

# Prescott College

## Student Employment Program (SEP)

### Administrator and Supervisor Policies and Procedures

*Revised 7/21/20*

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## **1. OVERVIEW**

### **1.1. MISSION**

Student employment is a federally funded program to which Prescott 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.

### **1.2. BENEFITS OF STUDENT EMPLOYMENT**

Prescott College Student Employment allows students to practice and learn valuable work-related skills and at the same time helps students 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 may compliment future employment endeavors and provides the student with a well-rounded education.

### **1.3. STRUCTURE OF THE STUDENT EMPLOYMENT PROGRAM**

The SEP is administered at Prescott College through the Career Services office, in coordination with Financial Aid and Human Resources. The Director of Career Services is the final arbitrator in all student issues related to Student Employment.

### **1.4. TYPES OF FUNDING FOR STUDENT EMPLOYMENT PROGRAM JOBS**

The Prescott College Student Employment Program acts as an umbrella that houses Federal Work-Study (FWS) and non-FWS/Department funds. Students may be funded by one or both funds.

#### **1.4.a. Federal Work Study (FWS)**

Prescott College's annual FWS funding is allocated to the college 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).

#### **1.4.b. Federal Match**

In some fiscal years, college departments are required to pay 25% of the wages for students with FWS awards. In other years, when the Federal Match is not required, students with FWS eligibility will have their wages paid 100% from FWS.

Reading and math tutors as well as workers involved in literacy activities as defined by the Federal Student Aid handbook may be paid 100% from federal funding, even in years when the Federal Match is required for other positions. See Section 3.2.a. for more information.

### **1.4.c. Department SEP Funding**

Department funds are allocated to departments at the College as part of their operating budget for the fiscal year (July 1 – June 30). These funds are also referred to in this document and elsewhere as:

- Non-FWS funds
- Institutional Work-Study
- Department Funds
- Prescott College Student Employment (PCSE--as the budget line is labeled)

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.

### **1.5. POSITIONS SUPPORTED BY FWS FUNDING**

The Student Employment Program 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 in Section 3.2.). This includes at least one reading tutor in preschool or an elementary school.

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 online Prescott College Student Employment Portal. 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 Director of Career Services prior to posting. All jobs expire at the end of the fiscal year and must be reviewed prior to relisting.

### **1.6. POSITIONS OUTSIDE THE SCOPE OF SEP**

The following types of positions are not within the scope of the Student Employment Program and these policies and procedures:

- Any position paid with a stipend (Graduate Assistant, paid Teaching Assistant, etc.)
- Any position hired directly through Human Resources

Certain "Student Support" positions that were previously paid with a stipend, such as Resident Assistant or Student Union Board Member, have a special status that exempts them from certain rules that most SEP positions must follow. These exemptions are described in Section 4.2.b.

*Note:* It is against Federal rules to replace a career employee or service contract with student worker(s). Replacement is considered displacement. Career employees are:

- Employees in positions that fit the career position definition established by the college, OR
- Employees receiving any regular employee benefits (does not have to be the full range of employee benefits). This description includes part-time employees.

## 1.7. DURATION OF AWARDS

At times, FWS awards for the same fiscal year may be used in terms other than what they were labeled for. For more information, the student should contact the Director of Career Services or a Financial Aid Counselor.

## 2. STUDENT ELIGIBILITY

### 2.1. ENROLLMENT STATUS

In order to participate in the Prescott College Student Employment program, a student must be currently enrolled at least half time, as defined by the student's academic program (see All College Catalog). A new student cannot begin participating in the SEP before the first day of the first term they are enrolled in.

FWS is awarded by the Prescott College Financial Aid Office to students who demonstrate financial need as determined by their Free Application for Federal Student Aid (FAFSA). FWS funds are limited and are generally prioritized for Resident Undergraduates of Prescott College. However, on-campus graduate students, visiting students, and local students in limited residency programs may request consideration for an award.

### 2.2. WORKING DURING BREAKS

There are two conditions that must be met for student workers work over breaks—Department Authorization and Student Eligibility:

#### 1. Department Authorization

Departments must ask the Director of Career Services for authorization to have each student work over a break. If permission is granted, departments may pay for student workers' hours out of their department funding or they may ask the Director of Career Services for permission to have students use any remaining FWS awards the student may have for that fiscal year (July 1 – June 30).

#### 2. Student Eligibility – Enrollment Scenarios for Breaks

To be eligible to work during a break between enrollment periods (summer or winter break), the student must fit one of the following enrollment scenarios:

- Enrolled in at least six credits during that break (ex. Summer Classes). In this case they can work up to 20 hours per week. They are FICA exempt as long as any period of non-enrollment is shorter than five weeks long.
- If they are *not* taking at least six credits during the break, the student must be enrolled in both the preceding regular term and the following regular term for at least six credits each. In this scenario, the student may work up to **25** hours per week. They are NOT FICA exempt if there is at least a five-week break between each period of at least half-time enrollment.

- Summer Example: Student must be enrolled in both the previous Spring term and the following Fall term for at least six credits each.
- Winter Example: Student must be enrolled in both the previous Fall term and following Spring term for at least six credits each.

If the student gives reasonable indication that they will follow through with one of the above enrollment scenarios, but fails to do so, the college should not be held responsible.

Common reasons supervisors may request student workers during the summer:

- Student is employed at elementary schools up until the end of their school year
- Student's position is needed to assist with graduation related tasks
- The student position is needed for college operations during the break

Those who have taken a Leave of Absence or failed to enroll may not hold a student employment position.

### **2.3. VISITING STUDENTS**

Priority for work-study jobs is given to undergraduate students of Prescott College; however, exceptions are occasionally made for visiting students, such as EcoLeague participants. These students do not qualify for Federal Work Study, but on a case-by-case basis may be permitted to work by the Director of Career Services, in consultation with the relevant academic authorities. They would need to be paid out of institutional funds.

### **2.4. INTERNATIONAL STUDENTS**

Students enrolled in resident programs at Prescott College on a student visa may work provided they have a **social security card** and if the hiring department can pay them out of institutional funds. They will not be eligible for FWS. 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. This is limited to 20 hours per week while school is in session (See [www.nafsa.org](http://www.nafsa.org) for more specifics). The Director of Career Services will make a final determination in consultation with Human Resources.

### **2.5. UNDOCUMENTED STUDENTS**

Prescott College complies with all federal laws, including Deferred Action for Childhood Arrivals (DACA). The Director of Career Services will make a final determination in consultation with Human Resources.

### 3. EMPLOYER ELIGIBILITY

#### 3.1. WITHIN PRESCOTT COLLEGE

Student Employment Program positions may include any job working directly for the benefit of Prescott College. These jobs may be in any area of the College's operations. They may also be for an academic department, as long as the student is being required to carry out some required function of that department (i.e. not just paid to study). Any full-time regular employee of the College is eligible to act as a supervisor, as long as s/he has budgetary authority for the department under which the position is posted, or has authorization from someone who does.

#### 3.2. EXTERNAL ORGANIZATIONS

Private, for-profit businesses do not qualify as employers under the Prescott College Student Employment program, but may still advertise available positions by posting jobs to the Student Employment Portal. Prescott College allows these posts as a courtesy to maximize employment opportunities for students. Students may apply to these jobs independently; the College's website will not be used to collect applications. Prescott College is not responsible for any aspect of employment at such external jobs, even though they were originally posted on the Portal.

External nonprofit organizations may post volunteer or paid opportunities on the Student Employment Portal as well. If the organization has made certain arrangements, these positions may qualify as community service and be included in the SEP (See next section). By default, however, they are not; and students may apply to these positions independently, in the same manner as private businesses, with no involvement of the College. The Student Employment Portal clarifies which off-campus work is eligible under the SEP.

##### 3.2.a. *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 which are identified by an institution of higher education, through formal or informal consultation with local nonprofit, governmental, 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 Regulation 34 CFR 675.2).

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/career employees. Interested organizations should contact the Prescott College Career Services office for to apply for participation.

Each year, the college must use at least 7% of its total FWS allocation to pay for student workers to work within the following scope:

- Such fields as health care, child care, literacy training, education, welfare, social services, transportation, housing and neighborhood improvement, public safety, emergency

preparedness and response, crime prevention and control, recreation, rural development, and community improvement;

- Work in service opportunities or youth corps;
- Support services to students with disabilities, including students with disabilities who are enrolled at the institution; and
- Activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling, including career counseling.

However, in meeting this community service requirement, the SEP must include at least one of the following:

- Reading tutoring project that employs one or more FWS students as reading tutors for children who are preschool age or are in elementary school; or
- Family literacy project that employs one or more FWS students in family literacy activities (Federal Regulation 34 CFR 675.18).

### **3.2.b. Off-Campus Work-Study Agreement**

Each off-campus employer must enter into 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 work study 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 Director of Career Services 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.

As part of the written agreement, off-campus employers may not have student workers engage in activities outside the scope defined above and must ensure that when a Prescott College student worker is asked to interact with minors or other vulnerable populations, they will always remain within the line-of-sight of an employee of the off-campus organization until required legal clearances have been met.

### **3.2.c. Off-Campus Employer Site Visits**

In collaboration with the off-campus employer, Prescott College is responsible for ensuring that each student's work is properly supervised in an appropriate environment. The Director of Career Services 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.

## 4. POLICIES

### 4.1. PRESCOTT COLLEGE POLICIES

#### 4.1.a. Internal Policies

As employees of Prescott College, student employees are subject to all applicable Prescott College Policies, as outlined on the College's website at: <https://my.prescott.edu/policies-and-bylaws/>. Applicable policies include, but are not be limited to:

<b>Found at MyPrescott &gt; Employee Resources or MyPrescott &gt; Campus Resources &gt; Safety and Incident Reporting</b>	Smoking and Tobacco Products
	Workplace Violence
Employee Accident Report Form	Use of College Telephone/Equipment
Printable Employee Injury Form	Dogs and Animals on Campus
Incident or Crime Report Form	Standards of Professional Conduct
Report General Misconduct and Behavioral Concerns	Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy
	Drugs, Alcohol, Narcotics
<b>Found at My Prescott &gt; Employee Resources &gt; Policies and Bylaws</b>	Ethics – Conflict of Interest
Employer/Employee Relations	Employee Grievances (Formal)
Equal Employment Opportunity/Non-Discrimination	Employee Grievances (Informal)
Verification of Eligibility to Work	Dispute Resolution for Employment Discrimination and Termination
Hours of Work and Pay Practices	Progressive Discipline
Health and Safety	Handling of Proprietary Materials

In the event of any conflict between Student Employment Policies and overall Prescott College Policies, the College's policies will supersede.

#### 4.1.b. FICA

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 (FICA) tax withheld from their paychecks. If the student becomes enrolled half time or more, FICA exemption will be reinstated. See also Section 2.2.



## **4.2. STUDENT EMPLOYMENT PROGRAM POLICIES**

### **4.2.a. One Job Rule**

In general, students are limited to one Student Employment Program job at a time. This rule is in place to ensure that academics take precedence and employment does not interfere with student academic success. It also makes it more likely that there are enough jobs available for any student who wants one. However, there are two exceptions:

1. Students may have one standard SEP job and one "Student Support" job concurrently. Student Support positions are those that were previously paid with a stipend, but were moved into the Student Employment Program in order to facilitate being paid hourly. Currently, there are only two positions with this designation: Resident Assistant and Student Union Board member.
2. Students may have one standard SEP job and one "Auxiliary" job concurrently. Auxiliary positions are a special designation that provides additional short-term support to an existing job. See details below.

### **4.2.b. Auxiliary Positions**

In recognition that some departments have short-term needs that sometimes exceed the ability of their current staff and student employees to meet, such as special events (e.g. orientations, colloquia, preview days, graduation), the Student Employment Program allows for the creation of "Auxiliary" positions. A department may request the creation of an Auxiliary position only when they have at least one student employee in a standard SEP position with the same job description.

Student employees with any another SEP job may also be hired for an Auxiliary position. Most of the time, Auxiliary positions remain Inactive and the student cannot create a timesheet for it. When the department has a specific need, however, the supervisor may request that Auxiliary jobs be made Active for that pay period. The job will be made Inactive again afterwards.

Before the Auxiliary position is activated, the Director of Career Services will complete the Exceptions process outlined in Section 4.2.d. At least two weeks advance notice is required to activate.

Auxiliary positions are best suited for students whose primary work-study job offers limited hours. If a student does not have another SEP job, they cannot be hired for an Auxiliary position. They must be employed as a standard SEP hire for that department.

### **4.2.c. 20 Hours Maximum Per Week**

Student employees **may not work more than 20 hours per week**, per college rules. This policy is enforced to ensure that a student's employment position does not interfere with her/his academic priorities. Repeated failure to comply with this rule may result in termination of eligibility to participate in the Student Employment Program.

### **4.2.d. Exceptions for Up To 25 Hours Per Week**

During a period of non-attendance (such as student directed days or breaks), student employees may work up to **25** hours per week if their FWS award amounts allow and the student and department agree to this increase. No specific permission is needed in this instance.

Students with Student Support positions may always work up to 25 hours per week as a combined total for both their positions. Those with Auxiliary positions that have been made Active may also work up to 25 hours per week. They may only work 25 hours during weeks for which the Auxiliary position supervisor has expressed need. They are limited to 20 hours per week otherwise.

Additionally, any supervisor may request an occasional increase up to 25 hours for positions that have a specific one-time need. The student may work these hours for the requested week only.

All requests for exceptions to the 20 hour maximum, whether an Auxiliary position made active or a one-time request, must be sent to the Director of Career Services **at least two weeks in advance**. The Director of Career Services will initiate an approval process requiring the following:

- Expressed consent from the student worker that they agree to work over 20 hours that week and have the capacity to do so
- Confirmation that the student is not on Academic Probation and has no academic warnings
- Confirmation that the student is not currently flagged by the Student Support Committee

#### **4.2.e. Working More Than 25 Hours Per Week is Never Permitted**

Under no circumstances may a student employee's work hours exceed 25 hours per week. This prohibition is due to federal laws concerning employee benefits. Employers who allow students to work over 25 hours per week risk losing work-study positions in their department.

## **5. PRE-HIRE**

### **5.1. STUDENT RESPONSIBILITIES**

Before students may participate in the Prescott College Student Employment program, they must complete a Student Employment Agreement, which outlines work-study guidelines. In addition to those guidelines, they must also adhere to all policies and procedures they are trained on by their department. A new Student Employment Agreement must be submitted each academic year. It is available from the Career Services Office. Please see *PC Student Employment Program (SEP) - Appendix II - Student Agreement*.

Failure to comply with SEP or department policies and procedures may result in disqualification from the Student Employment Program.

### **5.2. COMPLETION OF HIRE PAPERWORK**

Students working for the first time at Prescott College must complete initial hiring paperwork. **All paperwork and proper identification must be submitted to the Career Services Office for approval prior to the student's first day of work. Before any student can begin working they and the supervisor must have received a Hire Approval email from the Director of Career Services.**

Prescott College employees should not advise students regarding tax withholdings, exempt status, etc. Students should be referred to a family member or friend they trust or a tax professional. Prescott College staff should ensure all required federal and state form fields are completed.

**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 third page of the Form I-9) to the authorized representative prior to their first day of work. Identification must be originals, not photocopies.

*Note: A social security number is not necessary for Form I-9, but it is necessary for the college's payroll system and should be entered into the Form W-4 and Form A-4.*

- **Form W-4:** Employee's federal 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 Career Services Office prior to the student's first day of work.
- **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 Career Services Office prior to the student's first day of work.
- **Student Agreement:** Must be completed before starting work each fiscal year. Student must read and initial each bullet point. An online version may be available. The student may keep a copy for their reference.

**Optional paperwork:**

- **Direct Deposit Authorization:** Must include a voided check or letter from financial institution. This form may be dropped off at the Career Services Office or can be given directly to the Payroll Specialist in the Business Office.

## 6. HIRING

### 6.1. POSTING STUDENT EMPLOYMENT JOB OPENINGS

Authorized supervisors may post, edit, or remove current job openings via the Prescott College Student Employment Portal. Job descriptions must include a job title, primary supervisor, start and end dates, and a brief, specific list of duties. All positions must also list a secondary supervisor(s)

who has authority to approve timesheets should the primary supervisor be unavailable. Positions must be posted for a minimum of five days prior to initiating hire requests.

**6.1.a. Rules:**

- Displacement of existing employees is not allowed and could result in federal audit findings. Replacement of career employee(s) at Prescott College or a service contract by student worker(s) is considered displacement.
- Student Workers may not be involved in constructing, operating, or maintaining any part of a building used for religious worship.
- The college may not solicit, accept, or permit soliciting any fee, commission, contribution, or gift from the student worker as condition of employment.
- Students may not be paid for receiving instruction.

**6.1.b. Changing Posted Openings**

The only individuals who have authority to make any changes to a job posting or an existing Job Profile are the listed primary supervisor or secondary supervisor. Any change in supervisors for the position, for example, must be first initiated by one of them. Such changes should always be driven by the clear needs of the department and of Prescott College, not the limitations or desires of a student employee. Changes that are substantial enough may merit creating an entirely new position and rehiring. If a change is made to the job expectations in a current Job Profile, the existing student employee must first be made aware of the alterations. Changes to a job posting or Job Profile should be coordinated through the Director of Career Services.

**6.2. 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 Portal. Supervisors may implement any appropriate interview/screening process and may hire any eligible student who qualifies for the position. Supervisors should ask all students interviewed the same set of questions.

**7. SUPERVISION**

**7.1. SUPERVISOR RESPONSIBILITIES**

Supervisors must familiarize themselves with all college policies prior to hiring student workers. Please refer to the Prescott College Policies cited in Section 4.1. of this document.

Before supervisors may participate in the Prescott College Student Employment Program, they must complete training with the Director of Career Services where needed and sign the Supervisor Agreement, which outlines supervisor responsibilities related to safety and security, hiring, training, timesheets, performance issues, and disciplinary action. Please see *Student Employment Program (SEP) - Appendix I - Work Study Supervisor Agreement*.

Failure to comply with SEP or college policies and procedures may result in disqualification from the Student Employment Program.

### **7.1.a. Safety and Security Protocols**

Supervisors must be diligent in enforcing and training students on safety and security protocols. Supervisors must give extra consideration to these protocols at any time the student is given access to building keys and/or may be working shifts without a supervisor or career employee present.

If a supervisor is not fully trained on safety and security protocols for their work environment and/or student job descriptions, they must contact the Risk Management Lead for the College immediately to schedule training for themselves and their student workers.

### **7.1.b. Physical presence**

Supervisors are expected to ensure that student employees have adequate supervision. It is allowable for students to work independently (including working remotely) in many positions, however. For positions that do not have a supervisor physically present, the supervisor must have a method to provide specific instructions, verify hours worked, and determine performance.

Students working with sensitive personally identifiable information, such as social security numbers, must always have a supervisor physically present until/unless they have signed a Confidentiality Agreement, available from Human Resources. Students working with vulnerable populations, such as minors, must have line-of-site supervision until required clearances (e.g. a Fingerprint Card) have been met.

## **7.2. TIMESHEET AUTHORIZATION**

Timesheet deadlines for supervisors and students are listed at the bottom of each timesheet. For a copy of the annual payroll schedule, refer to the Pay Schedule for Student Employees at <https://my.prescott.edu/financial-and-payroll/>, or contact the Director of Career Services.

Supervisors must assure that students understand the deadline requirement for submitting their timesheets. Likewise, supervisors must authorize all submitted timesheets by the required due date and time. Timesheets that are submitted late or not authorized on time will likely miss being paid on the expected pay date for that pay period. After late timesheets are finally submitted and approved, any wages due will be added to the next pay period.

Supervisors must provide all new student employees a training period to learn how to submit timesheets. It must last at least two pay periods during which time the supervisor may not "Reject" a timesheet due to errors unless they take responsibility for making sure it is resubmitted in time for that pay period's payroll processing. Instead, the supervisor should correct the timesheet and discuss the mistakes with the student.

## **7.3. PAYROLL PROCEDURES**

Student employees are always paid minimum wage for all positions uniformly. There is no merit-based pay increase for students who remain in a position for multiple years.

Student employees are paid biweekly on the same pay schedule as regular Prescott College employees. By default, students are paid via paycheck, which will be sent to the address included on their Contact Form. Students who have given the campus address will have their paychecks placed

in their on-campus student mailboxes. Students who do not have an on-campus mailbox should contact the Payroll Specialist to make other arrangements to receive their paycheck. Any student may set up direct deposit with the Payroll Specialist as an alternative to a paycheck.

## **8. TERMINATION**

### **8.1. 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.

### **8.2. 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.

#### **8.2.a. Disciplinary Action**

To release a student employee for cause, the supervisor should first provide the student with a reasonable opportunity to improve before taking action to release the student from a student employment position. The supervisor should document the constructive feedback/warning process by using the Student Employment Disciplinary Action Form, and then forward it to the Director of Career Services, who will share with Human Resources. The form can be found in the Forms and Information section of the Student Employment Portal:

[https://workstudy.prescott.edu/Cmx\\_Content.aspx?cpld=11](https://workstudy.prescott.edu/Cmx_Content.aspx?cpld=11).

#### **8.2.b. Immediate Termination**

Serious situations, i.e. breach of confidentiality, theft, fraud, harassment, unauthorized access, or other illegal behavior, will lead to immediate termination. The supervisor must submit documentation of the circumstances and outcome to the Director of Career Services, but the Disciplinary Action Form will not be required.

#### **8.2.c. 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 Director of Career Services in collaboration with Human Resources.

### **8.3. STUDENT RESIGNATION**

Student employees are free to leave a position voluntarily at any time. In the interests of professional development, the Career Services Office encourages all students planning to do so to communicate their intention clearly to their current employer and provide a two-week notice when possible. When a student wishes to leave one SEP position to assume another, the Career Services Office will require at a minimum that the student employee send a letter (or email) of resignation to their current supervisor before authorizing a hire for another SEP job.

### **8.4. GRIEVANCE PROCEDURES**

Prescott College employees who are SEP supervisors should refer to the Prescott College Policies section earlier for a link to grievance policies and procedures. 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 Director of Career Services, who will help the student determine which of the College's grievance procedures is appropriate to the particular complaint.

## **APPENDICES**

Student Employment Program (SEP) - Appendix I - Work Study Supervisor Agreement.

PC Student Employment Program (SEP) - Appendix II - Student Agreement

## ***Student Employment Program (SEP) - Appendix I*** **2020-21 Supervisor Agreement**

***Please initial each statement below, sign the second page and return this form to the Career Services office:***

- Given that work study is a Federal program with consequences for non-compliance, supervisors must approach work study supervisory duties with the same care, effort, time commitment and professionalism required to supervise workers hired through HR. Supervisors who are not able to adhere to the guidelines outlined in this document, regardless of the reason, should not supervise work study workers.
- On-Campus Work Study Supervisors must adhere to [the Student Employment Policies and Procedures](#) and all college policies as found at the Student Employment Portal. [Similarly, Off-Campus supervisors must adhere to their organization's policies.](#)

### **Hiring**

- Supervisors are responsible for updating their current student employment job descriptions to ensure accuracy.
- Supervisors are responsible for creating effective interview and hiring processes concerning potential student employees.
- To ensure compliance with federal laws, the student **must not be allowed to work until the Hire Approval is received** via email from the Student Employment Coordinator. Supervisors must submit a hiring request in the JobX/TimesheetX system before receiving hiring approval.
- Students may not work in the Student Employment Program unless they are registered for at least **6 credits** throughout the current semester.

### **Secondary Supervisor**

- Supervisors **must always designate a secondary supervisor for each student** and ensure their name is recorded in TimesheetX. Supervisors must make sure s/he is briefed on how to verify hours worked, approve timesheets, and other duties that need to be covered during the supervisor's absence. The supervisor must inform the secondary supervisor of the dates of any planned absences.

### **Training**

- Supervisors must allow students a training period of at least two pay periods to learn how to submit timesheets before rejecting a timesheet for errors. A timesheet should only be rejected for a serious error as the rejection puts students at substantial risk of receiving their paychecks two weeks late.
- Supervisors must provide proper training concerning attendance, punctuality, confidentiality, professional conduct, work attire, and hygiene.



## **Safety & Security**

- Supervisors must follow safety and security protocols and provide clear training and guidelines for their student employees.

## **Timesheets**

- Supervisors must have a process, such as a sign-in sheet, for verifying hours worked. They must ensure the accuracy of student employee time sheets and approve them in the JobX/TimesheetX system by the payroll deadline as listed on each timesheet and the Student Payroll Schedule (usually every two weeks).
- Supervisors are responsible for tracking time sheets. Specifically, supervisors must 1) Follow-up with a student employee if a time sheet has not yet been started and 2) Track and resolve delinquent time sheets.
- Supervisors must ensure that student timesheets are authorized by the deadlines established in the annual Pay Schedule for Student Employees, found in the Financial and Payroll section of MyPrescott. Generally, authorization is due every other Tuesday by noon. If the supervisor is unable to complete this authorization on time, s/he must arrange for the secondary supervisor to do so.

## **Performance Issues and Disciplinary Action**

- Most problems with student employees should first be discussed and handled directly with the student involved. If the problem remains unresolved, contact the Student Employment Coordinator to assist in resolution. Serious situations, i.e. breach of confidentiality, harassment, safety issues, theft, fraud, unauthorized access, or other illegal behavior should be immediately brought to the Student Employment Coordinator.

## **Ongoing Supervision**

- Supervisors are expected to develop a work schedule with each student employee that will allow academics to maintain priority.
- Supervisors may not borrow from or loan workers to other departments without the permission of the Student Employment Coordinator. Even if students are loaned to another department, the primary supervisor is still responsible for verifying and authorizing hours worked.
- Supervisors are expected to ensure that student employees have adequate supervision. For positions that do not have a supervisor physically present, the supervisor must have a method to provide specific instructions and determine performance. Students working with sensitive personally identifiable information, such as social security numbers, must always have a supervisor physically present until/unless they have signed a Confidentiality Agreement, available from HR. Students working with vulnerable populations must have line-of-site supervision until required clearances have been met.
- **Supervisors may not allow students to work more than 20 hours per week during an enrollment period.** The Student Employment Coordinator may make an exception for positions that involve occasional weekend events or similar

(i.e. orientations and colloquia). Requests to exceed the 20-hour limit must be sent to the Student Employment Coordinator at least two weeks in advance, in order for the required approval process to be completed.

- Supervisors are expected to ensure that student employees have an appropriate amount of work assigned during each scheduled shift. It is a violation of federal law to pay a student work-study funds if the student is not actually working.

I have read the above responsibilities and understand that failure to comply may lead to disqualification from participating in the Prescott College Student Employment program.

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Printed Name

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Signed Name

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Date

**Prescott College Student Worker Employment Program (SWEPE) - Appendix II**  
**"2020-201 Student Worker Agreement"**

- An "applicant" is **not eligible and may not participate** in the Prescott College Student Worker Employment Program (SWEPE) unless they are registered at Prescott College for at least **6 credits** throughout the current academic semester.
- Prior to eligibility and participation within the Prescott College SWEPE, the "applicant" shall have received a **"Hire Approval Email"** from the Student Worker Employment Coordinator (SWEC).
- Prior to any "applicant" becoming eligible for participation within the Prescott College SWEPE, they shall have completed all required paperwork, including the presentation of accepted identification for the purposes of the federally mandated I-9 program. Upon acceptance into the SWEPE, the "applicant" status becomes that of a "StudentWorker."
- Any time a Student Worker is working with children, the Student Worker shall remain within "line of sight" of the Student Worker's Supervisor and/or within "line of sight" of a Staff Member of the organization or school.
- Student Worker's are responsible for accurately logging their hours into their electronic time sheet. This shall be completed after each shift. The Student Worker is responsible for the proper submission of their electronic time sheet by the deadline for each pay period. Repeated failure to meet this requirement may lead to termination of employment.
- The Student Worker is expected to create a satisfactory work schedule, in coordination with their supervisor. It is the Student Worker's responsibility to abide by and maintain the Student Worker schedule. Student Worker's shall arrive for work, prepared to work, on time and for all hours scheduled.
- As employees of the College, Student Workers must conduct themselves in a professional manner.
- "Confidentiality" is a requirement, for all employees of Prescott College, including Student Workers. The requirement of "Confidentiality" shall be maintained at all times, including but not limited to, College records and/or other information.  
**Breaches of "Confidentiality", including but not limited to, theft, fraud, unauthorized access, or any other unlawful behavior may result in an automatic termination, without any requirement of awarning.**
- If a Student Worker arrives at work and no duties have been assigned, it is the Students Worker's responsibility to make an immediate inquiry to the Supervisor on duty for a work assignment.
- If a Student Worker has, included but not limited to, issue, problem, concern and/or other matters regarding a Supervisor, initially, the Student Worker should attempt to discuss the issue directly with the Supervisor involved. If this is not practicable or the Student Worker has a previously undisclosed, legitimate basis for not going directly to their Supervisor, it is the Student Worker's responsibility and obligation to immediately contact, to discuss the issue, with the next level Supervisor or the Student Worker may go directly to the Prescott College Human Resource Office (PCHRO).
- When the issue/problem involves the safety, wellbeing and/or conduct/actions of any person or individual and/or when the issue/problem is of a sensitive nature and/or attempts at resolution have failed, the Student Worker may contact the Prescott College Human Resource Office (PCHRO) or the Student Worker can contact the Student Worker Employment Coordinator (SWEC) to assist in resolution.

**Prescott College Student Worker Employment Program (SWEPE) - Appendix II**  
**"2020-2021 Student Worker Agreement"**

- A Student Worker that is a victim of, witnesses and/or gains knowledge of the harassment of any person, including but limited to, other Student Worker(s), employees of Prescott College and/or any other person, the Student Worker shall report the allegations of harassment to the Prescott College Human Resource Office (PCHRO) or the Student Worker Employment Coordinator (SWEC). The Student Worker will complete the "Harassment Complaint" Form and/or other relevant forms. All forms can be obtained from the Student Worker Employment website under "Forms and Information" or directly from the SWEC.
- Student Workers are not entitled to, including but not limited to, Vacation Leave Hours and/or Holiday Time Hours and therefore may not include Hours for Vacation leave and/or Holiday Time Hours with submission of the Student Worker's time sheet.
- Student Workers may be entitled to the accrual of "Sick" leave following 90 days of employment. Please refer to the accrual and procedures for the use of "Sick" leave by a Student Worker. "Notices" with more information are on department bulletin boards or you may contact Human Resources.
- Student Worker's shall take (1) one 15 minute break for every 5 hours of work. Breaks of 30 minutes or longer are unpaid and must be indicated on the time sheet. All breaks should be taken as close to the middle of the scheduled shift as is practicable.
- Student Workers may not work more than 20 hours per week during an enrollment period and may never work more than 30 hours per week.
- Student Workers may only work (1) one work study job at a time.

I have read the above "2020-2021 Student Worker Agreement" (Agreement), the responsibilities of the Student Worker, and I understand that failure to comply with all of the terms contained within this "Agreement" may lead to disqualification from participation, in total and/or in part, in the Prescott College Student Worker Employment Program (SWEPE).

\_\_\_\_\_  
**Print Name of Student Worker**

\_\_\_\_\_  
**Signature of Student Worker**

\_\_\_\_\_  
**Date**

**For Prescott College "Student Worker Employment Program" (SWEPE),**

\_\_\_\_\_  
**Rich Ormond**  
**Director of Career Services**  
**"Student Worker Employment Coordinator" (SWEC)**

\_\_\_\_\_  
**Date**