

Student Employment (Work-Study) Manual for Students



Center for Experiential Learning

Keuka College Student Employment Manual for Students

Welcome to Keuka College and to the world of Experiential Education or "Learning By Doing." At Keuka, working in a work-study job is more than just a job; it is an experience that is highly valued by faculty, staff, and students. As a work-study student, you are a vital member of the Keuka College Community. We depend on you and value your expertise.

The following information should be informative and useful to you as a work-study student here 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
(315) 279-5274
experiential@mail.keuka.edu

Financial Aid Office, Allen Hall, 1st floor
(315) 279-5232
finaidemail@mail.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 of policy changes. Students 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 (WORK-STUDY) PROGRAM

A. 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.

Job Search – Work-study positions are posted on the Internet database provider, **Storm Tracker** where students view and apply for work-study positions by creating and sending a resume electronically. 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. 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 – Bi-annual written performance appraisals will be done with the student's supervisor(s). The student is encouraged to perform his/her own reflection and self-assessment.

B. 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.

NON-DISCRIMINATION 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 procedure outlined in the most current *Keuka College Student Handbook*.

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 full-time 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.

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 sanction, 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 work-study 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 of Finance and Administration of Keuka College.

At any state of the appeal, the Vice President of Finance and Administration may dismiss or reaffirm the charges based on his/her investigation in the matter.

If the charges against the student are dismissed at any stage of the process, all parties involved in the decision will be informed in writing. The Vice President of Finance and Administration's decision is final.

To appeal, the work-study employee must send a written request for review to the Vice President of Finance and Administration within five (5) 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 of Finance and Administration will render a decision in writing within seven (7) 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 to be placed in the work-study employee's employment file.

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 E-mail experiential@mail.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.

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 E-mail finaidemail@mail.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 W-4 and I-9 forms are on file with the appropriate offices.** For further information, please contact the Payroll Office at (315) 279-5253.

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:

1. **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 needs only to complete one Form I-9 for all work-study employment. If there are any questions or concerns pertaining to the Form I-9, please contact the Payroll Office. Please submit the Form I-9 to the Payroll Office.
2. **Form W-4 Employee's Withholding Allowance Certificate** - The student needs to complete one Form W-4 for all work-study employment **BEFORE** the student can begin working. If the following information changes, the student 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. Please submit the Form W-4 to the Payroll Office.
3. **Student Employment Contract** - The student employee and the work-study supervisor will complete the Student Employment Contract **BEFORE** the student 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 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 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 will then be referred to Payroll for a Time Card/Sheet. **Please Note:** There is a minimum 24

hours turn around time when processing the Student Employment Contract. The student and supervisor must plan appropriately.

4. **Confidentiality Statement** - The student employee must review the Confidentiality Statement with his/her work-study supervisor. 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 fully understands the importance of confidentiality within the department he/she will be employed, the student must complete, sign and date the Confidentiality Statement. The Confidentiality Statement is kept on file with the department that hired the student. The Confidentiality Statement must be completed each academic year the student is hired for each that department the student is hired for.

5. **Intent to Hire** – The Intent to Hire form is **ONLY** used during the Student Employment Spring Application Process when a student employee and supervisor are securing employment for the upcoming academic year. Since the student has not been awarded work-study dollars and is not eligible to starting 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 intends to hire a particular student and that student intends to work for the supervisor 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 the months of April through 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 and resume, and has applied for that particular position.

Student Time Cards/Sheets

To get paid, the student must complete a **Student Time Card/Sheet**. Student Time Cards/Sheets can be obtained from the Payroll Office. After the student has documented all work hours for a particular pay period, both the student and work-study supervisor must 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 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 bi-weekly and receive their pay every other Friday. For the 2006-07 academic year, the first pay date is Friday, September 8, 2006. In this case, the pay period would start on Sunday, August 20 and goes unto Saturday, September 2, 2006. The Time Card/Sheet is due in the Payroll Office by 10:00 a.m. on Monday, September 4, 2006. Please access the College's computer network system Share "S" drive, in the "Student Employment" folder for the 2006-07 academic year schedule for "Time Cards and Payroll Dates."

Work-Study Student Must Sign Time Card/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 until a current **Student Employment Contract** (for each job) and W-4 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 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 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 (8/28, 8/30, 9/1, 9/4, 9/6, 9/8) 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 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.

PLEASE NOTE: Student employee CANNOT work during scheduled class time – no exceptions!!!

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.

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 an increase. If the student is granted an increase, he/she can then start working again.

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

Hourly Wage

Currently, the hourly wage for work-study jobs at Keuka College is minimum wage (\$7.15 per hour – effective January 1, 2007 for New York State). Federal Minimum Wage will increase to \$7.25 on July 24, 2009. Exceptions to the minimum wage hourly rate are for the following work-study positions:

Academic Success at Keuka (ASK) Tutor - \$7.30 per hour
Dundee Elementary School Tutor - \$7.30 per hour
Dundee Public Library Clerk/Tutor - \$7.30 per hour
Dundee Youth Center, Inc. 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) - \$7.30 per hour
Lifeguard at the Weed Physical Arts Center (Pool/Waterfront) - \$8.15 per hour
Student Athletic Trainer at the Weed Physical Arts Center - \$8.15 per hour
TeamWorks! Facilitator - \$8.15 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 (Field Period):

Example #1:

Award Amount is \$1,800
28 weeks in an academic year (14 weeks per semester)

\$7.15 per hour
\$1,800 divided by 28 divided by \$7.15 = 8.99 hours/week

The student employee needs to work almost 9 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 divided by 28 divided by \$7.30 = 8.81 hours/week

The student employee needs to work approximately 8 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 divided by 28 divided by \$8.15 = 7.89 hours/week

The student employee needs to work approximately 7 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.** 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.) 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. If a student has other work-study positions on campus, please coordinate schedules with other supervisor(s) to ensure compliance with this provision.

Monitoring Award Amounts

The Financial Aid Office will monitor the student's work-study award and will notify both the student and the supervisor(s) when the balance of the award reaches within \$200. 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. If the student has questions or concerns regarding earnings or balance of the work-study award, please 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. An example of this is for the student employee to complete his/her own evaluation form, evaluating their work before meeting with the supervisor.

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.

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

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 on-line resume, and how to apply). The student is made available handouts to help him/her through the process of accessing **Storm Tracker**. Please stop by the Center for Experiential Learning (Hegeman Hall 107) with any questions or concerns.

Returning Students

Returning students, who have openly participated in the program, have the opportunity to apply/re-apply for work-study position(s) for the next academic year through the Student Employment Spring Application Process. If a returning student did not secure a work-study job prior to leaving campus in May, he/she should contact the Center for Experiential Learning for further instructions.

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

Keuka is now using **Storm Tracker** post ALL work-study 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 electronically during the first half of the spring semester and to all work-study supervisors/departments.

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

Once the supervisor receives the student's on-line updated resume via **Storm Tracker**, the supervisor can then interview the student. After the interview, if the supervisor wants to hire the student, both the student and supervisor will complete the necessary paperwork required. Please contact the Center for Experiential to for further instructions.

Employment Opportunities

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

Community Service Opportunities

The Federal Work-Study program was amended to encourage Federal Work-Study recipients to participate in community service opportunities.

Keuka College supports this and will provide assistance to those eligible students interested in community service work-study opportunities. If a student is interested in participating in this initiative, please contact the Center for Experiential Learning.

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

- Lifeguards at the Pool/Waterfront – Weed Physical Arts Center
- Big Brother Big Sister Co-Coordinator in the Center for Experiential Learning
- Community Service Advocates in the Center for Experiential Learning
- Student Tutors in the Academic Success at Keuka (ASK) Office
- Note takers in the Academic Success at Keuka (ASK) Office
- Tutors at the Dundee Elementary School in Dundee, NY
- Tutors at the Dundee Public Library in Dundee, NY
- Clerks/Tutors at the Dundee Youth Center, Inc. in Dundee, NY

If a student has 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 work-study employment status.

Release of Employment by Supervisor

The work-study supervisor must provide the student 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 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 immediately.

Release of Employment by Student

If the student 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. Please submit this form to the Center for Experiential Learning immediately.

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 "Job Seeker Guide Storm Tracker" to learn how to utilize Storm Tracker as a job seeker. If you have any questions or concerns pertaining to **Storm Tracker**, please contact the Center for Experiential Learning in Hegeman Hall 107, or call (315) 279-5274 or E-mail experiential@mail.keuka.edu.

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