



# **Student Work Study Employment Handbook**

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## **1.0 Introduction**

The purpose of this handbook is to provide information on the standards of conduct and employment procedures for student employees of King University. These standards are defined solely at the discretion of the University, and as such, may be revised or discontinued without notice. The University believes it is important that each student employee and each supervisor be fully aware of these procedures so that the responsibilities are clearly understood and carried out. It is expected that student employees together with supervisors are responsible for the application and enforcement of these policies and procedures. Each student employee is an important and valuable asset to the successful operation of King University.

We believe that work enhances the total educational program through the learning of responsibilities, attitudes, and processes associated with employment. Work provides opportunities for personal growth and skills training.

## **1.1 Mission Statement**

King University student employment offers students the opportunity to earn financial support and gain valuable work experience while attending college. The Student Employment Coordinator and the Financial Aid Office coordinate this effort in compliance with federal, state, and college regulations and policies

## **1.2 Conditions of Employment**

A student employee is a part-time employee who is enrolled at the University as a traditional student and is degree seeking. Therefore, the employment is temporary in nature. Student employees who withdraw, drop below six hours of enrollment, or are suspended are not eligible to work.

Student employees are not eligible to receive employment benefits such as, but not limited to: paid vacation, sick leave, holiday pay, medical or dental insurance, unemployment compensation, and retirement benefits.

If a student resigns or is fired from a campus job, they will not be assigned to another campus job. The student may apply for a different campus job after one full semester of enrollment has passed, but there is no guarantee that they will be offered another campus job. In addition, no grant or scholarship funds will be awarded to replace lost job earnings.

The University adheres to the principles of At-Will Employment whereby the University and employees alike can terminate the employment arrangement at any time and for any reason.

Nothing in this handbook shall create a contract of employment or in any way limit the right to terminate employment at-will by the University or employee.

#### **1.4 Equal Employment Opportunity**

The University adheres to a strict non-discrimination policy regarding the treatment of individuals. In addition, in accord with federal law and applicable Tennessee statutes, the University does not discriminate on the basis of race, color, religion, sex, age, national origin, citizenship, disability, veteran status, or any other factor protected by law.

#### **1.5 Disability Accommodation**

The University will make reasonable accommodations, whenever necessary, for all employees with disabilities, provided that the person is otherwise qualified to perform the essential functions of the job without constituting a direct threat to the health or safety of the individual, others, or property and provided that the accommodation does not impose an undue hardship on the University.

#### **1.6 Work Related Injury**

Student employees are covered by Workers' Compensation Insurance for on-the-job injuries. Workers' Compensation provides for the payment of medical expenses to an employee who suffers the effects of any injury arising out of, and in the course of, employment.

Any student employee sustaining a work related injury/illness is required to report the incident immediately to their supervisor. A student should not seek first aid or treatment without informing their employer.

#### **1.8 Voluntarism**

The Fair Labor Standards Act of 1938, as amended, prohibits employers from accepting voluntary services from any paid employee. All King University student employees (Federal Work-Study and Campus Employment) must be paid for all hours worked.

#### **2.0 Confidentiality**

The confidentiality of student information is protected under a federal law known as the Family Educational Rights and Privacy Act (FERPA). Inappropriate release of confidential student information is a serious offense. If you have access to student information as part of your employment, your supervisor may ask you to sign a confidentiality statement. (See Appendix 5 for an example of the Confidentiality Statement.)

Do not discuss department issues with anyone outside of the department, nor remove files or other materials from your workplace.

## **2.2 Federal Work-Study**

Federal Work Study (FWS) is a financial aid program awarded on the basis of financial need and is subsidized by federal funding. We receive 75% of the funds from the federal government and King contributes 25%. Federal laws must be complied with by not allowing FWS students to earn more dollars than their awards and by making sure that their work/class schedules do not conflict. The employing department must have on file the class schedule for each semester the student works as a FWS employee. The FWS award is the maximum earnings authorization. Students who do not earn their allocated FWS award during the fall semester can earn the remaining award in the spring semester. **Once the student has earned their maximum award, the student must stop working!** The student's supervisor may contact the Work Study Coordinator to request an increase in the student's award, however there may not be any additional dollars available.

Schools that receive FWS are required to spend 7% of their federal funding for community service employment and America Reads tutoring. We hire students to be tutors at various entities in the Bristol area to satisfy part of this requirement.

## **2.4 Campus Employment**

King receives no federal funding for this program. Campus Employment is not awarded on the basis of financial need. The Campus Employment program has the same job descriptions, hiring process, pay, etc. as the FWS program. **Once the student has earned their maximum award, the student must stop working!** The student's supervisor may contact the Work Study Coordinator to request an increase in the student's award, however there may not be any additional dollars available.

## **2.8 Hiring Procedures**

In the spring semester of each year, students who will be returning will be allowed to apply and interview for jobs for the next year. The Financial Aid office will post on their web page the dates of the application process and any new positions that are available. Students can then go to the supervisors listed and proceed with the hiring process. Departments are not required to interview the applicants. They may make their hiring decision based on the applicant and their knowledge of the position. Once the hiring decision has been made, the supervisor should call the student and offer the job. When the student has accepted the position, the supervisor and the student will complete the work study application and return it to the Financial Aid office. The supervisor should also notify the other applicants who weren't chosen for the position that the job has been filled. Students may accept a maximum

of three (3) work study jobs per semester (two hourly and one stipend) and work a combined maximum of twenty (20) hours per week in hourly positions.

Incoming first-year students who have been awarded a job as part of their financial aid package will receive information about potential job openings and follow the same hiring process as returning students.

### **3.2 Employment Paperwork**

Before a student can begin work, they must fill out the appropriate employment paperwork. All first time work study students will complete a New Student Employment Contract, which includes the Form I-9, and a Federal W-4. As part of completing the I-9 form, we are required to examine certain documents, which could include the student's driver's license, King University ID, social security card, U.S. Passport, birth certificate, etc.

All students must have a valid Social Security number. Numbers that begin with "899" or "900" are not valid for employment purposes. International students who work on campus will be required to complete an application for a Social Security number and will be taken to the Social Security office.

At the end of the calendar year, the payroll office will send each employee the W-2, Wage and Tax Statement, as required by the Internal Revenue Service.

### **3.4 Pay Rates**

All student employees will be paid the minimum hourly wage designated by the Department of Labor, unless otherwise designated by the Financial Aid Office.

### **3.6 Employment Hours**

Each student employee has a designated amount of funding that can be earned. The student and their employer should work together to make sure the student is working the appropriate amount of hours so as not to exceed the amount of earnings awarded to the student. Student employees may not exceed 20 hours per week worked in all jobs combined.

The supervisor should establish reasonable paid breaks, not exceeding 15 minutes, for students who work at least ½ day (4 continuous hours). A break should not be provided for those scheduled less than one-half day. A student who is expected to work 6 continuous hours or longer will be permitted an unpaid lunch break of at least 30 minutes. Some departments on campus will require evening and weekend hours.

If a student misses some scheduled time due to sickness, etc. they can make up the time later in the semester. When a student is making up hours, they are limited to no more than 20

hours per week. A student cannot work during a scheduled class even if the class has been cancelled.

### **3.8 Payroll/Portal Time Entry**

Student employees are paid once a month, on the last day of the month. The payroll schedule for the year outlines the pay periods and pay dates. Student employees are required to enter their time on a daily basis in their work study portal. The work week begins on Monday and ends on Sunday. Supervisor should approve a student's time weekly. The work study portal is closed at midnight on the 15<sup>th</sup> of each month to calculate hours worked that have been approved and re-opened on the 16<sup>th</sup> for the next month's data.

Students are paid through direct deposit to the bank of their choice.

### **4.0 Student Employee Rights & Responsibilities**

#### 1. Work Schedule

Student employees are required to inform their employer of their class schedule for each semester and any subsequent changes in their class schedule. Supervisors will schedule work hours around the student's class schedule. Students are expected to work the hours agreed upon. Students cannot work during classes.

#### 2. Attendance

Students are expected to report to work on time and be ready to work. Students should inform their supervisor if they will be absent or late. Student employees may end their employment with two weeks written notice. Any student employee who quits a job during the semester may not get another job that semester.

#### 3. Proper Attire

Student employees should dress appropriately, as determined by the supervisor's department. In general, a student employee should use acceptable hygiene and maintain a well-groomed appearance.

#### 4. Attitude and Job Performance

Student should have a positive attitude and perform the job correctly and completely to the best of the student's ability. Students must try to establish a good working relationship with their supervisor and other department employees. Students must always follow the department's policies and procedures.

#### 5. Confidentiality

The confidentiality of student information is protected under a federal law known as the Family Educational Rights and Privacy Act (FERPA). Inappropriate release of confidential student information is a serious offense. If you have access to student information as part of

your employment, it is imperative that you not share the information with anyone outside of your office. Do not discuss department issues with anyone outside of the department.

#### **4.2 Student Employee Supervisor Responsibilities**

##### 1. Employment Paperwork

The employing department will be notified once the student is cleared to begin work. No student is to begin working without an email notification from the work study coordinator.

##### 2. Training

The supervisor must provide the student with a job description outlining the student's job duties and responsibilities. (A copy of the job description for each department also needs to be on file in the Financial Aid office.) The supervisor should inform the student of all expectations, including departmental policies, dress code, and any other necessary information.

##### 3. Monitor Time/Payroll Records

Make sure students hours worked are reported accurately and entered daily. Make sure the student does not exceed their allotted hours or monetary award.

##### 4. Disciplinary Procedures

Always correct inappropriate behavior as soon as possible. The disciplinary procedures as outlined below should always be followed.

##### 5. Maintain Records

Each department must have a personnel file for each employee and it must be kept for 5 years after the student employee leaves. The file must include:

- a) the class schedule for each semester the student works on campus and
- b) Disciplinary forms, if any.

#### **4.3 Driver Policy and Operation Regulations**

The Department of Safety and Security oversees the driving program. The application to drive a college vehicle is available on the Intranet under "Safety and Security," on Blackboard" under "Employee Training" or picked up at the security office in the basement of Parks Hall.

Student Employees' Use of Personal Vehicles for College Business: A "student employee" is any person who is employed through the Financial Aid office and assigned to King College school or department. Student employees are only authorized to drive King College vehicles as described in this policy and are not authorized to conduct King College business while driving a personal motor vehicle. Any student employee who chooses to conduct King College Business through the use of a motor vehicle does so without authorization and is solely responsible for any claim while performing such activities.

No student employee is allowed to drive a school vehicle without prior approval from the King Department of Safety and Security.

#### **4.4 Employee Grievance Procedure**

In the event a student employee has a grievance, the employee should first discuss their concern with their supervisor. If the employee's complaint relates to the supervisor or if the complaint is not satisfactorily resolved with the supervisor, the employee should bring the matter to the attention of the Work Study Coordinator. If it is not resolved at that level, the employee may present their grievance in writing to the Director of Financial Aid. The decision rendered by the Director of Financial Aid is final. Grievances pertaining to sexual harassment and/or discrimination will be addressed through the King University Conduct Policy. Refer to the Student Handbook for more information.

#### **4.6 Disciplinary Procedures/Termination**

Violations of work rules, instances of unacceptable behavior, misconduct, or poor performance may subject the employee to discipline. Some types of misconduct are intolerable and may result in termination at the first occurrence. An employee may be terminated for any reason, at the sole discretion of the University. Employees will generally be given an opportunity to relate their version of the incident or problem in discussion and provide an explanation they consider relevant. Students are also responsible for following the Policies of the Student Handbook.

These steps will generally be followed in dealing with employee misconduct or poor performance.

1. The first occurrence should be a **verbal warning** to the student. The supervisor should discuss the inappropriate behavior with the student and should document the date and time of the discussion and what was discussed. The original should be kept by the supervisor and a copy sent within 2 days to the Work Study Coordinator. (See Appendix 1 for an example of the Verbal Warning Form.)
2. The second occurrence should be a **written reprimand** given to the student. The student and supervisor must sign off on the document. The original should be kept by the supervisor and a copy sent within 2 days to the Work Study Coordinator. (See Appendix 2 for an example of the Written Reprimand Form.)
3. If the work behavior has not improved and/or there is a third occurrence, the supervisor should discuss the situation with the Work Study Coordinator. If the supervisor and the Work Study Coordinator decide that the situation does not warrant immediate termination, they may decide to place the student on a one-week **probationary period**. (See Appendix 3 for an example of the Probationary Form.) If the employee's work performance has not

improved by the end of the probationary period, the supervisor may terminate the employee.

On the other hand, the Work Study Coordinator and the supervisor may decide that the situation warrants immediate **termination** rather than a probationary period. In that case, the supervisor should fill out the **Termination Form**, keep the original on file and send a copy within 2 days to the Work Study Coordinator. (See Appendix 4 for an example of the Student Employee Termination Form.)

#### **4.7 Academic Requirements**

A student must maintain good academic standards to be employed on campus. The minimum academic requirements are described under “Academic Proration and Suspension” in the *King University Catalog*. If a student’s GPA falls below these standards for two (2) consecutive semesters, the student will lose his/her job.

**Appendix 1**

**King University**

**Student Employment Disciplinary Action  
Verbal Warning Form**

Student Employee's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Please describe the inappropriate behavior/poor performance of the employee:

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Give a detailed account of the discussion with the employee (including the date and time the discussion took place):

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Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Send a copy of this form to the Work Study Coordinator within 2 business days.**

**Appendix 2**

**King University**

**Student Employment Disciplinary Action  
Written Reprimand Form**

Student Employee's Name: \_\_\_\_\_

Department: \_\_\_\_\_

This is the second occurrence of disciplinary action against this employee. The first occurrence was a verbal warning to the student, which occurred on \_\_\_\_\_  
date

Please describe the inappropriate behavior/poor performance of the employee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand this written reprimand.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\* Send a copy of this form to the Work Study Coordinator within 2 business days.**

**Appendix 3**

**King University**

**Student Employment Disciplinary Action  
Probationary Period Form  
(For Financial Aid Office Use Only)**

Student Employee's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date of Work Study Coordinators discussion with Student Employee: \_\_\_\_\_

Dates of Probationary Period: \_\_\_\_\_ to \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed by Work Study Coordinator: \_\_\_\_\_

Signed by Student Employee: \_\_\_\_\_

**Appendix 4**

**King University**

**Student Employment Disciplinary Action  
Termination Form**

The University adheres to the principles of At-Will Employment whereby the University can terminate the employment arrangement at any time and for any reason. Violations of work rules, instances of unacceptable behavior, misconduct, or poor performance may subject the employee to discipline. Some types of misconduct are intolerable and may result in termination. The employee named below is being terminated.

Student Employee's Name: \_\_\_\_\_

Date of termination: \_\_\_\_\_

Reason for termination: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send a copy of this form to the Work Study Coordinator within 2 business days.**

**Appendix 5**

**King University**

**Student Employee Confidentiality Statement**

As a student employee at King University, you may have access to information that is of a confidential nature and is protected by federal and state law. Confidential information includes, but is not limited to, student records, parent records, financial statements, transcripts, employee records and other written materials. You may have access to information in computer information systems on an office computer. You also may hear conversations about confidential personal matters. As a student employee, you are expected to maintain confidentiality to ensure the security and privacy of such information.

Please read the following statements and put your initials beside each statement to indicate your understanding.

\_\_\_\_\_ I will not share confidential information that I have access to as a student employee.

\_\_\_\_\_ I understand that this agreement applies to my time on and off campus and after my student employment position ends.

\_\_\_\_\_ I understand that willful or unauthorized disclosure violates King University policy and could constitute just cause for disciplinary action including termination of employment.

***I acknowledge my duties as a student employee of King University and understand that breaches of confidentiality are a serious offense. I acknowledge that I fully understand that the intentional disclosure by me of confidential information to any unauthorized person could subject me to criminal and civil penalties imposed by the law.***

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix 6**

**King University**

**Receipt of Student Employee Handbook**

I have received my copy of King University's Student Employee Handbook. I understand this handbook is intended as a guide for personnel policies, exceptions, and general information. I understand that King University reserves the right to make changes to these guidelines or their application as deemed appropriate, with or without notice. I also understand that employment is terminable at the will of either the employee or King University at any time..

I acknowledge that it is my responsibility to read the information contained in this handbook and to ask questions about anything I do not understand.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**Send a copy of this form to the Work Study Coordinator along with the work study contract.**