



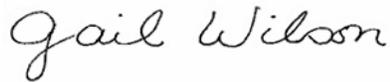
**Student Employment Handbook
For Supervisors and Student Employees**

May 2017

Welcome to the Student Employment Program

A student's learning experience extends beyond the classroom. The Student Employment Program at Eastern Oklahoma State College is designed to offer students the opportunity to develop beneficial work experience while attending classes. The student Employment Handbook contains information that you need to know about the Eastern Oklahoma State College Employment Program. It explains the requirements and responsibilities of all supervisors and student employees. Should you have any questions, concerns, or problems at any time please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Gail Wilson".

Gail Wilson
Student Employment Coordinator
gwilson@eosc.edu
918-465-1768 (phone)

Eastern Oklahoma State College, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures. This provision includes, but is not limited to admissions, employment, financial aid, and educational services.

Eastern Oklahoma State College has two work-study programs on campus – Federal Work-Study (FWS) and Regular Campus Employment (RCE).

Eligibility: Students must be currently enrolled before being hired to work on campus. All first-time student employees must complete a Student Employment Packet and provide supporting documents per federal and state guidelines (current driver's license or student ID AND original social security card). Packets must be completed and reviewed by the student employment coordinator **before** students can be hired. Funding is limited and awarded on a first-come, first-served basis.

International Students

Immigration regulations place certain restrictions on hiring International students who are enrolled in higher education institutions in the United States. International students must obtain the necessary documents. A U.S. Social Security number will be required before employment can begin. Contact student employment coordinator in the enrollment center with questions on how to obtain a social security card.

Student's Responsibilities and Rights

When hired for a position, student employees become members of work units that depend on him/her; therefore, student employees should make a serious commitment to his/her job. Supervisors expect the student to:

- Comply with and know the policies and procedures outlined in the Student Employment Program.
- Complete all hiring paperwork in a timely manner to ensure that the student is set up in the various employment and payroll systems.
- Understand the specific job responsibilities as well as the supervisor's expectations and standards.
- Adhere to policies and guidelines of the employing department.
- Report to work promptly and work the required period of time.
- Maintain the work schedule agreed upon between the supervisor and the student employee.
- Notify the appropriate supervisor if unable to work assigned times due to illness or other acceptable reasons. Give sufficient advance notice when possible.
- Act in a professional manner and take the job seriously.
- Perform tasks in an efficient and timely manner.
- Use time productively and avoid socializing on the job. Perform assigned duties and not to conduct personal work.
- Submit the time worked (Web Time Entry) by the required deadline at the end of the pay period in order to ensure timely payment.
- Keep copy of the completed authorization form to refer to in order not to go over the number of hours allotted.

Supervisor's Roles and Responsibilities

Supervisors are responsible for making job assignment opportunities for students to learn and test new skills while they earn necessary funds. The College expects a supervisor to treat students fairly and equitably. Supervisors train, motivate, and guide the student employee. Student employees can expect their supervisors to:

- Comply with, know, and enforce the policies and procedures outlined in the Student Employment Handbook and adhere to the policies and practices of Eastern Oklahoma State College.
- Ensure that each student employee reviews and understands the Student Employment Program Handbook.
- Review the job description and responsibilities with the student employee.
- Establish a schedule of work hours that will be acceptable to both the student and the department.
- Clearly define to whom the student should report.
- Upon request provide verbal feedback on student's job performance.
- Provide supervision and counsel the student employee if work performed is unsatisfactory. Provide constructive criticism and positive re-enforcement. Address problems (or potential problems) as they arise-do not let them build.
- Follow the termination and discipline procedures outlined in this handbook.
- Validate submitted student employee's hours by the required deadlines.
- Keep copy of the completed authorization form to refer to. Monitor student employee hours to ensure that no student earns more than his/her award and that the student stops working when award is fully earned.
- Do not allow any work to be done by student worker until an email is received from the student employment coordinator stating the student worker has been approved to begin work.

A student may not work during scheduled class time unless there is written approval from the instructor. A copy of the approval must be sent to the payroll office.

Receiving Payment for Hours Worked

Students will use Web Time Entry (found on WebAdvisor) to enter their work hours.

1. Students will have until 10:00 a.m. the next business day after the end of the pay period to complete and submit the time to their supervisor. (Pay period end – Sept. 30th, Submit by 10:00 a.m. Oct. 1st)
2. Supervisor will receive an e-mail that there is time waiting to be approved.
3. Supervisors will have until 5:00 p.m. the same day to approve or reject the timecard.
4. Each supervisor has an alternate supervisor listed who will have access to approve or reject student time if they are unavailable.
5. Once the supervisor has approved the time, the student will receive an e-mail notification.

6. The timecard information is submitted directly into the Payroll module.
7. **Please keep in mind that time not submitted/approved by the deadline will be paid during the next pay period. The student, with supervisor's signature, will have to complete a paper time sheet for hours worked in order to be paid on the next pay cycle.**

It is the student employee and supervisor's mutual responsibility to ensure that work hours are reported on time. Hours reported late result in late payment.

Rules of Conduct

Eastern Oklahoma State College expects student employees to follow rules of conduct that will protect the interests of the College and safety of its employees. Although it is not possible to list all the forms of behaviors that are considered unacceptable in the workplace, the following are examples of misconduct that may result in disciplinary action, up to and including termination:

- Telephone conversations or electronic communications which are not work related
- Refusal or reluctance to do agreed upon tasks
- Neglect of assigned duties (unsatisfactory work performance)
- Violation of department work rule or procedure
- Record of tardiness
- Improperly using work privileges for personal gain
- Breach of confidentiality-disclosure or use of confidential information for any reason
- Dishonesty
- The unauthorized possession, distribution, use of or being under the influence of alcohol, marijuana, or other non-prescription drugs or controlled substances during work hours
- Deliberate destruction or misuse of College property
- Theft of College property or the personal property of a student, staff, or faculty member.
- Endangering the safety of colleagues or members of the community at large

Disciplinary Procedures

A verbal warning should be offered to the student by the supervisor discussing reasons for dissatisfaction and suggested solutions for ways to improve. The student needs to understand what is expected of him/her and the consequences of continued poor performance. When a supervisor has given adequate warnings, termination of a student's employment may take place. It is the supervisor's responsibility to let the student know that he/she is being terminated. It is also the supervisor's place to notify the student employment coordinator.

If a student voluntarily resigns or is released from employment, he/she is not guaranteed employment elsewhere on campus.

Confidentiality

Student employees often have access to confidential material such as financial information, grades, telephone numbers, addresses, etc. It is important to understand the legal ramifications of this issue.

Student employees may need to have access to specific pieces of confidential information in order to perform their jobs. However, this in no way allows for the sharing of this information with anyone in any form whatsoever. This includes verbal communication as well as written or copied transfer of documents. Eastern Oklahoma State College views this with great seriousness.

If a student employee is exposed to confidential material in the course of his/her campus employment, it is important to understand the sensitive nature of the documents and to treat the information with confidentiality. Breach of confidentiality will result in discipline, up to and including termination.

Frequently Asked Questions

What is Federal Work-Study? The FWS program is a need-based program of financial aid providing students an opportunity to work part-time in an approved on-campus job. You must have financial need as determined by the Free Application for Federal Student Aid (FAFSA) to receive Federal Work-Study funds, maintain good standing and satisfactory academic progress while employed in the program, and not be in default on any federal Title IV loan program or any state loan program and not owe a repayment of a federal grant or state grant or scholarship.

What is Regular Campus Employment? The RCE program provides part-time employment opportunities to those students who do not qualify for financial aid. The positions are funded by the departments that have funds allocated for the purpose of employing students. The number of hours allotted is determined by the hiring department.

How do I find a job? A jobs list will be provided to you from the student employment coordinator. It is the student's responsibility to select areas of interest and visit with prospective supervisors to secure a job.

What is my recourse of action should I be dissatisfied with supervisor? Schedule a time to meet with student employment coordinator to discuss possible alternatives.

How many hours of enrollment qualify me for student employment? Eastern recommends students are enrolled at least half time.

Can I keep working if I'm not enrolled or graduate? No.

Do my earnings go directly toward my student account? No, you select how you will receive the earnings for the hours worked. These earnings are meant for you to cover day-to-day out of pocket expenses related to your education costs.

How will I be paid? You will be paid once every month on the 12th day of the month. Should the 12th fall on a Saturday or Sunday, payment will be made on the Friday before. Eastern offers two payroll disbursement options - direct deposit to the checking or savings account of your designation or direct deposit to your Mountaineer debit card. You can change your electronic payroll earnings disbursements selection at any time during the academic year. Inform the Human Resources office of desired change.

Are my earnings taxable? Yes. Student earnings are considered earned income and both programs are subject to federal and state taxes. The RCE program is subject to Medicare and FICA taxes as well. The College provides all students with a W-2 (Wage and Tax Statement) at the end of the year. This is sent by January 31 for the preceding calendar year's earnings and is mailed to the student's permanent home address.

How many hours can I work? Generally, students receive 8-14 hours a week.

How much can I earn? The rate of pay is \$7.25 an hour. You cannot work over your award amount for each semester. If you do not earn your entire fall amount, it is **not** carried over to the spring semester. You must return to the coordinator's office and obtain a new authorization form with the new semester hours listed. You may **not** work for the new semester until this is done (each semester).

What do I do when I do not receive payment? You can contact the Payroll Office in the Human Resources Department. Generally, the reason you won't receive payment is because hours were not submitted by the deadline.

Can I have more than one job on campus? No. In order to allow as many student workers as possible, only one job per student is allowed.

I've worked on campus before; do I have to fill out paperwork again each semester? Student workers and supervisors will need to complete a new authorization form **each** semester. You may **not** begin work each semester until this has been completed.

Will I receive benefits? Student employees cannot receive medical insurance paid for by the College. Students are also not eligible for compensation when performing jury duty and are not entitled to bereavement leave, paid vacation, or paid sick time.

SUMMARY

Eastern Oklahoma State College believes that student employees are students first and employees second. However, student employees play an integral part in College operations. As such, it is expected that students employed by the College treat their campus job the same as any off-campus employment. Therefore, it is expected that a student employee of EOSC will be dedicated to performing his/her job well.

This handbook is intended to give the supervisor and student employee an overview of the basic policies and procedures outlining student employment at EOSC. Supervisors and students should keep this handbook as a reference source when they have questions or concerns regarding student employment. Any questions that cannot be answered by the Student Employment Handbook should be directed to Gail Wilson, Student Employment Coordinator at 918-465-1768; email gwilson@eosc.edu. If the question is payroll related, contact Gwen McDonald in the Human Resources Office at 918-465-1778; email gmcdonald@eosc.edu.