NEPOTISM)

In order to protect both the student employee and Keuka College against potential conflicts of interest, the following policies regarding student employment relating to work-study, part-time, semester breaks, summer employment, etc. of a family member apply:

- No student employee shall work in the same functional and/or operational area as a family member does. This applies to fulltime and part-time personnel (faculty, administrative, hourly, temporary, etc.) including students.
- No person at Keuka College shall initiate or in any way participate in any decision which involves the appointment, scheduling, evaluation, promotion, retention or dismissal of a family member which might have a direct effect on a family member's conditions of employment with the College.
- Any current Keuka College employee is grandfathered into this above policy on employment of relatives (nepotism).
- Exceptions are not encouraged, but an appeal can be made in very rare and exceptional circumstances.

To appeal the policy on employment of relatives (nepotism), the student employee would need to write a letter to the administrator of the Student Employment program stating why his/her exception is rare in nature and should be granted exceptional circumstances. The administrator of the Student Employment program will review the documentation and respond within five business days.

A family member is defined as: Spouse, son, daughter, father, mother, sister, brother, grandfather, grandmother, grandchild, niece, nephew, aunt, uncle, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandfather-in-law, grandmother-in-law, stepfather, stepmother, stepchild, step grandmother, step grandfather, half brother, half sister, ward, dependent persons (foster children or relatives residing in the home) and any individual(s) with whom the employee shares living quarters.

FALSIFICATION OF TIME CARDS/SHEETS POLICY

Work-study time cards/sheets (whether Keuka Work-Study or Federal Work-Study) must accurately set forth hours worked and be signed by both the work-study employee and the work-study employee's supervisor. Knowing and/or intentional submission of time cards/sheets which contain false information, including but not limited to false information about the days, times and/or hours worked, or which have not been signed by the authorized supervisor, may be grounds for permanent termination of work-study employment immediately. Periodic random audits will be conducted to ensure that work-study employees are reporting to work assignments, reporting accurate information on work-study time cards/sheets and otherwise complying with work-study protocols.

When a student employee signs the time card/sheet, he/she is verifying he/she did indeed work those hours. When a supervisor signs the time card/sheet, he/she is verifying and approving that the student employee did indeed work those hours.

The Center for Experiential Learning will have exclusive jurisdiction over all time card/sheet falsification matters, including the investigation of alleged time card/sheet falsification and the imposition of consequences, which may include **but are not limited** to termination of work-study employment and restitution of monies received on the bases of falsified time cards/sheets. All matters involving time card/sheet falsification will be evaluated by the College to determine the possible sanctions, and if deemed necessary the filing of criminal charges and/or other appropriate relief. Keuka College may need to notify the U.S. Department of Education of any information pertaining to falsification of time cards/sheets or any other conduct which may violate requirements of the Title IV program. The student's federal financial aid funding may be placed in jeopardy if certain guidelines are not followed. If Federal Work-Study is involved, further actions could occur.

Please Note: The College will adhere to all federal, state, and college guidelines pertaining to financial aid matters.

A student employee charged with falsification of work-study may accept the Center for Experiential Learning's imposed penalty/penalties or appeal the decision. Appeals are to the Vice President for Finance and Administration of Keuka College.

At any stage of the appeal, the Vice President for Finance and Administration may dismiss or reaffirm the charges based on his/her investigation in the matter. If the charges against the student employee are dismissed at any stage of the process, all parties involved in the decision will be informed in writing. The Vice President for Finance and Administration's decision is final.

To appeal, the work-study employee must send a written request for review to the Vice President for Finance and Administration within five (5) business days of receiving the written charge of falsification of work-study (a copy of this appeal letter will be added to the student's employment file).

After interviewing the work-study employee and other relevant persons and reviewing the evidence, the Vice President for Finance and Administration will render a decision in writing within seven (7) business days of receiving the work-study employee's appeal letter. A copy of this letter will also be sent to the Financial Aid, Student Affairs, and the Center for Experiential Learning.

The work-study employee's letter of appeal should contain:

- Work-study employee's name
- Supervisor/Department's name
- Nature of the charge
- Reasons why the work-study employee believes the charge is incorrect; and
- Supporting documentation

PROGRAM ADMINISTRATION

The Center for Experiential Learning administers the Student Employment (Work-Study) program in cooperation with the Financial Aid and Payroll offices. If there are any questions or concerns pertaining to the Student Employment program, please stop by the Center for Experiential Learning in Hegeman Hall 107, call (315) 279-5274, or Email: experiential@keuka.edu.

In accordance with New York State Labor laws, records are kept on file for seven years after the date of the student's graduation year.

Center for Experiential Learning

All policies and procedures for the Student Employment (Work-Study) program are established and implemented by the Center for Experiential Learning. The Center for Experiential Learning works closely with all departments to meet needs for work-study openings, and to locate jobs for students who qualify for work-study. The Center for Experiential Learning is a liaison between the offices of Financial Aid and Payroll, and with the work-study supervisors/departments.

The forms/paperwork that the Center for Experiential Learning uses for Student Employment (Work-Study) can be located on the College's computer network system Share "S" drive, in the "Student Employment" folder and on Storm Tracker, within the "Student Employment" folder in the Resource Library.

Financial Aid Office

Each year, the student must apply for financial aid and receive a determination of his/her eligibility to participate in the Student Employment program. The student may work only after all required paperwork as been completed, including the verification process, through the Financial Aid Office.

The Financial Aid Office is responsible for monitoring the student earnings of work-study

awards. The Financial Aid Office is also responsible for answering any questions about work-study awards.

If the student does not qualify for Federal Work-Study, he/she may be eligible to receive and work under Keuka Work-Study. For further information, please contact the Financial Aid Office at (315) 279-5232 or Email finaidemail@keuka.edu.

Payroll Office

The role of the Payroll Office is to process the W-4 and I-9 forms. These forms must be completed and on file in the Payroll Office **BEFORE** the student can begin working. The Payroll Office is also responsible for processing the student time cards/sheets. The student time cards/sheets are available at the Payroll Office and are submitted to the Payroll Office on a bi-weekly basis. **The student will not receive a time card/sheet and not be paid until a current Student Employment Contract (for each job) and W4 and I9 forms are on file with the appropriate offices.** For further information, please contact the Payroll Office at (315) 279-5253.

Supervisor's Role

Approximately 37% of all full-time employees at Keuka College are work-study supervisors and approximately 64% of all students earn work-study dollars. This sizable number of work-study students makes the role of the supervisor critical.

One role of the work-study supervisor is that of a mentor, therefore, it is important that the supervisor devote adequate time and attention to the orientation, training and evaluation of the student employee(s) under his/her supervision. It is also important that the supervisor and the student employee routinely communicate to ensure that employment expectations are clearly understood and the job performance of the student employee does not suffer.

Departmental Budget for Work-Study

Please contact the Center for Experiential Learning to learn if you qualify for work-study funding within your department and the process/procedures for this opportunity.

Paperwork

To work under the Student Employment (Work-Study) program, the following paperwork must be completed **BEFORE** the student can receive a time card/sheet and begins working:

Form I-9 - The Form I-9: Employment Eligibility Verification Form – Documents that the employee is an American citizen or legal alien at the time of hiring. The student employee needs only to complete one Form I-9 for all work-study employment showing proper documentation. Please refer to the Form I-9 to determine which documentation is acceptable. All forms of documentation must be the originals and not copies. If there are any questions or concerns pertaining to the Form I-9, please contact the Payroll Office. **The student employee must submit**

the Form I-9 to the Payroll Office with proper documentation.

Form W-4 – Federal Employee's Withholding Allowance Certificate – The student employee needs to complete one Form W-4 for all work-study employment BEFORE the student employee can begin working. If the following information changes, the student employee must complete a new form: name change, address change, and/or changes in withholding status. If there are any questions or concerns pertaining to the Form W-4, please contact the Payroll Office. The student must submit the Form W-4 to the Payroll Office.

IT-2104 - New York State Employee's Withholding Allowance Certificate – Is completed by an employee and given to the employer to instruct the employer how much New York State (and New York City and Yonkers) tax to withhold from the employee's pay. The student employee needs to complete one IT-2104 for all work-study employment BEFORE the student employee can begin working. If the following information changes, the student employee must complete a new form: name change, address change, and/or changes in withholding status. If there are any questions or concerns pertaining to the IT – 2104, please contact the Payroll Office. The student must submit the IT – 2104 to the Payroll Office.

Student Employment Contract – The student employee and the work-study supervisor will complete the Student Employment Contract BEFORE the student employee can receive a time card/sheet and begins working. The Student Employment Contract is located on the Share "S" drive of the College's computer network system in the folder "Student Employment". A completed contract must be submitted for every work-study position the student employee has. If there are any questions or concerns pertaining to the Student Employment Contract, please contact the Center for Experiential Learning. Please submit the completed Student Employment Contract to the Center for Experiential Learning. If the student employee meets the Title IV eligibility requirements and has applied for that particular work-study position through the Storm Tracker system, the Student Employment Contract will be processed and the student employee will then be referred to Payroll for a Time Card/Sheet. Please Note: There is a minimum turn around time of one (1) business day when processing the Student Employment Contract. The student employee and supervisor must plan appropriately.

Confidentiality Statement – The work-study supervisor must review the Confidentiality Statement with his/her student employee. The Confidentiality Statement is located on the Share "S" drive of the College's computer network system in the folder "Student Employment". Once the student employee fully understands the importance of confidentiality within the department he/she will be employed, the student employee must complete, sign and date the Confidentiality Statement. The Confidentiality Statement is kept on file with the department that hired the student employee. The Confidentiality Statement must be completed by the student for each department he/she works in each academic year.

Intent to Hire – The Intent to Hire form is **ONLY** used during the Student Employment Spring Application Process when a student employee and work-study supervisor are securing employment for the upcoming academic year. Since the student has not been awarded work-study dollars and is not eligible to start earning work-study dollars, the Student Employment Contract cannot be used at this time.

Therefore, the Intent to Hire form is used to document that the supervisor/department intends to hire a particular student and that student intends to work for the supervisor/department for the upcoming academic year. The Intent to Hire form is accessible on the College's network system in the Share "S" drive, in the "Student Employment" folder during mid-April through mid-August only. The Intent to Hire form will only be approved by the Center for Experiential Learning when the student has actually updated his/her Storm Tracker profile, resume, and has applied for that particular position.

Student Time Cards/Sheets

To get paid, the student employee must complete a **Student Time Card/Sheet**. Student time cards/sheets can be obtained from the Payroll Office. After the student employee has documented all work hours for a particular pay period, both the student employee and work--study supervisor must verify and sign the time card/sheet. The time card/sheet cannot be processed until both signatures have been obtained. By signing the time card/time sheet, the student is verifying hours worked and the supervisor is approving that the student indeed worked those hours. If the student employee has worked two or less hours during a pay period, the Payroll Office will hold the student time card/sheet until the following pay period and will add the hours to the new student time card/sheet.

Please submit Student Time Card(s)/Sheet(s) to the Payroll Office by 10:00 a.m. on the Monday before payday. All Keuka employees are paid biweekly and receive their pay every other Friday.

For example: For the 2009-2010 academic year, the first pay date is Friday, September 18, 2009. In this case, the pay period would start on Sunday, August 30, 2009 and goes unto Saturday, September 12, 2009. The Time Card/Sheet is due in the Payroll Office by 10:00 a.m. on Monday, September 14, 2009. Please access the College's computer network system Share "S" drive, in the "Student Employment" folder for the 2009-2010 academic year schedule for "Time Cards and Payroll Dates."

WORK-STUDY STUDENT MUST SIGN TIMECARD/TIME SHEET AND GIVE TO WORK-STUDY SUPERVISOR FOR SIGNATURE AND APPROVAL EACH PAY PERIOD IN A TIMELY FASHION!

Late Time Cards/Sheets will not be processed until the next pay period. Student Time Cards/Sheets MUST be turned into the Payroll Office every pay period. The student employee will NOT be paid AND SHOULD NOT BE WORKING until a current Student Employment Contract (for each job) and tax withholding (W-4/IT-2104) and I-9 forms are submitted to the appropriate offices.

Depending on where the student employee works will depend on whether he/she will use a Student Time Card or a Student Time Sheet. The supervisor will inform the student employee the correct form to be used for that department. If the supervisor is unaware of which document to use, please contact the Payroll Office for clarification.

If the student employee is using the **Student Time Card**, please identify where the Time Clock is located for the department. Please follow the below instructions in using a Student Time Card:

- 1 Insert Time Card into the Time Clock
- 2 Push Time Card all the way down
- 3 Wait for printing to end, and
- 4 Pull Time Card out of the Time Clock

If the student employee is using a Student Time Sheet, he/she and the work-study supervisor need to complete the top section of the Student Time Sheet (student name, department name, the date the pay period is ending, and the department's account number), unless the Payroll Office has already provided the information. The student employee will also record the actual times and number of hours worked.

For example: On Monday, Wednesday, and Friday (8/31, 9/02, 9/04 and 9/07, 9/09/ 9/11) the student employee worked from 10:30 – 12:00 p.m. and from 1:00 2:15 p.m.

- 1 Log the date next to the appropriate day of the week
- 2 Record 10:30 for "Time In" and 12:00 for "Time Out"
- 3 Record 1:00 for "Time In" and 2:15 for "Time Out"
- 4 Total hours for that day (2.75 hours) and record under "Total Regular Hours"
- 5 Total your hours for each week

After the student employee has documented all work hours for a particular pay period, both the student employee and the work-study supervisor must sign the Student Time Sheet.

Please do not write in the "TOTAL Hours to be PAID" column. This is for Payroll Office Use Only.

Working During Class Time - NO

The student employee CANNOT work during scheduled class time – no exceptions!!! If a class is cancelled or let out early, please do not allow the student employee to begin working during that time. Official scheduled class time is not an option of time for the student employee to work.

Work-Study Award

The dollar amount the student has been awarded either through Federal Work-Study or Keuka Work-Study is the amount that he/she can earn during the entire academic year. Once the student has earned the total award amount, he/she is not eligible to continue working under the Student Employment program and must stop working immediately.

When a student reaches approximately \$200 of their award amount, the Financial Aid office will notify the supervisor and the student employee, in writing, to plan appropriately.

If the student would like to increase his/her work-study award amount, the student will need to contact the Financial Aid Office and request, in writing, an increase. If the student is granted an increase, he/she can then start working again. If the student does not receive an increase, the student must stop working when he/she has earned his/her work-study award amount. Please plan appropriately.

Please note: Just by the student requesting an increase, does not guarantee the increase will be approved. Please plan appropriately.

Hourly Wage

Effective July 24, 2009, Federal Minimum Wage is \$7.25 per hour.

Exceptions to the minimum wage hourly rate are for the following work-study/student employee positions:

Student Tutor, Academic Success at Keuka (ASK) Office - \$7.30 per hour
Penn Yan Elementary School Tutor - \$7.30 per hour
St. Michael's School Elementary Tutor - \$7.30 per hour
Dundee Elementary School Tutor - \$7.30 per hour
Dundee Public Library Clerk/Elementary Tutor - \$7.30 per hour
Dundee Area Youth Center, Inc. Elementary Tutor - \$7.30 per hour
Student Instructional Technology Assistant - \$7.30 per hour (Non Work-Study)
ASL Interpreter through the Academic Success at Keuka (ASK) Office - \$7.30 per hour
Lifeguard/Head Lifeguard, Pool/Waterfront - \$8.15 per hour
Student Athletic Trainer, Weed Physical Arts Center - \$8.15 per hour
TeamWorks! Student Facilitator II - \$8.15 per hour

All other work-study/student employee positions are paid \$7.25 (minimum wage) per hour.

Calculation of Hours

It is quite simple to calculate the number of hours the student employee should be working per week, especially if he/she needs to earn the entire work-study award amount. Divide the award amount by the number of weeks the student employee will be working (28 weeks during an academic year [14 weeks each semester]) or the number of weeks the student employee has left to earn the work-study award amount. Then divide by the hourly rate. This calculation does not include exam weeks, breaks, or time between Fall and Spring semesters (mid-December and January):

Example #1:

Award Amount is \$1,800
28 weeks in an academic year (14 weeks per semester)
\$7.15 per hour
 $\$1,800 \text{ divided by } 28 \text{ divided by } \$7.25 = 8.87 \text{ hours/week}$

The student employee needs to work approximately $8\frac{3}{4}$ hours per week for 28 weeks to earn the entire award amount of \$1,800 evenly throughout the academic year.

Example #2:

Award Amount is \$1,800
28 weeks in an academic year (14 weeks per semester)
\$7.30 per hour
 $\$1,800 \text{ divided by } 28 \text{ divided by } \$7.30 = 8.81 \text{ hours/week}$

The student employee needs to work approximately $8\frac{3}{4}$ hours per week for 28 weeks to earn the entire award amount of \$1,800 evenly throughout the academic year.

Example #3:

Award Amount is \$1,800
28 weeks in an academic year (14 weeks per semester)
\$8.15 per hour
 $\$1,800 \text{ divided by } 28 \text{ divided by } \$8.15 = 7.89 \text{ hours/week}$

The student employee needs to work approximately $7\frac{3}{4}$ hours per week for 28 weeks to earn the entire award amount of \$1,800 evenly throughout the academic year.

Maximum Hours Worked Per Week

The maximum number of hours a work-study student can work per week is 20 hours. Students who are earning work-study dollars **CANNOT** work more than 20 hours per week while classes are in session. **There are no exceptions to this policy.** Even if a student had more than one work-study position, the student can only work a total of 20 hours per week with all hours included from all positions.

When classes are NOT in session, the student employee could possibly work up to 40 hours per week (must be approved, in advance, by supervisor) if student has available work-study dollars to earn and the department has the extra dollars within their allocated work-study budget to spend.

Monitoring Award Amounts

The Financial Aid Office will monitor the student's work-study award and will notify both the student employee and the supervisor(s) when the balance of the award reaches approximately \$200. Once the student employee has earned the total award amount, he/she is **NOT** eligible to continue working under the Student Employment program and must stop working immediately.

If the student has questions or concerns regarding earnings or balance of the work-study award, please have the student contact the Financial Aid Office.

Breaks

Hourly employees should not work more than six (6) hours at one time. After an employee has worked six (6) hours he/she is highly recommended to take a 30 minute break. Please plan appropriately.

Performance Appraisals

The student employee and the supervisor will complete a Work-Study Student Evaluation twice a year, at the end of the fall semester and at the end of the spring semester. It is strongly encouraged that the student employee performs his/her own reflection and self-assessment. The purpose of the evaluation is to help the student reach full potential by allowing you to close the gap between what the student employee does and “should” do. The following suggestions should make the evaluation process an effective and pleasant one for both the student employee and the supervisor:

- 1) Ask the student employee to complete his/her own evaluation form. The student’s input can be very valuable during the evaluation process.
- 2) Before meeting with the student employee, the supervisor should organize his/her thoughts by considering the following strategy: review the past, examine the present and prepare for the future.
- 3) When making suggestions for improvement, the supervisor should try to provide specific examples.
- 4) Do not use the evaluation to provide information that has not been previously discussed with the student employee, unless the supervisor was unable to meet with the student employee directly.

The final evaluation is returned to the Center for Experiential Learning and housed in the student employee’s file with or without the student’s signature.

Academic Credit

Students cannot earn work-study dollars for academic credit including Field Period. Academic credit and work-study are viewed as separate entities and cannot be combined.

Volunteering Hours

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under Federal Work Study or Keuka Work Study must be paid for all hours worked.

HIRING WORKSTUDY STUDENTS FOR EMPLOYMENT

Incoming (Freshman & Transfer) Students

If the student is eligible for work-study, he/she is initially eligible to participate in the Student Employment (Work-Study) program. Continued eligibility depends on the student's open and complete participation in the program.

The student must receive a Federal Work-Study or Keuka Work-Study Award as part of his/her financial aid package. It is the student's responsibility to know if he/she has an award, the exact award amount, and if he/she is cleared through Financial Aid and eligible to start earning work-study dollars EACH ACADEMIC YEAR. It is also the student's responsibility to inform the supervisor of that dollar amount so both parties can plan appropriately.

All new incoming students (freshmen and transfers) will have access to Storm Tracker as soon as they receive their Keuka email address as that is required when using the system.

Before classes begin each semester, a required Student Employment (Work-Study) Orientation session and opportunity to meet with staff from the Center for Experiential Learning to review **Storm Tracker** (how to register [create a profile], how to view work-study positions, how to create an online resume, and how to apply). The student is made available handouts to help him/her through the process of utilizing **Storm Tracker**. Students can stop by the Center for Experiential Learning (Hegeman Hall 107) with any questions or concerns they may have.

Once the student knows his/her work-study award status for that academic year, the student then needs to formally register on **Storm Tracker** (Keuka's Internet database provider where all available work-study positions are posted). Once the student is registered on **Storm Tracker**, he/she can then view work-study positions online. The student will also be expected to apply for work-study positions by using the online resume feature.

Returning Students

Returning students, who have openly participated in the program, have the opportunity to apply/reapply for work-study position(s) for the next academic year through the Student Employment Spring Application Process. The Student Employment Spring Application Process normally begins early to mid April of each academic year. Just because a student employee works in a department for the current academic year, does not mean he/she will want to return to that department for the upcoming academic year. A returning student must go through the Student Employment Spring Application Process whether he/she wants the same work-study position that he/she currently has or is looking for a completely new position. The Student Employment Spring Application Process requires the student to update his/her **Storm Tracker** profile and resume which is a vital step in the electronic job search process.

To participate in the Student Employment Spring Application Process, the returning student must meet the following criteria:

- 1) Plan to return for the upcoming academic year
- 2) Has applied/will apply for financial aid for the upcoming academic year

- 3) Must be currently registered on **Storm Tracker** with an updated profile AND updated resume

The student must receive a Federal Work-Study or Keuka Work-Study Award as part of his/her financial aid package. **It is the student's responsibility to know if he/she has an award, the exact award amount, and if he/she is cleared through Financial Aid and eligible to start earning work-study dollars EACH ACADEMIC YEAR.** It is also the student's responsibility to inform the work-study supervisor of that dollar amount so both parties can plan appropriately.

Keuka College is using **Storm Tracker**, an Internet database, to post ALL work-study/student employment jobs. The student can access **Storm Tracker** from the link on the Experiential Learning web page of the Keuka College Website.

A calendar of dates and procedures/instructions pertaining to the Student Employment Spring Application Process will be distributed during the first part of April to all students and work-study supervisors/departments.

All work-study supervisors need to annually update their work-study positions and profiles within the Storm Tracker system. Once update, work-study positions can be posted on **Storm Tracker** for students to view and apply. If the work-study supervisor has any questions or concerns, please contact the Center for Experiential Learning.

All students need to annually update their registration/profile with **Storm Tracker**. This must be done before the student can view available work-study positions. If the student has any questions pertaining to **Storm Tracker**, online resumes, etc., please have him/her contact the Center for Experiential Learning.

Once the work-study supervisor receives the student's online updated resume via **Storm Tracker** through his/her Keuka email, the work-study supervisor can then interview the student. After the interview, if the work-study supervisor wants to hire the student, both the student and work-study supervisor will complete the necessary paperwork required. Please contact the Center for Experiential for further instructions.

Employment Opportunities

Supervisors post their work-study employment opportunities on **Storm Tracker** throughout the academic year depending on individual department/supervisor needs. It is recommended that the student employee view Storm Tracker periodically for available work-study opportunities if he/she has a need for employment.

Even if the supervisor knows who he/she wants to hire, the work-study job position must be posted on Storm Tracker for all students to view. The minimum number of days a position can be posted (viewed by students), on Storm Tracker, is five (5) days.

Community Service Opportunities

The Federal Work-Study program was amended to encourage Federal Work-Study recipients to participate in community service opportunities during the Reauthorization in 1993 and updated in 1998. Federal guidelines require that each academic year, seven (7) percent of the federal work-study allocation to Keuka College must be spent in community service work-study positions and at least one (1) student must be an elementary grade tutor.

Keuka College supports this and will provide assistance to those eligible students interested in community service work-study opportunities. If a supervisor has an opportunity where he/she could provide community service work-study to Keuka students, please contact the Center for Experiential Learning.

According to the Federal Government Regulations for Operating a Federal Work-Study Program (Chapter 2), community service has been defined as: “Services which are identified by an institution of higher education, through formal and informal consultation with local nonprofit, governmental, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs...” (page 631).

There is no requirement that community service opportunities must be located off-campus. **The community service just needs to be open to, advertised to, and used by the local community (not just the college community).** Involving the local community in the identification of community service opportunities is actually a requirement of the Federal Work-Study program. The exception to this is services to students who have disabilities and are enrolled at the college.

Currently, Keuka’s community service work-study positions are with the following locations:

- Lifeguard at the Pool/Waterfront
- Big Brothers Big Sisters Co-Coordinator within the Center for Experiential Learning
- Community Service Advocate within the Center for Experiential Learning
- Student Tutor in the Academic Success at Keuka (ASK) Office
- Note taker in the Academic Success at Keuka (ASK) Office
- ASL Interpreter through the Academic Success at Keuka (ASK) Office
- Yates ARC D.R.I.V.E. Peer Mentor at Keuka College
- Elementary Tutor at the Dundee Elementary School in Dundee, NY
- Elementary Tutor/Clerk at the Dundee Public Library in Dundee, NY
- Elementary Tutor at the Dundee Area Youth Center, Inc. in Dundee, NY
- Elementary Tutor at the Penn Yan Elementary School in Penn Yan, NY
- Elementary Tutor at St. Michael’s School in Penn Yan, NY

If there are any questions or concerns regarding community service work-study opportunities, please contact the Center for Experiential Learning.

CHANGES TO EMPLOYMENT STATUS

Loss of Student Employment Opportunity

The student can lose the opportunity to participate in the Student Employment program when one or more of the following situations occur:

- 1) The status of student's financial aid has changed and is ineligible to work
- 2) Student has earned the total award amount
- 3) Student's work-study supervisor releases him/her from the job, and/or
- 4) Student chooses to leave the job

IMPORTANT: Please notify the Center for Experiential Learning immediately of any change in a student employee's employment status.

Release of Employment by Supervisor

The work-study supervisor must provide the student employee with a reasonable opportunity to improve before taking action to release the student from the work-study job, unless in serious situations, i.e., breach of confidentiality, theft, fraud, or any pertinent departmental policy. If the supervisor chooses to release the student employee from the work-study position, the supervisor will complete the **Release of Employment by Supervisor** form. This form can be located on the College's computer network system on the Share "S" drive, in the "Student Employment" folder. The student is also requested to sign the form when available. Please submit this form to the Center for Experiential Learning.

Release of Employment by Student

If the student employee chooses to no longer work in a work-study position, he/she will complete the **Release of Employment by Student** form. This form can be located on the College's computer network system on the Share "S" drive, in the "Student Employment" folder. The supervisor is also requested to sign the form when available. The student must submit this form to the Center for Experiential Learning.

Employment "At Will"

Just as an employee has the right to discontinue his/her work relationship with the College at any time and for any or no reason, the College maintains the right to discontinue its employment relationship with an employee. Keuka College is an "at will employer." This means the College reserves the right to terminate an employee at any time for any or no cause and that the College is under no obligation to specify a course for termination.

STORM TRACKER

Please access the College's computer network system on the Share "S" drive, in the "Student Employment" folder for the "Employer Seeker Guide Storm Tracker" to learn how to utilize **Storm Tracker** as an employer (work-study supervisor). If you are new to Keuka College and/or new to supervising work-study students, please contact the Center for Experiential Learning first before accessing **Storm Tracker**. If you have any questions or concerns pertaining to **Storm Tracker**, please contact the Center for Experiential Learning in Hegeman

Hall 107, call (315) 279-5274, or Email experiential@keuka.edu.

INTERVIEWING

In order for a supervisor to conduct a good interview, he/she must plan ahead and organize his/her thoughts and questions. The following steps should lead to a productive interview process:

- 1) Plan ahead – review any information the supervisor has on the candidate before the actual interview. It is helpful to know the full name, hometown, class year, major, experiences, etc.
- 2) Create a Friendly Environment – whether this is the candidate’s first interview or tenth, interviewing creates anxiety and stress. Start out with small talk to put the candidate at ease. Conduct the interview in a private place so that the candidate has the supervisor’s undivided attention.
- 3) Verify Basic Information – check the information you have and update where necessary. If the information is incorrect on the resume, inform the candidate so that he/she knows that the interviewer does not have accurate up-to-date information.
- 4) Discover Interests and Viewpoints – use open ended questions to obtain more information instead of questions that lead to “yes” or “no” answers. Try to start questions with: What, Why, How, When, or Where to learn how the candidate will fit within your department/division. Consider: “What did you like most about your last job, volunteer experience, etc.?” OR “What did you like least about your last job, volunteer experience, etc.?” OR “What was the most important thing that you learned while working/volunteering, etc.?”
- 5) Provide Information and Perspective – Inform the candidate about the position, job description, the mission/philosophy of the department/division, and expectations for the candidate. Share the job description with the candidate and answer any questions he/she may have about the job.
- 6) Bring to Closure – summarize the interview and allow the candidate to provide or clarify previous information. Thank the candidate for taking the time to come in for the interview. Tell the candidate when the decision will be made and how notification will occur (phone, mail, email, etc.).
- 7) Complete an Interview Evaluation – the supervisor may be interviewing more than one candidate for the same position. If this is the case, a record of each interview is suggested and makes the interviewing a lot easier for the supervisor when he/she must review his/her notes to determine who will be hired. On the college’s network system, on the Share “S” drive, in the “Student Employment” folder is a file called “Interview Evaluation Form for Supervisors” which may be of assistance for supervisors interviewing more than one student.

Interview Questions

The following questions may be **HELPFUL** as the supervisor considers the information he/she would like to obtain from the candidates:

- Tell me about your previous job/volunteer experience.
- What subjects/courses did you take in high school (or at your other college)?
- What were your duties in that job/volunteer experience?
- What was your best subject/course at school and why?
- What were your strengths and your weaknesses in that job/volunteer experience?
- Why did you apply for this position?
- Tell me about your typical day at your previous/current job/volunteer experience?
- How would you perform the duties of this job?
- Why did you leave your last position?
- How does human play a role in the work environment?

According to the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990, the following questions are in violation of federal laws (**DO NOT USE THESE QUESTIONS WHEN INTERVIEWING**):

- Are you married?
- Do you have children?
- What is your age?
- Where is your spouse employed?
- When did you graduate from high school?
- Have you ever been arrested?
- Were you in the military?
- To what clubs or societies do you belong?
- What is your religion?
- What are your childcare arrangements while you are working?
- Where were you born?
- Of what country are you a citizen?
- Are you in good health?
- Have you ever had an injury or physical or mental illness?
- Have you ever had a drug problem?
- Have you ever had a drinking problem?
- Has a member of your family or a friend had a physical or mental illness?

OTHER PERTINENT INFORMATION

New Work-Study Student Employee Checklist

The New Work-Study Student Employee Checklist for Supervisors is located on the College's computer network system on the Share "S" drive in the "Student Employment" folder for those supervisors who would like to have a checklist as a guide to make sure they are covering all the pertinent information that a supervisor should be covering with a new work-study student employee. This is a resource for the work-study supervisor to use as he/she feels fit.

National Student Employment Week

In conjunction with the National Student Employment Association (NSEA) and the Northeast Student Employment Administrators (NEASEA), Keuka College annually celebrates National Student Employment Week during the second full week in April. Because the student work--study student employees at Keuka are vital to the daily operation of our institution, we use this week to recognize and show our appreciation for their hard work and contributions. Student employees are an integral part of our community and showing them they are appreciated, is a nice gesture and the least we can do. Many departments say "Thank You" to student employees in unique ways. In the past, departments/divisions have celebrated this week by:

- Having a pizza party/luncheon.
- A bouquet of balloons or flowers.
- A bag of goodies (candies, snacks, cookies, etc.)
- Having the department head send each student employee a "Thank You" letter.
- Make your own ice cream sundae party.
- Take your student employees bowling, to a movie, go-cart racing, etc.
- Other ideas you may deem appropriate.

The upcoming National Student Employment Weeks (tentative) are as follows:

Academic Year 2009-2010: April 11-17, 2010

Academic Year 2010-2011: April 10-16, 2011

Academic Year 2011-2012: April 8-14, 2012

Student Employee of the Year Recognition

Do you have a student employee who has made a valuable contribution to your department? If so, the Center for Experiential Learning is offering you the opportunity to honor that student employee by nominating him/her as the Keuka College Student Employee of the Year. Each nominee will receive a Certificate of Appreciation and College recognition. Since the inception of this recognition in 1995, Keuka College has honored anywhere from four to sixteen student employees each year.

The overall winner will receive a plaque, a gift certificate at the Keuka College Bookstore and his/her name added to the Keuka College Student Employee of the Year plaque located within the Center for Experiential Learning in Hegeman Hall. The Keuka College Student Employee of the Year will also have the opportunity to compete at the state, regional and national levels sponsored by the Northeast Association of Student Employment Administrators (NEASEA) and the National Student Employment Association (NSEA).

To nominate your outstanding student employee, simply contact the Center for Experiential Learning for instructions on how to access the nomination form. These forms can be available to you as early as January. The supervisor will need to complete the nomination form and return electronically by the designated return date (usually early to mid February) for judging. The Center for Experiential Learning sends an announcement each year reminding supervisors of this opportunity.

Nominees will be judged on reliability, quality of work, initiative, disposition and contribution to the department/division and/or College as a whole. Successful entries require specific examples demonstrating each of these qualities. All nominees and their supervisors along with the winning entry will be recognized at a formal reception/luncheon during National Student Employment Week (second full week in April). The department/division with the winning entry will have the honor of displaying the “Student Employee of the Year” banner of the next twelve months.

The following student employees have been recognized for this prestigious honor/award:

- 1995 Emily Wright nominated by Occupational Therapy Division
- 1996 Sherri Irving nominated by Aquatics, Weed Physical Arts Center
- 1997 Chastity Jock nominated by Division of Natural Sciences, Mathematics & PE
- 1998 Hollie Beeman nominated by the Social Work Program
- 1999 Kevin Card nominated by Athletic Training, Weed Physical Arts Center
- 2000 Jessica Acheson nominated by College Advancement
- 2001 Jason Banks nominated by Athletic Training, Weed Physical Arts Center
- 2002 Jessica Whitney nominated by Adult Learning Center
- 2003 Leslie Meistrich nominated by Synchronized Swimming, Weed Physical Arts Center
- 2004 Brian Pelkey nominated by Athletic Training, Weed Physical Arts Center
- 2005 Christina Colombo nominated by Athletic Training, Weed Physical Arts Center
- 2006 Matthew Beckwith nominated by Athletic Training, Weed Physical Arts Center
- 2007 Ashley Aman nominated by Aquatics, Weed Physical Arts Center
- 2008 Aubrey Orloff nominated by Yates ARC D.R.I.V.E. Peer Mentor Program
- 2009 Laura Williams nominated by Center for Experiential Learning

Keuka College Student Employee of the Year has also received the Northeast Student Employment Administrators (NEASEA) New York State Student Employee of the Year* honor in 2001, 2004, 2006, 2007, and 2009.

*Starting in 2009, the New York State Award is now referred to as the District 5 Award.

**STUDENT EMPLOYMENT...
AN INVESTMENT THAT WORKS!!!!!!**