

## CARROLL COLLEGE WORK-STUDY GUIDELINES

### LOCATING A JOB

#### Student Employment at Carroll

Employment can be a very important part of your experience at Carroll. Working while attending college can help to defer the cost of education, assist you in learning valuable time management skills, and give you transferable experience when you enter the job market.

Carroll College participates in the Federal Work-Study Program. The federal government provides 75 percent of the funds and Carroll provides the remainder. Work-Study awards are based on financial need and packaged with other types of financial aid. Community service job opportunities may be available to Work-Study participants. For more information, contact Carroll's Human Resource Office, O'Connell Hall, Room 212.

The wage for student positions is \$6.90 per hour (the amount will be adjusted to meet the Federal and State limit increases as they become effective). Listings of open positions and their supervisors are available online at <http://www.carroll.edu/employment/stujobs.php>, or at the Office of Human Resources, O'Connell Hall.

**WORK SCHEDULE** Students are expected to work out a satisfactory schedule with the supervisor. Schedule changes should be discussed in advance and approved by the supervisor.

The Work-Study award, **as listed in the financial aid package**, is the maximum amount a student may earn during an academic year. Awards are based on an average of **11 hours per week**. Once the amount of the Work-Study award is earned, the aid award may be adjusted or a student's employment may be terminated. It is the responsibility of the student and supervisor to monitor earnings so that the student stays within his or her earning limits and can work the entire year. Students can find out what dollar amount and percentage they have earned from their supervisor or the Financial Aid Office. A student may have more than one job on campus (as long as he or she can meet the requirements of each position) in order to earn the amount awarded. It is the responsibility of the student to apply wages earned from Work-Study toward the cost of education.

**TIME SHEETS** Time sheets are sent to supervisors. Students only include the hours actually worked on their time sheets. Time for coffee breaks, vacations, holidays, sick days, and meals are not included as time worked. Each Work-Study student is responsible for the accuracy of time sheets. All hours are approved and authorized by the supervisor. It is the supervisor's responsibility to ensure time sheets are returned to the Human Resource Office for payroll processing. Time sheets, signed by both the supervisor and the student, are due in the Human Resource Office by 12:00 p.m. on the first working day of each month.

### PAYCHECKS

Students are paid on the tenth day of each month. Paychecks are available from the Business Office after 9:00 a.m. Bring a photo ID for identification purposes. If the tenth falls on a weekend, checks will be ready on the Friday prior to the tenth.

**TRANSFER OR TERMINATION** If any student wishes to terminate a job and/or transfer to another position, he or she must provide two weeks notice to the current supervisor. A new Student Employment Authorization form must be completed and submitted to the Human Resource Office before beginning a new job. Please notify the Human Resources Office when terminating a position.

College employment is an opportunity. Satisfactory job performance, as determined by the supervisor, is required for continued employment. Problems should be resolved between the student and supervisor. Additional assistance with problem resolutions may be available from the Human Resource Office. Students who fail to meet employment standards of a department and/or the College may forfeit their opportunity to work. Please see Discipline/Dismissal. Section for more information.

**DISCIPLINE/** *Discipline*

**DISMISSAL** It is the policy of Carroll College that students may be disciplined for job-related reasons, up to and including termination. "Job-related reasons" means grounds for taking disciplinary action based on failure to satisfactorily perform job duties; disruption of the College's operations; failure to meet the expectations or the goals of a plan of improvement; violation of the College's procedures, policies, rules, or performance standards; or other legitimate business reasons.

Discipline shall be commensurate with the seriousness of the offense. For example, the College, at its discretion, may use corrective counseling or an oral warning before more severe disciplinary action is taken for routine performance deficiencies and lesser offenses. More severe disciplinary action, up to and including termination, will be taken for more serious offenses (which may include, but not limited to theft, illegal use of alcohol or other drugs, failure to report for work, contract violations, or inappropriate use of technology), and repeated lesser offenses (which may include, but not limited to paperwork errors, arriving late or leaving work early or inappropriate behaviors that compromise the integrity of the employee in the position).

*Discipline Appeals*

In keeping with the Mission Statement of Carroll College, an individual who believes he/she has been disciplined or terminated beyond job-related reasons; every effort should be made to resolve problems, whenever possible, on an informal basis outside the formal grievance procedure. For advice on how to resolve the situation informally, the individual may contact the Vice President for Student Life, the Director of Human Resources, or the Counseling Center.

If the student is unable to resolve the grievance informally, the student may file a grievance with the offending party's supervisor (if a Carroll employee), or the appropriate vice president. The grievance should be in writing and describe the nature of the problem, the specific reasons for the student's dissatisfaction, and the student's desired solution. In addition, the student should submit a list of the names of the person(s) who have knowledge about the grievance and copies of any relevant documents. The grievance should be filed as soon as possible after the incident or action occurs. Early reporting is encouraged because the college's ability to investigate an act or report diminishes with time.

All grievances must be forwarded to the Director of Human Resources who will consult with the offending party's supervisor or vice president regarding the appropriateness of the discipline/termination decision. The final decision regarding the outcome of the grievance lies with the direct supervisor or appropriate vice president.

The direct supervisor/vice president's decision will be communicated to the parties involved. If determined necessary, the college will then take prompt and effective remedial action. The action must be commensurate with the severity of the offense and be made known to the student.

**CONFIDENTIALITY** There are many employment positions where a student has access to confidential material. Students are expected to respect the confidential nature of information they may read, overhear, etc. concerning students, parents, faculty, staff, alumni, donors, or vendors including income information, tax information, grade and job evaluations, documents relating to performance, salary and fringe benefits, insurance information, account information and other administrative or personal information.

Supervisors should identify confidentiality issues with all employees, including student employees. All students must sign a Statement of Confidentiality upon beginning employment at Carroll.

**SUMMER EMPLOYMENT** Although fewer than during the academic year, Carroll also has summer employment opportunities. In addition to the hourly wage, Carroll has a limited number of rooms available to students working over the summer period. To qualify for summer housing, a student has to either be enrolled in summer school or working at least 60 hours a month for the College. A student will be charged an upfront fee of \$40 a week (or \$135 a month) for summer housing. Sign up is on a "first come first served" basis for those going to classes and or working for the college. Students who fail to work 60 hours in a month will pay the rate of \$100 a week or \$360/month. Students are not required to purchase a meal plan. If space is available, Carroll students who are not working for the college and not attending classes may stay in summer housing for the rate of \$100 a week or \$360 per month.

In the event a student is employed under Work-Study during a period of non-enrollment, such as summer, the student must contact the Financial Aid Office and a Free Application for Federal Student Aid (FAFSA) for the next period of enrollment must be in the Financial Aid Office before a student can begin employment in a Work-Study position for the summer semester. New student employment authorizations are required for summer jobs. Each student's summer Work-Study earnings will be factored into packaging the financial aid for the next period of enrollment. Summer Work-Study earnings will be packaged after the stipulated amount of financial need has been met. If a student exceeds 100 percent of need after summer Work-Study has been added, the award package will be re-evaluated. In most instances, this process does not negatively affect the year's financial aid awards.

**HUMAN RESOURCE OFFICE** Job descriptions for student positions will be kept on file in the Human Resource Office. Every effort will be made to assist students and employers in filling all available positions. Time sheets will be distributed and collected at the Human Resource Office. A Human Resource officer will verify Work-Study eligibility as noted on the time sheets, review hours, and sign and forward time sheets to the Business Office for processing. Time sheets for students who have not completed the necessary paperwork will be held in the Human Resource Office until all paperwork is complete. The necessary paperwork that must be completed and returned to the Office of Human Resources to include all documents requested on the I-9 form. Upon receipt of the completed paperwork, time sheets will then be forwarded to the Business Office and processed with the next student payroll.

**QUESTIONS?** Financial Aid Office, 406-447-5425  
Human Resource Office, 406-447-5500  
800-992-3648  
www.carroll.edu  
Carroll College  
1601 N. Benton Ave.  
Helena, Montana 59625-0002