

Welcome to Student Employment Supervisor



Introduction

Barton Community College is committed to its students' success, both in and out of the classroom. Many students receive work experience through student employment opportunities and the College values the contributions and assistance that student employees provide in various offices/areas.

This training is being provided by the Student Employment Group to meet the directive of Barton which asked us to provide an awareness of the responsibilities and expectations of the role of student employee supervisors. The Student Employment Group exists to provide communication and support to all areas and individuals interacting with student employment.

General

The College has the same expectations of student employees as it does of all its employees, and the same rules apply. However the student's College success is of primary importance. Therefore, supervisors are to work closely with the student to schedule working hours around class schedules, examinations, and other student responsibilities.

All departments desiring a student employee¹ must go through the Career Center or their designee. Those departments not having a student employment budget, who desire to hire a student employee, must get in touch with the Vice President of Administration so a budget can be established.

Without prior approval from the Director of Athletics and the President, no coaches will supervise their own students.

Definition of Student Employment

According to the Internal Revenue Service, if the student is a U.S. citizen or lawful permanent resident, the employee's services must be "incident to and for the purpose of pursuing a course of study." Individuals covered by retirement plans such as the [Kansas Public Employees Retirement System](#) are ineligible for student employee positions.

Eligibility for Employment During the Fall/Spring Academic Terms

To be considered for a student employment job in the fall or spring academic terms, a U.S. citizen/lawful permanent resident student must be enrolled in at least six (6) or more paid credit hours during each of the fall and spring academic terms in which they are employed and a non-immigrant student attending on an F 1 visa must be enrolled in at least twelve (12) or more paid credit hours during each of the fall and spring academic terms in which they are employed unless a

¹ If the student is a U.S. citizen or lawful permanent resident, the employee's services must be incident to and for the purpose of pursuing a course of study. If the student is a non-immigrant, the employee must be attending Barton on an F 1 visa approved by the Designated School Official in the pursuit of a full-course of study.

load less than twelve (12) credit hours is approved by the Designated School Official. The "Student Employment" employee will be chosen according to the following prioritized selection criteria:

1. Placement of those students who worked in a student employment position last academic year and who will be returning to the same student employment position in the new academic year regardless if they (1) qualify for federal work study; (2) are a U.S. citizen or lawful permanent resident; or (3) are an F 1 student.
2. Placement of those students who qualify for federal work study.
3. Placement of U.S. citizens or lawful permanent residents.
4. Placement of F 1 (international) students.

Eligibility for Employment During Summer Academic Term

To be considered for employment during the summer academic term, the "Student Employment" employee will be chosen according to the following prioritized selection criteria:

1. Placement of those students who worked in a student employment position in the spring academic term and who will continue working in the same student employment position for the summer academic term;
2. Placement of those students who are enrolled/pre-enrolled for the fall academic term;
3. Placement of those students enrolled for the summer academic term; or
4. Placement of those students who were enrolled in the prior spring academic term.

In addition to the prioritized selection criteria above, a non-immigrant student attending on an F 1 visa is eligible for employment during the summer academic term when:

1. they are enrolled in a full course of study (12 credit hours) as verified by the Designated School Official;
2. they were enrolled in the spring academic term, did not graduate, and are pre-enrolled in the fall academic term as verified by the Designated School Official;
3. they were enrolled in the spring academic term and they need to take some credit hours (can be less than 12) in the summer academic term in order to become a summer graduate finishing their course of study and they do not continue to work past their graduation date as verified by the Designated School Official;
4. they are a new non-immigrant student attending on an F 1 visa, they are pre-enrolled in the fall academic term as verified by the Designated School Official and they do not begin working until 30 or less days before the start of classes for the fall academic term; or
5. their I-20 end date (Certificate of Eligibility for Nonimmigrant Student Status) extends through July 31.

Child Labor Laws

No student employee will be employed if under the age of 16. Other age limits will be occupation appropriate as outlined in the child labor provisions of the Fair Labor Standards Act.



Job Descriptions

Supervisors are responsible for writing and updating all job descriptions for student employment positions in their area, with the Office of Human Resources serving in an advisory capacity. All new or updated student job descriptions are to be sent electronically (Word format) to the Office of Human Resources. An updated job description must be on file for each requested position. Supervisors are to share the applicable job description with their student employee(s).

Placement

When a supervisor needs to fill a student employment position, they must contact the Career Center to let them know what position they have open. The Supervisor must have already been through the Student Employment Supervisor Training course and TimeClock Plus training offered through the Office of Human Resources. The Career Center will open the position within the Agile Interface which is linked on the Career Center website. From here students may filter "student employee" specific positions and submit their online application which will then be forwarded to the hiring supervisor for review.

Students will be notified of their status throughout the application process. If another candidate is hired, the student will be notified via e-mail, likewise for interviewees. Hiring supervisors are responsible for setting up an interview and abiding by the [Guidelines for Student Employee Interview Process](#). Hiring supervisors must then supply these interview notes to the Office of Human Resources and have the candidate selected for hire complete appropriate paperwork; Student Employee Confidentiality/Non-Disclosure Agreement form and other supplemental forms if required. The Office of Human Resources will then schedule time to have the new hire complete additional paperwork.

Interview Process

The College requires all departments to conduct a thorough search to fill its open student employment positions. While interviewing all applicants is not required, it is suggested that departments interview all qualified applicants for each open position. There must be at least two college employees involved in the search process, including applicant interviews.

Review the job description for the position you are attempting to fill, noting the minimum requirements necessary for the position and refer to them often as you review employment applications, along with any other application materials. Attempt to ignore superficial issues unless they are directly related to the position. Note on a separate piece of paper any pertinent questions that arise when reviewing the applicant's application materials and ask those questions if the applicant is granted an interview.

Once the job-related interview questions have been created, they must be added to the [Interview Question Form](#) found on the College's web site where it states "Insert Interview Questions Here". The number of interview questions developed will depend upon the job's

requirements/responsibilities and will also vary from department to department. This form must then be used consistently for all applicants for the position.

Federal and state laws prohibit discrimination based on disability. The College is required to provide reasonable accommodations for any otherwise qualified disabled person. This issue should be addressed only after a person has been offered employment.

Applicants interviewed for the position must be evaluated and the evaluation must be documented. Sample applicant evaluation forms are located on the College's web site to assist you in evaluating the interview results.

In the interests of avoiding any notions of inequality in its conduct, the search committee must maintain accurate records (including interview notes taken by each search committee member) and information available for review and scrutiny, i.e. how each member evaluated each applicant, what information references volunteered about the applicants, etc.

At the conclusion of the interview process, all recruitment files (interview notes, applicant evaluation forms, reference checks, etc.) must be returned to the Office of Human Resources for recordkeeping purposes.



Required Paperwork

All new student employees must complete required paperwork: "Notice of Student Employment", "Oath or Affirmation of Officer or Employee", "Form W-4", "K-4", "Employment Eligibility Verification (Form I-9)", "Receipt of Barton Community College Online New Employee Guide", "Student Employee Confidentiality & Non-Disclosure Agreement" and a "Personal Data Sheet". Those working in specialized positions² may also be required to complete a "Background Authorization Form", as well as submit copies of certifications. For more information, please refer to the Office of Human Resources Payroll web page on the Barton web site. New student employees cannot start work until all of the required paperwork is complete and on file in the Office of Human Resources. Supervisors will be notified that the student employee can begin work by either receiving a phone call or e-mail from the Office of Human Resources.

² Examples of specialized positions include Child Care, Tutors, Student Ambassadors, and Life Guards.

Training

The Office of Human Resources will provide new student employees and new student employee supervisors with general orientation training. Student employees are told:

- everything they may see or hear in their assigned work area is confidential—meaning it is not to be discussed with anyone except their supervisor;
- if they know they are unable to work at their scheduled time, they are to notify their supervisor or the Office of Human Resources who in turn will notify their supervisor;
- they must be enrolled in at least six (6) or more paid credit hours during each of the fall and spring academic terms in order to seek and accept a student employment job;
- they cannot work more than 20 hours per week (in all combined student employee positions) during the fall and spring academic terms (excluding designated breaks) unless it is due to extenuating circumstances and their supervisor has received prior approval from the Vice President of Administration. In order to be in regulatory compliance, there will be no exceptions for non-immigrant students attending Barton on an F 1 visa unless the overage occurs during a designated break.
- payroll checks will be available for pick up by the student in the Business Office on payday with the presentation of a valid photo ID³. They can designate another individual to pick up their payroll check by requesting it in writing and then submitting the request to the Business Office either in person, with valid photo ID, or directly from their official Barton email account⁴;
- use of college computers are limited to those applications deemed to be appropriate by the departmental supervisor and in accordance with the Use of Computers/College Computing and Information Systems procedure;
- cell phones are not to be used while they are clocked in (including text messaging) unless they are on an approved rest period or their use has been approved by the Supervisor;
- they need to dress appropriately for the position by keeping to departmental guidelines; and
- how to access their online student employment records.

Other items discussed will include time records and they will also be given a copy of the current “Hourly Employee Pay Calendar”, which outlines pay periods, turn-in-times, and pay dates. All student employees will also be trained on the use of the TimeClock Plus system. Student employee supervisors must also be trained on TimeClock Plus.

Supervisors are to handle any additional departmental training requirements. Also, new student employees may be required to participate in mandatory college training, and as such, will be provided paid work release time for participation in this mandatory training. Failure to participate in mandatory training can result in disciplinary action, up to and including termination.

³ A valid photo ID is a Driver's license, Passport, State or Federal Government, Military, Barton College photo ID.

⁴ Official Email - College sponsored email such as bartonccc.edu or bartoncougars.org.

Notice of Student Employment Form

The Office of Human Resources will generate all "Notice of Student Employment" forms. The supervisor will be sent copies of the notice--one for their file and one for them to give to their student employee.

Designation of Financial Aid Work Study Student versus Campus Student Employment

The Office of Human Resources is responsible for assigning the appropriate designation of "Financial Aid Work Study Student Employment" or "Campus Student Employment" for all student employees on the "Notice of Student Employment" form. The "Financial Aid Work Study Student Employment" designation is coordinated with the Financial Aid Office. If the designation changes, the Office of Human Resources will create a new "Notice of Student Employment" form.

Time Clock Systems

All student employees will utilize the TimeClock Plus system to keep track of their working time. Supervisors will want to monitor the IP address that appears each time their student employee logs into and out of the TimeClock Plus system to be certain there aren't any irregularities.

Time Records

Student employees are hired at a stated hourly rate and will be paid strictly for actual hours worked. The overtime rate of time and one-half will only apply for those hours actually worked over 40 in a workweek. Employees must receive prior permission from their supervisors before working any overtime.

The College expects each employee to exhibit integrity as they clock in and out for their work time. **Supervisors are to review their student's time on a week-by-week basis in the time clock system.** Time worked must be reviewed and approved by both the supervisor and the employee (regardless of the number of hours worked) in accordance with the Hourly Employee Pay Calendar deadlines. If a supervisor changes an employee's time, the supervisor must inform the employee and also insert a comment into the time clock system as an auditing procedure so that the College has proof of why the change was made.

Time sheets not reviewed and approved prior to final processing of the payroll by the Payroll Clerk will not be processed and checks will not be issued for the pay period, unless there are extenuating circumstances as determined by the Office of Human Resources.

Misrepresentation in recording time worked may result in disciplinary action, up to and including termination.

Student Workload

A student employee may work a maximum of 20 hours/week (in all combined student employee positions) during the fall and spring academic terms (excluding designated breaks) unless otherwise pre-approved by the Vice President of Administration. Exceptions will only be allowed

for extenuating circumstances. In order to be in regulatory compliance, there will be no exceptions for non-immigrant students attending Barton on an F 1 visa unless the overage occurs during a designated break.

Breaks

Departments and supervisors will make efforts to permit employees to take break periods to refresh themselves and to conduct limited personal business, such as making personal telephone calls, sending text messages, eating a snack, getting a pop, etc. Break periods are to be scheduled in accordance with the department's needs and at the discretion of the supervisor in a fair and reasonable manner. Break periods will consist of no more than one (1) fifteen-minute break period (or a combination of several "mini" break periods not to exceed fifteen-minutes in total) for each four (4) hours worked in a workday. Since this time is counted and paid as time worked, employees must not be absent from their workstations longer than the rest period allows unless they work in adverse work conditions (for example, extreme cold) where the supervisor may use discretion in scheduling additional break periods. Staff may not skip a break period to compensate for a late arrival to work; compensate for an early departure from work; extend a lunch period, or to accumulate time when a break is not taken during the appropriate work period.



Meals

An employee scheduled to work seven or more consecutive hours is required to take an unpaid meal period of at least thirty minutes unless they work in Campus Safety or the Child Development Center. During unpaid meal periods, employees are relieved from work duties and, therefore, should not take their meals at their desks. On a regular basis, supervisors may not allow staff members to skip or unduly postpone meal periods, nor may staff members compensate for late arrival or early departure by working through their meal period.

Working During Scheduled Classes

Unless authorized as an exception below, the student employee may not work during scheduled class time regardless of whether or not the class is cancelled or dismisses early. Supervisors must obtain a current class schedule each pay period to ensure compliance with this requirement. Adjustments must be made prior to approving the time sheet for processing by the Office of Human Resources.

The Vice President of Student Services may authorize an exception to this restriction for Student Ambassadors who are required to work special College functions such as Senior Day, Junior Day, Vortex Day, etc. The Vice President of Student Services must request that the student be excused from their scheduled class, and receive email confirmation from the instructor of record granting that the student will be excused from class. Without the approval of the instructor of record, the Student Ambassador will not be allowed to work the special event. This email is to be sent to the

Office of Human Resources as an auditing procedure so that the College has a record of this approval.

Office Closure

Although the College offers holiday and college closure pay to some of its employees, student employees do not qualify for these benefits. If a student employee's normal work schedule falls on a College holiday or during a period of closure, the student will not receive any compensation unless they work with supervisor approval.



Rate of Pay Payday

The student's rate of pay will be minimum wage, with the exception of a few specialized positions.

All Barton employees are paid once a month. Student employees are paid on the hourly payroll, which normally comes out on the first Friday of the month. Pay checks are distributed to student employees by the Business Office.

Dress Code

Student employees must dress appropriately for the position. For example, student employees should avoid wearing backless tops, short shorts, or t-shirts containing inappropriate messages or pictures (i.e., alcohol or nudity). Additional dress code requirements will be set by the student employee's supervisor in accordance with departmental guidelines.

Dismissal/Termination

A student employee may be removed from student employment for improper work behavior⁴. Depending upon the severity of the behavior, the student employee should be informed of the improper work behavior through the use of the Student Employment Written Warning form, and allowed adequate time to correct the problem prior to dismissal. Supervisors are responsible for dismissing their student employees in conjunction with the Office of Human Resources.

If a student employee resigns or is terminated mid-academic term for improper work behavior, the supervisor must complete a "Notice of Student Employment Termination" form, including the "Reason for Termination", and contact the Office of Human Resources right away. Dismissal for improper work behavior also requires the use of the Student Employment Termination Memo, which the supervisor creates in conjunction with his or her supervisor and the Office of Human Resources. The original termination memo is given to the student employee and a copy is sent to the Office of Human Resources for placement into the student employee's personnel file.

⁴ Examples of improper work behavior calling for immediate dismissal include working during scheduled class time, falsification of hours worked on timesheet, not showing up when scheduled to work, not being on time, not doing assigned work, stealing from the department, an act of verbal abuse, an act of physical abuse, and being intoxicated or under the influence of a controlled substance while at work.

In the late spring academic term, the Office of Human Resources will generate "Notice of Student Employment Termination" forms for all student employees. If the student will not be working for the summer academic term, supervisors must:

- fill in the students "Last Day Worked";
- have the student sign the notice (if unavailable, circle the phrase "unable to obtain signature");
- sign the notice;
- make a copy of the notice for their file and one for the student if they want one; and
- return the completed notice to the Office of Human Resources by the designated deadline.

If the student will continue working for the summer academic term, and are a "Financial Aid Student" (as shown on their most current "Notice of Student Employment" form), please complete the notice as designated above except fill in the students "Last Day Worked" as the last day of the pay period in May that is paid in June (e.g., 5-25-19). The Office of Human Resources will then generate a new "Notice of Student Employment" form changing their assignment to "Student Employment" rather than "Financial Aid Student" if notified by the supervisor that they will be working for them during the summer academic term. This is done because the College does not operate its Federal Work-Study program during the summer academic term. If the student will continue working for the summer academic term and their assignment is "Student Employment" (as shown on their most current "Notice of Student Employment" form), void the notice and return it to the Office of Human Resources.



Final Thoughts

The Student Employment Group is comprised of representatives from Human Resources, Financial Aid, Athletics, Administration, Student Services and the Career Center. To ensure compliance with federal, state and conference regulations, members of the Student Employment Group will periodically spot check the presence of student employees who are clocked in to work. This monitoring should be viewed as an opportunity to ensure quality control and improvement. Student employees are paid to do assigned job duties and their scheduled working hours are not to be used to do homework, play computer games, etc. During "down" times when a supervisor may not have work for the student to do, the supervisor should contact other offices/areas so that the student remains busy while clocked in and being paid. It is important that student employees know and understand the expectation of the College that they will be working while clocked in.

To assure that quality education remains priority, supervisors are encouraged to work closely with student employees to be certain the student's working hours are scheduled around their class schedule, final exams, work in other office areas, etc. Supervisors of student employees will ensure that all Barton policies and procedures are followed and that student employees complete the hours of work for which they are paid. No coach will supervise their own students without prior approval from the Director of Athletics and the President.

For more detailed information, please refer to the College's Student Employees/Supervision and Payroll procedures located on the College's internal web site. To access the Student Employees/Supervision procedure click [here](#). To access the Payroll procedure click [here](#).



Required Test

Please complete the [Student Employee/Supervision test](#) in order to reinforce your knowledge of the student employment system, policies, and procedures. A score of 70% or better will be considered passing. You will be notified via e-mail if you did not successfully pass the test.

7/16/19