

# **NORTHLAND COMMUNITY AND TECHNICAL COLLEGE**



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## **STUDENT EMPLOYEE HANDBOOK**

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## **INTRODUCTION**

This information is a brief statement of the rights and responsibilities which relate to student employment through the Student Employment program at Northland Community & Technical College. Your Student Employment job can be an asset to you and it can offer more than monetary gain. In addition to providing valuable work experience, your job can help you develop technical and social skills and give you an awareness of your abilities and interests.



Before you can **start** working, you **must** complete and return the following items to the Financial Aid Office:

1. W-4 Form
2. Employment Eligibility Verification (Form I-9) also 2 forms of ID
3. Liability Form – **for those students working off-campus**

## **JOB RESPONSIBILITIES**

Your **signature** on the Student Employment contract/authorization indicates that you agree to abide by the policies listed on the contract and those listed in this Student Employment handbook. You also agree to accept the obligations that go along with your Student Employment award. These include:

1. **SAFETY** – You are expected to perform all duties in a safe manner. You will receive an email from the Safety Office stating all required training that must be completed **prior** to the start of the position. The training needs to be completed within 5 days of receiving the e-mail. If they are not completed, it may put your position in jeopardy. Required training will be paid for through Student Employment funds.  
\*\*\* In the case of an injury, please contact your supervisor immediately. If your supervisor is unavailable contact Human Resources.
2. **DRESS CODE** – Dress appearance should be appropriate for the Student Employment position held. You must represent your department in a professional manner.
3. **ATTENDANCE** – You are expected to be reliable and punctual in attendance.  
**Notify your supervisor in advance if it is necessary for you to be absent from your job for any reason.**
  - First unexcused absence will be a verbal warning by the supervisor or the Financial Aid Office.
  - Second unexcused absence will be a warning in letter form by the supervisor or the Financial Aid Office.
  - Third unexcused absences will be a termination notice by the supervisor or the Financial Aid Office.
4. **PERFORMANCE** – A good attitude and spirit of cooperation is essential to a successful work experience. The quality of your work and the responsibilities

you carry are important to your employer and the college. **As a Student Employee you are required to fulfill the responsibilities of your position first and foremost.** It is up to your supervisor whether or not they allow you the opportunity to study once your responsibilities are finished. Cell phones are not to be used when you are working. They can be used on breaks only. The knowledge and training you receive from your job are also a direct reflection of the effort you put into your work. **You are required to treat all school records and other data in a confidential manner. A breach of confidentiality will be grounds for dismissal.**

5. **CONTRACT OBLIGATIONS** – The length of your Student Employment contract may vary. The Student Employment award indicated on your Student Employee contract represents the approximate amount that you can earn for the school year. **As a student, you are allowed to work between 10-15 hours per week.** Your earnings will be monitored and your award may be increased or decreased under certain circumstances. You are **NOT** allowed to work more than 8 hours in one day. You need to be aware of the number of hours you have remaining. The Financial Aid Office does not guarantee that you will earn the full amount of your Student Employment award. **Class attendance is a requirement for Student Employment.** You are to work **ONLY** when you are **NOT** scheduled for classes. If your class is cancelled or you are let out early, you may work. You must be a registered student with 6 credits each semester to qualify for the Student Employment program.
6. **BREAK REQUIREMENTS** – If you work 4 consecutive hours you are entitled to a 15 minute paid break during that time period. If you work over 6 hours consecutively you **must** take at least a half hour unpaid lunch/dinner break.
7. **CONTRACT TERMINATION** – Contracts may be terminated during the year for the following reasons:
  - You have earned the maximum amount permitted by your Student Employment contract
  - If you decide your job is causing conflicts, you may want to quit. It is your responsibility to notify your supervisor and the Financial Aid Office of your decision. You are expected to give a two-week notice unless other arrangements have been made with your supervisor. The Financial Aid Office does not assume the responsibility of replacing any unearned portion of your Student Employment contract.
  - If your job performance is not satisfactory, your supervisor, after discussing the situation with you and the Financial Aid Office, may wish to terminate your employment.
  - Other reasons may apply.If you have been terminated, the Financial Aid Office on campus will not re-instate your employment for that award year.
8. **RESOLVING PROBLEMS** – If you are having problems with your job (such as work schedule, job expectations, not getting enough hours to earn your total

award, etc.), please discuss them with your supervisor. If you are unable to resolve the problem, contact the Financial Aid Office on your campus.

9. **SATISFACTORY PROGRESS** – Since Student Employment is financial aid, you are required to meet satisfactory academic progress requirements as defined in the NCTC Student Handbook.

## **PAYROLL PROCEDURES**

You will receive an hour's pay for an hour's work and cannot be compensated for sick days, vacation days, or holidays. You will be paid every two weeks. You can expect an approximate two-week delay for your first payroll check.

## **E-TIMESHEETS**

Once you have completed all the requirements and are given a position you will then be able clock in and out for the day using your NCTC e-Services account, on the NCTC website. Record hours worked on the appropriate day and date, rounding the starting and ending time to the nearest quarter hour.

### **How to Access E-Timesheets on a Computer or Laptop:**

- a) Click on "current students" at the top of the page
- b) Scroll to the bottom of the page and click on "eServices"
- c) Click "View My Schedule"
- d) Select your campus (TRF, EGF or Distance)
- e) Login using your Star ID and password
- f) On the left hand side of the page click "Student Employment"
- g) Click Enter time worked and follow the instructions from there

### **How to Access E-Timesheets From Your Mobile Phone:**

- a) Download the "MyNCTC" app from the app store
- b) Click "eServices" on the home screen
- c) Click "eServices" site
- d) Follow Steps D-G from above

### **How and When to Submit your E-Timesheet**

- a) Follow steps above (A-F)
- b) Towards the bottom of the screen it will have the pay period dates. You **MUST** submit your eTimesheet by the last day of the pay period.
- c) Check the box that you certify the hours entered is correct
- d) Click submit eTimesheet.

## **PAYMENT**

Payment will be made to your checking/savings account via your direct deposit account setup on eServices; earnings will be in your direct deposit the morning of pay day. You will be able to see information about your paycheck on eServices. If you have not set up direct deposit, please go to eServices to set it up. If you have not set up direct deposit, checks will be mailed.

## **SUMMER EMPLOYMENT**

A limited number of jobs are available during the summer months. Your eligibility for summer employment is based on your financial need and your job qualifications. The Student Employment award year is consistent with the financial aid award year of July 1 through June 30. As such, students that are enrolled for summer semester or fall semester are eligible to work through June 30. To be eligible to work beginning July 1, you must be an entering or a returning student for the following fall term. As July 1 begins a whole new award year, your eligibility will need to be determined before you can begin working even if you will continue working in the same position.

## **COMMUNITY SERVICE**

A limited number of community service jobs are available. Check with the Financial Aid Office about these opportunities.

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