

NORTHLAND COLLEGE

Supervisor's Guide to Student Employment

Student Employment Contacts:

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Foreword

This manual is intended to provide basic information about Northland's Student Employment Program to help guide supervisors who work with student employees. The information provided in this manual covers general procedures and regulations required by Northland College in hiring, employing, supervision, and paying student employees as well as other guidelines for dealing with student supervision. Northland College reserves the right to modify, revoke, suspend, or terminate any or all policies, procedures, and rules within this manual, with or without notice. Supervisors will be alerted to substantive changes in policies, rules, and procedures, which will be published; it is the responsibility of both students and student supervisors to review such changes to ensure compliance.

As student employment is most often a component of students' financial packages, 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 a.m. to 4:30 p.m., Monday through Friday. The office can be contacted at 715-682-1255 or via email at finaid@northland.edu.

Student Employment Program Overview

The Northland College Student Employment Program is designed to:

- Create a foundation for developing basic workplace skills and/or to prepare students for graduate school.
- Encourage students to reflect on and articulate their learning from their 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 for students to earn money to help offset educational expenses.

Benefits to students participating in the Student Employment Program include:

- Forging skills needed for the workplace or graduate school
 - Time management
 - Teamwork
 - Accountability
- Enhancing personal skills needed in their post-graduate lives
 - Self-confidence
 - Interpersonal communication skills
- Furthering engagement with the campus community
 - Understand the importance of their work to the College
 - Give back to the campus in a meaningful way
 - Cultivate mentor relationships with faculty and staff
- On-campus jobs
 - Usually have greater scheduling flexibility than off-campus jobs
 - Are more convenient for students who don't have transportation

Students' primary purpose at the College is the pursuit of their education. College employment opportunities and financial aid help students achieve that goal.

Benefits to staff and faculty hiring student employees:

Hiring student employees benefits the College as well the students. Research suggests that students who are more engaged on their campuses have higher retention rates than those who are not as engaged. Campus work-study jobs provide students a deeper level of involvement with the campus. It also provides an opportunity for staff and faculty to engage with students outside of the classroom. From a supervisor's perspective, advantages to hiring students include:

- A cost-effective workforce;
- A willingness of student employees to perform a wide variety of tasks, which can free staff and faculty for other duties;
- Flexibility in meeting department needs: student employees can vary the hours they work each week (as long as they do not exceed the identified 20 hours per week when classes are in session), handle seasonal workloads, and work non-routine hours;
- Student employees understand the needs and viewpoints of other students, so they can help staff and faculty better understand issues from the student point-of-view, and, depending on what job they have, they can help other students feel more comfortable in the lab, in the library, talking to faculty, etc.; and
- Bring energy, enthusiasm, and the ability to offer new ideas and perspectives in the workplace.

Equal Opportunity Employment

Northland College administration 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 national 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. The Office of Equal Opportunity can be contacted at: Equal Employment Opportunity Commission, Sixth Floor, Suite 6NW14G, 131 M Street, NE, Washington, DC 20507 as well as by phone, Tel: 202-663-708, or via email at contact_oeo@eeoc.gov.

Types of Student Employment

Opportunities for student employment exist in almost all campus departments, from athletics to the biology lab, from the sociology department to maintenance to meet a myriad of campus needs.

There are two types of student employment: work-study and non-work-study; the difference between these two is the source of funding and the administering office. Operationally, from the supervisor's perspective, there is little difference between the two types of employment and most of the policies and procedures described in this handbook pertain to all student employees. Work-study positions (Federal and Northland work-study—FWS and NWS,

respectively) are administered through the Financial Aid Office and are supported by federal and institutional funds. Non-work-study positions are administered through the Payroll Office and are supported by grants and institutional funding. What type of student employees your department can hire depends on your budget. If you do not have budgeting responsibilities in your department, check with your department head. Some departments can only hire work-study students, while other departments can hire both work-study and non-work-study students. Depending on budgets, different restrictions apply to supervisors as well as to students.

Students who hold a work-study position may also hold a non-work-study position but may not hold a second work-study position (international students are the exception because they are not allowed to have off-campus employment). Student employees should alert their supervisors if they hold more than one campus job, but it behooves supervisors to check with their student employees to find out whether they have other campus employment. Students are not allowed to exceed working 20 hours per week between their positions while classes are in session. Regardless of the type of employment or number of positions held, all student employees must comply with the policies, procedures, and rules outlined in the Student Employment Handbook.

Student Employment Eligibility Requirements

Students who want to secure campus employment must:

1. Be enrolled full time (defined as 12 credits or more per semester).
2. Be degree-seeking.
3. Have completed the application process for financial aid (FAFSA) AND received an award letter from the Financial Aid Office. (If students are unsure if they have received an award letter from Financial Aid, supervisors can direct them to their my.northland.edu account to check their financial aid. Since awards must be accepted, most students will know whether or not they have a work-study award and how much it is, but sometimes they do not.)
4. Be citizens of the United States or eligible non-citizens.

Students who do not meet all four of these criteria are **not** eligible for campus employment.

Summer Work-Study Employment Eligibility

The College hires many students to work over the summer months. Often, students who have found employment during the school year continue working in the same department. Students may also work in a different department, and those students usually make personal contact with someone in the department to secure summer work rather than working through the student employment portal, which lists employment opportunities. All students wanting to hold a summer work-study position must:

1. Be a continuing student (that is, enrolled for the following fall term).
2. Have filed their FAFSA and accepted their financial aid package for the upcoming academic year.

Students (excluding international students) who have a summer work-study position will have FICA taxes withheld from their paychecks; FICA taxes are not withheld during the academic

year. Supervisors should be aware that work-study funds used during the summer **decrease** the amount of work-study funds available in their budgets for the upcoming academic year.

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 term only. If a student is interested in an internship opportunity, they should contact the Coordinator of Applied Learning. Occasionally, if a student has already fulfilled their internship requirements, they may still be able to participate in an off-campus, work-study position through cost-share agreement at the discretion of the financial aid director. Please contact the Financial Aid Office for further information.

Eligibility for summer work in a cost-share arrangement:

1. Be a continuing student (that is, enrolled for the following fall term);
2. Have filed the FAFSA and been packaged for financial aid;
3. Be registered for internship credits with the Registrar's Office; and
4. Work with a participating agency of the College.

Hiring a Student Employee

Prior to hiring a student employee, supervisors need to:

1. Evaluate department needs that can be met through student hires.
2. Verify budget allowance for the position and get approval from the department chair or budget manager if that is not you.
3. Create a position description for posting.
4. Create a job opening online.
 - a. To post Northland jobs or students jobs, the same form is used. Go to <https://my.northland.edu/jobs-board-submission/> and enter the password: NC_Jobs.
 - b. Be sure to include position title, desired hours per week, and specific skills needed to complete the duties
 - c. All positions will be reviewed before being posted.
 - d. If you have similar jobs within your department and are seeking more than one student worker, please submit one post with all opportunities listed together.
 - e. A listing of all current student jobs is posted here: <https://my.northland.edu/jobs>.
5. Recruit candidates.
6. Screen and select candidates.
 - a. Once applications have been received, contact potential candidates and verify that the student:
 - i. is enrolled full time (defined as 12 credits or more per semester).
 - ii. is degree-seeking.
 - iii. has completed the application process for financial aid (FAFSA), received and accepted their award letter from the Financial Aid Office.
7. Interview candidates. In some cases, you may not feel the need to interview a student, but the College encourages supervisors to do so as part of the real-life job experience for students, some of whom may not have had to interview for a job before.

- a. You may conduct interviews over the phone or in person. You do not have to interview every applicant.
- b. Be sure to explain the specific duties and scheduling requirements of the job.
- c. Some questions you might consider asking:
 - i. What interests you about this position?
 - ii. What hours are you available to work?
 - iii. What type of work experience have you had?
 - iv. What is your major?
 - v. Do you have a work-study award (if the position is work-study)?
 - vi. How many credits are you taking?
 - vii. Do you anticipate any time during the term that you will not be able to work?
 - viii. Are you participating in a sport?(If you interview more than one candidate, be sure to ask the same questions of all candidates.)
8. Conduct reference and background checks (if applicable).
 - a. Once you have identified the student you wish to hire, you may check with previous employers or with personal references. **Background checks** are required when a student is asked to perform any of the following functions.
 - i. handle cash or credit cards
 - ii. drive College vehicles
 - iii. have access to residence facilities
9. Offer the job.
 - a. When you have verified the student you wish to hire is enrolled with the required number of credits, you can proceed with making the job offer.

Next Steps

Once a student has been offered a job, there are additional steps that will need to be completed **before** students can begin working.

1. The student and the hiring supervisor both need to complete the Student Employment Contract and return it to the Financial Aid Office if this is a work-study hire; otherwise, for non-work-study positions the completed Authorization for Payroll Authorization (APA) form should be submitted to the Payroll Office. The Student Employment Contract 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. The APA form can be found on the PubFiles (P:)Human Resources/Application for Payroll Authorization Request Form.
 - a. Students applying for a work-study position, will need to fill in the amount of their work-study award. The award amount is determined by the Financial Aid Office and is listed on students' financial aid award letters. Please refer to that document to find the award amount. If a student has a work-study award of \$500 per term, the full academic year amount is what should be recorded on the contract, so, in this case, the student should fill in \$1000 rather than \$500.
2. The hiring supervisor will need to contact the Payroll Office to inform them that the student has been hired.

3. Students who have not been previously employed by Northland College 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 has been 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 – (depending on position)

Once these steps are completed, the student will receive an email from either the Financial Aid Office or Payroll Office informing them that they can begin working and that their timecard is now active. Student supervisors are copied on the email so that they know the student can begin working. Students are not to begin working prior to this notification.

Prior to allowing any student to begin working as a student employee, the Office of Financial Aid must have processed a student's financial aid application. Failure to receive authorization for student employment before they begin working will result in follow up directly with the supervising staff member, and could include losing the ability to supervise student workers.

Supervisor Expectations

Student employees should consider on-campus employment a serious commitment. When hired to fill a position, students become a member of a work unit that depends on them to complete the duties for which they were hired. Therefore, the supervisor may reasonably expect the student to:

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 a cooperative and positive attitude.
4. Notify the supervisor as soon as possible if the student is unable to report to work as scheduled.
5. Keep an accurate record of hours worked.
6. Not exceed 20 hours per week among all positions while classes are in session (or 40 hours per week among all positions when classes are not in session).
7. Electronically finalize their timecards by the required due date of each payroll period.
8. Report to work following department etiquette, depending on the work assigned and the work environment (including, but not limited to, appropriate dress, cleanliness, and personal hygiene).

Should supervisors not submit time card approvals by the required due date, the following will occur: direct follow-up with the approving supervisor and her or his supervisor. The resulting actions could include written warnings, required meetings with human resources or financial aid to continue to supervise students, and the loss of the ability to supervise student workers.

Students' Academic Responsibility

As a student employee of Northland College, student employment is secondary to academics. Although student employment can be a meaningful part of the College experience, it should not interfere with students' academic studies. Student employees are encouraged to consult with their supervisor if the originally agreed to schedule creates a problem for the student in keeping up with their academic work.

Hours and Scheduling

1. Students may work a maximum of 20 hours per week while classes are in session. This 20-hour maximum is between **all positions held by the student**. The "week" runs from Sunday at 12:00 a.m. to Saturday at 11:59 p.m. Students who exceed the 20-hour per week limit among all their work 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 work-study position for one (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. **Forth 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 among all their positions. This is subject to the availability of work, supervisor approval, and availability of funds.
 - a. **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. Students who work an 8-hour shift are required to be given a 30-minute, unpaid lunch period. 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.
6. For work-study students, hours worked may not exceed the value of their work-study award. When they have earned their award package, they are no longer eligible to work.

*For Workman's Compensation issues, see Appendix B.

Online Timecards

Timecards are electronic and are found on students' my.northland.edu. Students should only record times worked within the pay period listed at the top of the sheet. Any hours recorded that were worked outside of that pay period may result in the timecard being returned to the supervisor by Payroll. If a student is unsure how to fill in their timecard, please walk them through the process yourself. Students should log their actual hours worked each day at the end of their work schedule. Any hours worked that were not recorded in the pay period in which they were worked, whatever the reason, will need to be back logged by the Payroll Office. Please see Appendix A for how to deal with back logging hours.

After students have entered their hours for the pay period, they should finalize the timecard. Occasionally, students will finalize a timecard when it hasn't been finished; supervisors can release the timecard so the student can complete recording their hours. After timecards have been finalized, the supervisor will review the timecards for accuracy and, if correct, approve for submission to payroll. If a student's timecard requires corrections, the supervisor should follow up with the student to alert them to the error so that the situation is not repeated. If a supervisor is unable to approve a timecard, the department head has the authority to approve the timecard. If the timecard is not finalized by the student and submitted by the supervisor by the required due date, there may be a delay in the student getting paid.

Students are paid following the submission of the timecard in accordance with the payroll schedule. A copy of the pay schedule can be requested from either the Financial Aid Office or Payroll Office. See also the additional information on payment found immediately below in the section on payment.

Any misrepresentation of hours worked is a serious offense and will result in termination of employment and may result in criminal charges.

In order for prompt payment to occur, timecards must be submitted electronically by the payroll deadline indicated on the pay schedule.

Payment

Pay periods run from the first through the fifteenth of the month and from the sixteenth through the end of the month. Pay dates fall on the 15 and last business day of the month. If either of those dates falls on a Saturday or Sunday, students will be paid on the last business day prior. Students are paid semi-monthly and two weeks behind the current pay period.

Example: hours worked during January 1 – January 15 will be paid on January 31.

Pay schedules for the calendar year can be acquired from either the Financial Aid Office or Payroll Office.

The student employment earnings will be direct deposited into 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 completed or was submitted 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 employment positions during the year, but they must notify their current supervisor two weeks prior to leaving. In order to start a new work-study position (either FWS or

NWS), students and the new supervisor must complete a new Student Employment Contract and return it to the Financial Aid Office.

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. The form needs to be submitted to either Financial Aid Office or Payroll Office, depending on the type of student employment being terminated.

Termination of students who have a work-study position may result in the forfeiture of the remainder of their work-study award, depending on the reason for the termination.

Conduct, Performance, and Evaluation

It is up 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. As part of training for future employment, supervisors are encouraged to provide students with an annual performance review, just as they do for other positions they may supervise. This experience will help students prepare for future evaluations and be more comfortable with the process. How the performance review is handled is up to each supervisor, but reviews should be formally scheduled and intentional.

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, students acquire access to confidential information about Northland College, another student or employee, etc. the student must handle the 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 agree to this policy. It is the responsibility of the student supervisors to make clear to student employees what information is considered confidential in your department and to be sure students understand the consequences of violating the department's confidentiality 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. In the event that professional emergency services are needed, please dial 911. Campus Security should also be called or notified for all emergency situations.

Student Policies

Student policies such as Code of Student Conduct, Gender-Based Misconduct Policy, and other policies that may affect student employees and their work behavior can be found on my.northland.edu 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.


Resources for Student Supervisors

In addition to this handbook, you will find additional resources on the Human Resources page on the my.northland.edu portal. The work-study supervisors link (applicable for supervisors of both work-study and non-work-study positions) provides a link for posting positions, information on how to approve student timecards, a template for a job application, and a spreadsheet for tracking student work hours.

Because students in work-study positions cannot exceed the work-limit of their work-study award, it is helpful for supervisors to track their student employees' hours for each pay period. Downloading and regular tracking of student hours by the supervisor helps ensure that students won't work through their award too quickly. When students have earned all their work-study award, they are no longer allowed to work. When their hours remaining drop to around 25 hours, financial aid will send the student (and copy the supervisor) to alert them to the low limit.

Additional questions supervisors may have about various aspects of the Student Employment Program at Northland College can be directed to Financial Aid, Payroll, and the Human Resources Offices. Other student supervisors can be helpful as well, especially if you are a new supervisor and in need of tips or suggestions on supervising student employees.

Appendix A: Back logging student hours

	
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"/> APPLICABILITY: 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 employed by Northland College are required to complete timecards associated with hours they have worked. Supervisors are required to review and approve timecards for their student employees just as they do their regular employees (if they have them). It is the responsibility of the supervisor to ensure students do not exceed the 20-hour weekly maximum associated with student employee positions.

At times, students may not log their hours worked in the appropriate pay period. This could happen for any number of reasons: the student forgot to enter all of their hours for the pay period, the supervisor submitted the timecard before student finished entering 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 is required by the Financial Aid Office and/or Payroll Office from the student's supervisor prior to payment for such hours. This procedure affects all student employees, supervisors of student employees, 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.

PROCEDURE

Step 1: If the student was the one who forgot to log hours appropriately, they must contact their supervisor to 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: The Supervisor must then contact Financial Aid and Payroll to inform them of the situation and provide them written documentation of the dates and times of hours the student 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 kept on file for auditing purposes.

APPENDIX B: Workman's Compensation 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, including for student workers.

Student workers are directed to follow the steps below if they injured at work:

1. Seek immediate medical attention.
2. Notify your supervisor and the Human Resources Office as soon as possible after a work-related injury or disease. If the injured student employee is unable to file a report with the Human Resources Office, the supervisor should do so. The Human Resources Office will facilitate reporting requirements for Worker's Compensation. Timely reporting is important in order for the employee to receive prompt and full-benefit payments.
3. Students should inform their medical care provider or physician that their injury or disease was suffered at work. This will allow the provider 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.