

Prescott College Student Employment Program

Policies and Procedures

MISSION

Student employment is a federally funded program to which the College contributes. Its purpose is to prepare and train students to enter the work force. We encourage participants to consider employment an additional aspect of the College's mission.

SCOPE AND PURPOSE

Student employment supports existing budget areas within Prescott College. In addition, at least 7% of federal work study funds must go to community service programs. These may include programs offered at organizations separate from Prescott College (see details below.) This includes at least 1 reading or math tutor in an elementary school.

BENEFITS OF STUDENT EMPLOYMENT

Prescott College Student Employment allows students to practice and learn valuable work-related skills and at the same time helps to meet educational and personal expenses while attending Prescott College. Also, by working skillfully and efficiently in a variety of tasks, students provide a significant, cost-effective contribution to the successful operation of the College and local community service organizations. We see student employment as more than a job; it is an experience that is valued by faculty, staff, and students. This experience outside of the classroom gives the student a foundation that can compliment future employment endeavors and provides the student with a well-rounded education.

PRESCOTT COLLEGE POLICIES

As employees of Prescott College, student employees are subject to all applicable Prescott College Policies, as outlined on the College's website at: <http://www.prescott.edu/intranet/policies/>. In the event of any conflict between Prescott College Student Employment Policies and overall Prescott College Policies, the College's policies will supersede.

NON-DISCRIMINATION POLICY

Prescott College is committed to equal opportunity for its students, applicants for admission and applicants for employment, without discrimination on the basis of race, color, creed, national or ethnic origin, sex or sexual orientation, age, religion, disability, marital or parental status, with respect for public assistance or veteran's status. This policy applies to the administration of its educational policies, financial aid program, or any other programs generally accorded or made available to students. The Equal Opportunity Coordinator, the Director of Human Resources at 928-350-4200 is available to discuss and investigate matters concerning discrimination.

FEDERAL AND DEPARTMENT FUNDING

Prescott College Student Employment Program acts as an umbrella that houses Federal Work-Study (FWS) and non-FWS (PCSE). Students are funded by one or both. FWS is awarded to students who demonstrate financial need as determined by their Free Application for Federal Student Aid (FAFSA). PCSE is allocated to departments at the College as part of their operating budget. Students with FWS eligibility will have their wages paid from 75% federal and 25% department funding. Departments with a budget line for PCSE will contribute the 25% match and may also hire students using 100% department funding. Reading and math tutors as defined by the Federal Student Aid handbook may be paid 100% from federal funding.

FEDERAL WORK-STUDY

Prescott College's annual FWS funding is allocated by the U.S. Department of Education's Federal Student Aid Campus-Based Programs. The annual allocation is applicable for one fiscal year (July 1 – June 30).

FWS is awarded to students who demonstrate financial need as determined by their Free Application for Federal Student Aid (FAFSA).

Example 1: Student A was awarded FWS for the spring term. The student may begin earning FWS on the first day of the fall term.

Example 2: Student B was awarded FWS for the fall and spring terms. The student may begin earning the fall award on July 1. (Since the summer term begins prior to July 1 of the award year, the student must wait until July 1). Because the student began working during the summer, s/he earned the entire fall award by the second week of the fall term. The student may now begin earning the spring award, since the fall term already began.

Example 3: Student C was awarded FWS for the fall and spring terms. The student did not begin working until the first week of the spring term. Student may use both fall and spring awards.

The award will expire on the last day of the spring term. Exceptions are made only for students employed at elementary schools up until the end of their school year and for students assisting with graduation, provided federal funding is available.

NON FEDERAL WORK-STUDY

Institutional work-study is allocated to participating on-campus departments annually. The annual allocation is applicable for one fiscal year (July 1 – June 30).

Students who are not eligible for FWS, or who have reached their FWS eligibility limit, may be paid from institutional funding as available, to work in on-campus (non-community service) positions only. Enrolled students may earn institutional work-study at any time during the year.

NONPROFIT / COMMUNITY SERVICE ORGANIZATIONS

A private nonprofit organization is one in which no part of the net earnings of the agency benefits any private shareholder or individual. An organization must be incorporated as nonprofit under federal or state law. A school classified as a tax-exempt organization by either federal or state Internal Revenue Service meets this requirement. Federal Regulations define **community services** as "services that are identified by an institution of higher education through formal or informal consultation with local nonprofit, government, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs" (Federal Student Aid Handbook, 2013-2014). Prescott College will always consider whether the service provided by the student employee would primarily benefit the community as opposed to the agency or school. These organizations may not hire student employees to replace regular employees.

PRIVATE FOR-PROFIT ORGANIZATIONS

Private, for-profit organizations do not qualify as employers for community service under the Prescott College Student Employment program, but may still participate as off-campus employers. Private for-profit organizations may not hire student employees to replace regular employees.

As in compliance with federal regulations, for-profit organizations do not qualify as employers for community service under the Prescott College Student Employment program. Prescott College requires the organization to pay 50% of student compensation.

OFF CAMPUS WORK STUDY AGREEMENT

Each off-campus employer must enter a written agreement with Prescott College in order to participate in the Prescott College Student Employment program. This agreement is effective for one fiscal year (July 1 – June 30), and must be renewed each year if both Prescott College and the off-campus employer wish to continue the Prescott College Student Employment program relationship. The completed submission of this agreement is considered a formal request to participate as an employer of the Prescott College Student Employment program but does not guarantee approval to participate. An off-campus employer may not participate in the Prescott College Student Employment program until the Student Employment Coordinator sends written confirmation of such. Both Prescott College and the off-campus employer have the right to terminate the agreement if the terms of the agreement are not being fulfilled.

OFF-CAMPUS EMPLOYER SITE VISITS

In collaboration with the off-campus employer, Prescott College is also responsible for ensuring that each student's work is properly supervised. The Student Employment Coordinator will periodically visit each off-campus employer with which there is a Prescott College Student Employment program agreement to determine whether the students are doing appropriate work and whether the terms of the agreement are being fulfilled.

JOB CLASSIFICATIONS

Under construction – Review with HR (stipend vs. hourly)

CREATING NEW STUDENT EMPLOYMENT POSITIONS

It is a federal requirement that Prescott College maintain current job descriptions for all student employment positions. Student Employees will not be paid student employment funds for hours worked in a position that is not currently listed on the Prescott College Student Employment Online website. Authorized department supervisors may create new student employment positions through this website. To ensure compliance with all applicable state, federal and institutional regulations and policies, all positions must be reviewed by the Student Employment Coordinator prior to posting. All jobs expire at the end of the fiscal year and must be reviewed prior to relisting.

STUDENT ELIGIBILITY

In order to participate in the Prescott College Student Employment program, a student must be currently enrolled, or be a continuing student registered for the next regular term at the College. A new student cannot start before the first day of term.

Effective July 1, 2014, students are limited to one job at one time.

Students who are enrolled less than half time or working during a period of non-attendance of five weeks or more are required to have Federal Insurance Contributions Act tax (FICA) withheld from their paychecks. If the student becomes enrolled half time or more, FICA exemption will be reinstated.

Student employees may not work more than 20 hours per week total. This policy is enforced to ensure that a student's employment position does not interfere with her/his academic priorities. The Student Employment Coordinator may make exceptions for positions that include occasional weekend events (i.e. orientations and colloquia). If a supervisor foresees a student working more than 20 hours per week prior notification should be given to the Student Employment Coordinator.

During a period of non-attendance (such as student directed days or breaks), student employees may work up to 40 hours per week if her/his award amount allows.

Under no circumstances may a student employee's work hours exceed 40 hours per week. Employers who permit students to work in excess of 40 hours per week will be responsible for paying the students' gross overtime wages.

INTERNATIONAL STUDENTS

Students enrolled at Prescott College on a student visa may work provided they have a social security card. F-1 students are generally permitted to work part-time on the premises of the school that issued their currently valid I-20, while they are attending that school and maintaining their F-1 status, provided it is limited to 20 hours per week while school is in session the work is performed "on-campus." (see www.nafsa.org for more specifics)

SUPERVISORS

All jobs must have a primary and a secondary supervisor assigned. The role of the secondary supervisor is to provide back up support to student workers and to supervise and complete the time sheet process in the primary supervisors absence.

Before supervisors may participate in the Prescott College Student Employment program, they must complete training with the Student Employment Coordinator and sign the supervisor agreement.

COMPLETION OF HIRE PAPERWORK

Students working for the first time at Prescott College must complete initial hire paperwork. **All paperwork must be submitted to the Financial Aid Office for approval prior to the student's first day of work. Before any student can begin working they must have received a Hire Approval email from the Student Employment Coordinator.**

The required paperwork includes:

Form I-9: Employment Eligibility Verification Form documents that the student is an American citizen or eligible non-citizen at the time of hiring. This form is required for ALL employees of the College. The student needs only to complete one Form I-9 for all student employment positions. An authorized representative of the College completes Section 2: Employer Review and Verification. Students must show proper identification (acceptable documents are listed on the back of the Form I-9) to the authorized representative prior to their first day of work.

Form W-4: Employee's Withholding Allowance Certificate. The student needs only to complete one Form W-4 for all student employment positions. If the following information changes, the student must complete a new form: name change, address change and/or changes in withholding status. The Form W-4 must be completed, signed and returned to the Financial Aid Office prior to the student's first day of work. Questions concerning the Form W-4 should be directed to the Payroll Office.

Form A-4: Employee's Arizona Withholding Percentage Election. The student needs only to complete one Form A-4 for all student employment positions. If the following information changes, the student must complete a new form: name change, address change and/or changes in withholding status. The Form A-4 must be completed, signed and returned to the Financial Aid Office prior to the student's first day of work. Questions concerning the Form A-4 should be directed to the Payroll Office.

Student Agreement: Must be completed before starting work each fiscal year. Student must read and initial each bullet point. Student will be provided a copy for their reference.

Optional paperwork

Direct Deposit Authorization: Must include a voided check or letter from financial institution.

POSTING STUDENT EMPLOYMENT JOB OPENINGS

Authorized supervisors may post, edit or remove current job openings via the Prescott College Student Employment Online website. Job descriptions must include a brief, specific list of duties. Positions must be posted for a minimum of one day prior to initiating hire requests.

INTERVIEW PROCESS

The Prescott College Student Employment program does not have a student placement system. Therefore, it is up to the student to search and apply for jobs using the student employment website. Supervisors may implement any appropriate interview/screening process and may hire any eligible student who qualifies for the position.

PAYROLL PROCEDURES

Student employees: The regular deadline for submitting time sheets is Noon on Monday of pay week. If a student does not submit a time sheet by the deadline, the time sheet will remain pending until a subsequent pay period after the supervisor approves the time sheet.

Student Employment paychecks and direct deposit will be issued every other Friday unless Friday is a school holiday, in which case paychecks can be picked up the following Monday. Paychecks are held in the Service Center. A notice will be placed in the student's mailbox notifying them that a paycheck is available and can be picked up from the staff member at the Service Center. Checks will be held for up to twenty-one (21) days, after which time they will be mailed to the address listed on the student's tax paperwork.

Supervisors: The regular deadline for approving time sheets is Noon on Tuesday of pay week. Supervisors are responsible for reviewing time sheets once between Noon on Monday and Noon on Tuesday. Repeated failure to approve time sheets may lead to disqualification from participating in the Prescott College Student Employment Program.

STUDENT EMPLOYEE PERFORMANCE EVALUATIONS

This form serves as the method of offering student employees a merit raise. Anytime the performance evaluation is used, the original version should be signed by both the supervisor and the student, and sent to the Student Employment Coordinator. Both the supervisor and the student should also retain copies. This is limited to one per year in increments of \$.25 per hour each. Supervisors can find this form at: https://workstudy.prescott.edu/Cmx_Content.aspx?cpId=11

LOSS OF WORK OPPORTUNITY

The student may lose the opportunity to continue working when one or more of the following situations occur:

- The financial aid status changes;
- The total annual student award has been earned;
- The total annual department allocation or federal allocation has been exhausted;
- The supervisor releases the student from employment;

- The student chooses to resign from her/his student employment position.

REGAINING THE OPPORTUNITY TO WORK

If a student is terminated from employment by the supervisor and would like to continue working in the Prescott College Student Employment program, the student *may* be able to regain the opportunity to work again. This depends on the severity of the reason for termination and is at the discretion of the Student Employment Coordinator in collaboration with the Director of Financial Aid.

RELEASE OF EMPLOYMENT BY THE SUPERVISOR

Supervisors may release a student from work without cause if the job is complete or there is no longer an appropriate amount of work to be done.

To release a student employee for cause, the supervisor must first provide the student with a reasonable opportunity to improve before taking action to release the student from a student employment position. Serious situations, i.e., breach of confidentiality, theft, fraud, unauthorized access, or other illegal behavior do not require the following steps and will lead to immediate termination.

In order to give the student employee opportunity to improve, the supervisor should complete the Student Employment Disciplinary Action Form which can be found at:
https://workstudy.prescott.edu/Cmx_Content.aspx?cpId=11.

Step 1 – Verbal Warning – If the supervisor has a job-related problem with the student such as tardiness, poor performance, inappropriate behavior on the job, etc., the supervisor will meet with the student to discuss the situation.

Step2 – Written Warning – If Step 1 does not resolve the problem, the supervisor will address the problem, in writing, to the student. This letter will indicate the problem and provide a recommendation. The letter will also state the consequences if the problem continues. The original letter will be sent to the student by the supervisor. The supervisor will retain a copy and a copy will be sent to the Student Employment Coordinator to be placed in the student's file.

Step 3 – Release of Employment – If Step 1 and Step 2 do not correct the problem; the supervisor has the right to release the student from that particular student employment position. The supervisor will complete the Student Employment Disciplinary Action form and indicate that the student has been terminated from the position along with the effective date. The student is also required to sign this form. The original form will be sent to the Student Employment Coordinator to be placed in the student's file. The supervisor will retain a copy, and will also send a copy to the student.

PENALTIES AND DISQUALIFICATION

Each fiscal year before any work begins; every student and supervisor must sign an agreement. This agreement itemizes the rules and responsibilities for participants. Failure to comply may result in disqualification from the student employment programs.

Time Sheets

Students are expected to submit their time sheets every other Monday by noon. Repeated failure will result in suspension from the Prescott College Student Employment program for the remainder of the term. Supervisors are expected to complete the student time sheet process every other Tuesday by noon. Repeated failure will result in suspension from the Prescott College Student Employment program for the remainder of the term.

Delinquent Time Sheets

Supervisors must follow up with students regarding delinquent time sheets during each pay period. Please refer to the TimesheetX User Guide for instructions. Delinquent time sheets must be resolved no later than the following pay period deadline. Repeated failure will result in suspension from the Prescott College Student Employment program for the remainder of the term.

Unreported Time

Students are responsible for logging their hours into their time sheet after each shift and for submitting the time sheet by the deadline for each pay period. If you do not report your hours before the deadline, you will not be paid. Repeated failure to meet this deadline may lead to termination of employment.

Secondary Supervisors

Supervisors are responsible for notifying the secondary supervisor of their absence and to ensure they take over the responsibilities of the time sheet process.

Supervisor Deadline

Supervisors are responsible for reviewing all time sheets by each pay period deadline. Repeated failure to meet this deadline will result in disqualification in the student employment program.

GRIEVANCE PROCEDURES

Prescott College employees who are Student Employment supervisors should refer to the employee Policy and Procedure Handbook.

Students may file a grievance in response to any perceived abridgment of their rights, whether the perceived abridgment is of their rights according to federal law, their rights as students according to College policies, or simply their personal rights to fair and humane treatment.

Non-academic grievances could concern virtually any instance of perceived mistreatment. Examples range from sexual harassment, discrimination based on race, age, disability, sexual preference, etc., to any other unprofessional and/or illegal conduct on the part of a College community member.

Student Employees who believe they have grounds for a job-related grievance should contact the Student Employment Coordinator, who will help the student determine which of the College's grievance procedures is appropriate to the particular complaint.

Additional, detailed grievance procedures can be found in the Prescott College Student Handbook as well as the Faculty/Staff Handbook.

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