



PROCEDURE MANUAL FOR STUDENT WORK-STUDY EMPLOYMENT

Federal & Institutional Work-Study

September 2012

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ABOUT THE PROCEDURE MANUAL

This Procedure Manual is intended to acquaint student employees and supervisors of the Randolph College Student Work-Study Employment Process. **Note: This Procedure Manual is not intended to and does not create a contract of employment, either expressed or implied, guarantee employment for any particular period or term, establish binding terms or conditions of employment, or limit possible reasons for ending the employment relationship. That means that both you and the College are legally free to terminate the employment at any time and for any reason, except as prohibited by applicable law. No employee, supervisor, manager, or officer has any authority from the College to offer any contract of employment or otherwise change this "at will" status except in writing, with the express written approval of the President and/or Board of Trustees.**

The College reserves the right to change the policies/procedures described herein without notice and to make exceptions to the policies described where it deems appropriate. This Procedure Manual also necessarily does not reflect changes in policies made after the date shown on the cover, although you may be notified from time to time of amendments to the Procedure Manual or changes in the policies contained in it. The Procedure Manual is available in hardcopy version from Human Resources.

OVERVIEW OF THE STUDENT WORK-STUDY PROGRAM

The Student Work-Study Program at Randolph College is, in fact, two separate work-study programs, Institutional Work-Study (IWS) and Federal Work-Study (FWS). The College has a strong commitment to the philosophy that student employment opportunity provides a positive influence on both the student and the College. The experience provides an opportunity for the student to:

- assist with his/her own expenses,
- develop a further sense of responsibility and feel connected to the College,
- budget his/her time,
- provide future job reference and resume material, and
- help service to the various departments across campus.

The student's campus employment may be the first and/or only job reference he/she will have when he/she graduates. A "full-time" campus job is an average of 10 hours per week allowing the student to earn potentially \$1,860 during the academic year.

The Federal Work-Study Program provides 75% and Randolph College provides 25% of the wages to eligible students who qualify based on the results of the student Free Application for Federal Student Aid (FAFSA). Because Randolph College has never received enough federal funding under the Student Work-Study Program to fund all of those students who qualify. Randolph College tries to provide 100% funding to an ever-increasing number of students in this profile.

EQUAL EMPLOYMENT OPPORTUNITY

Randolph College is an *equal opportunity employer*. We do not discriminate or allow discrimination on the basis of race, color, national or ethnic origin, sex, age, disability, veteran status, religious beliefs, political beliefs, genetic information, sexual orientation, or any other classification protected by applicable law.

Although Randolph College is an exempt institution with regard to undergraduate admissions under Section 86.15(d) of the regulations effectuating Title IX of the Education Amendments of 1972, as amended by Public Law 93-568 and published in the Federal Register of June 4, 1975, it is the College's intention to adhere to the letter and spirit of the law with a policy of non-discrimination on the basis of sex in all other aspects of its educational program and activities, including employment.

We require that all of our employees, supervisors, and managers understand and practice equal employment opportunity. Acts of discrimination, including illegal harassment, will not be tolerated. We will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship on the College.

We require that all employees lend their support to achieving our objectives of equal opportunity employment and of zero tolerance for any type of illegal harassment or discrimination. Any violation of this Equal Employment Opportunity Policy, including its prohibitions on harassment, will be dealt with severely. Any employee, including any manager or supervisor, who engages in such violation will be subject to appropriate disciplinary action up to and including discharge.

The Human Resources office has overall responsibility for this policy and maintains reporting and monitoring procedures. Inquiries or complaints should be directed to the Director of Human Resources (located in Smith Memorial Building), Randolph College, 2500 Rivermont Avenue, Lynchburg, Virginia 24503 or via email to studentemployment@randolphcollege.edu. The telephone number is (434) 947-8114.

EMPLOYMENT ELIGIBILITY AND VERIFICATION (I-9 FORM)

The Department of Homeland Security requires that every employee hired by the College after November 6, 1986, complete Section 1 of the Employment Eligibility Verification Form (commonly called I-9) on the first day of work and the employee must provide the required document or documents for the employer to complete Section 2 within three workdays of the start of work. This is a condition of employment. (A list of acceptable documents is on the back of the I-9 form.) The I-9 provides proof of eligibility to work in the United States.

If an employee's status documents expire on a particular date, he or she must come to the Human Resources Department with appropriate documentation before the expiration date of the documents to have their records updated. Failure to provide the required documentation by law by the expiration date may lead to suspension and/or termination.

NON DISCRIMINATION AND HARASSMENT

Every College member has the right to work and study in an environment free from discrimination and harassment and deserves to be treated with dignity and respect. The College is, therefore, committed to providing a work environment free from harassment, intimidation, and coercion based on or related to race, gender, religion, national origin, sexual orientation, genetic information, age, disability, marital status, or any other classification protected by applicable law. Such behavior is inconsistent with our philosophy of mutual respect for all employees and will not be tolerated.

STUDENT EMPLOYMENT CONDITIONS & LIMITATIONS

Any student employed under the work-study program will be paid for all hours worked in accordance with the Fair Labor Standards Act. This act prohibits employers (including schools) from accepting voluntary services from any paid employee. Work-Study is governed by applicable federal, state, or local law.

At least 7% of federal work-study dollars must be used for community service jobs (open to the public).

Students are typically paid minimum wage. The current minimum wage is \$7.25 per hour. There are some positions on campus that pay a higher hourly rate. A student's need places a limit on the total earning permissible, but has no bearing on his/her hourly rate (only that he/she make a minimum of \$7.25 per hour).

While a typical "full-time" student job is an average of 10 hours per week, a student may vary the schedule from week to week as long as he/she does not exceed 20 hours in a given week. Many students are employed in more than one department simultaneously, but all jobs together should not exceed 10 hours per week.

The maximum number of hours any student may work under the Randolph College Student Work-Study Program is 20 hours per week. This is a labor law that the College must follow.

Work-study students are FICA exempt during the academic year.

In addition to the above limitations, federal law does not permit a student who receives need-based aid to earn in excess of the amount of his/her campus employment award as specified on his/her financial aid award letter. Human Resources (HR) is required to terminate the student's employment when he/she has earned the maximum amount of his/her award. It is Randolph College's policy to limit the maximum hours for non-aid students to an average of 10 hours per week.

It is the responsibility of the supervisor and the student worker to monitor earnings to assure that the student's schedule will not exceed his/her semester award amount before the end of each semester of the academic year. To assist in this activity, HR monitors employment hours and

notifies the student of his/her accumulated hours worked, sending a copy of the notice to his/her supervisor when the student is approaching the maximum before the end of the semester.

AWARDS

Most students are awarded \$1,860 in work-study for the academic year. **Student employees may not earn more than the total work-study award listed on their financial aid award letter. Students can monitor the balance on the portal. Student employment ends when the student reaches the earnings limit or the end of the term.**

Students working over the award limit cannot be funded by the Campus Work-Study Program. In this case, there are two options for departments:

1. Can discontinue the student from working/terminate student worker.
2. May employ the student paying 100% of the student's wages from their departmental payroll budget. *This will require written approval through a Position Request Form in advance.*

Note: Students working over their limit must still be paid by law, but should not be paid with work-study funds.

STUDENT EMPLOYMENT PROCESS

At the beginning of the fall semester supervisors receive a list of their eligible assigned workers requested the previous spring. HR sends Work-Study Agreements to returning students who have been assigned to work for the coming academic year.

Returning students who are rehired to the same position or department will need to complete a new Work-Study Agreement each year. The student worker should review the agreement, sign, and return to HR prior to his/her first check being issued. If the student is not rehired in the same department, he/she will be required to complete an online Student Employment Application.

Incoming students, upon receiving their award, should complete an online Student Employment Application located on the HR website. This application may be completed anytime after being accepted to Randolph. Any follow up with the student will be via e-mail and any correspondence with HR should be directed to studentemployment@randolphcollege.edu.

Depending upon the departmental preference:

1. Students are assigned by HR to department with openings and must sign a Work Study Agreement for employment before starting to work
or
2. Students are given a work study Interview Form and are instructed to make an appointment with the department supervisor for an interview. The supervisor will sign the form indicating if the student is hired or not hired. Upon receipt of the signed Work-Study Interview Form, HR will have the student sign a Work-Study Agreement if hired,

or will offer the student an interview with another department if other positions are available.

SUPERVISOR/DEPARTMENT STUDENT EMPLOYMENT PROCESS

In the spring of each year, the Human Resources Department distributes the Request for Student Worker Form to the various departments across campus. The forms must be completed requesting student workers for the upcoming academic year. Once department budgets for the number of dollars have been approved by the Business Office, it is each department's responsibility to monitor dollars spent to assure the budget is not exceeded.

The administrative responsibility for the management of student employment rests with the Human Resources Department. Final authority of the assignment for student employees comes from the Human Resources Department.

Every effort will be made to provide employment to students who qualify for need-based aid in accordance with their financial aid award. Therefore, priority is given to these students in making job assignments.

DIRECT HIRING OF STUDENT ASSISTANTS BY DEPARTMENTS IS PROHIBITED.

A supervisor who hires a student without approval of Human Resources is violating college policy. A student who has not been approved for employment by the Human Resources Department and the Office of Student Financial Services will not be paid under the Campus Student Work-Study Program. The supervisor will be responsible for paying the student by other means.

This policy assures that students are assigned to campus employment in accordance with federal policy as mandated by the Department of Education regarding over-awards and further that the Human Resource Department can be assured that no student is employed who has not complied with the Immigration Reform Act of 1986 requiring every employee to document their eligibility to be employed in the United States (see Employment Eligibility and Verification).

APPROPRIATE DRESS

Certain campus jobs require uniform or appropriate attire as defined by his/her supervisor. Students are expected to dress accordingly. If a student is unsure of the appropriate dress for the position, the student should discuss guidelines with the supervisor.

CONFIDENTIALITY

Some campus jobs may require a student to handle confidential information. Whether the student comes in contact with the information as a required task or by accident, the student is not permitted to share sensitive information with any person. Violation of this policy will be considered a violation of the Randolph College Honor System. Supervisors may want to have a student worker sign a Student Employee Confidentiality Statement. HR can provide the supervisor/department with a sample agreement.

JOB DESCRIPTIONS

Supervisors are responsible for maintaining a detailed job description for all of their work-study positions. The supervisor should review the job description with the student to make sure the student understands the job expectations clearly. Human Resources will maintain a copy of all campus work-study job descriptions.

WORK SCHEDULE AND ABSENCES

Students may not work under the campus work-study student employment program prior to the date that new students arrive or after commencement. If students work outside these dates, wages will not be paid from the work-study budget.

Work-study supervisors and the student should arrange a working schedule which is mutually acceptable. Students are expected to work all of their agreed upon hours throughout the academic year. If a student is unable to report to work because of an emergency or illness, it is the student's responsibility to notify the supervisor as soon as possible enabling the supervisor to get a substitute if necessary. Failure to do so is recorded as unexcused or "No Show". See the section labeled "No Show" for additional information.

Students are allowed to work during fall and spring breaks, but not over the winter holiday break.

Changes in work-study assignments are discouraged once the student has been assigned and accepted the position in the department, unless the student's academic schedule changes. If a request is made to terminate or reassign the student, the Student Job Change Request Form must be completed and turned in to Human Resources. The student will then meet with the Director of Human Resources to discuss the reason(s) and the form will be placed in the student's employee file. If the student is requesting to quit, a notice to the supervisor is a good idea as with any job. Please note that requests cannot always be accommodated.

STUDENT WARNINGS AND TERMINATIONS

Randolph College invests a significant amount of time and funds into the Campus Work-Study Employment Program. Students are expected to arrive promptly at their regularly scheduled time, ready to work. Supervisors are expected to make the student aware of their expectations including the specific absentee policy.

Supervisors may issue a *Notice of Warning* to students who have failed to adhere to the department's expectations as set forth by the work study supervisor. The supervisor will sit down with the student to discuss the issue, and a copy of the *Notice of Warning* should be sent to Human Resources to be placed in the student's employee file. Typically, two Notices of Warning will result in a supervisor's request for the student to be removed/terminated from the department.

The student must understand that if he/she is terminated, the Human Resources Department may not be able to place him/her in another campus employment position. There is typically much competition for a limited number of campus jobs.

Appeals are heard by the Director of Human Resources.

NO SHOW POLICY

Each department should establish a “No Show” policy and submit it to the Human Resources Department for approval. The policy should be in writing and given to the student during the department orientation. It is important for each student to understand clearly the department’s “No Show” rules and, unless the department has a policy on file with the Human Resources Office, it is understood that the second unexcused “No Show” will constitute a reason to consider termination of the student from his/her campus job.

The purpose and design of Randolph College’s campus job program is to serve both students and departments beneficially and to allow a reasonable amount of flexibility to serve both best; however, in no case is lack of dependability condoned.

REPORTING HOURS WORKED FOR PAYMENT

Students must provide their supervisors with an accurate record of the hours worked each day via the monthly on-line timesheet. Students working for the Dining Hall, Skeller, Main Grounds, or catering will use a time clock instead of using the on-line timesheet. At the beginning of each month, students will submit their hours for the previous month to their supervisor(s) electronically. The supervisor is responsible for making sure the student’s timesheet is accurate before approving. Supervisors should “reject” incorrect timesheets with comments. The student will receive notification and will be able to recall the timesheet, correct it, and resubmit it.

Work study students are paid on the 15th of each month (October through May) .If the 15th is on a weekend, payday will be the Friday before. Timesheets not submitted by the designated due date will be held until the following pay period. At the end of the academic year, all hours for the year must be submitted and approved by May 5th. Payment to students after the final student payroll must be paid through departmental funds.

Time worked must be reported in quarter hour increments.

- 15 minutes = .25
- 30 minutes = .50
- 45 minutes = .75
- 1 hour or 60 minutes = 1.00

No pay advances will be given.

DISBURSEMENT OF PAY

Work Study students have three options for the disbursement of pay, and a completed Payroll Disbursement Agreement is required from each student. The options available are:

1. **Direct deposit into a personal checking account or savings account** (requires a voided check or other documentation from the bank)
2. **Automatic Deposit of Work Study Check to Tuition Account**
3. **Receive a “live” paycheck.** Paychecks are available at the Cashier’s window located in the Business Office after 10:00 a.m. on payday. (This is only for Randolph payroll checks.) If the student’s check is less than \$100, the Cashier can cash the check on payday and the day after payday. After this point, a student must cash the check through an outside source. Pay checks that remain unclaimed for 60 days will automatically be credited to the student account.

SAFETY TRAINING

There are certain jobs on campus that require safety training before the student can start work (e.g., Theatre Department, Riding Center, etc.). The student will be asked to sign off on this training. A copy of the training documentation will be sent to Human Resources for the student employee file, and a copy will be retained in the department.

WORKERS’ COMPENSATION

The College provides insurance coverage for disabilities arising out of and in the course of employment in accordance with the Virginia Worker's Compensation Act. Any employment-related disease or injury must be reported immediately to your supervisor. Failure to report promptly may result in loss of compensation and payment of medical expenses.

Employees sustaining an injury by accident arising out of or during the course of employment and employees who contract an "occupational disease" must obtain from Human Resources a listing of the "panel of physicians" from which the employee may select a physician for treatment and/or consultation. Failure to seek treatment or consultation from a physician on the College's panel of physicians may result in the loss of payment of medical expenses. For more information about Worker's Compensation, contact Human Resources.

Pay for the first seven calendar days of absence from work following a Worker’s Compensation injury is not covered by worker’s compensation benefits.