

## WORK STUDY STUDENT EMPLOYMENT HANDBOOK

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Student Guide to the Work Study Program at Clark College  
2019 - 2020



CLARK COLLEGE  
WORK-STUDY  
1933 FORT VANCOUVER WAY  
VANCOUVER, WA 98663  
GHL 101  
(360) 992-2735

Financial Aid Office Hours:  
Monday-Thursday 8:00 a.m. to 6:00 p.m.  
Friday 8:00 a.m. to 1:00pm

Office hours may vary throughout the year. Please check the hours near the entrance of the Financial Aid office.

The information contained in this handbook reflects an accurate picture of the Clark College Work-Study Policy at the time of publication. However, Clark College reserves the right to make necessary changes to these policies and procedures.

Revised 7/2019

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If after reading this handbook you have questions or concerns, please call 992-2969/2735 or stop by the Work Study Office located in Gaiser Hall, Financial Aid and talk with a Work Study representative.

## Student Employment Introductory Information

**Note:** It is important that you read and understand the material presented in this handbook. If you do not understand policies in this handbook, we would be happy to answer any questions you may have. If these policies are violated, we retain the right of canceling your Work Study award.

Due to safety concerns, all on-campus student employees should generally be supervised at all times by a full-time staff or faculty member.

### Introductory Information

These guidelines, policies, and procedures have been developed to meet the needs of student employees and their supervisors. The Work Study Office, in conjunction with the Office of Financial Aid, is responsible for administering the Work-Study program.

Work experience enables students to explore career options, discover strengths and weaknesses, likes and dislikes, and experience how academic learning applies to the working world (Studies indicate that students who work a moderate number of hours per week are more likely to stay in school and achieve as high, or higher, GPA as students who do not work). It should also be noted that employers prefer to hire college graduates who have had work experience.

Student employment is intended to be a learning experience and a productive activity requiring clearly defined guidelines. It provides opportunities for eligible students to finance their college education and prepare for the working world via the processes of interviewing, hiring, training, supervision, performance evaluations, relations with co-workers and the public, meeting expectations, and developing good work habits. We encourage supervisors and student employees to be aware of their responsibilities and be active agents in making the employment experience positive for all parties.

There are various offices that students will have contact with prior to and during their student employment.

**Financial Aid** is responsible for processing the student's financial aid file, tracking Work Study eligibility and issuing Work Study job referrals.

**Human Resources** is responsible for the background check, I-9, W4, Workforce Profile and final authorization to work for any Work Study/Work First/Institutional Hire.

**Career and Employment Services** provides a variety of employment and career related services and is responsible for advertising jobs in the community, issuing Institutional Hire job referrals and approving resumes for all student employment applicants.

**Work-Study** is responsible for making sure that students maintain their eligibility to work, tracking earnings, resolving work-related problems and issuing Work Study referrals.

**Work First (WFWS)** students must be eligible participants of the Work First Program and need to be determined through the Workforce Education Services Office. Work First students must receive Authorization to Work each term even if they are continuing in the same job.

## **Affirmative Action Statement**

Clark College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, political affiliation, creed, disabled veteran status, marital status, honorably discharged veteran or Vietnam-era veteran status in its programs and activities, in accordance with state and federal laws. The responsibility for and the protection of this commitment extends to students, faculty, administration, staff, contractors and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity.

The following person has been designated to handle inquiries regarding non-discrimination policies:

Special Advisor for Equity and Diversity, Gaiser Hall, 360-992-2355, or 360-991-0901 (video phone). Alternate format of this document is available upon request. Please contact Disability Support Services at 360-992-2314 or 360-991-0901 (video phone).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Associate Vice President of Diversity, Equity and Inclusion  
Gaiser Hall 220  
360-992-2757 or 360-991-0901 (video phone)

Inquiries regarding services the College provides for students with disabilities may be addressed to Disability Support Services at (360) 992-2314 or VP (360) 991- 0901

## **Sexual Harassment**

Clark College has established Sexual Harassment and Non-Discrimination Policies and as a student employee you have the same rights under these policies as other Clark College employees. Sexual Harassment is a form of sex discrimination which involves the inappropriate introduction into the work or learning situation of sexual activities or comments that demean or otherwise diminish one's self-worth on the basis of gender. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or academic standing.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performances or creating an intimidating, hostile, or offensive work or educational environment.

Sexual harassment often involves relationships of unequal power and contains elements of coercion as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits. However, sexual harassment may also involve relationships among equals, e.g. student to student, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to study or work.

As in all situations involving discrimination or harassment, the Director for Equity and Diversity is available to provide advisory assistance and to investigate all complaints of sexual harassment. As with other types of discrimination, any student, faculty or staff who has a complaint or who has received a complaint regarding sexual harassment should contact the Director for Equity and Diversity at (360) 992-2355.

## **Student Employee Responsibilities**

As a student, you should use your job as an opportunity to gain marketable skills and to establish a good work record. You have the right and the responsibility to know your job description in order to ensure that you are performing the duties as described. Since one benefit of student employment is the opportunity to develop employment skills, you are required to perform your work duties in a professional manner. If you are unsure about any part of your job responsibilities and/or expectations, promptly discuss your questions with your supervisor.

If you experience problems in your classes, approach your instructor for assistance. Tutoring is available in the Tutoring Center, located in Hawkins Hall, Room 102. If you need more time for studies, discuss possible solutions with your supervisor.

If you believe the current student employment job is not a good fit for you, consult with Career and Employment Services to discuss ways to professionally end the current employment. If you are having work-related problems, contact the Work Study Office at (360) 992-2586/2735.

## Drug and Alcohol Policy

Clark College is committed to providing a drug and alcohol free workplace to protect the health and safety of employees, and to promote an efficient and productive work environment.

All student employees are required to abide by state and federal laws governing the possession, manufacture, distribution, dispensing, sale, and use of controlled substances while on college property or while involved in college business or activities. Clark College will seek to prevent alcohol and drug abuse in its community through the identification and adherence to all relevant laws and policies and college regulations.

All Work-Study students are required to read and sign the Clark College Drug-Free Workplace Policy.

Employees who recognize they may have a problem with controlled substance or alcohol abuse are encouraged to come forward and seek assistance to solve their problem. The supervisor will remove the employee from any safety-sensitive job tasks, contact Human Resources, grant leave where appropriate, refer the employee to an SAP, and allow the employee to return to work when the SAP provides them with a return-to-work plan acceptable to the appointing authority. A request for assistance in dealing with a drug or alcohol-related problem, however, will not serve to insulate an employee from corrective action for performance-related problems. Employees seeking treatment for controlled substance or alcohol abuse can be assured that the treatment will be kept strictly confidential by College representatives, management, and coworkers.

<http://www.clark.edu/about/governance/public-disclosure-and-records/adminProcedures/600/615/index.php>

***Drug and Alcohol Counseling and Services*** The Health Services Office, (360) 992-2264, provides information, referral and counseling to students and staff for substance abuse issues.

## Pay Rates

Pay rates are based on the job duties that student employees are required to perform. Each position has been evaluated by Career and Employment Services and the Work Study Department to ensure that all Federal and State regulations regarding pay rates are met. The hourly rate of pay for all student employees must be at least equal to the entry level rate for non-student employment positions within the organization. On-campus State Work Study positions at public institutions must be comparable to a job classification under the Washington State Department of Personnel (DOP) classification plan and receive equal compensation. Pay rates for the off-campus State Work Study jobs are comparable to other employees performing the same job duties within that organization.

**Clark College State/IH Student Employment-Salary Chart**

<b>Level</b>	<b>Description</b>	<b>Salary</b>	<b>Typical Positions</b>
<b>OA 1</b>	Supports office operations, maintains record keeping/filing system and/or database files, communicates effectively with co-workers and general public, and answers phones while following clearly established guidelines, receives and refers visitors.	\$14.00	Admissions, Advising, Career Center, EHS, Employee Development, International Programs, Financial Aid, Health Services, Security/Information
<b>GROUNDS SPEC. 1</b>	Maintain planting beds, weed, edge, prune, etc. Remove debris and other materials from grounds. Keep parking lot free of trash and debris. Keep walkways safe and clean. Use a variety of manual tools such rakes, shovels, hoes, pruning shears. Operate power equipment such as lawn mowers, weed trimmers, backpack blowers and edger	\$14.00	Facilities/Grounds

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**Clark College Federal/IH Student Employment- Salary Chart**

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Level	Description	Salary	Typical Positions
<b>Aide I</b>	Under immediate supervision, perform tasks which can be learned relatively easily and require only normal judgment, analytical or decision-making skills. In general, no prior training or experience required.	\$12.00	Light typing, filling, general office clerical, answer phones, wash dishes, buss tables, custodial, library or stockroom clerk, computer lab monitor.
<b>Aide II</b>	Moderate amount of assigned responsibility. Sometimes required to make decisions and display initiative regarding completion of tasks. Program specific knowledge or completion of courses is generally required.	\$12.61	Moderate typing and clerical work, setup labs, grade tests and tutor students in various class subjects, classroom/teacher assistants and computer lab assistant.
<b>Aide III</b>	Highly specialized work and moderate level of responsibility. Demonstrated initiative and progress within a field and/or specialized college coursework completed.	\$14.00	Front counter assignments requiring document intake/review/verification, positions requiring specialized knowledge beyond routine clerical tasks (i.e. Financial Aid, Enrollment Services, Advising, Assessment center monitors, and/or Format Editors), and/or facilitate workshops and study sessions.

***Pay rate changes may happen throughout the academic year, due to increases in minimum wage and/or WPEA contract negotiations.***



## Volunteer Work

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed in the Work Study Program must be paid for all hours worked.

## Maintaining a Job Over More than One Academic Year

Any Work Study position is valid within the current academic year, which runs from July 1<sup>st</sup>-June 30<sup>th</sup>. If you would like to apply for the same position in the following academic year, your eligibility for student employment must be re-evaluated to ensure that you meet all current Federal and State guidelines. If it is determined that you are eligible for student employment, you must obtain a new referral from Financial Aid. If you have had a break from your job for one term or longer and your supervisor requests that you return to the same position, you must get a new referral.

## Telephone Usage

Personal phone calls and text messages should be made on your own time during your scheduled break. You are not to make or receive personal phone calls while on the job.

## Break and Rest Periods

Employees shall be allowed a rest period of not less than 10 minutes, on the employer's time, for each 4 hours of working time. Rest periods shall be scheduled as near as possible to the midpoint of the work period. No employee shall be required to work more than three hours without a rest period. Where the nature of the work allows employees to take intermittent rest periods equivalent to 10 minutes for each 4 hours worked, scheduled rest periods are not required. Students working more than 5 consecutive hours in a continuous shift must take at least 30 minute unpaid rest period somewhere in the midpoint of their schedule.

## Types of Student Employment

Work Study employees must be enrolled in an eligible degree or certificate program as determined by Financial Aid and maintain Satisfactory Academic Progress. Work Study employees must be registered for at least six (6) credits each term. Students are allowed to work a maximum of 17 hours per week while classes are in session.

**Federal Work Study (FWS)** is a federally funded employment program which provides financial assistance to students by compensating them for the work they perform. FWS positions are only located on Clark College's campus, and the job is not required to be related to a student's major. To participate in FWS employment, a student should be a Washington State resident\*, apply for Financial Aid and be awarded Work Study funds.

Eligible students receive a Work Study award which determines the number of hours they can work. The award amount is subject to change. Awards are not based on employer's need, but on availability of funds and student's eligibility.

\*There is a possibility of NON-Resident Students being able to obtain Federal Work Study Jobs on Campus.

**State Work Study (SWS)** is funded by the Washington State Legislature and administered by the Higher Education Coordinating Board through the Office of Financial Aid. These funds are used for both on-campus and off-campus jobs which are academically relevant to the student's major. The rate of pay for SWS positions is comparable to that of other employees in that department or organization engaged in similar work. To participate in SWS employment, a student must be a Washington State resident, apply for Financial Aid, be awarded Work Study funds. Eligible students receive a Work Study award which determines the number of hours they can work. The award amount is subject to change. Awards are not based on employer's need, but on availability of funds and student's eligibility.

**WorkFirst Work Study (WFWS)** is awarded through the Eligibility Programs Office to WorkFirst students who need a work activity to meet their WorkFirst participation requirements. WFWS is federally funded employment and is limited to a maximum of four terms.

## Authorization to Work

After a student is hired he/she cannot work until the supervisor receives an e-mail with an Authorization to Work from **Human Resources**. The authorization ensures that the following requirements have been satisfied:

1. **PAYROLL PAPERWORK** is completed in the Human Resources Office when the student returns the signed referral letter, indicating that the supervisor has offered them the position. The paperwork includes the following forms:
  - I-9 form
  - W-4 form
  - Workforce Profile
  - Direct Deposit Form (see page 9)

Signed Confidentiality Agreement and FERPA Tutorial are also provided. Students will be required to complete an online FERPA tutorial before signing the Confidentiality Agreement.

2. **BACKGROUND CHECK** is required for all student employment positions at Clark College. Background checks must be conducted every year, as stated in the Student Employment Background Check policy.

A criminal history does not automatically disqualify a student from student employment. The decision whether to hire the student or not will include the following considerations:

- The nature of the offense and potential risks to Clark College
- When the offense occurred
- The student employment position and the relevancy of the offense

## Guidelines for Job Success

- Understand the policies and procedures. Read this handbook carefully.
- Report to work on time.
- Follow the rules, regulations, and policies of your employer.
- Keep an accurate record of hours worked by filling out your electronic time sheet each day upon departure from work.
- Notify your supervisor before your shift if you will be late or unable to report to work.
- The dress code for student employees is determined by the department. Check with your employer for specific requirements.
- If you terminate your position, report immediately to Financial Aid (WS).
- Meet standards for academic progress as defined by the college (pg. 03).
- Notify the departments below if there are any changes in your address, name, or phone number.

Admissions:	(360) 992-2107
Financial Aid:	(360) 992-2153
Human Resources:	(360) 992-2105

- Approach your instructor for assistance when having problems in your classes.
- Discuss job related problems with your supervisor. We recommend resolving problems right away rather than letting the problem get out of control.
- Maintain a learning attitude, ask questions and listen carefully when given instructions. If you don't understand the instructions you are given, ask for clarification.
- Be open to admitting mistakes and accept constructive criticism graciously.
- Work well with others. Many people lose their jobs due to an inability to get along with others. Good working relationships are the key to success.
- Notify the Work Study Department and your supervisor if you drop below six (6) credits, or if you decide to completely withdraw from classes during the term.
- Notify your supervisor if you have more than one position.

## Payroll Information

*Note: Some employment positions may affect the amount you receive in food stamps and/or TANF grant. If you have further questions, contact your DSHS caseworker. If you are enrolled in the WorkFirst Program, contact your advisor regarding your employment.*

## Student Employment during the Period of Non-Enrollment (i.e. Summer)

*State Work Study* student employees may be eligible to work over the summer without being enrolled in any credits utilizing the Intent to Enroll option. Note: The Intent to Enroll option is not available to students employed in Federal Work Study positions. Also utilizing this option may impact awards in subsequent terms.

All earnings paid during a period of non-enrollment are subject to full payroll tax assessments. When students are enrolled in classes, the amount of tax withholdings is less.

### Worker's Compensation

The Washington State Department of Labor and Industries provides worker's compensation for job-related illnesses and injuries. You are covered by this insurance upon employment. Although the doctor or hospital providing treatment initiates the claim, you must promptly report any work-related illness or injury to your supervisor. Failure to do so can affect your right to benefits.

### FICA (Social Security) Taxes

FICA is not withheld while you are enrolled in six (6) or more credits and are working on campus. If you are working on campus and are not enrolled in classes (i.e. summer break), you are subject to FICA taxes. In general, all wages earned by students from off-campus employers are subject to FICA taxes.

### Sick Leave

Paid sick leave is available for student employees to care for their health and the health of their family members. Student employees will accrue 1 hour for every 40 hours worked.

#### Authorized Uses of Paid Sick Leave

- Employee's mental or physical illness, injury, or health condition
- Employee's preventative care such as medical, dental, or optical appointments, and/or treatment
- Care of a family member with an illness, injury, health condition, and/or preventative care such as a medical, dental, and/or optical appointment
- Closure of the employee's place of business or child's school/place of care by order of a public official for any health-related reasons
- If the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking

<https://clarknet.clark.edu/hr/documents/sickleaveforpthourlystudentsinfo.pdf>

### Time and Leave Reporting (TLR)

Record of student employee hours is done via web-based Time and Leave Reporting System (TLR). The employee records hours worked daily and submits the timesheet electronically to his/her supervisor on the 15<sup>th</sup> day and last day of the month.

In order to use the TLR system, the student employee must have activated their Clark College e-mail account. Students should receive hands-on training on how to use the TLR system by their direct supervisors.

Upon the review of the TLR, the supervisor will either approve or reject the timesheet. If rejected, the student employee must make corrections and re-submit the timesheet. Once the timesheet has been approved by the supervisor, it will be processed by the Payroll Office.

### **Payroll/Pay Dates**

Payroll is issued by the 10<sup>th</sup> day and 25<sup>th</sup> day of each month. The Payroll Office is located in the Baird Administration Building. Your pay will be issued electronically. Please contact the Payroll Department at 360-992-2128 for direct deposit options.

\*Please note: Off-campus employees are paid directly by their employer on the employer's assigned payday.

### **Holiday and Overtime Pay**

On-campus student employees do not receive holiday pay. If a student works hours on a holiday, it must be pre-approved through TLR by your supervisor and the student will receive regular pay for the hours worked. Off-campus jobs may or may not compensate for holiday pay. Check with your off-campus supervisor for details. Student employees may not work overtime.

### **Termination**

Clark College student employment (SWS, FWS, WFWS) is an "at-will" employment relationship. This means that either party can end the employment relationship at any time, for any reason.

The supervisor has the authority to hire and/or terminate student employees as deemed appropriate. The supervisor also has the responsibility to conduct performance evaluations for the student employee, and will determine their own procedures and schedules for evaluations. The following are examples for disciplinary action and/or possible discharge:

- Repeated absences and/or late arrival to work.
- Inability to perform job requirements.
- Unsatisfactory completion of work assignments.
- Dishonest alteration of timesheet(s).
- Student does not inform supervisor of changes made to their award.

It is generally expected that students give the supervisor a two-week notice prior to terminating their position whenever possible.

If the student employee quits or is terminated from the position, she/he should report to the Financial Aid Office. The supervisor will submit an Employee Separation Report to the Human Resources Department.

### Monitoring Hours and Earnings

The student employee and the supervisor share the responsibility for monitoring the student's earnings to ensure that she/he does not exceed the authorized award amount. NOTE: The award amount is noted on the Student Referral Form. It can change and it is the student's responsibility to notify their supervisor of any changes made to their award. The student employee is also responsible to notify their supervisor if she/he is employed at more than one job through the student employment program.

Work Study is awarded annually and is specific to each term. Awards are generally only good for the quarter they are awarded in and may not be carried over from term to term. Unused funds in one term does not automatically carry over into the next term. Likewise, funding awarded for upcoming terms cannot be utilized until the term begins.

### Maximum Hours Students May Work and Conditions of Employment

- All student employees (FWS, SWS & WFWS) may work up to 17 hours a week, but cannot exceed 69 hours a month.  
**\*Work Study student employees cannot exceed their award amounts.**
- During breaks, when classes are not in session, student employees may work more than 17 hours a week and can exceed the 69 hours a month but never more than four times a year. The student can work up to 40 hours per week during breaks as long as they do not exceed their award for the given term and are enrolled the following term. Student employees who work more than 17/69 hour rule more than four (4) times a year will be subject to termination.
- If the student employee is enrolled, s/he cannot work more than 19 hours per week. If the student employee is enrolled in zero (0) credits, s/he may work up to 40 hours per week during the summer term after filling out an "Intent to Enroll" form stating that s/he will enroll in at least six (6) credits during the fall term.  
**Note: Work Study student employees cannot exceed their award amounts.**
- Student cannot work during his/her scheduled classes, with the exception of a class being cancelled for the day. It is the responsibility of the student to supply proof to their supervisor and the Office of Financial Aid that class was cancelled, and at that time student may be permitted to work.

### Calculating Hours

To calculate average hours per week:

The student and the supervisor share the responsibility of monitoring a student's hours. All Work Study student employees may not work more than their awarded amount. If a student employee exceeds their awarded amount, the excess wages will be charged to the department's budget. Use the following example to determine how many hours a student employee can work within the awarded amount:

Awarded amount / hourly rate of pay = number of hours a student can work per term

Example:  $\$2484.00/\$12.00 = 207$  hours per term. If a term is 3 months, then this student may work 69 hours a month.

After reading this handbook, if you have questions or concerns, please e-mail the Work Study Department at [wsjobs@clark.edu](mailto:wsjobs@clark.edu).

## Satisfactory Academic Progress Policy

Students must meet the Financial Aid Satisfactory Academic Progress Policy requirements to maintain eligibility for work study. It is the student's responsibility to understand and follow the policy:

### [Satisfactory Academic progress Policy](#)

#### **Maintaining Satisfactory Academic Progress (SAP)**

Satisfactory Academic Progress must be met to remain eligible for Work Study. Student employees must meet the Financial Aid requirements as outlined in the Satisfactory Academic Progress (SAP) Policy, be enrolled in at least six (6) credits, maintain above 67% pace of progress. If a student fails to meet SAP requirements, s/he is no longer eligible to work under the Work Study program. The supervisor will be notified when grades are posted.