

Christendom College

**Student Employment
Handbook**

Student Employment Handbook

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I. Student Employment process with Paycom

A. Introduction

The objectives of the Student Employment process with Paycom are to:

1. assist students and College supervisors to more easily manage the functions of student employment at Christendom College through the use of internet technology;
2. provide a centralized information system for student employment opportunities;
3. enhance awareness of student employment opportunities across the campus;
4. provide standardized practices and procedures for students and supervisors.

The guidelines, policies, and procedures contained in this handbook have been developed to meet the needs of student employees and their supervisors, and are supplementary to Christendom College's Student Handbook.

Our student employment program is part of the College's commitment to educating students. An essential knowledge of work ethics is gained through work experiences. Student employment is intended to be a learning experience and a productive activity which supplements a student's academic career. We encourage supervisors and students to be aware of their responsibilities and to be active agents in making the employment experience a positive one.

- For students new to the College, working on campus helps develop a sense of community and belonging. Students who feel a part of their college community often do better scholastically and remain at the college to degree completion.
- Students with little or no employment history may establish a work record and learn fundamental skills of employment such as punctuality, communication, cooperation, and management.
- Through the processes of interviewing, hiring, training, supervision, relating to coworkers and the public, meeting expectations, and goal achievement, students gain preparation for the world of work.
- Through varied work experiences, students have opportunities to sample several career choices.
- Students with defined career objectives can gain related experience that enriches their educational program. Further, students with otherwise limited exposure and opportunity for networking may also make valuable contacts with professionals in their chosen fields.

B. Specific responsibilities of maintaining the Student Employment Program via Paycom

- Administration of the Student Employment Program
- Approve positions and job descriptions and rate of pay
- Approve Job Levels and Pay Scale
- Maintain list of authorized supervisors
- Maintain list of students eligible for student employment
- Maintain approved student employee budget.

II. Student Employment Process

- A. *Create/request the position*
- B. *Advertise the job*
- C. *Review applications/select successful candidate*
- D. *Submit hiring paperwork*

A. Create the Position:

A current, accurate Job Description is required for each student job posted in Paycom. The purpose of the Job Description is to identify the expectations of the job and the knowledge, skills and abilities required to be a successful candidate. It also establishes the appropriate pay rate. If a supervisor employs more than one student with the same responsibilities and pay, the same Job Description may be used.

Once the description is created and approved, the HR manager will upload this information into Paycom, making the position available for job requisitions.

B. Advertise the Job:

To facilitate and document the recruitment process, job vacancies must be advertised on the Paycom jobs board. Except in the case of Rehire, all departments are required to post their student job opportunities using the requisition process in Paycom. Students (when it is unknown whether a rehire is taking place or not) will be instructed to submit their Student Employment Application by applying through the Applicant Tracking System (ATS) of Paycom.

C. Review applications/select successful candidate(s):

After reviewing student applications on Paycom and conducting interviews, the hiring supervisor/department makes hiring decisions, and an offer letter is made in conjunction with the HR Manager.

D. Submit hiring paperwork:

After selecting the successful candidate(s), the hiring supervisor must inform the student by offer letter through Paycom. After this action, Paycom will prompt the hired students to acknowledge or sign the letter/form and complete the self-onboarding process through a link provided by Paycom.

Important Policy Notice to Supervisor and Students

College employees must use Paycom for student employment. This is a simple requirement of fairness to all supervisors and students to preserve the integrity of the student employment process. The payroll office will not accept student time sheets or other payroll orders for students signed by supervisors that have not been authorized for employment through Paycom. There are no exceptions unless authorized expressly by the payroll office based on a clear written justification from a supervisor explaining an extraordinary need to bypass Paycom. Students should not accept any job offer that has not been authorized through Paycom or expressly exempted from Paycom by the payroll office.

III. Resignations, Rehires, and Terminations

During the course of the semester, while we hope that employment will be steady and regular, there may arise the following situations:

Student Employee Resignation within a semester

Student Employee Rehire for the new semester (either within department or to another department)

Student Employee Termination within a semester

Resignation means that the student resigns within the semester. Supervisor must notify the HR Manager immediately when a student resigns.

Rehire means that the supervisor is renewing a student in the same department for another semester or work period, or the student has worked previously for the College, and is transferring to another department's student employee position. The supervisor must alert the HR Manager of the rehire close to the date of hire and coordinate with the HR Manager on drafting the offer letter.

Termination means that the supervisor is letting the student go from the job within the semester for poor performance and/or attendance. Terminations require certain validations of warning. When a termination occurs, the HR Manager must be notified immediately.

IV. Monitoring Budgets

It is the responsibility of each individual department to monitor their own student employment budget. Supervisors must have all student jobs approved in the proper budget cycle. Paycom will reflect approved jobs and number of positions available for each job. All hiring must be based on approved budgets for student employees.

V. Wage Scale (Pay Levels, Pay Raises)

Wage Scales (minimum and maximum hourly wages within a level) are determined through the College's budget process. Pay Levels were developed based on a formal job rating process for each student job. The wage scale is divided into five levels or classifications:

- Level I: Basic
- Level II: Intermediate
- Level III: Advanced
- Level IV: Special
- Level V: Summer

Each level is distinguished by the composite of the following nine factors used in the job rating process:

Complexity of Assignment	Supervision Received	Supervision Given
Scope	Knowledge	Training
Experience	Repetitive Motion	Study Time

For each job, the comprehensive review of these factors serve as the basis for the classification system. In addition, each level has a minimum and a maximum hourly wage. The **Pay Levels** are to provide all CC supervisors a standardized guide and to prevent the establishment of arbitrary pay rates. This assessment and classification of jobs is to be performed as part of the annual budget process.

VI. Supervisor Guidelines

The supervisor plays a key role in the employment program. A supervisor is responsible for making the assignment not just a job, but also an opportunity for students to learn and test new skills while they earn necessary funds.

A. Role of a Supervisor

<i>Trainer</i>	<i>Leader</i>
<i>Mentor</i>	<i>Liaison</i>
<i>Manager</i>	<i>Mediator</i>
<i>Communicator</i>	<i>Organizer</i>

B. Responsibilities:

PAYCOM

- Understanding of and commitment to the use of Paycom for the functional management of student jobs: job postings, job offers, etc.
- Determine and create a job description for each student position in the department.
- Review the position description with the student employee.
- Keep an accurate record of student employee budget allocation and the current expenditures.
- Inform the HR Manager regarding any change in student status: rehire, pay raises, termination, transfer, resignation.

Payroll

- Not to permit students to begin working until self-onboarding **and** the presentation of I-9 documents to HR has been completed.
- Compliance to federal regulations regarding the I-9 Form.
- Ensure student employee timesheets or timecard are properly complete, accurate, submitted in a timely manner, and approved on a biweekly basis according to payroll deadlines.

Guiding the Student

- After class schedules have been finalized, establish a compatible work schedule for each student.
- At the earliest convenient date, coordinate a group orientation session with all student employees to establish the nature of the student's duties, expectations concerning punctuality, dress code, confidentiality of assigned work (if applicable), training and compliance with time-keeping regulations, and other general responsibilities.
- Notify students of paydays and other payroll related information deemed appropriate.
- If a student wishes to resign, advise her/him that a five-day notice is recommended.
- Provide the students with feedback on their performance in a timely manner.
- Have each student read the "**Student Employment Guidelines**".
- Review with each student employee the appropriate Christendom College policies. A list of recommended policies is found on Attachment A.

C. What Students Need for Success in the Workplace

1. Clearly defined expectations

- What specific tasks are the student employee's responsibilities?

2. Mission/purpose of the department

- What services does this office provide?

3. Supervision

- To whom should the student employee report for daily tasks/assignments or priority projects.

4. Channel of communication

- If the student employee has a problem or concern, who is the best person to offer clarification?

5. Attendance and punctuality

- How many times can the student employee be absent from work before jeopardizing his/her position?

6. Training

- What type of formalized training does the student employee receive?
- Is the training important to the student employee's job performance?

7. Physical Appearance

- What guidelines must students adhere to concerning dress within the workplace?

8. Attitude

- How should the student employee present him/herself to the clientele the office serves?

9. Confidentiality

- Will the student have access to confidential data?
- What is his/her comfort level with this responsibility?
- How will the student's commitment to maintain confidentiality be handled?

10. Evaluation standards

- On what specific items is the student employee evaluated?
- How often do written evaluations occur?
- Is the rate of pay determined by the student employee's job performance and evaluation?

VII. Student Employment Guidelines

On-campus positions are an educational opportunity to enhance a student's college experience. By accepting campus employment, the student is accepting the responsibilities of that employment. In this regard, certain guidelines and responsibilities have been established for the student.

These guidelines are intended to provide answers to the many questions raised regarding student employment. Your supervisor is ready to provide any assistance not covered in these guidelines. Jobs for students are valuable experiences providing some transferable skills to help students achieve long term career success. Hence, job performance is subject to scrutiny and high standards are demanded.

You are expected to maintain high standards on the job that reflect well on both you and the College. You are to perform assigned duties promptly and efficiently. You are to exercise good judgment and show courtesy to fellow employees, employers, and the general public.

A. Student Employee Rights

- Information regarding the rate of pay and the number of hours to be worked per week.
- A specific job description, as well as the supervisor's expectations and standards.
- A clearly defined work schedule.
- Adequate training to perform assigned tasks.
- A safe and sanitary work environment.
- Regular supervision and review of work performed (evaluation).
- Clear explanation of the procedures for submitting completed timesheets.
- Instructions by supervisors regarding procedures to be followed if the student cannot report for a scheduled work period.
- A procedure for stating concerns related to the job or supervisor.

B. Student Employee Responsibilities

- Become familiar with information provided regarding the terms of the Student Employment Policies.
- Report to the designated department on the agreed starting date.
- Complete all hiring paperwork (through self-onboarding with Paycom) and submit proper I-9 documentation in a timely manner.
- Understand the specific job responsibilities, as well as the supervisor's expectations and standards.
- Observe specific employing unit work rules and requirements.
- Report promptly at your scheduled time and work for the required period of time.
- Notify your supervisor if you are unable to work your assigned time due to illness or other acceptable reasons. Give sufficient advance notice when possible.
- Perform tasks in an efficient and timely manner.
- Provide your department supervisor with a copy of your class schedule. Students may not be assigned work during times that classes are scheduled.

- Use your time productively and avoid socializing on the job; if possible, schedule two- or three-hour time slots when determining your work schedule.
- Perform your assigned duties of official College business only. Do not complete personal work.
- Be courteous at all times with your supervisor, other department members, and guests.

C. Performance Prohibitions

- Unauthorized disclosure of confidential information or falsifying information.
- Unauthorized personal business is not to be conducted on the job (i.e., completing homework, using the telephone or computer for personal business, etc.).
- Improper use of any College property including office supplies, equipment, mail or phone service.
- Threatening, attempting, or doing bodily harm to another person.
- Use of alcohol or illegal drugs during work hours or reporting to work under the influence of such.
- Possession of illegal weapons.
- Falsification of hours and/or signatures on timesheets.
- Theft of money, equipment, personal or College property.

D. Consequences

Violation of these rules could result in immediate termination. However, these work rules are general and there may be others specific to the position and/or department. Please see your supervisor about any additional rules or regulations for your specific position.

The development of good work habits is vital to your career. Do not hesitate to ask your Supervisor questions if you do not understand your job responsibilities. Maintain a good relationship with your supervisor, future employers may seek a recommendation from your College.

VIII. Standards of Conduct and Sanctions

If a student's performance or behavior on the job is unsatisfactory, the immediate supervisor should discuss the situation with the student. If sufficient improvement does not occur, the supervisor, along with the student, should develop a written notice stating the deficiencies and a time period in which improvement is expected. If the improvement is not satisfactory within the given time period, the student and the HR Manager should be notified through the Personnel Action Form (PAF) giving a reason for the dismissal.

Students are subject to immediate dismissal from their campus employment for:

- Not reporting to work as scheduled without a legitimate reason and/or without calling their supervisor. (Some departments may opt to give a warning on the initial infraction and dismissal if it occurs again.)
- Falsification of information on time sheets or having someone else sign the timesheets.
- Improper or insufficient skills (computer competency, literacy, etc.) for the job assignment if they are requirements of the job.
- Breaches of confidentiality of the Colleges confidential information, including but not limited to student records and job-related information, and any act of dishonesty.
- This list is not comprehensive, and supervisors may deem other actions inappropriate thus resulting in reasonable cause for termination. We encourage on campus supervisors to contact the HR Manager with questions regarding these matters.
- See "Performance Prohibitions" on page 10 as well.

CONCLUSION

The material in this handbook is intended to serve as a guideline for departmental supervisors and students. As policies and procedures change, the HR Manager will send updated notices. It is imperative that departments comply with all regulations.

Attachment A

Christendom College Policies

SUBSTANCE ABUSE

Christendom College gives notice to all student employees that the unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited in the workplace. Any employee who violates this prohibition will be subject to disciplinary action, up to and including discharge, and/or required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

SMOKING REGULATIONS

Christendom College is committed to providing a safe and pleasant learning and working environment for its students, employees and visitors in all College buildings. Medical research has recognized that passive smoke may be hazardous to non-smokers. This policy is an effort to protect the rights of non-smokers from the potential health hazards and discomfort of exposure to passive smoke while also recognizing and respecting the rights of those who choose to smoke.

WORKER'S COMPENSATION

It is the policy of Christendom College to provide all employees with a working environment free from recognized health or safety hazards. To implement this policy, it is essential that all employees practice safe working habits and develop safety awareness.

HARASSMENT POLICY

It is the established policy of Christendom College to provide a work and study environment for faculty, staff, supervisors, and students free from all forms of harassment, intimidation, and exploitation.

Attachment B

Top 10 Suggestions on How to Treat Student Employees

BE AN EXAMPLE. Model strong working habits through efficient, dedicated work practices. Let your own approach to daily work be an example from which students can learn.

BE FLEXIBLE. Understand that student employees are students first, and employees second. Though it is important to have high standards on the job, it is also important to be flexible to accommodate academic obligations.

COMMUNICATE EXPECTATIONS. Communicate the job standards and expectations to your student employees. One cannot assume that these are self-evident to the student, even though they may seem obvious to you.

GIVE FEEDBACK FREQUENTLY. Provide consistent and appropriate feedback to your student employees. Student employees, like all employees, benefit from feedback on job performance, providing it is communicated with a positive spirit.

BE FAIR. Supervisors who are too lenient are not doing students any favors. Campus jobs are substantive work experiences. Treat student employees as you yourself would like to be treated in a given situation.

TRAIN, TRAIN, TRAIN. Take time to train your students in important work skills, attitudes, and habits, such as perseverance, time management, phone skills, quality service practices, handling difficult situations. This is the common sense from which success is made.

BE A TEAM PLAYER. As a team leader, develop and nurture the unique contributions of each team member.

GIVE RECOGNITION When you see a student going the extra mile or persevering through difficult situations, acknowledge this in front of other staff and peers. People need to feel appreciated.

SHARE THE VISION. Have regular staff meetings with your student employees, and inform them how their work fits into a larger purpose of the department and institution. Remember, purposeful work is meaningful work.

BE AN EDUCATOR. To the degree that we each *enhance* the lives of others, we are all educators. How can you contribute to the education of your student employees?