

NORTHLAND COMMUNITY
AND
TECHNICAL COLLEGE

STUDENT EMPLOYMENT
SUPERVISOR'S
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 and also be a benefit to the college. To be eligible for Student Employment consideration, the student will need to have completed his/her FAFSA and have a completed financial aid file. Students must also demonstrate financial need and maintain a minimum of 6 credits of enrollment. 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.

Supervisors play a key role in making a student's work experience a valuable one 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 during the interview process or before official hire. Make sure the employment position is a realistic work experience for your student. **Daily supervision and monitoring of student employees is necessary.**

REQUESTING STUDENT EMPLOYEES

You can request student employees at any time. The first step in requesting a student employee is to complete a Job Description online via the Supervisor Portal Login found on the Student Employment portion of our website. The Job Description will include the number of students needed, the number of hours per week required, and what would be the benefit to the college. 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 and provide valuable work experience. **Please speak with the Financial Aid Office if you only want a student 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.
 - First unexcused absence will be a verbal warning by the supervisor.
 - Second unexcused absence will be a warning in letter form by the supervisor.
 - Third unexcused absence will be a termination notice by the supervisor. If you do terminate a student employee, make sure to let the Financial Aid Office know immediately.

Students are NOT to be scheduled to work during their scheduled class time. Students may work when their class is cancelled or if they are let out of class early.

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 habits.
3. **CONFIDENTIALITY** – Students are required to treat all school records and other data in a confidential manner. **A breach of confidentiality will be grounds for immediate dismissal.**
4. **TRAINING** – Mandatory online training through the Safety Office is required to be completed **before** the student can begin working. 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 college may better understand the importance of their Student Employment position.
5. **CELL PHONES** are not to be used when the student is working. They can be used on breaks only.

SOME HELPFUL SUGGESTIONS

1. Make every attempt to keep the student busy. When possible, make the work as meaningful as you can.
2. 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.
3. Establish a list of job duties.
4. Discuss with your Student Employee any complaints you have with their performance. Address it when problems occur, not a week later.
5. Give compliments when work is well done.
6. Be sure to explain the procedure the student should follow if they cannot get to work or will be late (call you, email notification, etc.)

STUDENT CONTRACT OBLIGATIONS

The student employment award 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 paid for any hours worked after that point.**

TERMINATION OF A STUDENT’S EMPLOYMENT

A student’s employment may be terminated during the year for the following reasons:

1. A student wishes to quit. In this case, the student should give the supervisor a 2 weeks notice and notify the Financial Aid Office.
2. 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.
3. Immediate dismissal may occur if the supervisor feels continued employment is damaging to the operation of the department. The supervisor must notify the Financial Aid Office before the student is terminated.

RESOLVING JOB CONFLICTS

Please discuss with your student employee any problems that arise: work schedule, job expectations, job performance. If the two of you are unable to resolve the problem, please contact the Financial Aid Office.

INJURIES

A student who is injured on the job should notify the supervisor immediately. The supervisor and the student must contact Human Resources within 24 hours of the date/time of the injury. The supervisor and the student will need to complete workers compensation forms.

SAFETY AND EMERGENCY PROCEDURES

The student employee supervisor is required to inform the student employee of safety and emergency procedures to be used in performing work assignments. Specific safety procedures including safe use of tools, 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 established so the safety procedures are carried out in case of your absence from the job site. Make sure your student employee is aware of who their proper back up is in case of an emergency or your absence.

Specific safety training is required for students exposed to workplace hazards. Students are expected to complete all required safety training and perform all duties in a safe manner. All training must be completed prior to exposure to the activity.

PLEASE READ THE FOLLOWING:

Your responsibilities as a supervisor:

- 1) *****The allocation is for the 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 student employee.
- 3) Students cannot begin work until an authorization has been issued.
- 4) All student employee duties should be completed 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.

How to View Your Student Employee's Authorization (Position Details)

*Go to the Northland website – www.northlandcollege.edu

*Click Faculty & Staff and then click eTimesheet

*Login with your Star ID & Password – Make sure Northland Community & Technical College is selected for Institution

*Click Home on the upper right menu bar

*Click Student Payroll Supervisor under Employee Applications

*Click on View Position Details on the student you wish to view (if you have more than one student employee)

- 6) Before approving the eTimesheet 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, hours not actually worked, or for hours worked on State Holidays or when the college has been closed due to weather, etc.
- 7) Students who work 4 consecutive hours are entitled to a 15 minute paid break during that time period. If they work over 6 hours consecutively, they must take at least a half hour unpaid lunch/dinner break that must be reflected on their eTimesheet.
- 8) Make sure the eTimesheet is submitted by the student before you approve it. Student eTimesheets are due the day after the pay period ends. Timesheets submitted or approved late will NOT be processed and result in students not receiving their paycheck.
- 9) Notify the student if an eTimesheet has been submitted to you with errors. The student must correct the errors before the supervisor approves their eTimesheet.
- 10) Two consecutively un-approved eTimesheets, with student working in the interim, will result in a call or e-mail from the Financial Aid Director. This may affect the continuation of this student employment position.

PAYROLL PROCEDURES

All student employees must be paid through the Financial Aid Office. A student employee cannot receive funds beyond eligibility; therefore, it is necessary for the Financial Aid Office to control all payments to students and determine 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 in eTimesheets which is available on the student’s eServices. Students cannot be paid for sick days, vacation, or holidays. Students will be paid every other Friday.
- 2) **PAY RATES** – Rates of pay will be determined by the Financial Aid Office. Current rate is \$15.00 per hour. Depending on eligibility, students may work up to 10 to 15 hours per week during the academic year and up to 24 hours per week during summer.
- 3) **eTIMESHEETS** – eTimesheets 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.

- c) The etimesheet must be **SUBMITTED** by the student employee and **APPROVED** by the SUPERVISOR. Your approval implies that the student has worked the hours recorded and has performed the work in a satisfactory manner.

HOW TO APPROVE STUDENT EMPLOYEE'S eTIMESHEET

- 1) Go to the Northland website – www.northlandcollege.edu
- 2) Click Faculty & Staff
- 3) Click eTimesheet
- 4) Login with your Star ID & Password – Make sure Northland Community & Technical College is selected for Institution
- 5) Click Home on the tool bar in the upper right corner
- 6) Click Student Payroll Supervisor under Employee Applications
Once your Student Employee submits their eTimesheet it should show 1 Ready For Approval.
- 7) View their time to make sure it is correct – If not correct have the student make corrections it and resubmit their eTimesheet for your approval
- 8) Check the “I certify the hours/amounts are correct and the work was performed in a satisfactory manner” checkbox
- 9) Click Approve Time

RENEWAL JOB APPLICATION

To be considered for student employment, a student must complete the required financial aid application EACH AWARD 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.

SUMMER STUDENT EMPLOYMENT PROGRAM

Summer student employment is limited to no more than 24 hours per week. In order to be considered for summer work, a student must:

- *Be a returning student at Northland Community & Technical College and be registered for a minimum of 6 credits for the upcoming Fall Semester.
- *Have a completed financial aid file with high-demonstrated need and have indicated a desire for summer work.
- *Must meet all other eligibility requirements.

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

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE
Student Employment Disciplinary Action Report Form

To all Student Employment Supervisors: This is a disciplinary action report form that may be used by all supervisors of Student Employment. The report should be signed by the supervisor and the student employee. A copy should be forwarded to the Financial Aid Office.

Student Employees will be subject to disciplinary action for inappropriate conduct or unsatisfactory work performance. This action may take the form of written or verbal warnings or dismissal. However, we do suggest that a warning may be appropriate prior to dismissal.

Student's Name:

Star ID:

Student's Supervisor:

Student's Position:

Action initiated by:

Date of Incident:

Reason(s) for warning or suspension:

Excessive absenteeism

Tardiness

Failure to follow instructions

Unsatisfactory work performance

Misconduct

Other: _____

Explanation of circumstances:

Disciplinary action to be taken:

Warning (Indicate any improvement required and date by which student employee is expected to comply):

Termination (Indicate date of termination):

Acknowledgment and comments by student employee:

Signature of Supervisor

Date

Signature of Student Employee

Date