

STUDENT EMPLOYMENT HANDBOOK

Student Guide to Work-Study/Institutional Hire Programs at Clark College



CLARK COLLEGE
WORK-STUDY
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Office Hours:
Monday-Thursday 10:00 a.m. to 5:00 p.m.
Friday 10:00 a.m. to 4:30 p.m.

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/Institutional Hire Policy at the time of publication. However, Clark College reserves the right to make necessary changes to these policies and procedures.

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Table of Contents

Affirmative Action Statement	3
Maintaining Satisfactory Academic Progress (SAP)	3
At-Will Relationship	4
Sexual Harassment	4
Employee Rights and Responsibilities	4
Drug and Alcohol Policy	5
Drug and Alcohol Counseling and Services	6
International Students	6
Pay Rates	6
Volunteer Work	6
Maintaining a Job Over More than One Academic Year	6
Telephone Usage	6
Break and Rest Periods	7
Types of Positions	7
Federal Work-Study (FWS)	7
State Work-Study (SWS)	7
Institutional Hire (INHI)	8
Other Employment Options	8
Steps in Getting Hired	9
Interviewing Tips	10
After You are Hired	10
Guidelines for Job Success	11
Student Employment during Period of Non-Enrollment (i.e. summer)	12
Workers Compensation	12
FICA (Social Security) Taxes	12
Time Sheets	12
Holiday and Overtime Pay	13
Pay Checks/Pay Dates	13
Termination	13
Monitoring Hours and Earnings	14
Maximum Hours Students May Work and Conditions of Employment	14

If after reading this handbook you have questions or concerns, please call 992-2416 or stop by the Work Study Office located in the Office of Financial Aid, 2nd Floor, Central Gaiser and talk with a Work Study representative.

Policies and Procedures: Students

Note!!! It is very important that you read and understand the material presented in this handbook. If you do not understand policies in the 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, we require that all student employees must 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 workers and their supervisors. The Work-Study Office, in conjunction with the Office of Financial Aid, is responsible for administering the Work-Study and Institutional Hire programs.

Work experience enables students to explore career options, discover strengths and weaknesses discover 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 three separate offices that students will likely have contact with prior to and during their student employment.

Financial Aid is responsible for processing the student's financial aid files and determining eligibility.

Employment Services is involved in the ongoing development of job possibilities in varying occupations within the surrounding business community. Through the process of Job Location and Development (JLD) they make every effort to enhance the variety of employment opportunities available for our students. With a wide-ranging spectrum of jobs we can be sure that our student employees have the opportunity to gain experience in fields that are closely aligned with their career objectives. Employment Services is responsible for advertising posted

jobs, handing out referrals to qualified students and helping students to complete employment paperwork.

Work-Study program coordinator's office is responsible for making sure that students maintain their eligibility to work, tracking earnings and resolving work-related problems.

If after reading this handbook you have questions or concerns, please call (360) 992-2416 or stop by the Work-Study Office located in the Office of Financial Aid, 2nd Floor, Central Gaiser Hall and talk with a Work-Study representative.

Affirmative Action Statement

Clark College affirms a commitment to freedom from discrimination for all members of the College community. The College expressly prohibits discrimination against any person on the basis of race, creed, religion, color, national origin, marital status, sex, age, physical, sensory or mental disability, disabled and Vietnam Veteran status, or sexual orientation. Harassment is a form of discrimination. The responsibility for and protection of this commitment extends to students, faculty, administration, classified employees, contractors, and those who develop or participate in College programs. It encompasses every aspect of employment, every student, and community activity.

According to the Clark College Board Policy Statement 700.C00 "The College shall develop and implement a program of affirmative action that is consistent with personnel recruitment and hiring procedures and in compliance with federal and state laws. It shall administer this program under authority delegated by the Board of Trustees to the president or designee. It shall be the intent of this program that the activities of the College be conducted without discrimination as to race, creed, religion, color, national origin, marital status, sex, age, physical, sensory or mental disability, disabled and Vietnam veteran status, or sexual orientation." To implement this commitment to nondiscrimination, the College has developed an Affirmative Action Program. Inquiries regarding the Affirmative Action Program or concerns of discrimination may be directed to the AA/EEO Officer, Baird Administration Building at (360) 992-2619, or to the 504/ADA Compliance Officer at (360) 992-2580. Inquiries regarding services the College provides for students with disabilities may be addressed to Disability Support Services at (360) 992-2314, or TTY (360) 992-2835.

Maintaining Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress must be met to remain eligible for Work-Study. Student workers must meet the financial aid requirements as outlined in the Satisfactory Academic Progress Policy (per SAP Policy as seen below) must be enrolled in and complete at least six (6) credits with a minimum GPA of 2.0. These rules apply to Work-Study and institutional hire students. If a student fails to meet satisfactory academic progress, the supervisor will be notified when grades are posted. At that time, the student is no longer eligible to work under the Work-Study / Institutional Hire program.

At-Will Relationship

It is important to note that Clark College Student Employment (Institutional Hire, Federal and State Work-Study) is an “at-will” employment relationship. This means that either party can end the employment relationship at any time and for any and/or no reason.

Sexual Harassment

The College has established Sexual Harassment and Affirmative Action 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, the affirmative action officer 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 AA/EEO Officer on campus at (360) 992-2355.

Employee Rights and Responsibilities

As a student, you should use your job as both an opportunity to gain marketable skills and to establish a good work record. You have a right and a responsibility to know your job description to ensure that you are performing the duties as described. You are to treat college employment as a regular job and are expected to conduct yourself in a responsible manner. Since one benefit of college employment is the opportunity for you to develop

employment skills, your supervisor has been advised not to accept job performance or attitudes that would not be acceptable in a "real work" situation. If you are unsure about any part of your job responsibilities or generally what is expected of you, be sure to discuss it with your supervisor.

Remember you are a student first. If you are having problems in your classes, approach your instructor for assistance. Tutoring is also available in the Penguin Student Union Building. If you need more time for studies, discuss the situation with your supervisor. You may be able to decrease your work hours. If you want to change jobs, you should consult with Employment Services. If you are having work-related problems, do not hesitate to contact the Work-Study Office at 992-2416.

Drug and Alcohol Policy

The Federal Drug Free Workplace Act of 1988 and the Federal Drug Free Schools and Communities Act Amendments of 1989 require that colleges promote a drug free workplace and environment through adoption and implementation of policies and procedures concerning alcohol and other drugs.

These policies and procedures are designed to educate the college community about the dangers of substance abuse. 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. The college will concentrate on broad-based education regarding alcohol and drug use, will offer support for those who are in recovery, and will provide assistance for those who are still abusively involved.

Summary of Possible Sanctions: Students and staff are encouraged to voluntarily avail themselves of education and/or assistance concerning substance abuse problems. Clark College is further required to impose possible sanctions of reprimand, suspension, expulsion, or termination for prohibited conduct.

Description of Related Health Risks: Every drug, whether it is a legal prescription or an illegal sale, has potentially hazardous medical consequences. Risk of death is highest when drugs are taken incorrectly (other than prescribed), consumed in the wrong amount, or taken in combination with other drugs. Tobacco causes the largest number of preventable deaths. Approximately one-third of all causes of preventable death in the United States are related to abuse of the drug alcohol. Other risks include brain damage, fetal alcohol syndrome, liver damage, heart disease, gastrointestinal diseases, malnutrition, cancer, accidents, murders and suicides. The combined death rate from acute and chronic effects of all other drugs is less than one-sixth of the killing power of alcohol.

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. Twelve Step programs are available on and off campus.

All Work-Study students are required to read and sign the Clark College Drug Free Workplace Policy. A sample form is included in the back of the handbook.

International Students

Placement of International Students will be decided on an individual basis with respect to regulations regarding the student's VISA status.

Pay Rates

All Federal Work-Study and Institutional Hire student employees will receive current minimum wage. On-campus State Work-Study jobs have entry-level comparable wage rates set by the Washington Department of Personnel. Off-campus State Work-Study jobs pay varying hourly wages that are comparable to other employees doing the same work within that organization.

Volunteer Work

It is against the law for Federal or State Work-Study students to volunteer their time on any job for which they are already being paid.

Reasons to Notify Your Supervisor

Inform your supervisor of any changes in your award and/or if you have more than one Work-Study position.

Maintaining a Job Over More than One Academic Year

If your supervisor requests that you return to the same position after the summer break, or any break in service longer than two pay periods, you must get a new referral. The new fiscal year starts during summer quarter on June 16th. You must have all of the referral process completed by June 15th in order to continue working. To renew you can go to Employment Services and follow the same procedures as when you got your first referral. If you need a refresher, please see the step 7 in the section of this handbook labeled, "Steps in Getting Hired."

Telephone Usage

Personal phone calls should be made on your own time, unless it is an emergency. You are not to make or receive personal phone calls at any time if it means tying up business lines.

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 ½ hour unpaid rest period somewhere in the midpoint of their schedule.

Types of Student Employment

ALL POSITIONS LISTED BELOW: Students must be enrolled in a degree or certificate program and maintain Satisfactory Academic Progress to participate in any of these programs. A copy of the Satisfactory Academic Progress or SAP is included in this handbook. Students must be registered for at least six (6) credits for each quarter. If not attending during summer, the student must fill out an Intent to Enroll form that says they will be registering for at least six (6) credits during Fall quarter.

Federal Work-Study (FWS) is a federally subsidized employment program which provides financial assistance to students by compensating them for the work they perform. Federal Work-Study positions are located on the Clark campus and pay current minimum wage. They are not required to be related to a student's major. Federal Work-Study positions are strictly on campus positions. To be eligible for Work-Study a student must apply for financial aid and be eligible to receive Work-Study funds. Work-Study is one component of the financial aid package. Each student is awarded a set amount which determines the number of hours they can work. Keep in mind that the award is an indicator of eligibility. The award amount can change. Funds will be dispersed on a first come first serve basis until they run out. Individual students receive an award based upon eligibility and office policy. Awards are not based on employer need.

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 generally used for off campus jobs which are academically relevant to the student's major; however, there may be a select number of State Work-Study on-campus positions each year. The rate of pay for State Work-Study positions is comparable to that of other employees in that organization engaged in similar work. Employers are reimbursed a percentage of the student's salary. To be eligible for State Work-Study a student must apply for financial aid and be eligible to receive Work-Study funds. Work-Study is one component of the financial aid package. Each student is awarded a set amount which determines the number of hours they can work. Keep in mind that the award is an indicator of eligibility. The award amount can change. Funds will be dispersed on a first come first serve basis until they run out. Individual students

receive an award based upon eligibility and office policy. Awards are not based on employer need. If you know an employer who would like to participate in this program please request the “Washington State Work-Study Program Employer Handbook.”

Institutional Hire (INHI) positions are funded by individual departments on campus for students who do not otherwise qualify for Work-Study. Students are allowed to work a maximum of 17 hours per week while classes are in session. Institutional Hire positions are located on campus and pay current minimum wage. These positions are not required to be related to a student’s major. Note: Not all departments participate in this program.

Other Employment Options

Clark College also offers Cooperative Education and Student Employment Off-Campus Services for all current and previous Clark College students. Please refer to the College catalog or the Clark College website for further information on these programs or call Employment Services at (360) 992-2154 or the Cooperative Education Office at (360) 992-2239.

Steps in Getting Hired

1. Receive a Financial Aid Award Letter indicating a Work-Study award amount for the year. (Step 1 applies to Work-Study students only. Institutional hire students can start on step 2.)
2. Go to Employment services located in Gaiser Hall, Room 204. Complete a Work-Study/Institutional Hire Application For Employment. Applications are available at the Reception desk.
3. Check job openings posted on the Student Employment bulletin board outside the Employment Services office Gaiser Hall room 204. Look on the bulletin board labeled “Work-Study Information” or go to the web site <https://clarkcollege.erecruiting.com/> to see the same information.
4. Consider positions related to your major and/or career interest. Write down up to three job numbers of the position(s) in which you are interested. An Employment Services Specialist will give up to three (3) referrals at one time. It is your responsibility to read the job requirements thoroughly and apply only for those positions for which you have the required skills.
5. Discuss with an Employment Services Specialist those jobs for which you wish to apply and to obtain a referral letter.
6. Call the supervisor listed on the referral form and set up an appointment for an interview. Take the referral letter with you to the interview. If you have a resume, consider bringing it to the interview.
7. When you are hired for a Work-Study position, the employer will sign the bottom of the referral form. **You must return the original signed referral to Employment Services before you start work.** You will be required to fill out your payroll paperwork which includes an I-9 Form, W-4 Form, Workplace Profile Form and Drug Free Workplace Policy Form before you begin working. *Remember to bring 2 pieces of Identification (i.e. Social Security Card & Drivers License)* If you have any questions about this step, please contact Employment Services at (360) 992-2154.

If you are not hired, you may return to Employment Services to request more referrals.

Interviewing Tips

An interview is your chance to inform prospective employers of your talents and qualifications. It is important to make a good first impression in order to be hired. It is also a time for you to ask questions about the overall scope and duties of the job you will be asked to perform if hired. Employers will be looking at your attitude, appearance, job skills, and your ability to communicate. The following list can assist you in your interview process:

- You must be well groomed.
- Your clothing should be clean and conservative in style.
- Have a list of past employers, addresses, dates of employment, and a pre-arranged list of personal references. A resume may be required, so it is a good idea to have one prepared.
- Be on time. Look up addresses and directions well in advance of your appointment.
- Smile. Present a positive attitude. Extend a firm handshake and make good eye contact.
- Be friendly, but businesslike.
- Listen carefully when asked questions and respond clearly and truthfully. Don't exaggerate or underestimate your past experience.
- Point out your qualifications politely.
- Don't be afraid to ask questions or admit you don't know something.
- If appropriate, send a follow-up note or thank you card.

After You are Hired

It is your responsibility to make sure that all steps of the employment process are completed before you begin work. *Do not start work until you have completed the following steps:*

- Fill out payroll paperwork which includes an 1-9 form (1-9 requires two pieces of ID), W-4 form, Workplace Profile Form and Drug Free Workplace Policy Form.
- Return your Referral, signed by your new supervisor, to the Employment Services Office.
- Complete an "Intent to Enroll" form if you are not attending classes during the summer quarter
- Inform your supervisor of any changes in your award amount.
- **Remember! You must not work during your scheduled class hours**

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 in a 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 neat and clean. Check with your employer for specific requirements.
- If you terminate your position, report immediately to the Employment Services Office.
- Meet standards for academic progress as defined by the college. The SAP (Satisfactory Academic Progress) is located near the end of the handbook.
- Notify all three departments below if there are any changes in your address, name, or phone number.

Registration:	(360) 992-2183
Financial Aid:	(360) 992-2153
Employment Services:	(360) 992-2154
- Approach your instructor for assistance when having problems in your classes.
- Discuss study needs with your supervisor. You may need to adjust your work hours to accommodate study time if necessary. But, be aware that this practice should only be used in extreme circumstances and is not acceptable for some positions.
- 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, observe, watch closely, plan and organize your work.
- Ask questions and listen carefully when given instructions. If you don't understand the instructions you are given, be sure to speak up.
- Be appreciative, not defensive. Be open to admitting mistakes and accept constructive criticism graciously.
- Develop a sense of "the big picture." Determine where you fit into the organization.
- Work smoothly with others. Many people lose their jobs because of an inability to get along with others. Good working relationships are the key to success.
- Notify the Office of Financial Aid and the Work-Study Office if you drop below six (6) credits, or if you decide to completely withdraw from classes during the quarter.
- Notify your supervisor if you drop below six (6) credits, or if your award changes.
- Notify your supervisor if you have more than one job.
- BE A PROFESSIONAL.

Payroll Information

Note: If you are receiving food stamps and/or a TANF grant, some work programs may affect the amount you receive. If you have further questions, contact your DSHS caseworker. If you are enrolled in the WorkFirst Program, contact your counselor regarding your employment.

Student Employment during Period of Non-Enrollment (i.e. summer)

Please remember to inform your students that all earnings paid during a period of non-enrollment are subject to full payroll tax assessments. When students are enrolled the amount of withholding is less.

Workers 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, the employee (You!) must report any work-related illness or injury promptly to the 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 working on campus. If you are working on campus and are not enrolled and attending classes (such as during summer break), you are subject to pay FICA taxes. In general, all wages earned by students from Off-Campus employers are subject to FICA taxes.

Time Sheets

The student pay period is from the 16th of the month through the 15th of the following month. Time sheets are due in the Payroll Office on the 16th of each month, or the next working day after the 15th, whichever comes first. It is imperative that time sheets be turned in by the deadline. Late time sheets will not be processed until the next pay period (approximately six weeks later). Both student and supervisor must sign time sheets. Weekends or holidays will not be paid unless there are supervisor initials next to each holiday or weekend day worked. You must monitor the hours that you work in order to not exceed your award amount.

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 by and initialed by your supervisor on the time sheet. The student will receive regular pay for those hours worked. Off Campus jobs may or may not compensate for holiday pay. Check with your Off Campus employer for details.

Student employees should not be involved in overtime hours.

Pay Checks/Pay Dates

Paychecks are issued on the last working day of each month in the Payroll Office located in the Baird Administration Building. Please note: Off-campus employees are paid directly by their employer on the employer's assigned payday.

Termination

It is important to note that Clark College Student Employment (Institutional Hire and Federal and State Work-Study) is an "at-will" employment relationship. This means that either party can end the employment relationship at any time and for any or no reason.

The supervisor, working with the Work-Study Coordinator and/or the Director of Financial Aid, has the authority to hire and/or fire students as deemed appropriate. While Clark College expressly reserves the right to terminate the employment relationship at will, conduct such as, but not limited to, the examples below are causes for disciplinary action up to and including discharge:

- Repeated absences or late arrival to work.
- Inability to perform job requirements.
- Unsatisfactory completion of work assignments.
- Dishonest alteration of timesheet(s).
- Completion or elimination of job and/or loss of funding.
- Drop below six (6) credits, or no Intent to Enroll Form filled out for the summer quarter.
- Student does not inform supervisor of changes made to their award.

It is generally expected that students will give their supervisor two weeks notice prior to terminating their position whenever possible.

If the student quits or is terminated, he/she should report to the Employment Services Office and the Work-Study Department.

Monitoring Hours and Earnings

The student employee and the supervisor share the responsibility for monitoring the student's earnings to ensure that he/she does not exceed the student's authorized award amount. NOTE: The award amount is noted on the Student Referral Form. It can change!!!! It is the student's responsibility to notify their supervisor of any changes made to their award. The student is also responsible to let their supervisor know if they are working another job. Students graduating or not returning the following quarter may work only up to the official last day of that quarter and not during the vacation/break weeks that follow.

Maximum Hours Students May Work and Conditions of Employment

- Important Note: No student worker, including State and Federal Work-Study students and Institutional Hire students, must not work more than 17 hours per week (while classes are in session) and while at the same time not to exceed their yearly award amount
- The student can work up to 40 hours per week during breaks as long as they still do not exceed their award and they are planning to enroll in the next quarter.

During the summer there are two acceptable situations for student workers:

1. The student is enrolled in at least six (6) credits and may work no more than 17 hours per week.
2. The student is enrolled in zero (0) credits, has filled out an "Intent to Enroll" form (stating that they will enroll in at least six (6) credits during the fall) and may work up to 40 hours per week during the summer quarter.

It is advised that the students schedule is planned to ensure that they will be able to work through all quarters they are enrolled in classes.

Calculating Hours

To calculate average hours per week:

Important Note: The work-study fiscal year runs from June 16th 2005-June 15th 2006

1. Divide the yearly award amount by the rate of pay. This will give you the total hours the student can work for the remainder of the fiscal year.
2. Now, divide the total hours by the total weeks that the student will work for the remainder of the year. This will tell you how many hours the student may work per week.

Example: \$4500 yearly award @ \$7.63 per hour = approx. 590 hours for the year. If there are 41 weeks left until June 15th 2006 then divide 590 hours by 52 weeks. You now know that the student can work about 11.35 hours per week without going over their award.

Monitoring hours worked is the responsibility of the student and the supervisor. Any earnings above and beyond the student's award will be charged to the department for which the student works.