

# 2006-2007 Student Employment Guide/Contract

## 1. Types of Employment on Campus

A. Federal Work-Study (FWS) is funded by the college AND Federal Department of Education. The FWS program is a financial aid need-based, student employment program in which a student works in exchange for pay. It allows eligible Skyline College students the opportunity to be employed part-time while enrolled and attending college. Some advantages to seeking part-time employment through this program include:

- ❖ Earnings that will assist in keeping loan indebtedness to a minimum.
- ❖ Valuable work experience and marketable skills to add to your resume.
- ❖ Supervisory references for future employment opportunities.
- ❖ FWS earnings are excluded from total income when determining Federal Aid eligibility for the next school year.

B. Non-Federal Work-Study employment is fully funded by the college.

## 2. How do I apply for student employment on campus?

A. FWS students who complete a financial aid application packet, indicate on their FAFSA application their interest in the FWS program. Eligibility may change from one aid year to the next based on student's financial aid application and on the U.S. Department of Education's allocation to the program. Students are not guaranteed placement for more than the academic year in which they are allocated FWS funds. Under no circumstances shall a student commence working prior to obtaining Financial Aid authorization and clearance.

B. Non-Federal Work-Study students can obtain an employment packet from their hiring supervisor or from the payroll office room 1316B.

### (All Students)

- ❖ Students must be enrolled in (and maintain) at least six **(6)** units for both Fall and Spring semesters to be considered for employment.

## 3. What is the award amount per year?

A. The maximum FWS allotment for a full academic year is \$6000.00 totaling a maximum of \$3,000.00 per semester (some exceptions may apply). Based on students need the amount may be less for some students. A FWS student may earn only *one-half* (50%) of his/her annual FWS award during each semester. Remaining semester FWS balances **CANNOT** be carried over to the following semester. Please note FWS funds are subject to change pending availability of funding.

B. There is no specific allocation for Non-Federal Work-Study students however employment is limited to department funding.

#### **4. How many hours can I work?**

##### **(For FWS students only)**

- ❖ Students are responsible for monitoring hours worked and remaining funds to ensure a student does not exceed the authorized award.

##### **(For all Students)**

- ❖ Work schedules should be agreeable and acceptable to both the student and the supervisor.
- ❖ Students cannot work more than **7.5** hours a day or **20** hours a week while school is in session.
- ❖ During winter, spring, and summer breaks, a student may work up to **37.5** hours per week, **7.5** hours per day as funding allows.
- ❖ Holidays, vacation, or overtime is generally not allowed. If hours are reported, they must be approved in writing by the supervisor or they will not be paid.

#### **5. What are the hourly Wages?**

The beginning rate of pay varies between \$8.00, \$9.25 and \$11.50 per hour depending on where a student is placed. Hourly wage increases may occur after a year in the Student-Employment program. Increases are to \$8.75, \$10.25 and \$12.75 respectively.

Student wages are determined based on student responsibilities at their respective position and classification set forth by SMCCD Student Assistant Salary Schedule.

#### **6. How will I be Paid?**

A timesheet is the record-keeping device for receiving payment for the hours worked by the student. The student is solely responsible for obtaining and maintaining his/her timesheet and for the following:

Timesheet guidelines:

##### **(For FWS Students)**

- ❖ If a timesheet is not submitted for two (2) consecutive pay periods (two months) the remaining award will be canceled and the student is no longer eligible to work unless authorized by the Financial Aid office for re-hire.
- ❖ Remaining balances for FWS accounts will be mailed to all students and supervisors each month after timesheets have been processed. This is only intended to give you an estimated amount thus may not include any late timesheets, corrections, and/or adjustments.
- ❖ Students submitting timesheets for more hours than their remaining balance will be required to stop working immediately.

##### **(For All Students)**

- ❖ Timesheets must be legible and accurate both in the hours reported and with the information regarding student's name, social security number, and department's account number. All timesheets should be completed in pen.
- ❖ Timesheets should be submitted with sufficient time to obtain supervisors signature. It is ultimately the student's responsibility to make sure the completed and signed timesheet is submitted to the Financial Aid Office by the scheduled due date.

- ❖ Failure to submit a timesheet by the specific pay period deadlines may cause a paycheck to be delayed. Late timesheets will be processed during the next month's pay period.
- ❖ If a timesheet is submitted incomplete for any reason it will be returned to your supervisor and risks not being processed on time.
- ❖ Paychecks will be available in the Payroll Office on the days indicated on the Timesheet due date sheet. Direct deposit is available to students and the form may be obtained through the payroll office.
- ❖ If a student is filing exemption status on the W-4 form it is the student's responsibility to re-file at the beginning of each year.

### **7. Can I have more than one Job?**

Students are employed in **one** job at a time. This facilitates the Financial Aid record keeping, payroll process and allows the supervisor to schedule the student in his/her area for a reasonable period of time. Some exceptions may apply.

### **8. When can I start and when is the last day of employment per term?**

**A.** For continuing students you may start as soon as you have a complete FWS contract & Personnel Action Form submitted to the Financial Aid Office. New students may only start once you have completed your orientation meeting and have submitted your employment papers, personnel action form and FWS contract to the financial aid office.

For the Fall semester you may work August 1, 2006 - December 15, 2006

For the Spring semester you may work January 2, 2007 - May 25, 2007

Please note the above dates only reflect the periods in which you are allowed to work under the Federal Work Study Program.

**B.** Non-FWS students must consult with their supervisor.

### **9. How do I find a job?**

1. Non-Federal Work-Study students may proceed to # 3 & 4 for interview placement in a Non-Federal Work-Study position.
2. FWS Students must have an award letter showing their FWS award.
3. Students must make an appointment with the Work-Study Coordinator to complete the necessary forms and contracts. At this time you will discuss available positions.
4. A student will then be referred to a department for an interview.
5. If hired, both the supervisor and the administrator must sign the contract. Account numbers must also be provided on the contract. Students cannot start working until the contract has been fully completed and returned to the Work Study Coordinator. Students will not be paid with funds before the date on the contract.

**Student Responsibilities:**

It is the student employee's responsibility to arrive for work when scheduled and be ready to work. Supervisors realize the student's primary purpose for being at Skyline College is educational, and scheduling flexibility is required, particularly during exams. However, it is important that students respond to the work commitment with diligence. Students are required to contact their immediate supervisor on days when they are ill, or when they will be late. Students should give reasonable notice to their supervisor when requesting special time off. It is not the intent of the Student Employment program to allow students to study while working; therefore, students should ensure that they have sufficient duties and tasks to accomplish while at work. It is important to note that some types of student behaviors may result in removal from the program. Job behaviors which cannot be satisfactorily resolved with the supervisors may result in termination from the employment program. Timesheet falsification or other types of misrepresentation is fraud and will result in termination of participation in the FWS program. Students may appeal the cancellation of their award in writing. When a student wishes to terminate the employment assignment, the student's supervisor and the Financial Aid Office must be notified in writing at least one (1) week in advance.

**Confidentiality:**

Students employed in the SMCCCD and its colleges work in programs and offices that contain confidential records and information. Student employees are not to see or use any such information other than that which is necessary to fulfill their assigned duties.

Student employees must not release confidential records or information in written or verbal form to anyone except the person of record (as positively identified with an official government issued picture identification - Driver's License or passport). Student employees should request the assistance of a college staff member before releasing any confidential records or information, if at all possible.

Only with supervisory approval may confidential records or information be released to persons employed by the College for the purpose of assigned official college business.

I understand misuse of confidential information or records will result in termination of my employment. Additionally, I fully understand that if I divulge or misuse confidential information I will be subject to disciplinary action by the College and will be liable to civil and criminal prosecution pursuant to federal and state laws and regulations.

# 2006-2007 Student Employment Contract

**Please initial and sign below if you have read, understand, and agree to the terms set by this contract. Failure to meet these terms will terminate your Student Employment.**

(Initial here)

- \_\_\_\_\_ I am currently enrolled and will maintain enrollment in both the Fall & Spring semesters.
- \_\_\_\_\_ I am responsible for keeping track of the hours worked and funds earned during the semester.
- \_\_\_\_\_ I am only allowed to work 7.5 hours per day/20 hours per week while school is in session. Only during designated school breaks, I can work 7.5 hours per day/37.5 per week. All overtime must be pre-approved.
- \_\_\_\_\_ I will follow all deadlines for timesheets and necessary paperwork. If I fail to turn in documents on time, my pay check will be delayed until the next payday.
- \_\_\_\_\_ I have read and understand the timesheet section and will follow the guidelines set in this section.
- \_\_\_\_\_ I will abide by the guidelines set in the student responsibilities and confidentiality sections.

**Signatures below indicate that the student and supervisors adhere to the guidelines of the Student Employment program and confidentiality contract. I have read, understood and agreed to the terms of the Student Employment Program and Confidentiality Policy as provide to me.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_ S.S. # \_\_\_\_\_

Immediate Supervisor's Signature: \_\_\_\_\_ Ext.: \_\_\_\_\_ Date: \_\_\_\_\_

Department name: \_\_\_\_\_ Account # 30005-2345-2380-  
Please provide your department's 6-digit account #:

Office use only:

<input type="checkbox"/> New	<input type="checkbox"/> Continuing			
Total FWS Award 200_ - __:		Fall:	Spring:	
Employment Papers sent on:		By:		
<input type="checkbox"/> SSN <input type="checkbox"/> DL <input type="checkbox"/> Alien Resident Card (If applicable) <input type="checkbox"/> PAF & Employment Packet				

Students cannot start working until the Personal Action Form and FWS contract has been fully completed and returned with appreciate signatures to the Office of Financial Aid. Students will not be paid with FWS funds before the date on the contract.