

# HIGHLINE COLLEGE STUDENT EMPLOYEE HANDBOOK



REV 1/17

## STUDENT EMPLOYEE HANDBOOK

Becoming a student employee is a great way to obtain hands-on experience and earn a supplemental wage. Remember, you are a student first and your academic success is priority. While employed, you are expected to act in an appropriate and professional manner, take your job seriously, and to communicate your academic needs.

Student employees are employed temporarily while enrolled in college credit classes. Eligibility may be based on many factors. A student employee cannot supplant or replace a permanent employee; instead, they are designed to assist current staff and learn job skills.

Additional HC workplace policies and procedures can be found on the Human Resources webpage. These policies include: job place injury, harassment, drug-free workplace, employee assistance, ethics, etc. <https://humanresources.highline.edu/policies/index.php> \_

The following are guidelines and policies relating to student employment. These guidelines and policies are subject to change and may also be addressed on a case by case basis. If you have questions about these guidelines or employment, please contact Career and Student Employment.

**\*\*As a student employee, you are responsible for reading and understanding all correspondence, including emails, received from Career and Student Employment, and Financial Aid; and to follow the regulations set forth by federal and state law, employment laws, and campus policies. Correspondence will include important information regarding your employment. Failure to do so may result in frustration, confusion, delay of wages and termination.**

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### **\*Definition**

A student employee is enrolled in college credit classes at HC, and is employed temporarily in a part time position. Student employees do not receive benefits and do not have union representation. Wages can be paid either through financial aid work study or by departmental funding (General Fund). The nature of Highline Student Employment is considered an “at-will” employment relationship. This means that either party can terminate the employment relations at any time.

### **\*Equal Opportunity**

Highline College reaffirms its policy of equal employment regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, genetic information or status as a disabled veteran or Vietnam era veteran. This applies to all staff, student employees, interns and volunteers. <https://humanresources.highline.edu/policies/eo.php>

### **\*Reasonable Accommodations for Persons with Disabilities**

Highline College will provide reasonable accommodations required by law to the known physical, mental and sensory impairments of otherwise qualified individuals with disabilities on a case by case basis. Reasonable accommodations will be provided to enable an employee with a disability to enjoy terms, benefits, privileges and conditions of employment equal to those enjoyed by similarly situated non-disabled employees. <https://humanresources.highline.edu/policies/accomodation.php>

### **\*Enrollment**

Students must be enrolled in at least 6 college credits to work in a General Fund or Work Study position. *General Fund* and *Work Study* students may be able to take fewer credits during summer quarter if enrolled for fall with authorization from Career and Student Employment. A student must notify Career and Student Employment immediately if they drop below 6 credits.

### **\*Finding Job Openings**

All student jobs should be posted online using Myinterfase [www.myinterfase.com/highline/student](http://www.myinterfase.com/highline/student). Copies will also be posted in CASE’s job binders. . Students are responsible for reading the entire job description and applying for the positions through the method listed on the posting. **Students must attend a Work Study orientation and be work study eligible before applying for Work Study positions.** Students can contact Career and Student Employment for other options.

### **\*The Interview**

The purpose of the interview is to determine if the applicant has the skills and abilities to perform the duties of the position, and to determine if the applicant is a good fit for the department. Supervisors may request any of the following items: resume, references, letter of intent, application, or a class schedule. During the interview, be sure to ask the supervisor questions you truly want to know about the job. Let them know of any concerns you may have and how to best contact you.

### **\*Paperwork**

***New hires:*** must complete a referral and new hire packet before they start working. The packet includes Highline's drug-free workplace policy, W-4, I-9, direct deposit form, and a demographic inquiry. A student must bring in appropriate documentation to complete the I-9. HC participates in E-Verify and will verify eligibility online.

***Returning hires:*** must complete a new referral for summer or fall for the next year.

***All hires:*** must read and sign the Career and Student Employee Policies and Procedures agreement on the back of the referral form. This agreement outlines HC's guidelines for behavior and expectations of student employees and may be used to determine continuation of employment or the need to discontinue employment of any student who does not comply with the agreement. Your department may have additional guidelines and policies. To update or make changes to a W-4, direct deposit, address, contact and other personal information contact Human Resources.

**See Appendix A to review the Student Employee Policies and Procedures agreement.**

***International students*** will need to apply and receive a social security number and have work authorization **before** paid employment can begin. A formal offer from the college may be required to accompany the student's social security number application.

### **\*Volunteers**

All volunteers must complete the Volunteer Action Form found on the Human Resources website. Students can start as volunteers and become paid employees later. A student can volunteer similar duties elsewhere, or they can volunteer for new duties at their current location, such as for an event, but they cannot be paid and switch to a volunteer performing the same duties previously paid for.

### **\*FERPA**

The Family Educational Rights and Privacy Act (FERPA) pertains to personal records and the release of such information. All students who have access to view or handle any student or public personal information must complete the online FERPA tutorial found on the Registration webpage before they work. Students must enter their information at the end of the tutorial for verification by Career and Student Employment. Continuing student employees should review the tutorial annually.

### **\*Communication**

A strong working relationship begins and thrives off good communication between the supervisor and employee. Establish at the point of hire with your supervisor how each of you prefers to be contacted and back up points of contact if needed. Communication also includes addressing questions or concerns with your supervisor immediately. You may also contact Career and Student Employment if you don't feel comfortable addressing your supervisor.

### **\*Attendance**

Employees are expected to be present during scheduled work hours. If you need to be absent, advance notice to the supervisor is required, except in the case of emergency. Repeated tardiness or absence may be grounds for dismissal. Inform your supervisor as soon as possible of changes to your class schedule. It is important that your academics are priority. ***If you need additional time to focus on your***

*studies, please talk with your supervisor immediately. Failure to do so may result in financial aid suspension and would make a student ineligible to be on Work Study.*

### **\*Eligible Dates of Employment**

Work Study student employees will have an official start and end date as to when they may work. These dates may be adjusted if a freeze is imposed, if the student is not registered for the next quarter, or if the student's eligibility changes. Employment periods for Work Study students will be indicated on the students' referral. Failure to comply with eligibility dates may result in charges to the department or dismissal.

### **\*Timesheets**

*Timesheets should be filled out each day worked.* The hours are checked and verified by the supervisor for accuracy. A delay in submitting timesheets will cause a delay in payment. Repeated delay may result in termination. If you are submitting a paper timesheet, the signed original needs to be submitted to Career and Student Employment on or before the time sheet due date.

Please use your legal name as printed on your Social Security card. Time should be rounding to the closest quarter hour and totals recorded as .25, .5, or .75. Student and supervisor need to double check the time sheet for accuracy.

### **\*Workable Hours**

It is important to discuss your schedule with your supervisor at the beginning of the quarter. The work week is Sunday to Saturday. All student employees are limited to no more than 19 hours per week; however, funding may limit a student to a lesser amount of hours per week on average. A student may hold more than one work study and/or general fund job at the same time provided the total number of hours between all of the positions does not exceed 19. General Fund students may be eligible to work up to 40 hours per week during break periods and summer break with approval from their supervisor and Career and Student Employment.

Work study hours should be closely monitored to avoid working beyond allowable hours. A Work Study employee is not obligated to work all eligible hours, however, un-worked hours do not carry over to the next quarter.

### **\*Rest & Meal Breaks**

A student working a minimum of 4 consecutive hours is entitled to a 15 minute paid break. A student working a minimum of 5 consecutive hours is entitled to a 30 minute unpaid meal break. The 30 minute meal break must be reflected on the time sheet.

### **\*Payroll**

Students will be paid on the 10<sup>th</sup> and 25<sup>th</sup> of each month, or the closest banking day for hours worked and submitted. Highline encourages direct deposit; students who decline direct deposit will receive a paper check via mail. Payroll history and pay stubs can be accessed online through the HC Human Resources Webpage. To obtain login information, contact Human Resources. A W-2 will be sent by payroll annually for any wages earned on campus.

### **\*Student Wages**

Students working under Federal Work Study or General fund will be paid at the state minimum wage. Students working under State Work Study will be paid at the rate assigned to that position. Wages may be subject to garnishment or other court-ordered deductions. Students taking at least 6 credits will be exempt from FICA deductions. Students will generally not be eligible to receive unemployment benefits following separation from Highline.

### **\*Holiday & Overtime Pay**

Student employees do not receive Holiday Pay. If a student works on a holiday it must be pre-approved by your supervisor on the time sheet. The student will receive regular pay for those hours worked. Student Employees are not approved for overtime.

### **\*Campus Closure**

Students should plan schedules accordingly to accommodate for campus and office closures for holidays and training. When inclement weather arises, consider your safety first. Should you choose not to come to work, contact your supervisor. To review Highline's emergency action plan, please see the following link: <https://documents.highline.edu/adminservices/safety/Highline-College-Emergency-Operations-Plan.pdf>

Students may also sign up for text alerts by going to <https://hctextalerts.highline.edu/>

### **\*Dress Code**

Departments may set their own dress code requirements based on the type of work performed, location, and expectations. A verbal explanation or written policy on the department's dress code should be available and explained at the beginning of employment.

### **\*Performance**

Student employees represent HC and are expected to act and perform in a professional manner and are expected to provide superior customer service to students, staff, faculty and the public. Everyone should be treated with respect regardless of their gender, race, class, ethnic background, sexual orientation, age, physical ability and religious/spiritual backgrounds. If you have personal or college business, please do this on your own time. Computers and office equipment are for *work related use only*. Limit personal calls. When at work, always wear your Highline name badge. Failure to act in a professional manner may be grounds for dismissal.

### **\*Ethics**

HC expects that all employees observe the highest standards of ethical conduct and to place the college's interest above their own self-interest. Training on making ethical decisions and maintaining high standards of conduct is available through the Washington State Executive Ethics Board. It is recommended that student employees complete the training and discuss with their supervisors and questions. Training can be found at: <http://humanresources.highline.edu/training/ethics/home.htm> and includes a quiz at the end.

**\*Students in Distress**



Students and community members may experience moments of distress. Knowing ahead of time what to do when working with an individual in distress will help to deescalate and resolve the situation.

Training on what to do if you encounter an individual in distress is available at:

<http://studentservices.highline.edu/docs/studentsindistress.pdf>

If at any time the situation escalates or you are uncomfortable, have your supervisor or a staff member assist you. When a person is despondent and threatening to harm themselves or others, or the situation has become unsafe, contact Security immediately x3218 or 911 for an emergency.

### **\*Harassment**

HC takes a firm stand against harassment. Training on sexual harassment and your rights and responsibilities can be found at: <http://humanresources.highline.edu/training/harassment/index.htm>. It is recommended that student employees complete the training and discuss with their supervisors and questions. The tutorial includes a quiz component.

### **\*Smoking Policy**

Highline College supports the health and well-being of its campus community members. For this reason, smoking is prohibited on the campus of Highline, except in designated areas.

### **\*Drug & Alcohol Policy**

The unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited in or on property owned or controlled by Highline College. The use of any unlawful controlled substance while in or on property owned or controlled by Highline College is absolutely prohibited, except when authorized in writing by the College. No employee will report to work while under the influence of any unlawful controlled substance. Violation of this policy by an employee may result in a referral for mandatory evaluation or treatment for a substance abuse disorder. Disciplinary action up to and including dismissal from employment may be imposed.

To comply with federal law, Highline College requires an employee notify the employing official of any criminal drug statute conviction for any violation occurring in the workplace no later than five days after such conviction. If the employee is engaged in the performance of a federally sponsored grant or contract, the College must notify the federal contracting agency within ten days of having received notice that the employee has been convicted of a drug statute violation occurring in the workplace. The College will take disciplinary action against, or require the satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program by, any College employee who is so convicted. Disciplinary action may include dismissal from employment or other appropriate personnel action(s). Employment at Highline College is conditional on each employee's willingness to abide by this policy. This policy has been adopted pursuant to the federal Drug Free Work Place Act of 1988.

### **\*Job Duties**

While at work, students are expected to perform their duties as assigned. Duties may increase over time as time and abilities allow. It is important to stay in communication with your supervisor regarding your duties if you find you have questions, need additional training, need additional duties, or need to adjust your schedule. When in doubt, talk to your supervisor. Students are expected to ask their supervisor for additional tasks if down time occurs. This is not the time to do homework. Duties

should be completed in a professional manner at all times. Food and drink should be consumed away from the desk unless given permission from your supervisor.

### **\*Separation**

A student may be separated from their position by the student, supervisor or Career and Student Employment. Work study employees may become separated *immediately* if they are on financial aid suspension, if they are no longer enrolled in sufficient credits, or if their financial aid award/status changes, canceling or reducing their work study (i.e. they receive a scholarship, take a loan, agency funding, etc.) Students should speak with Career and Student Employment about other possible employment opportunities if separation occurs.

### **PERTAINING TO WORK STUDY ONLY –**

#### **\*Award Amounts**

Students are given a preliminary *eligibility* amount on their Financial Aid award. This amount may be changed when a student is hired and may be increased or decreased depending on the job, funding source, or other requirements. **Eligibility does not equal an award nor does it guarantee employment.** Work Study funding is very limited; a hiring freeze or earnings freeze will be imposed when potential earnings exceeds available funding. Students are not entitled to this funding.

#### **\*Working During a Break**

Eligibility will be determined before each break and may affect the types of Work Study differently. It is important to read emails and be in contact with your supervisor to see if you're eligible to work during a break. If working during the break is offered, a student must be registered for the following quarter, be in good financial aid standing, and have hours remaining.

#### **\*Work Study Freeze**

The Financial Aid office will impose a hiring freeze or earnings freeze in order to accommodate earnings trends and may be for the duration of the quarter or for the remainder of the fiscal year. An earnings freeze may change the dates a student can work, such as during the break or at the end of the fiscal year.

## GLOSSARY OF TERMS

**Classification** = designates the type of position. Students can be Work Study, General Fund or both. A student cannot be general fund /work study and simultaneously hold a 1000 hr or permanent position.

**Co-op** = an internship completed for credit. Co-ops can be paid, unpaid, and are coordinated with the student's faculty advisor with set learning objectives.

**Eligible Dates of Employment** = provides an official start and end. These dates may be adjusted if an earnings or hiring freeze is imposed, if the student is not registered for the next quarter, or if the student's eligibility changes. New hire students cannot start to work before the quarter starts.

**Federal Work Study** = is employment; students are not paid to study. Typically on campus, entry level, paid at minimum wage through Financial Aid.

**Financial Aid Suspension** = A suspension of financial aid due to a student not meeting all of the eligibility requirements. Because work study is financial aid, a student on financial aid suspension cannot continue to work under Work Study. A supervisor may switch the student to General Fund. Please refer to the conditions of award and satisfactory academic policy for information about suspension.

A student on **financial aid warning (formerly known as probation)** may continue in a Work Study position, but the supervisor and student should discuss what modifications need to be made to assist the student in remaining in good academic status. Financial aid does not affect a student's eligibility to work under General Fund.

**General Fund** = on campus employment open to any student taking 6+ credits of college credit classes. Wages are paid by the department. These students are limited to a maximum of 19 hours per week while class is in session.

**Internship** = an experiential learning experience with a set job description and timeline. An internship must provide compensation either through monetary compensation (hourly/salary/stipend) and/or via credit (co-op).

**State Work Study** = Work Study is employment; students are not paid to study. State Work Study relates to the student's program. A position will be determined as State by the Career and Student Employment Office. Off campus employers may also qualify to hire Work Study students and would be considered State Work Study. Students must be a WA resident to qualify.

**Timesheet** = all paid employees need to complete and submit a time sheet at the end of each pay period. It is crucial that hours worked are filled in each day worked and that the supervisor reviews the time sheet for errors before signing. Late timesheets can cause a delay in payment to the student and a possible reduction in award for Work Study students.

**Volunteer** = a person who chooses to perform duties not typically paid for without compensation. Students can start as volunteers and become paid later. They cannot be paid and switch to volunteer performing the same duties previously paid for. The student can volunteer similar duties elsewhere, or they can volunteer for new duties at their current location.

**Work Study Award** = the amount of money a student has been approved to earn during the quarter. A student is not required to earn the full amount, but cannot earn beyond the award amount. Earnings

beyond the award amount will be charged to the department. Any unearned award will remain unearned and will not transfer to the next quarter.

**Work Study Eligibility** = a student receives eligibility to participate in the Work Study program based on their financial need as determined on their FAFSA and available funds. Eligibility amounts will be determined by Financial Aid and do not guarantee an award or employment.

**Work Study Orientation** = Opportunity to learn about Work Study. Large group orientations are scheduled at the beginning of fall quarter or a student can schedule an individual appointment with Career and Student Employment. Returning students will be required to attend an orientation annually if there have been changes to the program.

### **Websites:**

**Student Employment:** <http://studentemployment.highline.edu>

-Student employment related topics, procedures, upcoming events, forms and resources.

**Financial Aid:** <http://financialaid.highline.edu>

-Financial Aid forms, resources, policies, deadlines

**Human Resources:** <http://humanresources.highline.edu>

-Campus employment policies, forms, training information, and earnings history

**FERPA:** <http://registration.highline.edu/Ferpa/index.php>

**Student Rights & Responsibilities:** <http://studentservices.highline.edu/srr.php>

**Job Search:** [www.myinterfase.com/highline/student](http://www.myinterfase.com/highline/student)

-Online job search site; upload resume, references, cover letter.

## \*Appendix A

### **Student Employee Policies & Procedures Agreement of Understanding**

As a student employee of Highline College (HC), you are a representative of the College; therefore, when you interact with students, staff, faculty, and community members by phone or in person, it is important to be polite, understanding and responsive to their needs. The following list of expectations is to ensure quality customer service and professionalism in the work environment. Please read, sign and date. A copy of this agreement will be kept in your personnel file.

#### Conduct, Expectations and Responsibilities

- Student employees are expected to review the *Student Rights and Responsibilities Code* WAC 132I-125 (Student Code of Conduct). Please go to <http://studentservices.highline.edu/srr.php>
- Computers and office equipment are for work related use only. Limit personal calls on college phones.
- Please record your work hours daily – time sheets are to reflect actual hours worked.
- When you are at work, always wear your Highline identification name badge.
- Cell phones are not to be used during work hours unless permission is given by your supervisor.
- If you are unable to attend work, or need to adjust your schedule, provide your supervisor with advance notice.
- If you have personal or college business, please do this on your own time.

#### Confidentiality

- A condition of employment, may require you to take the FERPA (Family Educational Rights and Privacy Act) online tutorial. Generally, colleges need written permission from a student in order to release any information pertaining to his/her educational records. A written release and photo identification are required to release student information (this includes parents/guardians). Always check with your supervisor prior to releasing any student information.
- Under Washington state law, all student records are considered privileged communication and information may not be disclosed to others without the students' written consent. Do not share any student information unless your supervisor directs you to do so. You can also contact the College Registrar for FERPA questions, if your supervisor is unavailable.

#### Customer Service

- Acknowledge and welcome visitors as they come into your work area.
- Dress appropriately and professionally for your work environment. Check with your supervisor if you are unsure about proper work attire
- Highline values a positive, respectful and civil learning and work environment. As a student employee, you are expected to provide superior customer service to students, staff and faculty from diverse racial/ethnic and cultural backgrounds. Everyone should be treated with respect regardless of their gender, race, class, ethnic background, sexual orientation, age, physical ability and religious/spiritual backgrounds.

I understand this information and will comply with the expectations and policies outlined above. If I am unclear or have difficulty complying with any position requirements, I will discuss it with my supervisor. By signing this contract, I acknowledge that failure to comply with student employment (work-study or general fund) expectations may result in termination from my position at HC.