

# NORTHLAND COLLEGE

## Student Employment Manual

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**Foreword**

This manual was prepared with the intent to provide basic information and to help guide students with employment issues. The information provided in this manual should assist students in understanding general procedures, regulations, and other guidelines required by Northland College in hiring, employing, and pay to student employees. Northland College reserves the right to improve, modify, revoke, suspend, or terminate any or all policies, procedures, and rules within this manual. This may be with or without notice. Major changes in policies, rules, and procedures will be published, and it will be the student's responsibility to review such changes to ensure compliance.

As student employment is most often a component of the student's total financial package, all inquiries and questions regarding student employment should be directed to the Financial Aid Office, located in the Ponzio Student Center. The Financial Aid Office is open from 8:00 am to 4:30 pm, Monday through Friday and can be contacted at (715) 682-1255 or [finaid@northland.edu](mailto:finaid@northland.edu).

## **Student Employment Program Overview**

The Northland College Student Employment Program is designed to:

- Create a foundation for developing basic workplace skills or preparing for graduate work
- Encourage students to reflect on and articulate their learning from work experiences
- Engage students on campus, cultivating relationships with peers, faculty, and staff
- Assist in providing basic services of the College
- Provide on-campus opportunities to earn money to help offset educational expenses

Benefits of participating in the Student Employment Program:

- Forge skills needed for the workplace or graduate school
  - o Time management
  - o Teamwork
  - o Accountability
- Enhance personal skills needed in the world
  - o Self-confidence
  - o Interpersonal communication skills
- Further engage with the campus community
  - o Students understand the importance of their work to the College
  - o Give back to the campus in a meaningful way
  - o Cultivate mentor relationships with faculty and staff
- It's a well-balanced job
  - o Greater scheduling flexibility than for off-campus jobs
  - o Students can work where they live

## **Equal Opportunity Employment**

The administration of Northland College reaffirms its commitment to the principle of equal opportunity and equal treatment for every current and prospective employee. In hiring and in subsequent relationships with employees, College policies and practices are intended to preclude discrimination based on race, color, religion, sex, sexual orientation, age, disability, or nation origin. Instead, differentiation is based on consideration of applicable job experience and/or job performance. Northland encourages its employees to use the services of the Office of Equal Opportunity and the Human Resources Office if there are any questions or concerns about this policy.

## **Types of Student Employment**

Every student has the opportunity for student employment. Opportunities for student employment exist in almost all campus departments, from athletics to research assistants. Student employment is divided into two categories: work-study and non-work-study. The difference between these two types of student employment is the funding source. Work-study positions are funded through the Financial Aid Office with funds either received through the federal government or Northland to assist students who meet certain eligibility requirements. Non-work-study positions are funded with institutional funding and administered through the Payroll Office. Please see below for more information on the types of student employment:

### Work-study

1. Federal Work-study (FWS)

Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

2. Northland Work Award (NWA)

Northland Work-Award provides part-time jobs for students using institutional funds for students that do not qualify for federal work-study. A Northland Work-Award allows the students to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

### Non-Work-study

Other on-campus student employment that is handled through the Payroll Office. Students may hold a non-work-study position in addition with a work-study job if they are eligible for work-study. Non-work-study positions are not based upon a student's financial aid package, but rather paid entirely by the College. Students with a non-work-study position must also comply with the policies, procedures, and rules within the handbook and not exceed 20 hours of work for all combined positions during their employment when class is in session.

## **Student Employment Eligibility Requirements**

### Eligible Students

1. Students who are enrolled full time (defined as 12 credits or more per semester) and seeking a degree.
2. Students who have completed the application process for financial aid (FAFSA) and received an award letter.

3. Students who are citizens of the United States or an eligible non-citizen.

#### Not Eligible

1. Post-baccalaureate and non-degree seeking students.
2. Students who take a leave of absence, withdraw or are dismissed for academic or disciplinary reasons.

### **Summer Student Employment Eligibility**

During the summer, students can choose from listings of full- and part-time job opportunities posted on the college's website at <https://my.northland.edu/planning/careers/student-opportunities/>.

When schools is not in session:

1. A student is allowed to work up to 40 hours per week in a student employment position. However, to be eligible for summer employment, the student must be a continuing student and enrolled for the following fall term.
2. Students will be charged FICA taxes during the summer months (excluding international students).
3. For summer work-study opportunities, either Federal Work-study (FWS) or Northland Work Award (NWA):
  - a. Students must have filed the FAFSA and accepted their financial aid package for the upcoming academic year. This also applies to new students. The College does not provide on-campus housing for new students.

### **Cost Share Agreements**

Northland College participates with various off-campus employers through a cost share agreement. These positions are primarily internship based and for summer semester only. If a student is interested in an internship opportunity they should contact the office of the coordinator of applied learning. Occasionally if a student has already fulfilled their internship requirements, they may be able to still participate in an off-campus work-study through cost share agreement, at the discretion of the financial aid director. Please contact the Financial Aid Office for further information.

Student Eligibility:

1. Must be a returning student
2. File the FAFSA and be packaged for financial aid
3. Register for internship credits with the Registrar's Office
4. Working with a participating agency of the College

## **Securing a Student Employment Opportunity**

Please refer to Student Eligibility Requirements found on pages three and four of this document. Once eligibility requirements have been satisfied please note the following:

1. It is the student's responsibility to secure a job. Jobs are not assigned.
2. Student employment opportunities are on a first come, first serve basis. (FWS or NWA offers the opportunity to secure a job, but does not guarantee employment).
3. Student employment opportunities are posted on the my.northland.edu portal at <https://my.northland.edu/planning/careers/student-opportunities/> or can be found by searching for student employment in the search bar.
4. Students interested in working within specific departments may also contact those departments directly.
5. Students are allowed to work only one work-study, either Federal Work-study (FWS) or Northland Work Award (NWA), job at a time. If a student is actively working in either a FWS or NWA position, they may hold one additional position on campus if such position is that of a non-work-study student employment opportunity. It is the responsibility of the student to inform the hiring supervisor for positions they apply for about any existing student employment arrangements they may already have in place or may be seeking simultaneously.

**Once the student has determined they have met all the eligibility criteria, the student will want to complete the following steps to help secure a student employment opportunity:**

1. Search current openings
  - a. <https://my.northland.edu/planning/careers/jobs/> lists positions available for all students, including first-year students.
  - b. Job listings are posted when they become available. Posted jobs often fill quickly, and new jobs are posted often. Remember to check the site regularly.
2. Review the job requirements and description
  - a. Make sure the work interests the student, they meet the qualifications, and that they can work the schedule given, if applicable. Students who have questions about the job posting, should contact the employer directly.
  - b. Employers will list the minimum qualifications, experience required, schedule, pay rate, and job duties.
3. Schedule an interview
  - a. To schedule an interview, students should contact the employer directly. When speaking to the employer, students should specifically state the purpose of the call/email and briefly describe the skills, abilities, and/or experience they have that make them a good candidate.

- b. Do not delay! Interviews may not be given to all applicants.
  - c. The job posting will tell a student whether to call or email the employer. The employer will explain the screening and hiring process. Students should call the employer if they are unable to interview at the time scheduled or are delayed.
4. Be prepared for questions and the interview
    - a. Questions an employer might ask:
      - i. What hours are you available to work?
      - ii. What is your class schedule for the term?
      - iii. How many credits are you taking?
      - iv. What type of work experience have you had?
      - v. What is your major?
      - vi. Do you have work-study funds?
    - b. Interview tips:
      - i. Be on time
      - ii. Smile and relax
      - iii. Speak clearly
      - iv. Think positively
      - v. Dress appropriately
      - vi. Bring any materials the employers ask for (i.e., resume, application, writing samples, etc.)
  5. Be persistent
    - a. Students should view the listings each day and contact the employer as soon as possible
    - b. Apply for any job for which the student is qualified
    - c. Students can network with instructors, departments, and other students

If a student is having difficulty finding a job due to hours, etc., they should not give up. Individuals may not always find their “dream” job immediately.

### **Next Steps After Job Offer**

Once a student has been offered a job, there are a number of additional steps that will need to be completed **before** they are allowed to begin working.

1. Complete with the Student Employment Contract with the hiring supervisor and return to the Financial Aid Office if it is a work-study position. If it is a non-work-study position, please return the form to the Payroll Office. This form can be found on the my.northland.edu portal under **Financial Aid & Billing/Work-study/How to Apply** or in the Financial Aid Office.
  - a. For students applying for a work-study position, either Federal Work-study (FWS) or Northland Work Award (NWA): the amount of FWS or NWA is determined by the Financial Aid Office and listed on your My Aid page



- under “view and accept aid.” You can view your awards by selecting awards from the menu.
2. The hiring supervisor will need to contact the Payroll Office to inform them that the student has been hired.
  3. The student will need to schedule a time to meet with the Payroll Office in person prior to starting work to ensure all the required paperwork listed below is completed:
    - a. I-9 Form – Employment Eligibility Verification Form
      - i. **To complete the Immigration and Naturalization Employment Eligibility Verification I-9 form, the student is required to provide the following forms when completing the I-9: Valid U.S. Passport –OR- Original Social Security Card or Original or Certified copy of a birth certificate AND picture driver’s license or school picture I.D.**
    - b. W-4 for tax purposes
    - c. Direct Deposit Form – (required for all students)
    - d. Background Check – (in certain positions only)

Once these steps are completed, the student will receive an email from either the Financial Aid Office or Payroll Office informing the student that they have been set up in the position and their timecard is now active to enter hours. This is the notification that the student has been approved to begin working. Students are not to begin working prior to receiving this notification.

### **Student Rights and Responsibilities**

A student employee should consider on-campus employment a serious commitment. When hired for a position, the student becomes a member of a work unit that depends on him/her/them to complete the duties for which they were hired. Therefore, the supervisor may reasonably expect the student to do the following:

1. Report to work at the agreed upon time and be ready to work
2. Attend to assigned duties while on the job and not conduct personal business while at work
3. Work with cooperative and positive attitude
4. Students should notify the supervisor as soon as possible if they are unable to report to work as scheduled.
5. Keep an accurate record of hours worked
6. Do not exceed 20 hours per week between all positions while classes are in session, or 40 hours per week between all positions when classes are not in session

7. Submit the timecard electronically by the required due date of each payroll period
8. Report to work with professional etiquette. This includes, but is not limited to, proper dress, cleanliness and personal hygiene
9. Make sure all necessary paperwork is completed before the student begins working

### **Academic Responsibility**

As a student employee of Northland College, students should view their employment as secondary to their academics. Although student employment can be a meaningful part of an individual's college experience, it should not interfere with their academic studies. Students should consult with their supervisor if the workload or schedule creates a problem with their academics.

### **Hours and Scheduling**

1. Students may work a maximum of 20 hours per week while classes are in session. This 20 hours maximum is between **all positions being held**. The "week" runs from Sunday at 12:00 a.m. to Saturday at 11:59 p.m. Students who exceed 20 hours per week between all positions while classes are in sessions will be subject to the following:
  - a. **First Violation**: Student will be issued a written (via email) warning. All supervisors will be copied on the email.
  - b. **Second Violation**: Student will be suspended from their current student employment position for (1) pay period following the violation.
  - c. **Third Violation**: Student will be terminated from their current student employment position for the remainder of the semester.
  - d. **Fourth Violation**: Student will be terminated from their current student employment position for the remainder of the academic year.
2. When not in academic session (breaks, summer), students may work up to 40 hours per week between all positions being held. This is subject to availability of work, supervisor approval, and availability of funds.

***Students are not allowed to work overtime during any time period and will be subject to the same consequences as outlined above for exceeding hours during the academic year.***

3. Student employees do not receive paid sick leave, vacation leave, or holidays.
4. Student employees shall be given a 30 minute unpaid lunch period if they work at 8 hour shift. This unpaid lunch must be logged on their timecard as unworked hours.

5. The student's work schedule should always be secondary to their academic schedule.

**Students may not work hours which would cause them to exceed their work-study award.**

### **Online Timecard Instructions for Students**

1. Go to my.northland.edu
2. Click on **Work-study** on the **Financial Aid & Billing** drop-down menu
3. On the **Work-study** page, select **Timecards** and login using the student's email username and password
4. Click on the day in which hours worked need to be added
5. Enter start and end times including AM/PM. For multiple in/out times throughout the day, use the "+" button under the **Hours Type** column to add a row (time is rounded on each quarter hour)
6. If there are comments to include for the supervisor or Payroll, there is a box in which the student can type them
7. Once done, click the "**Save Hours and Comments**" button for each day
8. At the end of each pay period, select "**Click here to finalize**": after entering all of the hours. The deadline for finalizing hours is listed underneath the calendar and marked with an "**X**". Failure to enter or finalize time by specified deadlines can result in delayed pay.
9. Hours worked are always viewable by the student's supervisor until the pay period deadline and hours are submitted
10. The Payroll Office/Financial Aid Office will send an email reminder each pay period prior to the time entry deadlines
11. Hours worked should be entered daily at the end of the work schedule.

### **When entering hours worked into the timecard remember:**

1. Only include times worked within the pay period listed at the top of the sheet. Any work times listed outside of that period may result in the timecard being returned to the supervisor.
2. Any hours that were not entered in time for the pay period and need to be backlogged, will require the student to reach out to their supervisor regarding the **Backlogged Student Work Hours Procedure**. This procedure can be found in Appendix A.
3. Students are paid following the timely submission of the timecard in accordance with the payroll schedule which can be requested from either the Financial Aid Office or Payroll Office. Please also refer to additional information on payment which follows.

4. *Any misrepresentation of hours worked is a serious offense and will result in termination of employment and may result in criminal charges.*
5. *In order for prompt payment to occur, timecards must be submitted electronically by the payroll deadline indicated on the pay schedule.*

## **Payment**

Students are paid semi-monthly. Pay periods run from the first through the fifteenth of the month and from the sixteenth through the end of the month. Pay dates will fall on the fifteenth and last business day of the month. If either of those dates fall on a Saturday or Sunday, students will be paid on the last business day prior.

Example: Hours worked during January 1 - January 15 will be paid on January 3.

Pay schedules for the calendar year can be received through either the Financial Aid Office or Payroll Office.

The student employment earnings will be direct deposited in a checking or savings account, or a portion of their earnings can be paid directly to their Business Office account. Students can review their paystubs on my.northland.edu under **Financial Aid & Billing/Work-study/Payroll Information/Review your pay statements**.

There may be times when a student's pay may be delayed. Reasons a student's pay may be held up:

1. Timecard was not turned in or was turned in after the designated due date shown on the payroll calendar.
2. Timecard was not filled out properly or may not have been submitted by the supervisor
3. Student did not complete required paperwork and/or was not approved to begin working

## **Switching Jobs**

Students may change positions during the year, but they must notify their current supervisor two weeks prior to leaving and complete a Job Termination form. This form can be found on my.northland.edu under Financial Aid and Billing / Work-study / What is Work-study?.

For students working either a Federal Work-study (FWS) or Northland Work Award (NWA) position: The student must obtain a blank work-study contract for the new position.

## **Injury Reporting**

All employees of the College are protected by Workers' Compensation Insurance, carried by the College in accordance with the laws of the state. This coverage pertains to injuries that have occurred while working at the College and provides for the payment of medical and other related expenses and the continuation of wages.

Employees should follow these steps if they are injured at work:

1. Seek immediate medical attention.
2. Employees should notify their supervisor and the Human Resources Office as soon as possible after a work-related injury or disease. If the injured employee is unable to file a report with the Human Resources Office, the supervisor should do so. The Human Resource office will facilitate reporting requirements for Worker's Compensation. Timely reporting is important to receive prompt and full-benefit payments. The employee should always keep the Human Resources Office informed of any changes in injury or disease.
3. Employees should inform their medical care provider or physician that an injury or disease was suffered at work. This will allow them to comply with any statutory reporting requirements.
4. Workers' Compensation wage benefits do not start until after the injured employee has missed three consecutive days of work. Workers' Compensation wage benefits will start paying the fourth day of work missed based upon the regular schedule of the employee. Benefits are retroactive to the first missed day if the injured employee has missed seven or more consecutive days at work. In accordance with state laws, Worker's Compensation wage benefits will make up a portion of the employee's wages.

Both state and Northland College regulations may change from time to time. Contact the Human Resources Office for current regulations and policies.

## **Conduct and Performance**

It is left to each supervisor to determine what constitutes proper conduct and satisfactory work performance, outside of what is stated by these policies, and only if there is no conflict with these policies.

## **Confidentiality Policy**

It is the policy of Northland College to ensure that the operations, activities, and business affairs of the College and its students, alumni, donors, employees, and affiliates are kept confidential to the greatest extent possible. If, during employment, an

employee acquires access to confidential information about Northland College, another student or employee, they must handle such information in strict confidence both externally and internally. Students found to be violating this policy are subjected to disciplinary action up to or including termination. By signing the Student Employment Contract or acceptance of student employment, students are agreeing to this policy.

### **Safety**

Emergency policy and procedures can be found on my.northland.edu at **my.northland.edu/Campus Life/Student Policies/Safety, Emergency, & Parking**. In general, please contact Campus Safety and Security at (715) 682-1399 or [campussafety@northland.edu](mailto:campussafety@northland.edu).

In the event that professional emergency services are needed, please dial 911. Campus Security should also be called or notified for all emergency situations.

### **Technology Policy**

Students must abide by the Northland College Information Technology Department Code of Ethics and all applicable policies and procedures. More information on the Technology policy and procedures can be found on my.northland.edu at **my.northland.edu/Campus Life/Student Polices/Technology**.

### **Student Policies**

Student policies such as Code of Student Conduct, Gender-Based Misconduct Policy, and several others can be found on the my.northland.edu website at **my.northland.edu/Campus Life/Student Policies/Student Rights & Responsibilities**. It is the responsibility of the student to ensure compliance with all student policies and procedures at all times.

### **Termination of Employment**


Supervisors have the right to terminate the employment of a student employee for improper conduct or unsatisfactory work performance. Supervisors should notify students of termination of employment in a personal meeting and must complete the Job Termination Form, signed by both parties. This form will be submitted to either Financial Aid Office or Payroll Office depending on the type of student employment being terminated.

For students working either a Federal Work-study (FWS) or Northland Work Award (NWA) position: Depending on the circumstances involved, students whose employment has been terminated may forfeit the remainder of their work-study award.

### **Verification of Employment**

Any requests from outside organizations asking to verify a student's employment, should be directed to the Payroll Office. In order to protect the privacy of the College's students, no information will be given out over the phone. A written request, including a signed release from the student, should be sent to [humanresources@northlan.edu](mailto:humanresources@northlan.edu) or faxed to 715-682-1875.

**Appendix A**

	
PROCEDURE: PAYMENT FOR STUDENT WORK HOURS NOT PROPERLY LOGGED	ASSOCIATED POLICY NUMBER (IF APPLICABLE):
AUTHORITATIVE REFERENCES: N/A	APPLICABILITY:    STUDENTS <input type="checkbox"/> FACULTY <input type="checkbox"/> STAFF <input type="checkbox"/> ALL <input checked="" type="checkbox"/>
DEPARTMENT RESPONSIBLE:	EFFECTIVE DATE: 00/00/00
AUTHOR:	LAST REVIEW: 00/00/00
SUPERSEDES: N/A	NEXT REVIEW: 00/00/00

**STATEMENT OF PURPOSE:**

Students who have been afforded the opportunity in work-study programs through Northland College are required to complete timecards associated with hours worked. Supervisors are required to review student timecards for the areas which they oversee which have work-study students. It is the responsibility of the supervisor to ensure students do not exceed the 20 hour weekly maximum associated with work-study programs.

At times, instances occur where a student may not log hours in the appropriate time period for their hours worked. This could be due to a student forgetting to enter all of their hours for the pay period, the supervisor submitted the timecard before student finished entering all hours for the pay period, or the student worked before they had a timecard. Differentiating which hours are actual hours worked in a given pay period, and which hours are back logged hours (hours worked in a prior pay period), is not possible without documentation from the supervisors. Additionally, in order to ensure the college possesses appropriate payroll documentation for payment of hours worked, and auditing purposes, written documentation will be required from the supervisor of the student worker to be provided prior to payment for such hours.

This procedure will affect all student workers (both work-study and non-work-study), supervisors of student workers, Financial Aid, and Payroll.

It is the student’s and supervisor’s responsibility to ensure that dates and hours worked are properly documented. Students and supervisors should not be entering back logged hours onto timecards.



This procedure must be followed in order for a student to be paid for previous hours worked. Back logged hours will not be paid until proper, written documentation is sent by the supervisor and received by Financial Aid and/or Payroll.

**PROCEDURE:**

Step 1: Student must contact their supervisor, explain why the hours were not entered on their timecard, and provide the supervisor with dates and times of hours worked that will need to be back logged.

Step 2: Supervisor must contact Financial Aid and Payroll to inform them of the situation and provide them written documentation of the dates and times of hours worked that need to be back logged.

Step 3: Upon receipt of the written documentation from the supervisor, Payroll will manually enter the back logged hours into the next payroll pay period for the student worker.

Step 4: Once back logged hours have been entered, Payroll will notify the supervisor and student.

Step 5: Written documentation will be filed.