



# Student Employment Guide

# Intent

The purpose of the Student Employment Guide is to make both students and supervisors aware of the policies and procedures of student employment as well as the benefits to both the supervisor and the student. Please familiarize yourself with the information in this Guide so that the student employment experience will be mutually beneficial to the supervisor and to the student(s) they employ.

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## Section I-Students

### Student Work Force Program

Student employment is classified by two categories: District and Federal Work Study.

**District** student employment consists of a student being hired in a specific department, utilizing that department's district funding.

**Federal Work Study (FWS)** student employment is a federal student financial aid program authorized under Title IV of the Higher Education Act. Students must establish financial need according to federal guidelines. The institution receives money from the Department of Education to fund the Federal Work Study program.

**Veteran Work Study** is available to any student receiving VA education benefits who is attending school three-quarters time or more. An individual working under this program may work at our Veteran Resource Centers at either the Menifee or San Jacinto campus.

To be considered for a position in the VRC, you will be required to submit:

- 1) MSJC Veterans Student Employment Application
- 2) Department of Veterans Affairs Work Study Application (VA Form 22-8691)

Both forms must be submitted before each semester to be considered for the work study position.

In any case, the goal of student employment is intended to provide a balance between the interests of the student and the needs of the department. Job responsibilities must not promote religious doctrine or involve political lobbying. The student employee may not replace or fill a permanent staff position. A student employee cannot work in a department for the sole purpose of filling in when a department is short-staffed due to staff absences or when staff is on leave.

### Eligibility Requirements for On-Campus Student Employment Positions

All student employees must meet the following eligibility requirements:

- Be a U.S. Citizen, a U.S. National or Permanent U.S. Resident.
- Maintain at least half-time enrollment status (6 units) for each semester employed, (Fall or Spring.) For Summer, must be enrolled in at least 3 units or for 6 units for the following Fall semester.
- Maintain a 2.0 cumulative GPA each term.

In addition to the above mentioned requirements, Federal Work Study (FWS) is awarded according to the standard financial aid application and statutory need analysis procedures. FWS funding is limited, and is therefore awarded on a first-come, first-serve basis. To be considered for FWS funds a student must:

Complete the application process for a [Free Application for Federal Student Aid \(FAFSA\)](#) and file as early as October 1<sup>st</sup>. Recipients must reapply each year, be determined eligible, and awarded FWS by the Financial Aid Office.

- Be matriculated at MSJC.
- Maintain an eligible [SAP \(Satisfactory Academic Progress\)](#) status for each semester.
- Not owe a repayment to any Title IV grant program nor be in default on any Title IV loans received at any school.

## Job Placement Steps for Students

### 1) Go To MSJC Website

- Go to [Human Resources Page](#)
- Click on [Student Workforce Program](#)
- The student can identify if the job is Federal Work Study or District by clicking on the job title and looking under the conditions of employment, SWP classification.
- Create a NEOGOV account and attach resume.
- Apply for all jobs that are of interest. Student are encouraged to apply to multiple positions.
- Human Resources will provide pre-screening for the eligibility criteria. Once it is determined that the prospective student worker is qualified, the application is referred to the hiring department; those which do not meet the eligibility criteria are notified via email and not deferred.
- Students may only accept **one position** at a time.

### 2.) Meet Prospective Employers

- Various administrators or designee will have access to the student applications within their department. The department administrator or designee will contact students they are interested in interviewing. Once the position closes, students should receive a notification within ten (10) business days regarding the status of their submission. All NEOGOV application notifications are sent via email, so students must check their email regularly to ensure timely communication.

Each department may have its own method for the hiring selection process. The Financial Aid Office does not interview or hire students for other departments on campus. Departments may require one or more of the following as part of the application process:

- Resume
- Student's school schedule

- Phone interview
- Office interview
- Department application
- In-person interview

### 3) **Obtain Employer Approval**

Once the student has accepted a student worker position, the employer must:

- Update the student's status from "Referred" to "Interviewed" on NEWGOV's Online Hiring Center (OHC) portal.
- Notify Human Resources via email of the student selected and provide the requisition number.
- Complete a Student Employment Hire Slip form. Obtain the required student, supervisor, director/dean, (and Financial Aid Director, if FWS student and/or CalWORKs student) signatures. Financial Aid must also verify the student's current G.P.A. and units on the Hire Slip in the FA USE box on the top right corner of the form.
- Submit the completed Student Employment Hire Slip to Human Resources. This form will then be reviewed and directed to Business Services for budget approval.
- Complete the NEOGOV Onboarding Hire Forms
  - The student will be sent a NEOGOV Onboard activation email providing a link to access the necessary hire forms. These forms must be completed electronically prior to contacting Human Resources to schedule an appointment.

### 4) **Make an Appointment with Human Resources at the time of the scheduled appointment.**

- The necessary NEOGOV Onboard hire forms will be reviewed. The student must present his/her Social Security Card and another acceptable form of identification in order to finalize your employment. Please refer to the back of the Employment Eligibility Verification, Form I-9 in your hire packet for a complete listing. Acceptable identification includes but is not limited to:
  - Driver's License or state issued photo I.D,
  - U.S Passport,
  - Green card and/or I-94 (if applicable),
  - Certification of U.S Citizenship or Certificate of Naturalization.

### 5) **COMPLETE ALL ABOVE STEPS BY THE DEADLINE (FWS only)**

- If you have not completed the hiring process within 30\* days of receiving your award, your FWS award will be automatically canceled and given to another eligible student who would like to participate in the FWS program.

\*depending on the award cycle, the Financial Aid Office may adjust the length of time to complete the hiring process\*

## Tips for Finding an On-Campus Job

Student employees perform work that is vital to college operations and the overall success of MSJC. While on-campus jobs might not be full-time academic/career related positions, on-campus jobs are real jobs and students should therefore take the job search for on-campus employment seriously.

Because so many students want to work on campus, the hiring of student employees is quite competitive. To increase hiring probability, students will need to take extra steps when applying for on-campus positions.

Students should read all of the information on the postings before applying. Many departments have certain requirements and students should be aware of those requirements before applying. If the department requires a certain schedule, students need to make sure they can work the required schedule. Students should only apply for those positions in which they meet all of the requirements.

When calling to inquire about a position:

- Call during department business hours only.
- Do not leave excessive voicemails.
- If leaving a voice-mail, speak slowly and clearly.

When interviewing for a position:

- Arrive ten to fifteen minutes early.
- Dress nicely.
- Be aware of strengths and qualifications for the position.
- Bring copies of resume, if requested
- Bring copy of school schedule.
- Express a strong desire for the job.

## Pay Periods and Pay Days

The Student Employment pay period runs from the 6<sup>th</sup> of one month through the 5<sup>th</sup> of the following month. Students are paid by check or direct deposit from the Payroll Office on the 20<sup>th</sup> of every month. **\*Late submission of timesheets may result in delayed payment.**

## Timesheets

The student should submit a signed timesheet no later than the last day of the payroll period to his/her supervisor. The timesheet should indicate the actual dates, days, and hours worked. The student worker's supervisor must verify all information on the timesheet before signing. According to federal regulations, FWS students **must** receive payment for all hours worked.

\*Please make sure timesheets are:

- Legible.
- Completed in pen only.
- Only mark hours worked.
- Please do not use white out.
- If an error is made on the timesheet, cross out with one line and initial.

Timesheets will not be processed if the following is incomplete:

- a) Student ID/Employee I.D.;
- b) Student and Supervisors signature;
- c) Budget Code.

**Revisions to a submitted timesheet:** If a timesheet needs to be revised after it has already been submitted and processed, the supervisor should submit a “revised” timesheet complete with all appropriate signatures. It may be helpful to Payroll to highlight the revisions on the revised timesheet. If a student employee has already been paid, adjustments will be made on the next scheduled pay period.

## **Working Hours**

Students may work in only one student employment position at a time for a maximum of 20 hours per week when classes are in session including finals week. Students may not work more than eight (8) hours per day.

## **Breaks and Lunch**

A student working a consecutive 4-hour period is entitled to a 15-minute break with pay. A student working a 6 to 8-hour period is entitled to two 15-minute breaks with pay and no less than a 30-minute lunch break without pay. Paid breaks may not be taken at the beginning or end of the work period and are not cumulative. The breaks should be taken when they will not place an undue burden on the department.

## **Semester Break Periods**

Break periods are the periods between semesters when school is not formally in session, but the college is still open. Break periods include winter break, spring break, and summer break. During school breaks when the college is open, students can work up to 28 hours per week regardless of the funding source.

## **Summer Employment**

Students are required to meet the summer enrollment criteria of enrolling in at least three (3) units to be eligible for employment as a student worker. If the student is not enrolled in any classes during the summer session, then the hiring decision can be based on enrollment the following fall semester. In this case, the student must have enrolled or plan to enroll in at least six (6) units for Fall.

## **Last Day to Work- Federal Work-Study**

Last day for a student to work is the last day of instruction for the academic year (this does not include summer) or when the student has reached their full FWS allocation, whichever comes first.

## Employee Benefits

Every student employee is covered during working hours by worker's compensation for work-related injury/illness. It is imperative that the employee immediately report any job-related accident or illness to his/her supervisor and report the injury to "The Company Nurse" at 1-877-518-6702. A member of the Risk Management team will contact the injured student worker to provide direction. Additional information regarding worker's compensation is available through Risk Management, please contact Ann Jensen, [ajensen@msjc.edu](mailto:ajensen@msjc.edu)

Per the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522), student workers who work for 30 or more days in a year will be entitled to paid sick leave. Labor code section 245, et seq., require employers to grant one hour of paid sick leave for every 30 hours worked. The District will limit accrual to 48 hours or six days in a year. Unused days are carried over at the only 24 hours of three days per fiscal year.

The employee begins earning the leave from the first day of employment, but may not use the leave until the 90<sup>th</sup> day. Employees are not entitled to payment for unused leave when employment ends, but if an employee is reemployed within one year, unused leave must be reinstated.

The leave may be used for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee or an employee's family member. The following family members are covered by the law {Healthy Workplaces, Healthy Families Act of 2014 (AB 1522)}: child (regardless of age and dependency status), parent, spouse, registered domestic parent, grandparent, grandchild and sibling.

All unexpected absences due to illness must be reported to the supervisor. On the first day back-to-work, an Absence Request and Reporting Form must be completed by the employee and submitted to the supervisor for approval and signature. The form will need to include the date(s) of sick leave, hours used, and the employee's daily schedule. After the form has been completed, the supervisor will send the form to Payroll for processing.

Sick leave cannot be used in increments of less than one (1) hour

Other employment benefits such as overtime pay, shift differential, paid holidays, vacation, retirement benefits, unemployment insurance, and permanent status will not be available.

## Job Performance

**Job Performance:** Student employees are expected to perform the job duties as required by their supervisor. Job duties will vary from position to position, but all student employees are expected to complete all job tasks completely, accurately, and in a timely manner. Students should talk to their supervisors regarding job duties and make sure they are clear on the expectations from the department for job performance. Students should recognize that on-campus jobs are excellent opportunities for developing references for future career pursuits. Taking job performance seriously will benefit students during the on-campus job experience, as well

as later on when seeking full-time jobs upon graduation. Repeated failure to perform job tasks at an acceptable level will be grounds for termination from the job.

**Punctuality & Attendance:** Student employees are expected to report to work on time and to be regular and dependable in attendance. Students should talk to their supervisors to determine a work schedule and required shift start and end times. Students are expected to be punctual and to work the established shift. Repeated tardiness and excessive absences will be grounds for termination from the job. A student employee must notify the supervisor no later than the beginning of the scheduled work period when unable to work. In the case of an extended absence, the anticipated duration should be reported to the supervisor as soon as possible. The supervisor is responsible for authorizing all absences; however, FWS supervisors are urged to consider that the academic demands of the student should take priority.

## **Resignation**

Students may voluntarily resign from on-campus positions. Students should provide as much notice as possible to their supervisor. Typically, a written notice provided two-weeks in advance is expected.

If a written resignation is not feasible, a verbal or e-mailed resignation is acceptable.

The student must submit an **Employee Separation Slip**.

## **Termination**

A student's employment:

- Must be terminated if the student drops below half-time enrollment status (6 units)
- Must be terminated when the full FWS award allocation is earned, unless student will work under "district" from that point forward
- May be terminated at the student's request;
- May be terminated when the student's performance is unacceptable based on an objective assessment

## Section II-Supervisors

### Posting a Job

Submit job postings to Human Resources in a timely manner. To ensure request(s) are reviewed and posted in NEOGOV as quickly as possible. Submit via email to both Veronica Contreras at [vcontreras@msjc.edu](mailto:vcontreras@msjc.edu) and Brittany Macias at [bmacias@msjc.edu](mailto:bmacias@msjc.edu). It may take up to five (5) business days for HR to process your posting request.

With the beginning of new fiscal year (July 1), a new Student Employment Position Announcement is required and all continuing students will submit a new Hire Slip.

- To access forms for the Student Workforce Program, please follows steps below:
- Click on Public (P) Drive
- Click on Forms folder
- Click on the Student Workforce folder – In this folder you can access all SWP resources listed below.
  - Student Workforce Job Posting Request
  - Student Workforce Employment Hire Slip (District and FWS only)
  - Student Workforce Employment Guide
  - Student Workforce General Notes Regarding SWP

Once a position is live, the Hiring Manager will receive an email notification. Job postings will be posted for a standard three (5) weeks on NEOGOV. The closing date can be viewed by clicking on the links in the email notification. To arrange an extension/reposting, please email Brittany Macias and Veronica Contreras.

### Interviewing and Hiring

The interview is the most important part of the hiring process. When interviewing students, let them know exactly what the job will entail, the skills needed, and the expectations that will be required from the student. This can include what is considered good job performance, punctuality, attendance, tasks, duties, customer service, lunches, breaks, dress code, etc. Establish a standardized selection process to ensure consistency in interviewing. Be sure the applicant understands the required skills, job duties, and required days and hours to be worked. **NOTE:** All selection criteria must be within the guidelines of equal employment and affirmative action principles.

After the student is hired:

- Please provide a Hire Slip from the P Drive
- All Student Employment Form are located on the P Drive
  - Click on folder **Departments**
  - Click on folder **Human Resources**

- Click on folder **Student Workforce Program (SWP)**
- Print any forms needed such as: Student Employment Hire Slip, Job Posting, Budget Change Form, Student Exception to Request Form.
- Please be sure to include the Job Posting # in which the student was hired on the hire slip.
- The hire slip will need to be approved by the appropriate departments (i.e., Financial Aid Director for Federal Work Study, CalWORKs Director for CalWORKs Work Study, and Director/Dean of the hiring department). Budget code(s) and the Hiring Supervisor Section must also be completed before submitting to Human Resources.
- Note once all signatures and pertinent information is on the hire slip. Send to the Financial Aid Office, and once the Financial Aid Director sign off on the form, the form will then be sent to HR for approval.

The Financial Aid Office does not place students in employment positions. We are here to answer policy and procedure questions. Please feel free to contact our office with any questions you may have throughout the year.

The student will need to make an appointment with Brittany Macias in Human Resources to complete the hiring process and paperwork.

## **Student Employment Paperwork**

### Student Worker Checklist

- Supervisor will provide a Hire Slip for the student employee.
- Timesheets are provided by the Financial Aid Office on Menifee Valley campus and the San Jacinto campus.

## **Employment Conditions and Limitations**

MSJC student worker restrictions include students cannot gain access to our systems and are limited to mainly general clerical duties. Students are not allowed to perform duties that are maintenance or janitorial in nature. Student employees should not be given access codes to enter any area that is designated “staff only,” i.e., mail room, break rooms.

Student workers must not supplant district employees (including those on strike) or impair existing service contracts. Student worker positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.

## Training and Development

Students need to be trained for their on-campus job. Some students have never had a job prior to being hired for an on-campus position and will need training. For those that have worked in the past, training is still needed. For instance, a student has had experience answering phones in the past, there are still fundamentals that need to be explained to the student. Supervisors should not assume that students will know how to handle all phone calls without some sort of detailed instructions. For example, students will not always know how to practice discretion, i.e., when or when not to interrupt staff and faculty when they are in meetings etc. Students will need guidelines and a clear understanding of how to greet customers and perform their tasks. Be clear on breaks, lunches, socializing, personal phone calls, how to schedule appointments, how to operate the machinery, and how to accomplish various tasks/projects.

A great way to start working with student employees is to schedule an orientation session that includes written/hard-copy department policies and procedures for student workers. Have a document that the student can sign to verify that they have been informed of the policies/procedures and that they agree to follow the guidelines as set by the department. This is also a good place to implement a corrective action protocol, so that students are aware that they must meet job performance standards.

Training and guidance is essential for these students to succeed and develop for future career opportunities in their field of study.

Some items to consider for departmental policy manuals/training are:

- Introduction that reflects the importance of student employees to the department
- Attendance/Punctuality
- Breaks and lunch
- Semester breaks
- Rules for studying while working
- Personal phone calls and visitors
- Eating in the office
- Excessive visiting
- Confidentiality of information
- Fraudulent acts
- Use of office equipment and supplies
- Computer rules for student workers
- Storing personal belongings
- Dress code
- Student employee evaluations
- Disciplinary action

## Working Hours

A student may work up to 20 hours per week each semester including finals week and up to 28 hours per week during winter break, spring break, and summer. Students may not work more than 8 hours per day. Students may earn 50% of the FWS award during the Fall semester and 50% during the Spring semester. If the student does not earn the full 50% of his/her FWS award during the Fall semester, the remaining funds may be earned during the Spring semester (if all eligibility criteria is still met).

In order to spread the earnings throughout the year, you and your student employee should consider the amount of his or her FWS award and rate of pay when determining the number of hours to work each week. For example, Marie is working at a pay rate of \$12.00 per hour and her FWS award is \$4000 for the year (\$2000 each semester). Her employer would like her to work the same number of hours each week throughout the semester. Therefore, if she works 10 hours every week, she will earn approximately \$2160 each semester.

$$\$12.00/\text{hour} \times 10 \text{ hours}/\text{week} \times 18 \text{ weeks}/\text{semester} = \$2160$$

A chart is available upon request to help you decide the number of hours your student employee should work each semester. You are free, however, to set any schedule that meets the guidelines above and does not result in the student earning more than 50% each semester.

If your department has extenuating needs that require a student(s) working weekends and/or over 20 hours a week, you must fill out a **Student Employee Exception to Work Request** at least one week prior to the dates needed for approval.

## Payroll Deadlines

The student employment pay period runs from the 6<sup>th</sup> of one month through the 5<sup>th</sup> of the following month. Supervisors should be in receipt of the student employee's timesheet no later than the last day of the pay period. The supervisor must ensure that the student employee's timesheet is submitted to the Financial Aid Office. **Timesheets are due to the Financial Aid Office on the 7<sup>th</sup> of every month.**

If the completed timesheets is not submitted by the 7<sup>th</sup>, the student employee's paycheck will be delayed. Please inform your student employee of this as soon as possible. Please inter-office mail students' timesheets to the federal work study coordinator, located on the San Jacinto campus.

## Approving Timesheets

One of the major responsibilities of the student employee's supervisor is to verify that the information on the student employee's timesheet is accurate, before signing the timesheet. It is important for departments to coordinate and inform all student employee supervisors of payroll dates and procedures. It is also important

to let the Financial Aid Office know who, in addition to the student employee's supervisor, should be notified of changes on the student employee's award.

## Revisions to Timesheets

If a timesheet needs to be revised after it has already been submitted and processed, the supervisor should submit a "revised" timesheet complete with all of the appropriate signatures. It may be helpful to Payroll to highlight the revisions on the revised timesheet. If the student employee has already been paid, adjustments will be made on the next scheduled pay period.

## Budget Change Form

- Any changes to the original budget code from the Student Employment Hire Slip will require a Budget Change Form (BCF). Submit a completed BCF form at least two weeks prior to the effective date to Human Resources for processing. Any changes to the Federal Work Study (FWS) budget will require approval from Financial Aid Office prior to submitting to Human Resources. You may use the new budget code once it has been approved. The BCF is located on the P Drive
  - Click on folder **Departments**
  - Click on folder **Human Resources**
  - Click on folder **Student Workforce Program (SWP)**

## Monitoring Student Employee Earnings

It is both the responsibility of the supervisor and the student employee to maintain a cumulative record of the student employee's gross earnings. For your convenience, you may use the **Student Employee Earnings Monitoring**. Please note, Federal Work Study student employees must stop working once they have earned their full allotment. If you wish to continue employing your student employee after he/she has earned his/her FWS allocation, you must complete a Budget Change Form changing the budget code from FWS to your department's district budget code. Any earnings above the student employee's FWS allocation will not be paid until a new budget is approved by Business Services. The budget change form should be submitted prior to the end of the pay period for which the change occurred in order to allow both HR and Payroll sufficient processing time to complete the revision. If this is not submitted timely, it may cause a delay in a student employee being paid on time.

The Financial Aid Office will send a "warning" notice to the supervisor when the student employee's earnings are nearing allocation of the FWS semester award. The student employee and supervisor should carefully review how many hours the student has remaining and plan accordingly.

## **Semester Break Periods**

Break periods are the periods between semesters when school is not formally in session, but the college is still open. Break periods include winter break, spring break, and summer break. During school breaks when the college is open, students can work up to 28 hours per week.

## **Summer Employment**

Students are required to meet the summer enrollment criteria of enrolling in at least three (3) units to be eligible for employment as a student worker. If the student is not enrolled in any classes during the summer session, then the hiring decision can be based on enrollment the following fall semester. In this case, the student must have enrolled or intend to enroll in at least six (6) units for fall.

## **Last Day to Work - Federal Work Work-Study**

Last day for a student to work is the last day of instruction for the academic year (this does not include summer) or when the student has reached their full FWS allocation, whichever comes first.

## **Breaks and Lunch**

A student working a consecutive 4-hour period is entitled to a 15-minute break with pay. A student working a 6 to 8-hour period is entitled to two 15-minute breaks with pay and no less than a 30-minute lunch break without pay. Paid breaks may not be taken at the beginning or end of the work period and are not cumulative. The breaks should be taken when they will not place an undue burden on the department.

## **Performance Evaluations**

Employee/employer conflict is best resolved at the department level. Supervisors are urged to utilize performance evaluations, particularly as a means of identifying problem areas and for providing direction for improvement.

Students need feedback on their work performance, so supervisors should make plans to meet with students regarding their progress and give them developmental feedback. If there is room for improvement, this would be a great time to talk about it with the student employee, provide guidance and a timeline for improvement.

It would be ideal to discuss this with the student at the interview so that they will know what to expect. It will give students a goal to aspire to as they work in the department. Knowing the guidelines and clearly explained responsibilities will allow the student to understand that this is a real job and that she/he is seen as a member of the department.

## **Corrective Action**

If students are not performing at an acceptable level, supervisors can provide guidance with appropriate forms of corrective action. If a student has received training and has been provided with expectations for the position but does not perform to expectations, then meeting with the student and setting a corrective plan would be a good way to provide development for the student.

Corrective plans can be developed to cover oral warnings and/or written warnings, depending on the needs of the department. If corrective plans are used, they should remain consistent for all student employees in the department.

If the student does not make improvements after being offered the guidance for improvement, then the supervisor may determine that termination is the best option.

The supervisor must submit an **Employee Separation Slip** when a student employee is terminated for any reason.