

# STUDENT EMPLOYEE RESPONSIBILITIES HANDOUT

## WHAT ARE THE BENEFITS OF WORKING ON CAMPUS?

- It helps you earn money to help pay educational expenses
- It helps you gain experience in the workforce
- It is convenient to have a campus employment which works with your class schedule
- It can help you find campus employment because some departments prefer to hire work-study students, and some departments only hire work-study students (FWS)
- It is not considered when calculating future grant eligibility as other wages earned through private employment would (FWS)

## WHAT IS FEDERAL WORK-STUDY?

The Federal Work-Study Program (FWS) provides need based part-time jobs for students, usually on campus. Federal Work-Study funds are allocated through the FAFSA process and the student earns the money on an hourly basis while gaining experience in the workforce on Hartnell's campus.

### ***To maintain FWS eligibility, you must:***

- Be enrolled in at least 6 units during the semester worked
- Not be placed on Financial Aid SAP Disqualification

### ***What you should know about FWS:***

- A student may earn academic credit toward a Cooperative Education class
- Your FWS award amount can be reduced during the academic year due to a change in monetary resources or a change in your Remaining Need on your Award letter. This may affect your maximum number of hours per week that you may work
- You may not earn more than the amount of your FWS award for the academic year

## WHAT ARE THE REQUIREMENTS FOR STUDENT EMPLOYEES?

### **GENERAL INFORMATION FOR ALL STUDENT EMPLOYEES**

#### **APPEARANCE**

Although the college has no specific dress code, student employees are expected to dress neatly and appropriately for their work assignment.

#### **ATTENDANCE**

On your first day of employment, please work with your supervisor to coordinate a weekly work schedule that is acceptable to both of you. You should keep to the schedule unless you and your supervisor mutually agree to a change.

If you are going to be absent or late for work you must call your supervisor. Give your supervisor as much advance notice as possible if you will be absent or plan to take time off. Please

remember, frequent absences are a justifiable cause for dismissal.

Give your supervisor advance notice if you are quitting your job. Common courtesy for most employers is a 2 week notice when possible.

#### **CONDUCT**

Please remember that in offices which employ many student workers, extended conversation and socializing can be distracting. Please discourage friends and family from visiting you at work. Please do not read newspapers/books/during work hours.

Please understand that employment can be terminated for any of the following reasons:

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- Reporting more hours on your timesheet than you actually worked
- Violation of the office policy on the confidentiality of student records and the use of office equipment
- Working under the influence of alcohol, stimulants, or other drugs
- Missing work for two consecutive days without notifying your Supervisor

## BREAKS

Employees who work six consecutive hours should take a 30 minute “off the clock” lunch break. For those working six hours or less, breaks will be a matter of agreement between the employee and employer. Breaks should not be taken in the work area. Do not eat or drink near computer work stations or at your work desk.

## USE OF OFFICE AND TELEPHONES

Do not use the computers, copier, fax machine, or other office equipment for personal use. Students should not install any personal software on the office computers under any circumstances or download games or programs from the internet.

Personal phone calls should be made only when necessary and limited to a maximum of 5 minutes. Personal cell phones should be kept on “silent” so that incoming calls do not distract other workers. Please discourage family and friends from excessive calling during work hours

## CONFIDENTIALITY OF STUDENT RECORDS

An important responsibility of the department you are working for is the confidentiality of student records. Records must be treated confidentially and professionally. They may be discussed only with individuals authorized to have access to educational records. Violation of this policy will violate the federal Family Educational Right to Privacy Act (FERPA), and may result in termination of employment.

Should you need to discuss records with a student, ask for a picture I.D. to be sure that you are dealing with the right person. Ask your supervisor concerning your department’s specific requirements to determine identity when a student calls on the phone

### *Follow these guidelines to prevent pressure on yourself concerning access to records by:*

- Not letting friends, relatives or acquaintances know you have access to confidential data;
- Not using the computer or files for any purpose other than to perform functions assigned to you by your supervisor;
- Reporting to your supervisor anyone’s attempt to gain unauthorized access to information;
- Keeping confidential files closed and computer screens off or locked when not use or when taking a break

## TELEPHONE ETIQUETTE

Learn how to use the phone properly before taking calls. If you have questions, ask your supervisor for help. Don’t try to answer the phones until you have been properly trained. Don’t be afraid to ask for help if you are asked a question and you are unsure of the answer. It’s better to admit you don’t know something but are willing to learn, than to give someone incorrect information.

### *Telephone reminders:*

- Always identify yourself. Give your name and department when you answer or place a call.
- Each call is important. Use courtesy, and BE A GOOD LISTENER.
- Your voice creates an image. Use a pleasant tone and speak clearly into the receiver.
- Take complete messages: caller name, area code and phone number, date and time, the message and your name. Keep pads and pencils by the phone. Ask caller to spell out their name and repeat spelling back to caller. Confirm all information before ending call.
- When you put someone on hold, explain what you are doing and check back frequently. If you know the wait will be long, offer to take a message.
- Be sure of what you intend to say before you place a call.
- When transferring a call, please tell the caller that you are transferring them before clicking transfer button on phone.

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## GENERAL REGULATIONS: ALL STUDENT EMPLOYEES

**These Federal and Institutional regulations are of particular interest of student workers:**

- Hourly wages on campus range from \$16.90 to \$20.40.
- Students receive a monthly paycheck for hours worked. Pay periods are from the 11<sup>th</sup> of one month to the 10<sup>th</sup> of the following month.
- Wages are considered taxable income.
- Maintain the following minimum units of credit during the semester employed:

**Fall & Spring Semester:** 6 semester units

**Summer Semester:** 4 semester units

**Federal Work Study employment:** 6 semester units  
(Fall & Spring only)

- Maintain a 2.0 GPA (cumulative & semester) at Hartnell Community College
- In accordance with the Education Code, student workers are unclassified, at-will employees.
- Students may work a maximum of twenty (20) hours per week during regular academic term. No over-time is allowed.
- Any student employed must be paid for all hours worked. You may not volunteer to work unpaid hours.
- Students must be in good standing and must continue to make satisfactory progress towards obtaining a degree or certificate
- You are entitled to Worker's Compensation benefits, but are not entitled to unemployment insurance. If you are injured while working on campus, the injury must be reported to the supervisor immediately.

## **PAYROLL – INFORMATION REGARDING PAYCHECKS**

You will receive your first pay check between four (4) to six (6) weeks, after you begin working. Payroll checks are available on the last working day of each month at the Cashier's Office. Picture I.D. is required. Direct deposit is available and will require you to complete the request form included in your new hire packet.

***To avoid a delay in receiving your paycheck, you must:***

- Accurately fill out and sign your timesheet.
- Have your supervisor sign the timesheet.
- Have your SSN or Student ID # on your timesheet.
- List the hours each day that you have worked (rounded off to the nearest 15 minutes).
- Submit your timesheet on time

## **FOR ADDITIONAL INFORMATION:**

If you have any questions regarding the information in this handout, see contact information below:

### **For FWS related inquiries:**

Clara Maldonado-Moreno  
Federal Work-Study Program Specialist  
Financial Aid Department  
411 Central Avenue  
Salinas, CA 93901  
(831) 755-6806

### **For hourly student worker related inquiries:**

hr@hartnell.edu  
Human Resources  
411 Central Avenue  
Salinas, CA 93901  
(831) 755-6706