Hennepin Technical College℠

Work Study Student Handbook

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INTRODUCTION

This handbook is intended for use by Hennepin Technical College students who wish to work on campus at Hennepin Technical College and by on-campus supervisors who wish to employ students. It is the hope of the Student Life and Career Development staff that students and supervisors will work together to help the student secure the job that will enable them to pay some of their school costs and that the same job will help Hennepin Technical College serve its students.

In this handbook, students and supervisors will learn about the process of applying for a job and being put on the payroll, what forms to use and when to use them, what rules govern student jobs, and what rights and responsibilities student workers and supervisors have.

If you have questions not answered by this handbook, please be sure to contact the Student Life and Career Development Office for assistance.

TO THE STUDENT

Student employment allows you the opportunity to work on campus in a variety of academic or administrative departments. Student employment offers you the opportunity to earn money without ever leaving campus. Your work schedule is based upon your class schedule and you are never expected to work when you are in a class. Most student employment positions do not require evenings or weekends. You are encouraged to apply for a campus position as early as possible due to employment being first-come, first-served. A student employment award is NOT a guarantee of employment. Available positions can be viewed at https://hennepintech.edu/future-students/financial-aid/student-employment.html.

OFFICES OFFERING EMPLOYMENT ASSISTANCE

The Student Life and Career Development Office has primary responsibility for student employment on campus. To be employed on campus a student must be currently enrolled at least half-time at Hennepin Technical College (at least 6 credits) and must demonstrate financial need to be eligible for student employment.

Student Employment Agreements, W-4 and I-9 forms are available on the website at: https://hennepintech.edu/future-students/financial-aid/student-employment.html.

Student earnings need to be closely monitored by both student and supervisor. Questions regarding timesheets should be made to the payroll office at 763-488-2424 by the supervisor.

The payroll office processes and disburses all student payroll checks by direct deposit. Your bank account information must be current in the accounting office at all times to receive your payroll funds. If you have any questions, please contact the Director of Finance at 763-488-2771.

STUDENT EMPLOYMENT PROGRAM

The College Student Employment Program provides students with opportunities to earn money to help meet educational costs. Students must apply for student employment as a part of the standard financial aid application and demonstrate financial need to be eligible for student employment assistance. A student employment award is NOT a guarantee of employment; supervisors hire on a first come, first-served basis. Although student employment is part of your financial aid award, it is taxable income for income tax filing purposes.

A student employment position should be viewed as regular employment with responsibilities and employer expectations. You are not paid to study. All jobs provide work experience for the student as well as a way to help meet college costs. This part-time work experience can be a valuable opportunity to enhance your career development and provide future work references.

Your student employment allocation is based on your financial need. In most cases, the allocation represents ten to fifteen hours of work per week. Students must apply for student employment as part of the standard financial aid application. The funds for this program are from both the federal and state (Minnesota) governments.

THE APPLICATION PROCESS AND JOB SEARCH

The first step after registering for classes is to begin the job search by viewing work study positions at: https://hennepintech.edu/future-students/financial-aid/student-employment.html. **Once the student has secured a student employment position, the student must make an appointment to meet with the Student Life and Career Development Office staff to complete the necessary paper work and review Student Employment guidelines.**

Items for student to bring to the appointment:

- Original of social security card
- Original of driver's license (or other acceptable documentation as listed in Section B of the Employment Eligibility Verification)

Forms for student and supervisor to complete:

- Work Study Student Contract Form
- Employment Eligibility Verification (I-9)
- W-4
- Confidentiality Agreement

This must be done BEFORE actually performing any work at that job. Any hours worked before the Agreement has been processed will be unpaid hours. Allow up to 10 working days for processing of the Agreement.

Satisfactory Academic Progress: Students must maintain satisfactory academic progress. Students may not work under student employment funding if they are on Financial Aid Suspension status.

RULES AND REGULATIONS

Enrollment Policy for Student Employees: In order to be employed on campus utilizing State and Federal funds, a student must be enrolled at least halftime (six credits).

Hours: Students may work a maximum of 20 hours per week (including multiple positions) while classes are in session (exceptions may be granted by Student Life and Career Development to the Supervisor as long as the student does not regularly work in excess of 20 hours per week) and no more than eight hours each day. When the college is not in academic session (during semester break) students may work up to 40 hours per week, subject to availability of work, supervisor's approval, supervision, availability during that time and eligibility for funds. ***Hours must be recorded on the eTimesheet to the closest 15 minutes.***

Please keep in mind that **a student may not work during the times they are scheduled to be attending class, unless the class is dismissed early**. Students on student employment are not entitled to sick pay, overtime, vacation or holiday pay.

PAY RATE AND DATES

The pay rates for all students are subject to the Fair Labor Standards Act as Amended. The pay rate at Hennepin Technical College is $15.00 per hour.

STUDENT PAYROLL CHECKS WILL BE DIRECT DEPOSITED TO YOUR BANKING ACCOUNT!

You will complete a direct deposit authorization in your eServices account when hired. It is your responsibility to make sure your bank account information is accurate at all times.

Employee Confidentiality Agreement: All students employed at Hennepin Technical College are required to complete a Student Employee Confidentiality of Record Agreement prior to beginning work.

STUDENT ALLOCATION

A student's employment allocation, as shown on the award letter and on the Work Study Student Contract Form, is valid during the academic/fiscal year. This is the maximum eligibility and may not be exceeded, under any circumstances, without **prior** approval by the Financial Aid Office. It is the student's and supervisor's responsibility to keep an accurate, up-to-date accounting of all student employment earnings to prevent the student from earning in excess of his/her allocation.

If the student employment supervisor becomes aware that a student will earn all eligible student employment funds before the end of the academic year, the supervisor should contact the Financial Aid Office. If the student has financial aid eligibility remaining and if student employment funds are still available, it may be possible to increase the student employment award and allow the student to work additional hours.
Student employment funds are awarded according to the student's financial need; if a student will not earn all of the funds that he/she has been assigned, those unearned funds cannot be transferred to any other student.

SUMMER STUDENT EMPLOYMENT

As a general rule, student employment during the summer is limited to save the majority of the student employment funds for the school year. However, some student employment supervisors may need student employees during the summer.

Student employment during the summer is divided into two parts according to the year in which the funds are spent: from the end of the spring term until June 30 and July 1 until the beginning of the fall term.

Student Employment during May/June may be assigned in one of two ways:

The student may not have earned all of his/her funds during the school year. If there are funds remaining, the student may continue working in May/June (if registered for summer) until all of the remaining funds are utilized. Remember, a student cannot carry unused funds past June 30.

A student may have some unmet financial need and would, therefore qualify for additional funds over and above the original student employment award. These additional funds must be approved in the Financial Aid Office before the student begins working after the last day of classes in May. The student may not work any additional hours until approved. ***To be eligible for summer student employment, the student must be enrolled at least half-time during the summer or proceeding fall term.*** If the Student Life and Career Development Office determines that a student who has submitted an eTimesheet for summer is not enrolled at least half-time for the summer, the student will not be paid for the hours.

Student Employment hours beginning July 1st:

Students awarded student employment through the financial aid process can start work July 1 if they are enrolled for six or more credits for fall term AND they have completed their financial aid file for the coming year and have been awarded student employment for the coming year. New Student Employment Agreement forms MUST be completed 1 week before you start working.

Required Records: The student's name, address, job, rate of pay, amount paid each pay period, specific hours worked each pay period and specific hours worked each day are required to be kept by the accounting office.

Departmental assistance in getting this information to the accounting office is essential. The student and the supervisor must submit the eTimesheet each pay period that the student works.

- **For the student to be able to work in July and August:** We need the upcoming year's Fafsa completed for all necessary paperwork in order to receive award letter, enrolled in 6 or more credits for fall semester, and completed the upcoming year's work study documents to be set up in payroll.

eTIMESHEETS AND eTIMESHEET COMPLETION

Paid employment will not begin **UNTIL** all of the necessary paperwork has been completed and the eTimesheet becomes active in eServices.

It is the responsibility of the STUDENT and the SUPERVISOR to complete the eTimesheet accurately.

All hours worked are to be rounded up or down to the nearest 15 minutes.

For example:
1:20 would be 1:15
2:25 would be 2:30
2:35 would be 2:30
2:55 would be 3:00

No student may work more than 8 hours in a day and cannot work during a time that they have a class scheduled (**UNLESS the class has been cancelled**). If a student works 8 hours on any given day, they must be given a 30-minute unpaid lunch period and it MUST be reflected on the timesheet.
All eTimesheets must be fully completed and accurate before the supervisor approves the eTimesheet.

ONLY the supervisor is able to approve eTimesheets.

Breaks/Lunches: Student employees shall be given a fifteen (15) minute paid rest period during each four (4) hours of work. Student employees shall be given a thirty (30) minute unpaid lunch period if they work an eight (8) hour shift. An unpaid lunch period MAY be given for work shifts less than eight (8) hours, but is up to the discretion of the student employee supervisor.

FICA Withholding: All student employees at Hennepin Technical College may be subject to the FICA withholding if the student in enrolled less than half-time or is working during periods of non-enrollment. The FICA withholding is assessed to both the student and to the college at the rate of 7.65% of the gross wages.

Changing Jobs: Students are able to change jobs if the opportunity exists. Remember that a separate Work Study Student Contract Form is required for each student employment position that you hold.

Multiple Jobs: Students can work multiple work study jobs in the same semester. If a student does have more than one work study position, both supervisors must work with the student to account for hours per day/week. Student employees cannot exceed 8 hours per day (total) or 40 hours per week total) for multiple positions.

Payment: Student employees will be paid bi-weekly (every other week). Each pay period will be processed the week following when the time cards are due. [MNState Payroll Calendar]

Example: Begin – End Date: 08/02 – 08/15
Payment Date: 08/25

Resignation: A student may resign from their position with due written notice to the employer (at least one week). Should the employer and the employee agree, resignation may be immediate. **Student employment employees and supervisors should notify the Financial Aid Office, Payroll Office, and Student Life and Career Development Office when a resignation occurs.**

Termination: A student employee may be terminated after sufficient warning and due written notice to the student. Sufficient warning means at least one meeting or written notice in which the employee is notified that termination of employment is probable if no improvement is shown by the student. Due notice means at least one week.
It is expected and desired that an earnest effort be made to provide opportunity for continuation. Immediate dismissal may occur when, in the judgment of the supervisor or dean, continuation of employment would be damaging to the nature of operation for the individual department or the College at large or if the student is in violation of the standards of the Student Code of Conduct as defined by Hennepin Technical College. Such dismissal requires written notice to the student. All student employment termination requires notification to the Financial Aid Office.

SUPERVISOR AND STUDENT RESPONSIBILITIES

Supervisor Responsibilities: Supervisors play a key role in making a student's work experience a valuable one for future employment. Training student employees can be a rewarding experience for both the supervisor and the student. A supervisor must be firm, patient, and understanding. Supervisors can encourage student employees to develop characteristics of good judgment, responsibility, initiative, and pride in their work.
Supervisors are responsible for the following:
Assuring that BEFORE a student is allowed to begin work, all the required paperwork has been completed, submitted to and processed by the Financial Aid Office. Allow up to 10 working days for processing. Any hours that a student works before their eTimesheet is available will not be paid.

With the student, develop an agreed upon work schedule keeping in mind that a student may not work during the times they are scheduled to be attending class (Unless class is canceled).
Keep an accurate, up-to-date accounting of all student employment earnings to prevent the student from earning in excess of his/her allocation.
Clearly explain the job and the student's duties.

1. Introduce the student to other employees in the work area.
2. Explain the rules and regulations relevant to the work area.
3. Offer encouragement and "tips" on improvement, don't intimidate the student.
4. Student employee training is the responsibility of the supervisor.
5. Inform the student of the dress code preferred in the work area.
6. Thoroughly reviewing the student eTimesheet to ensure that it is a true and accurate record of when that student worked during that pay period and approve the eTimesheet by the deadline (one day after the pay period ends).
7. Notifying the student, if an eTimesheet was not submitted by the deadline, that they will not be receiving a paycheck until the following payroll period.
8. Notifying the Financial Aid Office, Payroll Office, and Career Experience Coordinator when a student is no longer working in that area or when a student has dropped below half-time enrollment.

Student Responsibilities: Student employment is viewed as a valuable component in a student's total educational program. Many students will be working in jobs directly related to their educational goals, while others will be working in jobs that will have indirect benefits in any profession they pursue. All students have an opportunity to make student employment viable for future employment. By

participating in student employment, students will learn a wide range of things. For example, student employment will give the student insight into the understanding of how an institution, such as the college, operates. By working with campus employees, students will see first-hand some of the policies, procedures, and problems involved in the management of an educational institution. Students will have the opportunity to develop and improve clerical, mechanical, verbal, and other special skills involved in a student employment experience. Students may also develop such characteristics as dependability, cooperation, leadership, responsibility, social skills and pride in their work.

Students are responsible for the following:

1. Assuring that all the necessary paperwork has been completed, submitted to and processed by the Financial Aid Office BEFORE beginning work. Allow up to 10 days for processing. Any hours worked before receiving your timesheet will not be paid.
2. Arrange a work schedule with the supervisor. Any changes made to the work schedule must be approved bythe supervisor. If scheduled time is not worked, the student should offer to make up the time missed.
3. Keep an accurate, up-to-date accounting of all student employment earnings to prevent earning in excess of your allocation.
4. Maintain enrollment in at least six credits.
5. Be making satisfactory academic progress.
6. Adhere to the rules and regulations established by the department.
7. Give adequate notice to your supervisor if you decide to discontinue your work with that department.
8. Personal calls and visitors are discouraged during scheduled work time.
9. Studying must not be done during work time.
10. Dress appropriately for work.

TIPS FOR A THRIVING EMPLOYMENT

The following is a list of hints for student employees. These tips are guidelines to help you adapt successfully to a work environment. Check with the office or department where you are working about specific work rules and expectations. If you have questions related to the work environment, work rules, and what is expected of student workers, check with your supervisor.

1. Attitudes on the job
    a. Show enthusiasm for and on the job - no one enjoys a verbal complainer.
    b. Demonstrate initiative - if you know the next step, proceed to it. When you have completed a task, report promptly.
    c. Ask questions - when learning a new job or in doubt, we are here to help.
2. Absenteeism and work schedules
    a. Contact your supervisor if you must miss work.
    b. Absenteeism for frivolous or routine reasons is unacceptable.
    c. Maintain your work schedule if at all possible since work is often planned for you and deadlines must be met.
3. Confidentiality
    a. Students will need to complete data privacy training.
    b. Discuss confidential or sensitive materials only with authorized persons. Many jobs will require working with student files or records.
    c. Maintain loyalty to your employers - leave office information or gossip in the office.

4. Office Behavior

Do

- Ask permission if you need step out to use the telephone for personal calls.
- Dress appropriately for the job; appropriate dress for the building.
- Tend to personal hygiene and grooming.
- Be mindful and respectful to other employees and to clients.
- Show up on time.
- Enjoy the impact you are making on the community.
- Find new solutions to on-going problems.

Don't

- Put down your coworkers among your peers and vis versa.
- Forget appropriate titles and greetings.
- Forget that this is a job. You can use this position on your resume.
- Eat or drink beverages except in designated areas.

STRATEGIES FOR HELPING SUPERVISORS SUCCEED WITH STUDENT EMPLOYEES

1. **Be an Example.** Model strong work habits through efficient, dedicated work practices. Let your own approach to daily work be an example from which students can learn.
2. **Be Flexible.** Understand that student employees are students first, and employees second. Though it is important to have high standards on the job, it is also important to be flexible to accommodate academic obligations.
3. **Communicate Expectations.** Communicate the job standards and expectations to your student employee. One cannot assume that these are self-evident to the student, even though they may seem obvious to you.
4. **Give Feedback Frequently.** Provide consistent and appropriate feedback to your student employees. Student employees - like all employees - benefit from feedback on job performance, providing it is communicated with a positive spirit.
5. **Be Fair.** Supervisors who are too lenient are not doing students any favors. Campus jobs are “real jobs.” Treat student employees as you yourself would like to be treated in a given situation.
6. **Train, Train, Train!** Take time to train your students in important work skills, attitudes, and habits—such as perseverance, time management, phone skills, quality service practices, handling difficult situations. This is the “common sense” from which success is made.
7. **Be a Team Player.** As a team leader, develop and nurture the unique contributions of each team member. Take a global perspective.
8. **Give Recognition.** When you see a student “going the extra mile” or “persevering through difficult situations,” acknowledge this in front of other staff and peers. People need to feel appreciated.
9. **Share the Vision.** Have regular staff meetings with your student employees, and inform them how their work fits into a larger purpose of the department and institution. Remember, purposeful work is meaningful work.
10. **Be an Educator.** To the degree that we each contribute to the lives of others, we are all educators. How can you contribute to the education of your student employees?
11. **Development and Growth.** Aim to help student workers find solutions to problems. They may see things from a different perspective.

NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY POLICY STATEMENT

Nondiscrimination in Employment and Education Opportunity: In accordance with state and federal laws and consistent with Minnesota State Board Policy 1.B.1, Hennepin Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation or membership, or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, Hennepin Technical College shall work to eliminate violence in all its forms. Physical contact by designated college faculty members may be appropriate if necessary to avoid physical harm to persons or property.

This policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Hennepin Technical College will give due consideration to an individual's constitutionally protected right to free speech and academic freedom.

FINAL NOTE: Hennepin Technical College is committed to continually improving our student employment programs based on the standards as outlined in this handbook. Because our student employees are an important asset, we are committed to these policies which allow for fair and equitable treatment of our student employees and the development and enhancement of their skills. We hope you find your employment experience at Hennepin Technical College to be valuable and beneficial to your college years and to your future career.