

NORTHLAND COMMUNITY
AND
TECHNICAL COLLEGE

Supervisor's
WORK STUDY
HANDBOOK

INTRODUCTION

The student work study employment program is designed to offer employment opportunities to students who are in need of financial assistance and may not otherwise be able to afford attendance at Northland Community & Technical College. To be eligible for work study, the student will need to have completed his/her Free Application for Federal Student Aid (FAFSA). Although the basis for eligibility is financial need, work study students can also benefit by developing good work habits and job skills as well as gain an awareness of their abilities and interests.

Supervisors play a key role in making a student's work experience valuable for future employment. In addition to earning a paycheck every two weeks, student employment allows students to work around their academic schedule, and enhance career development in order to build a resume and/or establish references. Student employee training is the responsibility of the supervisor; clearly explain the position and the student's duties and responsibilities including confidentiality issues. Make sure the employment position is a realistic work experience for your student and you should clearly indicate your expectations of them. Continued supervision and monitoring of student employees is necessary.

REQUESTING STUDENT EMPLOYEES

Although you can request student employees at any time, you will be asked to make the majority of your requests in late **Fall**.

You will be asked to provide a job description, which should include the number of students needed and the number of hours per week required. If you are requesting a student for the entire year, you should have at least one hour of work for them per day. Keep in mind that the purpose of the program is to provide financial assistance to students. A major complaint of students is, "My supervisor never has anything for me to do. Can you find me a different job?" **Please do not request students if you only want them on "retainer" for occasional jobs.**

SUPERVISION OF STUDENT EMPLOYEES

Basic guidelines for supervising student employees are provided here. However, you may wish to establish additional policies where appropriate. Please make sure your student employees are aware of your expectations.

- 1) **ATTENDANCE** - Student employees are expected to be reliable, punctual, and know your policy regarding absences. They are expected to notify you in advance if they are going to be absent from work. Unexcused absences should not be treated lightly. Students are **NOT** to work during their scheduled class time. Abuse of this will be cause for immediate cancellation of work study and potential loss of an allocation within your area.
- 2) **PERFORMANCE** - Students are expected to assume job duties and responsibilities in the same manner as regular employees. As a supervisor, you can assist students in developing good work habit.
- 3) **CONFIDENTIALITY** - Students are required to treat all school records and other data in a confidential manner. A breach of confidentiality may be grounds for dismissal.
- 4) **TRAINING AND PLANNING** - Since performance is often a reflection of the initial training students receive, an orientation and training session is recommended. Cover job responsibilities and your expectations carefully. Students who know your department's role in the entire operation of the school or business may better understand the importance of their work study position.
- 5) **SOME HELPFUL SUGGESTIONS**
 - a) Make every attempt to keep the student busy. When possible, make the work as meaningful as you can.
 - b) Establish regular work hours and do not deviate. **Do not expect students to check with you daily to see if you have anything to do.** They will quickly lose interest.
 - c) Establish a list of job duties and a supervisor to report to if you are not available.

- d) Discuss with your work study student any complaints you have with their performance. Do it when problems occur, not a week later.
 - e) Give compliments when work is well done.
 - f) Be sure to explain the procedure the student should follow if they cannot get to work or will be late (i.e. telephone number, etc.)
- 6) **STUDENT CONTRACT OBLIGATIONS** - The work study award, indicated on a student's award letter, represents the maximum amount that an individual can earn. Only the Financial Aid Office can increase this amount. **The student and the supervisor are responsible for monitoring earnings.** Once a student earns their maximum award, they will not be issued a timesheet from the Payroll Department and **will not be paid for any hours worked after that point.**
- 7) **TERMINATION OF A STUDENT'S EMPLOYMENT** - A student's employment may be terminated during the year for the following reasons:
- a) A student has earned the maximum amount permitted by the work study contract.
 - b) A student wishes to quit. In this case, the student should give the supervisor a two (2) weeks notice and notify the Financial Aid Office.
 - c) If a student's job performance is not satisfactory, the supervisor may terminate after sufficient warning is given. Sufficient warning shall mean at least one meeting or written notice in which the student is notified that termination is probable unless improvement is shown within a reasonable period of time. The supervisor should make an earnest attempt to provide the student with every opportunity for continued employment. The supervisor should notify the Financial Aid Office if the student is terminated.
 - d) Immediate dismissal may occur if the supervisor feels continued employment is damaging to the operation of the department. The supervisor should notify the Financial Aid Office when the student is terminated.
- 8) **RESOLVING JOB CONFLICTS** -- Please discuss with your work study student employee any problems that arise: work schedule, job expectations, job performance. If the two of you are unable to resolve the problem, termination may be necessary.
- 9) **INJURIES** - A student who is injured on the job should notify the supervisor immediately. The supervisor and the student must contact the

Financial Aid Office as soon as possible after the accident or injury occurs.

10) SAFETY AND EMERGENCY PROCEDURES -- The work study supervisor is required to inform work study students of safety and emergency procedures to be used in performing work assignments. Specific safety procedures including safe use of tools and required clothing, etc. should be covered for each job assignment. This applies equally to on-campus and off-campus supervisors. A designated chain of command must be set up so the safety procedures are carried out in case of your absence from the job site.

PLEASE READ THE FOLLOWING:

COMMON ERRORS ON STUDENT EMPLOYEE TIMESHEETS

****The student is reporting hours worked on the wrong timesheet. Please double check the dates at the top of the timesheet.**

****Student's signature and/or supervisor's signature is missing.**

****Timesheets are completed and signed in pencil; timesheets MUST be completed and signed in ink.**

****Portions of the timesheet are illegible. Please make every effort to print legibly.**

****Student has reported hours on a HOLIDAY. These hours will NOT be paid.**

****Cannot work during scheduled class time.**

Your responsibilities as a supervisor:

1) *****The allocation is for entire year however the student is limited to earn half of the allocation fall term and the other half spring term.

- 2) Supervisors cannot employ relatives as their work study employee.
- 3) Students can not begin work until a time sheet has been issued from the Payroll Department and received by you.
- 4) All student employee duties should be completed on Campus and under your supervision.
- 5) You are responsible for monitoring your student's allocations. Student employment allocations are subject to revision based on usage and funding levels.
- 6) Before signing the time sheet you need to thoroughly review the time sheet to ensure that it is a true and accurate record of when that student worked during that time period. Students will not be paid for class hours or for hours worked on State Holidays. Students who work 4 consecutive hours are entitled to a 15 minute paid break during that time period and if they work over 4 hours consecutively they must take at least a half hour unpaid lunch/dinner break.
- 7) Make sure that the time sheet is fully completed and signed in ink before you authorize by your signature and turn it into the Financial Aid Office.
- 8) Make sure that time sheets are submitted according to the work study pay schedule. NOTE: Time sheets are due NO LATER than noon. Time sheets will NOT be accepted from student employees. YOU are responsible for the time sheets reaching the Financial Aid Office by the time and date indicated. It is your responsibility to plan ahead and notify your student employees if you will be unavailable to sign their time sheet and if other arrangements need to be made in order to submit their time sheets on time. LATE OR INCOMPLETE TIME SHEETS WILL NOT BE PROCESSED and RESULT IN STUDENTS NOT RECEIVING THEIR PAYCHECKS.
- 9) Notify the student if a time sheet has been returned to you or turned in late that they will not be receiving a paycheck until the following pay period.
- 10) Terminate employment for your student if they continue to display poor work habits even after counseling has taken place between you and the student. Disciplinary Action Report Forms are available from the Financial Aid Office for

your use. If there is a problem, we encourage supervisors to complete the form with their work study employee. At that time the supervisor should: a) give a signed copy to the student employee, b) send one to the Financial Aid Office, and c) retain one for their records. If the problem persists the supervisor will then again sign and date his copy and send it to the Financial Aid Office. At that time no additional time sheets will be issued for this student employee.

11) Do **NOT** sign a time sheet that has hours reported that were worked in another area. All hours that you sign for are deducted from your budget allowance for the year.

PAYROLL PROCEDURES

All work study employees must be paid through the Financial Aid Office. A work study student cannot receive funds beyond eligibility; therefore, it is necessary that the Financial Aid Office controls all payments to students and determines who is eligible to work under this program.

- 1) **PAYMENT PROCESS** - Students are paid by Northland Community & Technical College. All hours worked are to be recorded on timesheets provided by the Financial Aid Office. Students cannot be paid for sick days, vacation, or holidays. Students will be paid bi-weekly.
- 2) **PAY RATES** - Rates of pay will be determined annually by the Financial Aid Office. Present rate is \$7.50 per hour. Students may work one to ten hours a week.
- 3) **TIMESHEETS** - Timesheets are available from the Financial Aid Office. Time sheets are to be completed according to the following instructions:
 - a) Students are to record the exact amount of time worked each time they work.
 - b) Starting and ending times **MUST** be rounded to the nearest quarter hour and entered in decimal form (i.e. 1 hour and 15 minutes = 1.25).
 - c) Total the hours at the end of each pay period. Your signature implies that the daily totals are correct. A calendar of pay periods is attached.
 - d) The timesheet must be **SIGNED** and **DATED** by both the **SUPERVISOR** and the **STUDENT**. Your signature implies that the student has worked these hours and has performed the work.

- e) Students are responsible for turning in the timesheets to their supervisors. Timesheets must be turned in to the Financial Aid Office by noon the day after the end of the payroll period.

RENEWAL JOB APPLICATION

In order to be considered for work study employment, a student must complete the required FAFSA EACH YEAR. Work study awards are not automatically renewed because a student's eligibility is based on financial need, past job performance, and available student employment funding. Students should complete the FAFSA as soon as possible after January 1 of each year.

SUMMER STUDENT EMPLOYMENT PROGRAM

Departments will be contacted in the spring to submit requests for summer student employees. In order to be considered for summer work, a student must:

- 1) Be registered at Northland Community & Technical College on at least a half-time basis for Fall semester.
- 2) Have a completed financial aid file with high-demonstrated need and have indicated a desire for summer work.

IF YOU HAVE QUESTIONS CONCERNING THESE POLICIES OR ANY ASPECT OF STUDENT EMPLOYMENT, PLEASE CONTACT THE FINANCIAL AID OFFICE!