

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE



STUDENT EMPLOYEE HANDBOOK

INTRODUCTION

The Student Employment program is designed to offer part-time, on campus 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. Student employees also provide a benefit and service to the college. To be eligible for Student Employment, the student will need to have a completed FAFSA and financial aid file. Although the basis for eligibility is financial need, student employees can also benefit by developing good work habits and job skills as well as gain an awareness of their abilities and interests.

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:

- IRS Form W-4
- Employment Eligibility Verification (Form I-9) along with 2 forms of ID
- Minnesota W-4 Form (W-4MN) required for Minnesota Residents
- MN Dept of Revenue (Form MW-R) Reciprocity Form-required for ND and MI residents
- Liability Form – **for those students working off-campus with America Reads**

JOB RESPONSIBILITIES

Your acceptance of a Student Employment position indicates that you agree to abide by the policies of the college 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 absence 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, if eligible.** 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 and lunch periods are unpaid. You need to be aware of the number of hours you are eligible for and monitor your earnings and usage. 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 schedule 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 and you need to not work, you may want to discuss this with your supervisor. 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

Students are paid by Northland Community & Technical College. All hours worked are to be recorded in the Student Employment section in eServices through an electronic eTimesheet. You will be paid only for hours actually worked and you cannot be compensated for sick days, vacation days, or holidays. You will be paid every two weeks-every other Friday based on the state payroll calendar. You can expect an approximate two-week delay for your first payroll check. Rates of pay will be determined by the Financial Aid Office. Current rate of pay is \$15.00 per hour and depending on eligibility, students may be authorized to work up to 10-15 hours per week during the academic year. (Students authorized to work during the summer will be limited to 24 hours per week.)

E-TIMESHEETS

Once you have completed all the requirements and are hired for a position you will then be able record your hours worked each day under the Student Employment tab in your NCTC eServices account, on the Northland 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:

- a) Under current students click on eService and login
- b) Click Student Employment

- c) Click Enter Time Worked and proceed with entering hours worked
- d) You are responsible for submitting your eTimesheet according to the deadlines published in eTimesheet

How and When to Submit your E-Timesheet

- a) Follow steps above (A-C)
- b) Towards the bottom of the screen, pay period end dates and payment dates will be listed. You MUST submit your eTimesheet by the last day of the end of the pay period.
- c) Check the box that you certify the hours entered are correct
- d) Click submit eTimesheet

PAYMENT

Payment will be made to your checking/savings account via your direct deposit account setup in eServices; payment should be in your direct deposit account the morning of the scheduled payment date. You will be able to see information about your paycheck on eServices. If you have not set up direct deposit, you are strongly encouraged to set this up in your eServices; direct deposit accounts not set up or that are inactive will have a paper check issued and 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, current students that are enrolled for summer semester and are registered for a minimum of 6 credits for the upcoming fall semester are eligible to work through June 30, with a maximum of 24 hours per week to be awarded if the student is eligible. In order for new incoming students to be eligible to work beginning July 1, you must be enrolled for a minimum of 6 credits for the following fall term, and you must have student employment eligibility. 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. Please contact the Financial Aid Office with any questions.

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.

