STUDENT EMPLOYEE HANDBOOK

A Guide for Student Employees

Student Employment Program
Career Center
A Division of Student Affairs
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This handbook is updated and maintained on our website at carercenter.cofc.edu under On-Campus Employment.
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Welcome
As both a student and employee, you are a valuable member of our campus community. We rely heavily on student employees to help provide fast and efficient service to the student body. We hope you enjoy your experience working at COFC and that you have an opportunity to develop work habits, skills, and contacts that will serve you well in your working life.

This handbook is designed to help you understand the terms of your employment and your responsibilities as a temporary student employee of COFC. Please read it thoroughly, and refer to it often.

Policies
There are several policies affecting Student Employment. Many are reviewed during New Student Employee Orientation, and are found on the Human Resources website including the following:

· Fair Labor Standards Act (FLSA)
· Employment Eligibility Verification Form I-9 and E-Verify*
· Verification prior to working
· Discrimination and Harassment, including Sexual Harassment and Abuse (prohibition of)
· Family Education Rights and Privacy Act (FERPA)
· Reasonable Accommodation & Equal Access
· Email
· Ethics
· Protection of Minors

More information about these policies may be found on the College’s Human Resources website.

If you have a concern about a policy that the supervisor cannot answer, please ask Student Employment or Human Resources.

*All employees, including student employees must complete the Form I-9 and be verified through E-Verify before beginning work.
Types of Positions
The College has different types of on-campus positions. You must be attending classes or be a continuing student (enrolled in the prior AND an upcoming term) to be employed as a Student Employee. Withdrawal from all coursework and/or graduation with no future enrollment requires immediate termination of a student employment position.

Non-Work Study
Non-work study (NWS) positions are available to all currently enrolled undergraduate and graduate students at the College regardless of financial need. These positions are paid from institutional or grant funds. Positions are generally for one semester to one year in duration. They require one to twenty hours per week and may be more than twenty hours per week, especially during temporary periods such as in the summer. Positions may be worked during the summer months as long as a student has completed coursework in the prior semester and is continuing enrollment during the summer or upcoming semester.

Federal Work-Study
The Federal Work-Study (FWS) positions allow undergraduate, degree-seeking students with financial need the opportunity to work part time to earn money for additional expenses. These positions are paid from a match of federal funding (75%) and institutional funding (25%). Students who qualify for and accept FWS awards may be employed by departments on the COFC campus or by approved off-campus community partners.* It is important to read your emails from Financial Aid to accept awards and if you have questions about Financial Aid, to contact the Financial Aid Office.

FWS positions are recommended to be one to twenty hours per week during the academic year and are not available during Summer Break. Dates for FWS are published on the Student Employment website each academic year.

*Community Service partners change annually and include tutoring, mentoring and other project specific opportunities for public interest in a non-profit agency. Community Service position may be eligible for 100%
federal funding. Check with the Student Employment Office for current Community Service sites and positions.

**Graduate Assistantships**

Graduate Assistantships, Research Assistantships, and Teaching Assistantships are a form of aid through which graduate students are paid for the work they perform. They are often related to students' studies or areas of specialization. Typically, assistantships fall into one of the following categories: graduate, research, or teaching. They are funded by institutional funds and by grant funding and are not covered by the FWS program.

Graduate assistantships are typically for 10-20 hours per week. All assistantships are routed through the Graduate School for reviewed and final approval before submittal to Student Employment.

**Duration of Employment**

Student employees are hired on a temporary, hourly, at-will basis, and employment can be terminated by either employee or employer at any time. Termination can be for any reason except one that is considered to be based on illegal discrimination. You are not required to give advance notice if you decide to leave your position. However, it is considered good practice to provide two-week notice. Your employer is not required to provide advance notice before dismissing you.

A job will last the duration of time for which the initial assignment was approved. This duration should be discussed between you and your supervisor upon accepting the position. However, you are not guaranteed employment through any specific date. A job may end early for many reasons, including for example: budget constraints, lack of work, inability to perform job duties, inability to interact reasonably with co-workers, safety violations, insubordination, repeated lateness or absences, and/or scheduling conflicts.

A job may also be extended by your supervisor after discussion with you. Such extensions require a hiring approval extension form be submitted by your supervisor prior to the last date of your original position.

Eligibility is based on current and/or continuous enrollment. A student who withdraws from classes or completes coursework and graduates is no longer eligible to be a student employee unless they are enrolled in the upcoming semester.
Orientation Onboarding Requirement
Before you begin work, your hiring supervisor will submit a hire approval form to Student Employment. After Student Employment receives your hire form, you will be notified to complete a one-time orientation, if this is your first job working for COFC. (Prior student employees who have been employed in the last three years do not need to complete another orientation). The email will guide you through registering for an orientation and provide the documents that are required. The forms include the Form I-9 for identity verification, W4 tax form, Direct Deposit form, and policy forms. The tax and direct deposit forms may be changed during your employment by completing an updated form and bringing it into the Career Center.

After completion of your orientation, including all New Hire Paperwork, you will be authorized to begin work via an email from Student Employment to you and your supervisor. You are not authorized to begin working or performing services if you have not completed a New Hire Orientation and been approved to work.

All student employees must have a social security number to complete an orientation and begin working.

Code of Conduct & Professionalism
Students are expected to dress appropriately and conduct themselves in a professional manner while on the job - this includes showing courtesy and respect to supervisors, co-workers, and the public. Student employees, like all employees of COFC, are expected to serve students, faculty, staff, visitors, parents, and the general public in a friendly and courteous manner.

Student employees should employ a high degree of professionalism and respect when communicating with others. This includes professional phone etiquette, speaking, listening, writing, and emailing. Text messages to supervisors are not considered professional unless there is an agreement in advance with your supervisor that texting is allowable. The supervisor will determine the appropriate times to communicate via texting.

Student employees serve as ambassadors to the rest of the community in their service to the College. Customer service includes offering as much assistance as possible and referring questions or concerns to the appropriate persons or departments. Conflicts on the job should be addressed to your immediate supervisor.
Confidentiality
All departments on campus contain highly sensitive and confidential information. Any information learned from within your position at COFC is considered confidential. As a COFC employee, you are not authorized to discuss or copy information from your position or from within the department where you work. A breach of confidentiality may result in immediate termination.

FERPA (the Family Educational Rights and Privacy Act of 1974) is a federal law that protects the privacy of student education records. The Act applies to all institutions that are recipients of federal aid. All employees of the college, including student employees, are required to review the FERPA overview on MyCharleston and take the FERPA quiz.

Dress Code
Dress code will differ between departments, depending upon job duties and visibility to the public. Dress code includes good grooming habits, regular hygiene, and limitation on wearing fragrances (many people are allergic to perfume and cologne). Discuss proper dress code for your position with your supervisor.

Injuries on the Job
If you are injured on the job, you should report the injury to Human Resources as soon as possible. If the injury is urgent or emergent, contact Public Safety and Human Resources to arrange transportation to medical services. If the incident is not during normal business hours, determine if the injury can wait to seek medical help and if so, report to HR at the earliest opportunity and then seek medical help. Follow the guidelines for reporting injuries on the HR website.

Schedule and Hours of Work
Your schedule and work hours must be coordinated with your hiring supervisor. If you have more than one on-campus position at any time, you must inform your supervisor of both positions.

Federal Work Study (FWS) positions are limited to only one position FWS position at a time; but you may work a Non-Work Study (NWS) position concurrently with a FWS position. Or, you may work more than one NWS Study position concurrently.
You are expected to show up on time for all scheduled shifts. On-time means you are at your work station ready to work at the beginning of your shift. You may need to arrive at your job site a few minutes early to take off your coat, comb your hair, or make a rest stop. You are expected to work until the end of your shift. Sometimes during scheduling, students underestimate the time it takes to travel across campus, or a particular professor keeps the class late, causing chronic late arrival times. Talk to your supervisor if you need to adjust your work start time, rather than just being late frequently. Most supervisors will be able to make arrangements to help you be there when you are expected. Don’t agree to a schedule that you aren’t certain you can maintain.

If you are unable to work due to illness, you are expected to call your employer **before** your shift each day you will not be at work. Give as much advance notice as possible. Your employer may need time to find a replacement.

Last minute requests for time off should be limited to emergencies (such as a family medical crisis or funeral). When an emergency does arise, provide as much advance notice as possible. If you have special days you have plans to be off, discuss it as far in advance as possible to allow your employer to cover your shift. Some employers may want you to coordinate with other employees to arrange coverage for your shift. Ask your employer to explain their departmental policy for requests for time off at the time of hire if it is not covered in your orientation.

Normally, you should not request time off to finish class assignments or study for an exam. When you accept an on-campus job, your employer is counting on you to be available when you agreed to work. You must carefully plan your schedule so class work is not left to the last minute. Discuss your employer’s policy for schedule adjustments before you request time off.

**Timesheets and Recording Hours**

Student employee positions are set up on our hourly pay structure. You will receive an electronic timesheet in your Employee tab for each two-week period in which you work and you should record hours as you work them. The only exceptions are graduate teaching assistantships and departments who input hours for their employees.

It is your responsibility to record the actual hours worked each day and submit your timesheets to your approving supervisor at the end of each two-week pay period. Time
periods end on the 15th and last day of the month. Timesheets should be submitted on the following day to your supervisor. Failure to submit timesheets in a timely manner may result in late pay.

Timesheets may be returned to you by your approving supervisor if there are questions or errors on the timesheet. Supervisors should notify students of returned timesheets as soon as possible so you can review and rectify the error and resubmit the timesheet.

Falsification of timesheet hours, if deemed intentional or continuous, may result in termination.

**Breaks and Meals**
If you are scheduled to work more than four hours in a shift, you may request a 10-15 minute break which would not require you to clock out. However, you should take a minimum of 30 minute lunch if you are scheduled for a full day. When taking lunch or leaving your position for more than five minutes to do something other than take an approved break, such as run an errand, see your professor, etc., you are required to report time out on your timesheet. Eating meals at work while on the clock is not appropriate, unless condoned by your supervisor.

**Overtime**
Overtime refers to work that exceeds 40 hours in a one-week period (Sunday - Saturday). Your position(s) should not be set up to incur overtime, including all on-campus jobs. If you work more than 40 hours in a one-week period, the overtime rate of one-and-a-half times your regular hourly rate for the hours worked over 40 will apply, even if it is incurred with two more separate on-campus positions. **Make sure you inform your supervisors if you have more than one job.** Check your pay stub carefully to make sure you receive your pay and that it is correct. If you have questions about pay, contact your supervisor or Payroll.

**Pay**
Rate of pay varies by department and level of responsibility. Pay is required to meet federal minimum pay guidelines. Generally, pay is confidential and should be discussed with your supervisor only. State, Federal, and Worker’s Compensation taxes are withheld during periods of the academic year and full-time enrollment. In the summer, two additional taxes, Medicare and Social Security, are also withheld. You are required to have an
IRS W4 directing the College on your allowances on file. You may change the information on your W4 at any time by completing a new W4 form and delivering it to the Career Center.

Student employees are paid on the 15th and the last day of the month. If the 15th or last day of the month fall on a holiday or weekend, the pay date is the last business day prior to the holiday or weekend. Pay hours are calculated in the Payroll office and paid out two weeks after the hours are worked.

All pay is deposited into your bank’s checking or savings account or a CashPay card (if you choose this option). The election is made by you. The pay stub which provides the amount of pay, taxes, and other information is located on the Employee tab. Any cancellations or changes or to your bank checking or savings account your CashPay card account, must be made on a Student Employee Direct Deposit form, found on the Career Center and/or Payroll website, and given to Student Employment.

Questions about pay may be directed to your supervisor, the Payroll office, or the Student Employment Office in the Career Center.

**Employment Discrimination and Grievances**

It is the policy of College of Charleston to recruit, hire, & promote persons in all job titles, including student jobs, without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and gender expression, age, marital status, disability, pregnancy, genetic information, or status as a protected veteran.

Students who require assistance should contact the Career Center’s Student Employment office in person or via phone 843-953-5692.

**Conflicts**

If you have an issue or a grievance, start by discussing the problem frankly with your supervisor. Your supervisor is usually the person who can make changes and adjustments in your working conditions but cannot help you unless s/he knows there is a problem. Most difficulties can be solved through discussion with your supervisor. Make sure you explicitly inform them, as early as possible once you have identified a problem, and give your supervisor a reasonable chance to help correct the situation. If you have already discussed the problem with
your supervisor or do not feel comfortable talking with your supervisor, then you should contact Student Employment in the Career Center.

Students who believe they have experienced employment discrimination in regard to race, color, religion, creed, age, national origin, disabled or Vietnam Era Veteran status, marital status, sexual orientation, disability, gender, pregnancy, or disability accommodation should refer to Equal Opportunity Programs and follow the guidelines provided.

**Corrective Action Plans**

Student Employees are hired on a temporary basis. However, in support of the mission of COFC to prepare students for enlightened, responsible and productive lives, supervisors of student employees should use a Corrective Action Plan for disciplinary action. This plan can be a part of a positive experience on campus that will help with a student employee’s development. The Corrective Action Plan can aid in developing a strong work ethic and gaining life skills needed in the work place.

In a corrective action plan, if the supervisor deems it appropriate to speak with a student employee about behaviors or actions that need to change, the first action will be in the form of an oral reprimand and conversation about the behavior and correction of the behavior. An opportunity to improve the behavior to meet the expectations of the position should be discussed and may be put in writing. An improvement plan may be devised to correct or eliminate the unacceptable behavior or actions.

If the behavior does not improve or meet expectations, the second level of addressment will be in the form of a written reprimand for the purpose of setting forth the issues and corrective actions that must occur to continue in the position.

If the behavior still does not change to satisfy expectations of the job, a supervisor may terminate the employee from the position. The termination should be clear, in person or in writing, and specify the last day of employment.

**More information about Student Employment and updates may be found on the Career Center website under On-Campus Employment.**