

STUDENT EMPLOYMENT HANDBOOK

A GUIDE FOR

STUDENTS AND SUPERVISORS

KELLOGG COMMUNITY COLLEGE

Kellogg Community College is an equal opportunity educator and employer and does not discriminate on the basis of race, gender, marital status, creed, religion, color, national origin, veteran status, physical or mental disability, age, height, weight, or sexual orientation in its admission policy, educational programs, activities, or employment policies. If any student believes the College organization has inadequately applied these principles, he/she may contact the Vice President of Instruction: Jan Karazim, Roll Building (269) 965-3931, extension 2315 or the Director of Human Resources: Ali Robertson, Whitmore Administration Center, (269) 965-4152.

Americans with Disabilities Act - Persons with disabilities requiring accommodations for employment at Kellogg Community College must provide written notification within 182 days after the need is known. Notification should be sent to the Human Resources Department.

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STUDENT EMPLOYEE RESPONSIBILITY

Kellogg Community College is dedicated to making student employment positive learning experience. In the course of this, as in any workplace, confusion sometimes arises and we provide avenues for clarification.

Students employed by Kellogg Community College are responsible for understanding and adhering to all the guidelines in the Student Employee Handbook as well as the Student Handbook. If students feel they are being asked to do something in violation of either handbook, it is their responsibility to bring this to the attention of their supervisor. If the supervisor is not available or the student is uncomfortable approaching the supervisor, they may also contact Student Employment Services Specialist, Vice President for Student Services, or Human Resources for guidance. In no case should an employee act in violation of the guidelines in the Student Employee Handbook or the Student Handbook.

STUDENT EMPLOYMENT ELIGIBILITY

Only current Kellogg Community College students who have completed the Free Application for Federal Student Aid (FAFSA) for the academic year are eligible for on-campus/Community Service employment. It may take 4-6 weeks for the FAFSA to be processed and the student awarded.

Student workers using institutional funds must be enrolled for and maintain enrollment in a minimum of six (6) credit hours in the fall and spring semesters or three (3) credit hours in the summer semester. Federal Work Study and Michigan Work Study student workers must be enrolled for a minimum of six (6) credit hours each semester.

Student employment is also routinely monitored to insure that students are maintaining a minimum credit hour enrollment. If enrollment drops below these levels, the student must be immediately dismissed from College employment. Any hours worked after the date the student falls below the levels will not be paid. Audit classes can not be used toward minimum credit hours for student employment.

NOTE: Students exempt from completing the FAFSA include students working only as Peer Advisors, tutors working under grant funding, and International Students with F-1 status. If a student works in an area of the College in addition to one of these areas, a FAFSA form must be filed. All students must still meet the eligibility requirements.

Student employees may not be employed in a non-student position at the College during their tenure as a student employee. The College will not hire student employees into situations where the possibility of favoritism or conflicts might exist. Therefore, students may not be employed within the same department where a relative (including step-relatives) is employed. Relative is defined as parent, parent-in-law, sibling, sibling-in-law, child, spouse, aunt, uncle, grandparent, grandchild, niece or nephew.

STUDENT EMPLOYMENT ELIGIBILITY (continued)

Dual-enrolled students are not eligible to work during the fall/spring. Students who are under the age of 18 and are still enrolled in high school may work during the summer only. Please contact the Human Resources Department at extension 2369 if you have any questions concerning employment for minors.

No student employee is allowed to work without a completed current KCC Student Work Authorization Form. Authorization forms are issued for fall/spring and summer.

Student employees are not eligible for Michigan Unemployment Compensation benefits from the College.

BACKGROUND CHECK

As part of the employment process, background checks will be conducted on all student employees. Human Resources will conduct background checks on new student employees as part of the employment authorization process. For returning student employees, background checks will be conducted each fall. If a student is returning but has not worked for a semester or more, a background check will be conducted before they begin working for the College again.

Student employees will be required to fill out a Release Form for Consumer Reports. This form and all results will be maintained confidentially in the Human Resources department. Specific information will not be disclosed to employees outside of Human Resources.

The background check for student employees will consist of the following:

- Michigan State Background Check (Felonies & Misdemeanors)
- Michigan Public Sex Offender Registry
- Nationwide Public Sex Offender Registry

The results of background checks may affect employment eligibility. However, a record of conviction is not an automatic bar to employment.

Kellogg Community College student employees have the right to due process if they disagree with any action taken against them by the College, including dismissal from College employment. The proper procedure to follow is described in the College's Student Handbook (not the Employment Handbook) under Policies and Procedures.

FINANCIAL AID WORK AWARDS

A student's financial aid package may include a Federal Work Study (FWS), or Michigan Work Study (MWS) award amount (if funding is available). Work study is designed to support the college student employment program by paying a percentage of the student's wages. The federal program (FWS) pays 100 percent of the students' wages, and the state program (MWS) pays 80 percent of the students' wages.

The work study award amount is a dollar amount that a student MAY earn during the regular academic year, August to May, in a KCC campus/Community Service position. The dollar amount of the student's work award appears on the financial aid award letter that the student may review by accessing their account information utilizing KRIS. The awards are calculated for two 15-week semesters. There is no guarantee that a student will earn the amount of the work award or find a job. Students may work up to 20 hours per week. The student employment Authorization specifies the amount a student can earn in work study. Supervisors should note the amount of work award before signing the Authorization Form.

The Financial Aid Office is required to monitor earnings for students who have work awards. The amount of a work award may change if the student changes level of enrollment or receives scholarship or gift money. Students are notified if a change is made to the work award. The Financial Aid office will notify supervisors when work study students are close to earning their maximum award and when changes to a student's work study award occur. Student employees and supervisors are responsible for tracking their Work Study earnings to ensure hours worked do not exceed their award amount.

DEFINITION OF FUNDING TYPES

Institutional: The student's wages are paid 100 percent from department budgets.

Federal Work Study (FWS): The student's wages are paid 100 percent from work study funds. The College has a waiver and no department match is required.

Michigan Work Study (MWS): The student's wages are paid 20 percent from department budgets and 80 percent from Michigan work study funds.

When a student has earned the amount of the work award, the supervisor has several options:

1. Continue to employ the student, paying the student's wages with 100 percent institutional funds;
2. Terminate the student from employment and hire a new work study student;
3. Keep the student on institutional payroll at a reduced load, and hire a work study student for the balance of the hours needed.

In any case, all wages earned beyond a student's award amount are the responsibility of the department/agency.

ON CAMPUS STUDENT EMPLOYMENT PROCESS

Students working on campus must be enrolled for and maintain a certain number of credit hours depending on the semester. The hourly pay rate varies from \$7.40 to \$8.00 per hour depending on the placement of the position on the student employment salary scale.

Student employment is a learning experience intended to provide the foundation for students to develop their skill sets, expand upon their work experience, and to prepare them for assuming additional responsibilities. In turn, the student contributes to the successful operation of the College and/or local community service agency. For more information on student employment, contact Student Employment Services at extension 2637.

1. Complete and submit the Free Application for Federal Student Aid (FAFSA) and submit required documentation to the Financial Aid Office so eligibility can be determined.
2. Complete Student Employment Services (SES) registration form and create a formal résumé on College Central Network (CCN) at www.kellogg.edu/SES/CCN.
3. Send your résumé to a variety of on campus employers.
4. Interview with the on campus department.
5. Complete background check authorization paperwork.
6. If hired, supervisor will request and complete their portion of the KCC Student Employment Authorization Form.
7. Take the Authorization Form, original valid Michigan driver's license or Michigan ID with current name and address, and original Social Security card with current name* to Human Resources for your orientation.
8. Human Resources will sign the Authorization Form and give the student the pink copy to return to his/her supervisor once the orientation is complete. Students are authorized to begin working after pink copy is given to the supervisor - NOT BEFORE. If you are asked to work before you have returned the pink copy to your supervisor, contact Human Resources.

*International Students will also need their I-20 and valid passport. Any questions regarding employment for international students should be addressed to Financial Aid. International students may need a letter from the Financial Aid Office indicating intent to employ so that they may apply for a Social Security card.

NOTE: If more than one employer hires the student, he or she must have a separate Student Employment Authorization Form for each worksite. It is the student's responsibility to notify their supervisor if they are working for more than one department.

EMPLOYMENT WILL BE DELAYED WITHOUT THE THREE PROPER SIGNATURES ON THE AUTHORIZATION FORM; FINANCIAL AID, SUPERVISOR AND HUMAN RESOURCES.

COMMUNITY SERVICE STUDENT EMPLOYMENT PROCESS

A portion of the Federal Work Study allocations to the College must be used for Community Service jobs off campus. Students must have FWS eligibility for these positions and be enrolled for and maintain at least six (6) credit hours. The current pay rate for Community Service positions is \$8.50 per hour.

Student employees and their supervisors are responsible for tracking their Work Study earnings to ensure they do not exceed their award amount. Student employees will not be compensated for hours worked over their award amount.

Student employment is a learning experience intended to provide the foundation for students to develop their skill sets, expand upon their work experience, and to prepare them for assuming additional responsibilities. In turn, the student contributes to the successful operation of the College and/or local community service agency. For more information on student employment, contact Student Employment Services at extension 2637.

1. Complete and submit the Free Application for Federal Student Aid (FAFSA) and submit required documentation to the Financial Aid Office so eligibility can be determined.
2. Complete the Student Employment Services (SES) registration form and create a formal résumé on College Central Network (CCN) at www.kellogg.edu/SES/CCN.
3. Send your résumé to a variety of community service agency employers.
4. Interview with the community service agency.
5. Complete background check authorization paperwork.
6. If hired, SES will prepare Authorization Form and complete work study contract.
7. Sign your work study contract and wait until the specified date to go to Human Resources. SES will collect the appropriate signatures and send your Authorization Form and work study contract to Human Resources.
8. Take the Authorization Form, original valid Michigan driver's license or Michigan ID with current name and address, and original Social Security card with current name* to Human Resources for your orientation.
9. Human Resources will sign Authorization Form and give student pink copy to return to supervisor once the orientation is complete. Students are authorized to begin working after pink copy is given to the supervisor - NOT BEFORE. If you are asked to work before you have returned the pink copy to your supervisor, contact Human Resources.

EMPLOYMENT WILL BE DELAYED WITHOUT THE THREE PROPER SIGNATURES ON THE AUTHORIZATION FORM; FINANCIAL AID, SUPERVISOR AND HUMAN RESOURCES.

SUMMER STUDENT EMPLOYMENT

Summer work study is available, depending on the availability of funds. Federal and Michigan Work Study allocations not expended during the fall and spring semesters may be available to eligible students for summer employment through June 30. Earnings beyond June 30 through the end of the summer semester will be charged to the employing department's institutional fund. **KCC Student Employment Authorization Forms from the Financial Aid office are required for summer employment.**

Students working under Federal or Michigan Work Study during the summer semester must enroll for and maintain a minimum of six (6) credit hours. Students working under the institutional work program during the summer semester must enroll for and maintain a minimum of three (3) credit hours.

The Financial Aid Office will verify the student's status before signing summer Authorization Forms. In the summer, employment preference is given to students who are pursuing a degree at KCC.

Students are allowed to work a maximum of 39 hours per week during the summer under the institutional work program depending on availability and departmental funding.

Student employees cannot work more than eight hours in one day. Student employees must take a half hour break after five consecutive hours of work. Student employees are not allowed to work during their scheduled class periods, even if the class is cancelled for the day.

Timecards for student employees are green for the summer months.

It is the student's responsibility to notify their supervisor if they are working for more than one department. In addition, a separate KCC Student Employment Authorization form is required for each department.

A NEW KCC STUDENT EMPLOYMENT AUTHORIZATION FORM IS REQUIRED FOR ALL STUDENT EMPLOYEES DURING THE SUMMER, INCLUDING RETURNING STUDENT EMPLOYEES.

STUDENT EMPLOYEE CONDUCT

Student employees are required to conduct themselves in the following manner:

- 1) **PUNCTUALITY** Student employees must be on time and must call their supervisor if unforeseen circumstances arise causing them to be late.
- 2) **ABSENCE** Student employees are responsible for calling the employing department, or the direct supervisor, in case of absence. All attempts should be made to give as much advance notice as possible.
- 3) **PROCESSES** Student employees should discuss office policies and procedures with their supervisor, and refrain from inviting friends into the office during work hours.
- 4) **WORK ASSIGNMENTS** The first priority of the student employee is to gain experience that fosters a positive work ethic. If student employees do not have something to do, they should ask their supervisor for additional work or find something that needs to be done.
- 5) **RESPECT** Proper respect should be shown to College employees, other student employees and students. It is expected that all employees will be courteous and helpful to others.
- 6) **CONFIDENTIALITY** Work-related information is confidential and should not be discussed with others. Any information (files, student and employee information) a student may come in contact with during your employment is strictly confidential. Information should not be discussed outside work under any circumstances. Any violation of confidentiality will be subject to discipline up to and including termination of employment.
- 7) **EMERGENCY SITUATIONS IN THE WORK AREA** The student employee should first notify their immediate supervisor. If the supervisor is not available, the student should call the College security personnel at extension 4444.
- 8) **CELL PHONES** Student employees are expected to refrain from cell phone usage while working.
- 9) **DRESS CODE** Student employees are expected to report to work in casual work attire. This should not be confused with casual recreation attire. Student employees should check with their supervisors regarding specific departmental dress code expectations.

STUDENT EMPLOYEE CONDUCT (continued)

- 10) **COMPUTER/INTERNET USAGE** Some student employment positions require the use of computers and the internet. Student employees should not use the workplace computers for personal reasons without permission from their supervisor. It is expected that all student employees adhere to the College Acceptable Use of Technology Policy. Please refer to the Student Handbook. The full Kellogg Community College Acceptable Use of Technology Policy is available at www.kellogg.edu/kccpages/aup.html.

If conduct rules are broken, student employees will be held accountable according to the Student Code of Conduct.

PROHIBITED RESPONSIBILITIES

There are some job responsibilities that are not permitted for student employees. If questions arise, contact your supervisor or Human Resources.

Prohibited duties include, but are not limited to, the following:

- Posting student grades to KRIS or Datatel/Colleague
- Cash reconciliation – unless assisting staff
- Posting payments to student accounts
- Interpreting Financial Aid eligibility
- Assisting with Free Application for Federal Student Aid FASFA completion
- Assisting with completion of Financial Aid forms
- Advising others regarding Financial Aid or any related topic

GRIEVANCE PROCEDURE - STUDENTS

Kellogg Community College students have the right to due process if they disagree with any action taken against them by the College, including dismissal from College employment. The proper procedure to follow is described in the College's Student Handbook (not the Employment Handbook) under Policies and Procedures.

PAY

The current pay rate varies from \$7.40 to \$8.00 per hour depending on the placement of the position on the student employment salary scale for on campus positions and \$8.50 per hour for Community Service positions.

Direct Deposit is encouraged so that students have easy access to their pay no later than payday morning. Paper paychecks are mailed on the paydays below. The cost to replace paper paychecks is \$25.00. Direct Deposit information and forms may be downloaded at www.kellogg.edu/hr/forms or may be picked up at the Human Resources Department.

WORK HOURS

If any part of the workweek falls within the fall or spring semester time period, a student will only be allowed to work 20 hours during that week.

If any part of the workweek falls when classes are not in session (i.e. Spring Break) between semesters, a student may work up to 39 hours per week if funds are available. During the summer, student employees may work up to 39 hours depending on availability and departmental funding.

Student employees cannot work more than eight hours in one day and are **not allowed to work during their scheduled class periods, even if the class is cancelled for the day.**

A student may take a paid 15-minute break anytime during a scheduled four-hour consecutive work period. The supervisor should approve the time of the break.

Student employees must take at least a half hour break after five consecutive hours of work. This should be reflected on the timecard by listing each time in and time out (see sample timecard).

Student employees are only allowed to work when the College is open. Student employees may begin work no earlier than 7:00 a.m. and may not work later than 10:00 p.m. on days when the college is open. Student employees must be supervised at all times. In case of weather related closings, students can call the switchboard for further information.

If a student is working for more than one department, a timecard should be submitted for each department. If a student is working for more than one department, the total hours for all departments may not exceed the maximum number allowed.

Student employment is routinely monitored each pay period to insure that students are not working more than the maximum number of hours per week. Exceptions must be requested in writing from the student employee's supervisor to the Vice President, Student Services. Approval must be forwarded to Human Resources before any student may work additional hours.

STUDENT EMPLOYEE RECOGNITION EVENT

Each spring semester, all on-campus and community service work study employees and their supervisors will be invited to a Student Employee Recognition Reception. This event is a way to recognize our student employees and thank them for their valuable contributions throughout the year.

OUTSTANDING STUDENT EMPLOYEE AWARD

All on-campus and community service supervisors are given the opportunity to nominate their student employees for this award. Recipient(s) will be notified in the spring semester and the award is presented during the Honor's Banquet.

STUDENT EMPLOYEE KEY ISSUANCE

It is not encouraged for student employees to have access to any form of keys for buildings, departments, files, and offices. It is recognized that student employees may need such access to complete their work effectively. In response to such needs, the following are guidelines regarding key issuance to student employees. Any keys issued to student employees remain the sole responsibility of the department supervisor.

Physical Keys

- A physical key is a key that could be copied, is not programmable, and is normally used with deadbolts and cabinets.
- Student employees may have access to physical keys during their work time only.
- Student employees should not be allowed to take physical keys home.
- Any concerns should be directed to the Vice President for Student Services.

Programmable Access Key Cards

- Programmable access key cards may be requested through the Institutional Facilities department on a semester basis if necessary.

Student employment is a learning experience intended to provide the foundation for students to develop their skill sets, expand upon their work experience, and to prepare them for assuming additional responsibilities. Allowing student employees access to keys may place an added burden and potential risk. Please keep this in mind when considering whether or not student employees in your department should have access to keys.

TIMECARDS

The timecard is in Excel. The file may be accessed within the department or saved on a disk and used on any computer. The timecards are also available online at <http://www.kellogg.edu/hr/student.html>. When accessing the timecard online, students should be sure they are using the correct timecard depending on if they are working on or off campus. When opening the file, the "Enable Macros" option must be chosen for the calculations to work.

- 1.) Type in name, Student ID (student number without the "k"), student employee position title, and rate of pay.
- 2.) Enter times worked in the bottom boxes.
 - Fill in all dates, whether you are working or not.
 - Record time worked to the nearest quarter of an hour (fifteen-minute increment).
 - Be sure to indicate whether the hours worked are **a.m. or p.m.**
 - The total hours for each day and each week will be added automatically.
 - For any days that are not worked, fill in the date only.

If a student is working for more than one department, a timecard must be submitted for each department. If hours worked in one department are also listed as hours worked in another department, both timecards will be returned to the student for corrections. If a student is working for more than one department, each supervisor must be notified of this.

- 3.) Verify hours worked and print timecard on blue paper for fall/spring. Green paper is used for summer timecards.
- 4.) The student employee must sign and date the timecard.
- 5.) The supervisor must sign and date the timecard and write in the account number.
- 6.) The student should then review the timecard for accuracy before turning it in to the Human Resources Department. **The timecard may not be turned in before the completion of work hours.** A supervisor or student employee **must never** sign a blank timecard or a timecard with incomplete information.
- 7.) Any timecards received without complete and accurate information will not be accepted and will be returned to the supervisor to give to the student. This will cause an additional two-week waiting period before the student receives a paycheck.
- 8.) All completed timecards must be received by the Human Resources Department no later than 5:00 p.m. on the Monday following the end of the two-week work period. Timecards received after that time will be held for the following payroll.

IT IS THE STUDENT'S RESPONSIBILITY TO TURN THE TIMECARD IN ON TIME.

All information completed on the timecard signed by student employee and supervisor will be a true statement of hours and dates. Intentional misinformation may result in employee termination.

STUDENT EMPLOYEE TERMINATION
For Supervisor's Use Only

Student Employee Termination Notice Guidelines

Student employee termination notices should be completed for any employee who is no longer working in the department prior to the end of their authorization. KCC Student Employment Authorization Forms cover either the academic year (fall and spring semesters) or the summer semester. Termination notices should also be completed if the student employee is no longer working in the department for any work-related cause such as attendance or performance. Terminations are noted in the student file for future employment at the College.

Call Human Resources at (269) 965-3931 ext. 2369 for Termination Notice forms.

<p><u>SAMPLE</u></p> <p>Student Employee Termination Notice</p> <p><i>**Please return <u>all</u> copies of the completed form to Human Resources**</i></p>	
<p>To be completed by Department /Employer:</p>	
<p>_____ is no longer employed.</p>	
<p>Student Name</p>	
<p>_____</p>	<p>_____</p>
<p>Department/Employer</p>	<p>Last date student worked in this dept.</p>
<p>Reason for termination: (Check <u>all</u> that apply)</p>	
<p><input type="checkbox"/> Attendance</p>	<p><input type="checkbox"/> Quit</p>
<p><input type="checkbox"/> Performance</p>	<p><input type="checkbox"/> Funding Reasons</p>
	<p><input type="checkbox"/> Other _____</p>
<p>_____</p>	<p>_____</p>
<p>Administrator/Employer Signature</p>	<p>Date</p>
<p>To be completed by K.C.C. H.R. Department:</p>	
	<p>_____</p>
	<p>Last pay date</p>

STUDENT EMPLOYEE GUIDELINES KELLOGG COMMUNITY COLLEGE

The maximum number of hours per week that a student may work is 20 for fall/spring or 39 for summer. If any part of the work-week falls within the fall or spring semester time period, a student will only be allowed to work 20 hours during that week. If a student is working for more than one department, the total hours from all departments **may NOT exceed** the maximum number allowed. Student employees are required to enroll and maintain a certain number of credit hours depending on the semester. If a student employee's enrollment falls below the minimum required, any hours worked after that date will not be paid.

It is the student's responsibility to notify their supervisor if they are working for more than one department. In addition, a separate KCC Student Employment Authorization Form is required for each department. A pink copy of the Authorization Form **must be on file** in each department **BEFORE A STUDENT STARTS WORKING**. Any hours worked prior to completing orientation will not be paid.

Student employees **are never allowed** to work more than eight hours in one day, when the College is closed or during their scheduled class periods. Student employees must take a half hour break after five consecutive hours of work.

All employees are paid on a biweekly schedule. Student employees must turn in their timecards to the Human Resources department no later than Monday following the end of the two-week work period. If the employee's timecard is returned for corrections, for completion, or if the timecard is not received by the deadline, that timecard will not be processed for the current payroll, but must wait until the following payroll - an additional two weeks. **Timecards must be turned in after each two-week pay period.**

REMEMBER!

- 1. The pink copy of the Authorization Form must be on file before you start work.**
- 2. It is your responsibility to see that your timecard is complete, correct, and on time.**
- 3. Student employee paychecks are mailed on paydays. The cost to replace paper checks is \$25.00.**
- 4. Failure to submit your timecard at the end of each two-week pay period may result in termination of your employment.**

By signing this document, you agree to follow all guidelines in the Student Employment Handbook as well as those outlined in the Student Code of Conduct.

FOR REFERENCE ONLY

Student employees will sign actual guidelines during orientation.