



creating opportunities. changing lives.

Work Study Supervisor/Student Handbook

Willmar & Hutchinson Campuses

To the Student

Student employment allows you the opportunity to work on campus in a variety of academic or administrative departments. There is evidence that part-time work while attending college has a positive effect on both grade point average and student persistence. All work experience has the potential to reap benefits for you. Even when the work is not related to your field of study, you are building networks, calling forth greater organization and responsibility, increasing awareness of work skills, strengths and values, and, all the while, you are gaining self-confidence.

Your work schedule is based upon your class schedule and you are never expected to work when you have a class. Most student employment positions do not require evenings or weekends.

You are encouraged to apply for a work study position as early as possible due to employment being first-come, first served. A student employment award is NOT a guarantee of employment. Available positions are posted on the work study website at:

<https://ridgewater.edu/about/employment/student-jobs-work-study/>

To the Supervisor

The College Student Employment Program provides students with opportunities to earn money to help meet educational costs. Students must complete the FAFSA to determine work study eligibility. Although work study is part of a financial aid award, it is taxable income for income tax filing purposes.

Student employment is a job and students earn “an hour’s pay for an hour’s work”. A student employment position should be viewed as a regular job with responsibilities and employer expectations. They are not paid to study. All jobs provide work experience for the student, as well as a way to meet college costs. This part-time work experience can be a valuable opportunity to enhance the student’s career development and provide future work references. Supervisors hire on a first-come, first-served basis.

Student employment allocation is based on the student’s financial need. In most cases, the allocation represents ten to fourteen hours of work per week. Although there is no deadline for this, funds are limited so an early application is recommended. The funds for this program are from both the federal and state (Minnesota) governments.

As a supervisor, you play an important role in making this job an educational experience. You and your department can provide a worthwhile learning experience for students. In turn, student employees can make a valuable contribution to the efficient operation of your department.

OFFICES OFFERING EMPLOYMENT ASSISTANCE

The Financial Aid Office has primary responsibility for student employment on campus. To be employed on campus, a student must be currently enrolled at least half-time (6 or more credits). In addition, the

student must fill out a FAFSA and be eligible for work study. Students are notified of the work study award on their Financial Aid Award Letter found in eServices.

The Financial Aid Office, in conjunction with the Business Office, is responsible for administering student payroll. The W-4, I-9, and student employment authorization forms are available in the Financial Aid Office. eTimesheets are available in the student's eServices. Students and supervisors are responsible for monitoring the earnings of the student's employment allocation.

Questions regarding eTimesheets, pay calendars and student allocations should be directed to the Financial Aid Office. Please contact this office with any questions regarding student employment eligibility or other financial aid eligibility.

The Human Resources Office processes all student timesheets. The student and supervisor are responsible for submitting the eTimesheet on time per the payroll schedule posted on this website.

The Business Office prints and mails the payroll checks to the student's permanent address in the College system, unless the student has signed up for Direct Deposit in eServices.

On-Campus Employment through Student Worker Funds

This is a non-need-based employment program which utilizes student workers to augment and supplement existing staff. The student worker program is funded by the College and is allocated through the regular budget process. These funds are intended to be used to employ students with very specialized skills that are not work study eligible as defined through the Financial Aid Office. All students will be paid through the student payroll. PSEO students can be placed under the Student Worker program.

Off-Campus Employment provides a variety of opportunities which may compliment the student's vocational and career skills and interests. The work study website provides information on available job openings in the area and is an excellent source for the off-campus job search.

THE APPLICATION PROCESS AND JOB SEARCH

Work Study: The first step in the student employment awarding process is the application for financial aid. To increase your chances of receiving student employment, the student must submit the FAFSA, and all supporting documents, to the Financial Aid Office as soon as possible. If the student has sufficient financial need and the student has expressed an interest in student employment, student employment will be offered (if funds are available) to the student on the financial aid award letter. The amount listed on the award letter is the maximum earnings the student may earn for the academic year.

If eligible, the student will receive a Student Employment Authorization with their award letter. After registering for classes, the student may begin the job search by using the work study website located at <https://ridgewater.edu/about/employment/student-jobs-work-study/>

Once the student has secured a student employment position, the student and supervisor must complete their portions of the Student Employment Authorization. The student must return the Student Employment Authorization, W-4, I9, Confidentiality Agreement and their actual social security card and driver's license (or other acceptable documentation listed on the back of the I9) to the Financial Aid Office. **This must be done BEFORE performing any work at the job. Any hours worked before the Authorization has been processed will be considered as volunteer hours. Allow 5 working days for processing of the Authorization.**

RULES AND REGULATIONS

Enrollment Policy for Student Employees: In order to be employed on or off campus utilizing State, Federal or Institution funds, a student must be enrolled at least half-time (six credits). No exceptions to this enrollment requirement will be made for students utilizing State or Federal funds.

Hours: Student may work a maximum of 20 hours per week while classes are in session and **NO MORE THAN EIGHT (8) HOURS A DAY**. When the college is not in academic session (during semester break), students may work up to 40 hours per week, subject to availability of work, supervisor's approval, supervision, availability during that time and eligibility of funds.

Students may not work during the times they are scheduled to attend class. Students may work in more than one office if necessary to earn the maximum allocation. **A separate Student Employment Authorization is required for each student employment position.** The student will also have a separate eTimesheet in their eServices for each position (which needs to be approved and submitted by each supervisor).

Students should not be putting in hours when the campus is closed. If there are hours on a timesheet when college is closed, we will question these hours. Supervisors must monitor hours put on the eTimesheets.

Students on student employment are not entitled to sick pay, overtime, vacation or holiday pay. If you miss hours because of a holiday or illness, speak to your supervisor about making up the missed hours.

Pay Rate and Dates: The pay rate for all students is subject to the Fair Labor Standards Act as Amended. The pay rate at Ridgewater is \$15.00 per hour.

Wages are subject to change on an annual basis. The student is paid on the second Friday following the Wednesday that eTimesheets are due, following the state's prescribed schedule. The schedule of pay

dates is available in the Financial Aid Office. Paychecks are mailed if the student is not signed up for Direct Deposit.

Breaks/Lunches: Student employees shall be given fifteen (15) minute paid rest period during each four (4) hours of work. **Student employees are required to be given a thirty (30) minute unpaid lunch period if they work an eight (8) hour shift.** An unpaid lunch period MAY be given for work shifts less than eight (8) hours, but is up to the discretion of the work study supervisor.

FICA Withholding: All work study employees at Ridgewater may be subject to the FICA withholding if the student is enrolled less than half time or is working during periods of non-enrollment (summer semester). The FICA withholding is assessed to both the student and to the college at the rate of 7.65% of the gross wages.

Allocation: A student's work study allocation, as shown on the award letter and on the Student Employment Authorization, is valid during the academic year. This is the maximum eligibility and may not be exceeded, under any circumstances, without prior approval by the Financial Aid Office. **It is the student's and supervisor's responsibility to keep an accurate, up-to-date accounting of all student employment earnings to prevent the student from earning in excess of his/her allocation.**

If the student employment supervisor becomes aware that a student will earn all eligible student employment funds before the end of the school year, the supervisor should send the student to the Financial Aid Office for a counseling appointment. If the student has financial aid eligibility remaining and if funds are still available, it may be possible to increase the student's award and allow the student to work additional hours. Because work study funds are awarded according to the student's financial need, if a student will not earn all of the funds that he/she has been assigned, those unearned funds cannot be transferred to any other student.

Summer Student Employment: Applications for employment during the summer are available from the Financial Aid Office. A limited number of positions are available. Your eligibility for summer employment is determined by the Financial Aid Office, based on your financial need for the coming year or summer financial aid if you are taking 6 or more credits during the summer semester.

To be considered for a summer work study position, you must be a new or returning student at Ridgewater College for the fall term **and** have the FAFSA completed, or taking 6 or more credits during the summer semester.

Students are expected to save a portion of their summer earnings to help pay for tuition, room, books, fees, etc. for the coming year. Summer employees should save 40% of gross summer earnings if living away from home, 60% if living at home. Positions are filled in early May.

Resignation: A student may resign from their position with due written notice to the employer (at least one week). Should the employer and the employee agree, resignation may be effective immediately. The student and supervisor should notify the Financial Aid Office when a resignation occurs.

Termination: Unsatisfactory job performance may include but is not limited to: failure to follow supervisory or departmental procedures, inability to complete job expectations or insubordination.

Immediate dismissal may occur when, in the judgment of the supervisor or departmental administrator, continuation of employment would be damaging to the nature of operation for the individual department or the College at large or if the student is in violation of the standards of the Student Code of Conduct as defined by Ridgewater. Such dismissal requires written notice to the student. **All student employment termination requires notification to the Financial Aid Office.**

Appeals: A student may appeal an employment termination. For more information regarding this process, contact the Financial Aid Office.

Satisfactory Academic Progress: Students must maintain satisfactory academic progress. Students may not work under student employment funding if they are suspended. The student and supervisor are informed immediately and are told not to work again until the suspension is cleared.

STUDENT RESPONSIBILITIES

Student Responsibilities: Student employment is viewed as a valuable component in a student's total educational program. Many students will be working in jobs directly related to their educational goals, while others will be working in jobs that will have indirect benefits in any profession they pursue. All students have an opportunity to make student employment viable for future employment.

By participating in student employment, students will learn a wide range of information and skills. For example, student employment will give the student insight into the understanding of how an institution, such as the college, operates. By working with campus employees, students will see first-hand some of the policies, procedures, and problems involved in the management of an educational institution. Students will have the opportunity to develop and improve clerical, laboratory, mechanical, verbal, and other special skills involved in a student employment experience. Students may also develop such characteristics as dependability, cooperation, leadership, responsibility, social skills, and pride in their work.

Students are responsible for the following:

1. Assuring that all the necessary paperwork has been completed, submitted to and processed by the Financial Aid Office **BEFORE** beginning work. Allow 5 days for processing, possibly 2 weeks for

International Students. Any hours worked before receiving your eTimesheet will be considered volunteer hours.

2. Arrange a work schedule with the supervisor. Any changes made to the work schedule must be approved by the supervisor. If scheduled time is not worked, the student should offer to make up the time missed.
3. Maintain enrollment of at least six credits.
4. Be making satisfactory academic progress.
5. Adhere to the rules and regulations established by the department.
6. Keep an accurate, up-to-date accounting of the all student employment earnings to prevent earning in excess of your allocation.
7. Give adequate notice to your supervisor if you decide to discontinue your work with that department.
8. Personal calls and visitors are discouraged during scheduled work time.
9. Studying is not to be done during work time.
10. Dress appropriately for work.

SUPERVISOR RESPONSIBILITIES

I. REQUESTING WORK STUDY STUDENTS

Every Fall and Summer you will be asked to complete a Work Study Request Form that includes a job description, the number of students needed, and number of hours per week required for your department. The job will be posted on our website for students to view. If you choose to not have the position posted online, ***a new job description is still needed to comply with auditors***. Eligible students will then contact you if interested in employment in your department. The supervisors will then decide whether the student will be hired for work study assignment in their department or not. The Financial Aid Office will not be placing students in work study jobs; they will need to apply for a position with the supervisor listed online.

Should you have job vacancies during the academic year, please contact the Financial Aid Office. If you wish to hire a student who is currently employed in another area, it is recommended that you contact the student's current supervisor to discuss the situation. The student's job preference will be honored whenever possible.

Supervisors play a key role in making a student's work experience a valuable one for future employment. Training student employees can be a rewarding experience for both the supervisor and the student. A supervisor must be firm, patient and understanding. Supervisors can encourage student employees to develop characteristics of good judgment, responsibility, initiative and pride in their work. Supervisors who fail in maintaining the integrity of the student employment position may lose their ability to employ students.

Some Helpful Hints

- a) Make every attempt to keep the student busy. When it is possible, make the work as meaningful as you can. If the student completes his/her work assignment in less time than expected, the remaining scheduled work time may be used for study purposes, this is to the discretion of the supervisor (unless student is employed with student worker funds). If the student is being scheduled just to work on homework, then the job position may need to be revisited.
- b) Establish regular work hours and do not deviate from them by giving too much flexibility. The average employee will soon begin to expect it.
- c) Establish a list of job duties.
- d) Discuss any complaints you have with their performance. Do it when it occurs, not a week later.
- e) Inform the work study student when the work is well done. Give compliments.
- f) Explain the procedures used to give notice if an emergency arises that prevents the student from getting to work or will make him/her late (i.e. telephone number to contact or other procedures you wish to use).
- g) Visit with work study students about appropriate work attire.

In addition, supervisors are responsible for the following:

1. **Assuring that BEFORE a student is allowed to begin work, all the required paperwork has been completed, submitted to and processed by the Financial Aid Office. Allow 5 working days for processing.**
2. Develop an agreed upon work schedule keeping in mind that a student may not work during the times they are scheduled to be attending class.
3. Provide supervision and be available to the student when work is being done.
4. Explain clearly the job and the student's duties.
5. Introduce the student to other employees in the work area.
6. Explain the rules and regulations relevant to the work area.
7. Offer encouragement and 'tips' on improvement; don't intimidate the student.
8. Provide training to the student employee.
9. Provide safety training and orientation to the work place for the student. The College's Safety Administrator is available for assistance in this area.
10. Inform the student of the dress code preferred in the work area.
11. Keep an accurate, up-to-date account of all student employment earnings to prevent the student from exceeding his/her allocation.
12. Thoroughly review the student eTimesheet to ensure that it is a true and accurate record of when that student worked during that pay period. Approve and submit the eTimesheet.

13. Notifying the student, if a timesheet has been returned to you, that they will not be receiving a paycheck until the following payroll period.
14. Notifying the Financial Aid Office when a student is no longer working in your area or when a student has dropped below half-time enrollment.
15. Notifying the Dean of Student Services if there are concerns regarding the conduct of a student employee.

Basic guidelines for supervising student employees are provided below. However, your department may wish to establish additional policies where appropriate. Please be sure your students are aware of these specific obligations.

- 1) **Attendance** - Student employees are expected to be reliable, punctual and dependable and they are responsible for knowing the department's policies regarding absences. They are expected to notify the supervisor in advance if it is necessary to be absent from work. Unexcused absences should not be treated lightly. Student employment policies state that students' unexcused absences will jeopardize their jobs. Additional information is included in the Termination Section.
- 2) **Fulfillment of Job Requirements** - Students are expected to assume job duties and responsibilities in the same manner as regular employees. In general, the greater your expectation, the greater will be the student's level of achievement. You can help the student develop good work habits. In turn, your department will gain the services of qualified employees. It is the student's responsibility to perform the job according to the job description provided by the supervisor.
- 3) **Training and Planning** - Since performance is often a reflection of the initial training of a student, job responsibilities should be outlined and expectations for students should be established. Students who know the department's role in the entire operation of the institution may better understand the importance of their own jobs.
- 4) **Work Study Safety** - Every work study job has unique characteristics that cannot be detailed in a general policy statement. Supervisors are expected to outline the specific conditions of employment which includes safety training, on-site supervisor information and emergency procedures. These practices are consistent with the Employee Right to Know, Minn. Stat. 182.653 (1992) and general safety practices. The supervisor is required to have Safety Orientation with each work study student and turn the Orientation checklist into the Financial Aid Office BEFORE the student can begin working.
- 5) **Student Contract Obligations** - A student's work contract is for the entire academic year unless otherwise specified by your department or the Financial Aid Office. The work award indicated on a student's award letter represents the maximum amount that an individual can earn. Only the Financial Aid Office may authorize an increase in the work award amount. The student and the supervisor are responsible for monitoring monthly earnings to be sure that the student is on schedule for completing the work contract.

6) Termination of a Student's Employment - A student's employment may be terminated during the year for the following reasons:

a) A student has earned the maximum amount awarded according to their financial aid eligibility.

b) A student finds that work conflicts with studies and decides to quit his/her job. In this case, a student should notify both the supervisor and the Financial Aid Office. Unless other arrangements are made with the department, a student is expected to give a 2-week notice.

c) If a student's job performance is unsatisfactory, the student may be terminated by the department supervisor after sufficient warning is given to the employee. Sufficient warning shall mean at least two meetings notifying the student of what needs to be corrected and that termination could result if the deficiencies are not corrected. Termination would occur during a third meeting, in which a student would be informed of his/her rights to due process. The supervisor should make an earnest attempt to provide the student with every opportunity for continued employment. Official termination shall be made in writing by the department with copies sent to the student and the Financial Aid Office.

d) Immediate dismissal of a student may occur when, in the judgment of the supervisor, continuation of employment would be exceedingly damaging to the operations of the department. Such dismissal also requires written notice to the student and the Financial Aid Office. If a student feels dismissal is unjustified, he or she must contact the Financial Aid Office within one week of termination to discuss the situation. A student's future work study job opportunities are jeopardized when dismissed by the department or upon voluntary termination of employment.

e) If a student's enrollment drops under the half-time requirement. Students cannot work unless they maintain this enrollment status.

7) Resolving Job Conflicts - Please discuss with your student employee any problems that may arise (i.e. work schedule, job expectations, etc.). If the two of you are unable to resolve the problem, contact the Financial Aid Office.

8) Work Place Injuries - Students are employees of the College and it is very important that the proper reporting procedures are followed in situations of injuries and illnesses.

a) **Worker's Compensation Information** – Any employee (including work study students) who becomes injured or ill as a result of what is or may be work-related must report the incident immediately or as soon as possible (within 24 hours) to their immediate supervisor/administrator as well as the college's worker's compensation representative. The

college's designated worker's compensation clinics are Hutchinson Medical Center (Hutchinson campus) and Carris Health Medical Center (Willmar campus).

The college needs to complete and submit a first report of injury (FROI) to Worker's Comp within 3 days of notification of an incident. (Note: Filing of a FROI is not an admission that an injury or illness is work-related; it is the report that the employer and insurer have begun their investigation to determine if there is liability for compensation as required by law.) Stiff penalties can be assessed to the College if incidents are not filed or if they are not filed within prescribed time limits.

b) **Off-Campus Supervisors** - You are required to inform your work study students about safety standards and the procedures your agency uses in emergency situations. You are also expected to demonstrate the safe use of equipment and to inform them of special safety items to be worn when performing certain tasks.

c) **Summary of Safety Procedures** - It is imperative that employees understand what is expected of them in case of emergencies.

Common sense should dictate the reaction of all personnel to emergency situations. All situations CANNOT be neatly defined in a category for which hard and fast guidelines can be drawn. Individual judgment will need to be exercised in given situations. Responsible efforts to prevent incidents that lead to emergency situations should be the area of greatest concern.

Those giving emergency care are protected against liability under the Good Samaritan Act.

The work study supervisor has the prime responsibility for dissemination of emergency procedures to work study students. In addition, a designed chain of command must be set up so the safety procedures are carried out in case of your absence from the job site.

III. POLICY FOR STUDENTS WITH DISABILITIES

It is policy of Ridgewater College to comply with all Federal, State, and Local laws that prohibit discrimination against individuals with disabilities. The college assures students with disabilities of equal opportunity to participate, equal access to communications, and reasonable accommodations. To request services, contact the Disability Services Office at 320-222-8040 (Willmar campus) and 320-234-8650 (Hutchinson campus). This request should be submitted 5 days prior to the beginning of the student's employment.

IV. PAYMENT PROCEDURES

1) **Payment Process** - Students are paid by the College. All hours worked are to be recorded on eTimesheets on the student's eServices. Students receive an hour's pay for an hour of work and cannot be compensated for sick days, vacation or holidays. A student may work a maximum of 8 hours per day. They are not allowed to work overtime.

2) **Pay Rates** - All students will be paid the same hourly rate of pay to be determined annually by the college. The current rate of pay is \$15.00 per hour.

3) **eTimesheets** – An eTimesheet will be in the student's eServices under Student Employment once the student has completed all paperwork and submitted it to the Financial Aid Office. eTimesheets are to be completed according to the following instructions:

a) Students are to record the exact number of hours each time they work.

b) Hours should be rounded to the nearest quarter hour and entered in decimal form (i.e. 1 hour and 20 minutes = 1.25)

d) The eTimesheet must be approved and submitted to HR by the supervisor. The submission of the timesheet states that the student has worked these hours and has performed the work in a satisfactory manner.

e) The student is ultimately responsible for reminding their supervisor to submit their timesheet when due. All timesheets must be submitted Wednesday following the last Tuesday of the Pay Period. A copy of the payroll schedule will be given to each supervisor by the Financial Aid Office.

f) eTimesheets are student specific and date specific. Each eTimesheet includes the student's personal authorization number and pay period number and date. Any notices that the student and supervisor need to be aware of are listed on the bottom on the timesheets. For example, when a work study student has used 80% or more of their award, it is noted on the timesheet. They can contact the Financial Aid Office to determine the exact number of hours they have remaining to work.

4) **Employer Billing Statement for Off Campus Employers** - Each quarter you will receive a billing statement list of students who were paid during the previous employment periods.

The billing statement indicates the total amount earned by students for that period. Twenty-five percent of the total amount worked equals the total amount you must pay.

5) It is the students and supervisor's responsibility to keep track of the hours worked each month from the total hours assigned.

V. RENEWAL APPLICATION

In order to be considered for work-study employment, a student must complete the FAFSA (Free Application for Federal Student Aid) EACH YEAR. Work awards are not automatically renewed since a student's eligibility is based on financial need, past job performance and available student employment funding. Students who you are considering employment should be encouraged to complete the FAFSA as soon as it becomes available.

VI. SUMMER STUDENT EMPLOYMENT PROGRAM

Employers will be contacted each year for their requests for summer student employees; positions will be posted on-line and students will apply with and be hired by the work study supervisor. Students employed during the summer may not work more than 40 hours per week.

In order to be considered for a summer work-study position, a student must meet the following criteria:

- 1) Must be a new or returning student registered to attend on a half-time basis the following semester.
- 2) Must have completed the necessary application materials including the Free Application for Federal Student Aid (FAFSA).
- 3) Preference will be given to students who have demonstrated high financial need for the coming year.
- 4) Agree to save a portion for summer earnings to pay for educational expenses.

SEXUAL HARASSMENT, SEXUAL VIOLENCE AND WORKPLACE VIOLENCE

Ridgewater College will not tolerate sexual harassment or sexual violence toward its students, faculty and staff. In all its forms, sexual harassment and assault violate fundamental rights and the law, and are causes for disciplinary action including but not limited to probation, suspension, expulsion or discharge.

Sexual harassment can happen to anyone, in any place, regardless of age, race, marital status, gender, position, or personal characteristics. Sexual harassment is not the victim's fault. Ridgewater has established policies and procedures to handle such incidents in a timely manner. If you see or experience sexual harassment or assault at Ridgewater, please report the incident. College administrators are charged with promoting and maintaining an atmosphere which properly deters and responds to sexual harassment. All members of the college community are expected to actively discourage all behavior which might be construed as sexual harassment and have zero tolerance for acts of sexual violence.

Ridgewater College will strive to ensure an educational and employment environment that is free from violence. The college is committed to providing to responding promptly and aggressively to deal with threats or acts of violence. Responses will include timely involvement of law enforcement agencies when appropriate.

EQUAL OPPORTUNITY/NON-DISCRIMINATION

Ridgewater College is committed to providing equal education and employment opportunities to all persons regardless of race, religion, color, creed, veteran's, status, national, origin, sex, sexual orientation/affectational preference, age, marital status, physical and mental disability, status due to receipt of public assistance, or any other group or class against which discrimination is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, Minnesota Statutes Chapter 363, and other applicable state or federal laws or College policies.

If you need a reasonable accommodation for a disability, an accommodation can be requested by contacting Jay Morrison at 320-222-8040 on the Willmar Campus and Terry Grinde at 320-234-8650 on the Hutchinson Campus. Request must be made in advance of the program or activity to provide time to respond to the request.

FINAL NOTE

Ridgewater College is committed to continually improving our student employment programs based on the standards as outlined in this handbook. Because our student employees are an important asset, we are committed to these policies, which allow for fair and equitable treatment of our student employees and the development and enhancement of their skills. On the job, students may find that they have questions or situations with which they need assistance. We welcome the opportunity to be of assistance in any of those instances. We hope you find your employment experience at Ridgewater College to be valuable and beneficial to your college years and to your future career.

Any Question?

Please contact Racheal Nonweiler for both Willmar and Hutchinson as she manages the program for both campuses. Direct line is 320-222-7476 and email is racheal.nonweiler@ridgewater.edu