

Zane State College
Handbook for Student Employees

Office of Student Financial Aid
ZSC Student Employment Services

A Note from the Student Employment Coordinator	
Zane State College’s student employment philosophy _____	3
Introduction _____	3
Equal Opportunity Statement _____	4
Eligibility Requirements for Student Employees _____	4
Types of Student Employment at Zane State College _____	4
Federal Work Study (FWS) _____	4
Regular Student Employment _____	5
Summer Student Employment _____	5
Guidance for Students Seeking Employment _____	5
How to find a job _____	5
Forms _____	5
W-4 _____	6
I-9 _____	6
Payroll Procedures and Procedures _____	6
Paychecks _____	6
Student Employment Procedures _____	7
Wages _____	7
Maximum hours per week _____	7
Break/Meal periods _____	7
Working during classes _____	7
Dress Code _____	7
Disciplinary process/termination of Student Employment _____	8
Student Employee Grievance (Appeal) Process _____	9
Confidentiality and FERPA _____	9
Zane State College Procedures _____	9
Violation of Zane State College Procedures _____	9
Students’ Responsibilities _____	9
Supervisors’ Responsibilities _____	10

A Note from the Student Employment Coordinator

Dear Zane State College (ZSC) Student,

The ZSC Student Employment program offers you a wonderful opportunity for you to defray the cost of your education, while gaining valuable work experience and marketable skills. In order to maximize the benefits of this experience, it is important that you familiarize yourself with the policies and procedures by which this program operates, as well as the federal and state laws to which it is subject.

The Office of Student Financial Aid assists students and supervisors in all aspects of on-campus employment. This includes but is not limited to, developing and monitoring ZSC student employment policies and procedures, ensuring compliance with federal and state employment regulations, assisting students in finding on campus employment and supervisors in finding student staff. Students with questions should feel free to stop by the Office of Student Financial Aid located in the One Stop Center in College Hall on the Zanesville campus. Please feel free to make an appointment by calling 740.588.1276

This Student Employment Handbook contains nearly all of the information you need to know about the ZSC's Student Employment program. It explains the requirements, responsibilities, and the rights you have as a student employee. If you have any questions regarding the Student Employment Program, please do not hesitate to contact our office.

Good luck with your employment!

Sincerely,

Amanda Reisinger
Director, Student Financial Aid

Zane State College's Student Employment Philosophy

- The emphasis of student employment at ZSC is focused on students serving students in support of the college mission; performing real work to meet real needs;
- Student employment is an important source of student financial assistance;
- Work experience is important for the achievement of future College and individual goals;
- ZSC commitment to student education is advanced through student employment; an essential knowledge of work ethic and responsibility is gained through work;
- A pool of qualified and contributing student employees is essential to fulfill College needs.

Introduction

This handbook is intended to provide general guidelines for student employees. This handbook is not intended to constitute a contract or create legal obligations between the College and any of its student employees. Student employees are expected to be familiar with, and comply with the College's student employment procedures. The College reserves its right to modify or change its student employment procedures at any time and will attempt to notify students of changes to the College's employment procedures.

Equal Opportunity Statement

ZSC reaffirms its commitment to the fundamental principle of equal opportunity and equal treatment for each current and prospective student, faculty member, and employee. ZSC will not discriminate against any employee or applicant for employment on the basis of sex, race, color, religion, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other category protected by law.

Eligibility Requirements for Student Employees

All students enrolled are eligible to participate in ZSC's Student Employment Program. Students must maintain a minimum cumulative GPA of 2.0. Students must be at least 18 years old at date of hire, any previous student employees already working before this policy became effective are grandfathered into their position.

Individuals who have withdrawn from the College, or have been administratively withdrawn from the College, are not eligible to participate in the Program after the date of withdraw. Such individuals must stop performing any student employment before they cease being enrolled. Students must also cease employment as of the date of graduation in the Federal Work Study program. Students that are paid from the College budget must have approval of supervisor to continue employment past graduation if they continue enrollment.

Although students may complete the online job application on the 'Student Opportunities' page, students are not allowed to work until after the Student Employment Form and all related paperwork is completed with the Student Employment Coordinator in the One Stop and the Payroll Coordinator in the Business Office.

Types of Student Employment at Zane State College

Federal Work Study (FWS)

Federal Work Study jobs are strictly reserved for those students who received Federal Work Study as a part of their financial assistance package. Federal Work Study funds are awarded to students based on financial need as determined by College and Federal guidelines. The Federal government funds FWS jobs. Please note that there are a limited number of FWS positions and even though the student is eligible to work and has completed an online application this does not guarantee employment through this program.

Non-Federal Work Study Employment

Individual departments within the College have the capability of setting aside funds to secure students for employment opportunities. Students are encouraged to seek internal employment

opportunities that help them gain knowledge, skills and abilities in the degree program in which they are a student. For example, a business student who is majoring in Human Resources may want to seek a student employment opportunity in the College's Office of Human Resources. These types of opportunities are awarded on a first-come-first-served basis within the official student employment procedure, processes, and practices.

Summer Student Employment

Summer employment is available to eligible ZSC students through the ZSC student employment programs. All students who are eligible to work through the Student Employment Program are eligible to work in ZSC positions during summer sessions. The same regulations apply for the summer as any other semester, other than the enrollment requirement. If the student is enrolled for the fall at the time of summer beginning, they are not required to also be enrolled in the summer to work. If at any time during a summer session where the student is not enrolled they drop their fall classes, they are then immediately ineligible to work.

Guidance for Students Seeking Employment

How to find a job

All available student employment postings are required to be posted on the 'Student Opportunities' website page: www.zanestate.edu. Supervisors work with the Student Financial Aid office to make sure that all available job openings are posted on the site prior to the start of any orientation. As positions become available during the school year, supervisors will add and remove job postings.

Zane State College's student employment process, with exceptions, is done completely online. Once a student has found a position(s) that they are interested in, students must apply for the positions online, using the College's 'Student Opportunities' website. All students are required to create a username and password in order to apply for positions through the website. To apply, go to www.zanestate.edu and click on 'Career Opportunities.' Then, click on the MENU tab in the upper left hand corner and choose the 'Student Opportunities' option. A listing of available openings will be displayed.

Please be advised that the Student Financial Aid (SFA) office does not place students into positions. Rather, SFA acts as a liaison between students and supervisors. Students are expected to choose where they would like to work and then approach a supervisor using the online Student Employment system to apply for the position.

Forms

Before students will be authorized to work at ZSC as a FWS or Non-FWS, they must complete the appropriate forms. Below is a listing of the most critical forms. All student employment forms are available in the Business Office.

W-4

IRS form W-4 is the Employee's Withholding Allowance Certificate. This certificate determines how much tax is withheld from an employee's paycheck each pay period. Please note: the number of allowances claimed on the W-4 is not necessarily the number that will be claimed on your federal tax

returns. The “exempt” status is only allowed for one year. Students who claim “exempt” are required to complete a new W-4 at the beginning of the new calendar year. International students cannot claim “exempt” status on the W-4 form.

The Business Office cannot provide students with advice regarding their tax exemptions. Students should fully read and understand the form before filling it out. If you feel you need further advice regarding tax status, we encourage you to consult with certified public accountant or tax specialist.

I-9

United States Citizenship and Immigration Services form I-9 is the Employment Eligibility Verification form. This form verifies that you are legally eligible to work in the United States. This form must be filled out by the student, in person, at the Business Office. To determine eligibility to work, students must provide acceptable documentation. Documents presented to complete the I-9 form must be originals. Faxes and photocopies cannot be accepted. Laminated Social Security Cards also cannot be accepted, as they are invalid. If a document submitted as identification requires a signature and is not signed, it will be considered invalid and the student will need to provide alternate form of identification. Students may not use any form of identification that has expired to establish identity and eligibility.

A list of acceptable documentation can be found on the back of the I-9 form, which is available in the Business Office or upon request from the office.

Direct Deposit

All employees of the College are required to sign up for Direct Deposit. Employees will not receive authorization to begin working until they sign up for Direct Deposit and all other employment documents have been received and processed.

Student Payroll and Timesheets

Student employees are paid on the same dates as faculty and staff – the 5th and 20th of each month. Wages are directly deposited into the bank account provided by the student on the employment paperwork. A time sheet for each student will be provided to the hiring supervisor and distributed to the student on their first workday. Completed time sheet are due on the 11th and the 26th of each month.

Time sheet forms are completed by the student and approved by the supervisor. Students should complete their hours after each shift. Do not wait until the day the timesheet is due. Completed time sheets are due by 5 pm on the deadline days. The employee and the supervisor must sign all time sheets. Federal Work Study time sheets should be turned in to the Financial Aid Department for review. Student worker time sheets should be turned in to the Business Office. Late time sheets will not be processed. Please scan and send the time sheet to the payroll manager if the inter campus mail may not make it by the deadline.

Student Employment Procedures

Purpose

Student employment at Zane State College is intended to be educationally and financially helpful while providing students with valuable work experience. Research has demonstrated that students who work

more than 20 hours per week suffer declines in their academic performance and grade point averages (GPAs). This policy provides uniform and equitable standards for the campus employment of undergraduate students enrolled at Zane State College.

Wages

The rate of pay at ZSC is no less than the established Federal minimum wage. The only exceptions to this rate is the single position located at the Natural Resources Center and the positions known as ZSC 'Ambassadors.' Please contact the SFA office for the actual hourly rate.

Maximum hours per week

Students working through the Federal Work Study or Non-Federal Work Study program are limited to working 20 hours per week when classes are in session and 32 hours per week during times when classes are not in session. This is the total number of hours that a student may work in all their jobs. For example, if a student works two jobs and wants to split time evenly between the two that would be 10 hours per week per job or 20 hours per week when classes are in session. A student is not permitted to work more than 8 hours in a day.

Supervisors may NOT permit students to work additional unpaid hours beyond the hours that are recorded on the student's time sheets.

Students who have Federal Work Study assistance may not be able to work the maximum number of hours per week, as the student may run out of work-study funds before the end of the academic year. On average the FWS positions work approximately 10 hours per week.

It is the responsibility of you, the student employee, and your supervisor to plan accordingly. Any hours a supervisor approves which exceed a student's work-study budget must be paid for out of the department's budget. Departments may contact the SFA office to determine if there are any additional funds available to pay student employees and if a particular student is eligible to receive these funds. However, there is no guarantee that additional funds will be available at ANY point during the academic year.

Break/Meal periods

These periods of time will be coordinated by the employing department and the immediate supervisor of the student. An unpaid 30 minute lunch period must be reflected on the timesheet when a student employee works an eight-hour workday.

Working during classes

You may not under any circumstances work during your scheduled class times. Student employees are students first. Student employment is way for you to earn funds to pay for both educational expenses and incidentals, it is not meant to be a means of support.

Dress Code

Individual departments may require you abide by a dress code. A department may choose to impose a dress code for safety reasons, in situations where student employees are highly visible to the community, or simply because the office or unit wishes to maintain decorum and professionalism. It is up to each individual department to notify their student employees of the appropriate dress code in their department. For instance, a department might require its student workers to wear ZSC apparel, or

only collared shirts and trousers. Students should be notified about their employer's dress code expectations at the time of their hire. Dress codes may be determined by each individual department.

Disciplinary Process/Termination of Student Employment

Student employees may be subject to termination of their student employment if they are unreliable or fail to perform their required responsibilities, including completing time sheets by the deadline.

Students generally are entitled to the following disciplinary process prior to employment termination:

1. Supervisors should give a verbal warning to an underperforming student and review with the student any issues with the student employee's work performance. The supervisor should give the student recommendations for improvement. If the warning is the result of failure to complete a time sheet by the deadline, the supervisor should inform the student of pending termination if the behavior does not correct itself.
2. If the student does not improve, his/her supervisor should give the student a written warning reiterating the issues he/she is having with the student's work performance and the terms the student will need to uphold for his or her employment to continue. Students should be given a chance to improve by a certain date. Both the student and his/her supervisor should sign the written warning. A copy of the warning should then be sent to the SFA office to be placed in the student's file. If the student's behavior also violates the College's Code of Conduct for students, a copy shall also be sent to the attention of the Chief Student Affairs Officer, and the matter may be referred to the Student Judicial System. Again, if the warning is the result of the failure to complete the time sheet in a timely manner, it should inform the student of pending termination of the behavior does not correct itself.
3. If the student fails to adequately correct their behavior by the determined date, the student should be given a written notice of termination from the director/chair of the department. All the reasons for the termination should be listed. A copy of the letter should be sent to the SFA office and the letter shall be placed in the student's file. Again, if the student's behavior violated the College's Code of Conduct for students, a copy of the termination letter shall also be sent to the attention of the Chief Student Affairs Officer and the matter may be referred to the Student Judicial System. Students who are terminated from their position may not apply for future employment at the College in any capacity for the remainder of the semester (or summer if applicable).

Warnings for time sheet violations and warnings for disciplinary action will be viewed separately.

****Please note that a student who is terminated due to failure to complete their time sheet in a timely manner may not apply for future employment at the College in any capacity for the remainder of the semester (or summer if applicable) per ZSC procedure. The SFA office will prohibit the student from receiving work authorization for the remainder of the semester (or summer period if applicable).**

Notwithstanding the above process, a student's employment may be terminated immediately in cases of both willful or inadvertent violation of college rules, violation of departmental procedure, or violations of law. Such infractions which may justify immediate termination may

include but are not limited to stealing, insubordination, breach of confidentiality, violating the terms of a departmental agreement, falsifying a time sheet, or engaging in sexual harassment or unlawful discrimination.

*****Under exceptional circumstances, a supervisor can request the immediate dismissal of a student employee at the discretion of the SFA office.**

*****If the student's dismissal is the result of disciplinary action that includes but is not limited to theft, sexual harassment, unlawful discrimination, violent or threatening behavior, it is at the discretion of the SFA office to bar the student from all on-campus employment.**

Zane State College (ZSC) Student Employee Grievance Procedure

See Student Handbook

Confidentiality and FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that guarantees the confidentiality of student records. It is important for supervisors to familiarize themselves with some of the basic provisions of FERPA and communicate this information to student workers who have access to other students' confidential information in order to ensure that students do not violate this federal law. Students who violate FERPA may be subject to disciplinary action, including, but not limited to, the loss of their job.

Supervisors must stress to students the confidentiality issues that they may encounter while working. Student workers must understand that any student information they view or hear on the job must remain in the workplace. Students must not, under any circumstances, release student information to anyone unless their position specifically requires them to do so. In addition, students may not acquire student records information that is not relevant to their job.

Information regarding FERPA, including a FERPA tutorial, can be found on the Registrar's website: <http://www.zanestate.edu/registrar>.

Zane State College (ZSC) Policies

ZSC students must abide by ZSC policies, including but not limited to, the above mentioned FERPA. The following policies can be found in the Student Handbook, made available by the Chief Student Affairs Officer and at <http://www.zanestate.edu/>.

Violation of ZSC Policies

Violations of ZSC Procedures may lead to College disciplinary action and/or criminal prosecution. Individuals are encouraged to report information concerning instances in which the above guidelines have been or are being violated.

Students' Responsibilities

When you sign the Student Employment Form, you are acknowledging that you have read and agree to comply with the conditions listed in this handbook. By signing the Work Authorization Form, both the supervisor and student acknowledge their obligation to comply with the regulations and guidelines of ZSC's Student Employment Program. Among your obligations are the following:

- Abide by the Student Code of Conduct, applicable Zane State College policies as well as federal and state law.
- You will be a responsible student employee; show your abilities to be efficient, honest, trustworthy, and responsible stewards looking after College resources; maintain confidentiality regarding student and College records that you may access as part of your job assignments.
- You must complete all necessary paperwork and receive authorization from the Student Employment Coordinator or the SFA staff prior to working.
- You must review the Payroll Schedule and all deadlines with your supervisor.
- Under no circumstances may you work more than 20 hours a week while classes are in session. However, if classes are not in session, you may work up to 32 hours per week. You are not permitted to work over 20/32 hours per week. This rule is regulated by both the SFA office and the Payroll Office, and is strictly enforced.
- You must fill out time sheets in a manner as described earlier in this manual. You must fill out your time sheets in a timely, wholly truthful and accurate manner. You may neither record time not yet worked on your time sheets, nor may you work additional time that you fail to record on the time sheet. No advances on your paycheck will be given.
- You will be held accountable for maintaining strict confidentiality for any and all potentially sensitive information you encounter in the course of performing your job.
- You will abide by your department's procedures and regulations, including any applicable dress code.
- You must notify your supervisor if you are going to be late for an assigned work shift.
- You must give your supervisor sufficient advance notice (usually 24 hours) if you will be unable to work during your scheduled time. Repeated absences are grounds for termination.
- You are encouraged to give two weeks' notice if you decide to resign from your position.
- You will notify your supervisor of any change in your class schedule which could impact your work schedule, as well as any change in your enrollment status.
- You must keep track of your Federal Work Study earnings and insure that you do not exceed your award amount.
- You must understand that you will lose any part of your Federal Work Study award that you do not earn by the end of your employment period.
- You must notify your supervisor if your Federal Work Study award changes.
- You must notify the SFA office of any information which may impact your financial assistance award. This includes but is not limited to receipt of a private scholarship and a change in your enrollment.
- You will abide by the College's Code of Conduct, which absolutely prohibits harassment or discrimination on the basis of another's sex, race, color, religion, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by law.
- To be eligible for work in the summer, the student must either be enrolled in the summer term and/or registered for fall semester courses.

Supervisors' Responsibilities

When a supervisor signs the Student Employment Form they acknowledge that they have read and agree to comply with the conditions listed in this Manual. By signing the Student Employment Form, both the supervisor and student acknowledge their obligation to comply with the regulations and

guidelines of ZSC's Student Employment Program. Supervisor obligations include, but not limited to, are the following:

- The supervisor will not permit students to work until they completed the Student Employment Form.
- The supervisor must review the payroll schedule and all deadlines with the student employee.
- Under no circumstances will the supervisor permit a student to work more than 20 hours a week while classes are in session. However, if classes are not in session, students may work up to 32 hours per week. Students are not permitted to work over 8 hours per day. This rule is regulated by both the SFA office and the Payroll Office, and strictly enforced.
- Students and supervisors will complete a new Student Employment Form for each academic year for all students.
- Supervisors must notify the SFA office of any changes to the current supervisor. Also, any new contact information must be disclosed in a timely fashion.
- All supervisors are responsible for reading and complying with Student Employment email announcements throughout the year.
- Supervisors will pay their students the established wage amount.
- Prior to hiring a student, a supervisor will outline basic work expectations and responsibilities to each student employee.
- The supervisor will notify the SFA office of any change in status of any of your student employees.
- The supervisor will provide all students with two weeks' notification before termination of employment except in cases previously mentioned above, and adhere to the three strike procedure.
- Supervisors will be responsible for departmental payments initiated by changes in a student's Federal Work Study award.
- Supervisors will keep an accurate and timely written record of each student's daily work schedule for time sheet completion and will make this written record available to the Student Employment Coordinator upon request.
- You will change job descriptions to include timely completion of the time sheet as a job requirement.
- You will provide any needed warnings or terminations for students who do not comply with the ZSC Student Employment Program or set department rules.
- You will verify that all of your current student employees hours are correct on their time sheet each week and you are required to turn in the time sheet to the Student Employment Coordinator on the stated deadline. Students are not permitted to handle their time sheet after you have signed it confirming their hours worked.