

CARROLL COLLEGE

STUDENT EMPLOYMENT HANDBOOK

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WELCOME!

We are excited to have you here at Carroll College! We hope that your time on campus is both rewarding and challenging. This handbook is designed to provide general expectations for student employees and for the student employee Supervisors. Many Carroll students work in more than one position, in more than one office, and each role may have a unique approach to addressing specific policies. However, it is important for everyone to become familiar with the general policies within this handbook. Our goal is to have the employment process run smoothly and efficiently for each Supervisor and Student Employee.

INTRODUCTION

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.

Most student employment positions are located on campus, but some opportunities are available in our local community-based, non-profit, and/or governmental community service organizations. Both on-campus and off-campus work experience helps students develop a variety of skills, including communication and interpersonal skills. These skills, along with the skills gained through academic course work and extra-curricular activities will prove to be very useful in preparing students for future careers.

STUDENT EMPLOYMENT ELIGIBILITY

To be eligible to work, a student must be admitted and registered at least half time (6 credit or more) and be in good academic standing during the current semester in which the student works. Audited classes do not count toward the credit hour requirement and therefore do not qualify for student employment. The only exception to this enrollment requirement is during the summer.

During the summer session, an individual may still be considered a student employee if they were enrolled and completed classes in the Spring Semester.

International students interested in working while on their student visas have specific rules, regulations and federal guidelines that must be followed. The Global Education office can provide assistance regarding on-campus employment for international students.

TYPES OF STUDENT EMPLOYMENT

Federal Work-Study - Carroll College participates in the Federal Work-Study Program. Each year, the federal government provides funding for employment programs in order to enable students with demonstrated financial need to work while attending college. Federal 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. Having a Federal Work-Study award as part of your financial aid award does not guarantee employment, students still need to apply and interview for positions. Federal Work-Study is not awarded during the summer and may only be earned from August to May each academic year.

Regular Student Employment - Students who are not eligible for Federal Work-Study may still work on-campus through our regular Student Employment Program. These students are paid from Institutional funds.

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.

Students may not work more than 8 hours in one day or more than 20 hours per week, between all jobs during the academic year.

When classes are not in session (holiday breaks or summer), students are limited to 8 hours per day and 40 hours per week between all jobs. Students may never work during a scheduled class time.

For Federal Work-Study students, the award listed in their financial aid package is the maximum amount a student may earn during an academic year. Awards are based on an average of 10 hours per week. Once the amount of the Federal Work-Study award is earned, the aid award may be adjusted, a student's employment may be terminated or the student's wages will switch to Regular Student wages depending on the Department's budget. Students can find out what dollar amount and percentage they have earned from the Financial Aid Office. A student may have more than one job on campus 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.

WAGE INFORMATION

Campus jobs will pay students in accordance with the Carroll College Student Wage Tiers that can be found in the HR Office. Exceptions to the maximum wage limits are generally not allowed, but in very rare circumstances, may be approved after consulting Human Resources.

All students are temporary, probationary, non-benefited employees who do not earn holiday, sick or vacation pay or unemployment compensation. Students are not allowed to work more than 8 hours per day between all positions. The maximum total hours a student employee can work in a Sunday through Monday work week is 20 hours during the academic year and 35 hours during the summer. Students should never work more than 40 hours in a week.

Students will be paid with an hourly wage and not a flat stipend. Student stipends must qualify under the federal stipend regulations and must have prior approval from the Office of Human Resources before being offered.

BENEFITS

All student employees are considered temporary, probationary employees and are not eligible for benefits.

FINDING A JOB

Students are responsible for finding and applying for their own jobs; they are not assigned to specific positions. This gives each student the flexibility to find the type of position that best fits their interests, experience and class schedule each semester. It is the student's responsibility to initiate the job search and contact prospective employers. However, any student who has tried to find a job and is having difficulty may contact the Office of Financial Aid or the Office of Human Resources for assistance.

Listings of available Federal Work-Study and Regular Student employment positions are posted on the Carroll website at: <https://www.carroll.edu/about-carroll/offices-services/employment-jobs/student-positions>. The Office of Human Resources also has information about current positions. The Office of Human Resources will facilitate the student hiring process.

HIRING PROCESS

Supervisors must submit a Student Employment Work Authorization Form for every student at the beginning of each academic year as well as the beginning of each summer.

If the student has never worked on campus, they will be required to complete a Form I-9, Form W-4 and M W-4 before they can officially start to work. Students should be prepared to present proper documentation of their eligibility to work and earn a paycheck in the US. These documents include but are not limited to:

- Driver's License and Social Security Card
or
- Driver's License and Birth Certificate
or
- Passport

BACKGROUND CHECKS

Carroll College is committed to protecting the safety and security of our employees, students, and guests, as well as safeguarding the assets and resources of the College. To support this commitment, the College requires background checks for all new hires and volunteers in accordance with applicable laws. Student employees must successfully complete a background check before beginning their employment. For comprehensive information, please refer to the official Carroll College Background Check Policy found on MyCarroll.

SUPERVISOR'S RESPONSIBILITIES

As a Supervisor, you are responsible for hiring and overseeing your student employee(s). This means that you will be assigning responsibilities, delegating tasks, professionally developing, and managing your student(s). Your job is to provide an engaging and learning work environment, as well as help establish a skill set that will help your student in their career after College. The following is a list of responsibilities that you have as a student Supervisor:

- Submit a job announcement to HR.
- Interview potential student candidates against a hiring criteria, and selecting the student who best fits your needs.
 - Develop interview questions in advance and ensure uniformity across all candidates. Follow-up questions are permitted for clarification or deeper insight.
 - All questions must be job-related and legal. If unsure, consult the Appropriate Interview Questions Guide (can be found in the Search Committee Documents folder saved in the shared Google Drive) or contact HR.
 - Avoid yes/no questions; ask open-ended questions that allow candidates to elaborate.
 - Yes/No Example: "Have you ever worked in an empowered work environment?"
 - Open-ended Example: "How do you define the term empowerment? What have been your experiences working in an empowered environment?"
 - ILLEGAL INTERVIEW QUESTIONS: It is illegal to ask questions about their:
 - Age
 - Birthplace, country of origin or citizenship
 - Disability
 - Gender, sex or sexual orientation
 - Marital status, family, or pregnancy
 - Race, color, or ethnicity
 - Religion
- Offer job to your selected student candidate.
- Complete and submit the Student Employment Authorization Form to HR.
- Oversee the performance of the assigned student staff, including all work assigned to the student and all work completed by the student.

- Supervise the development of good workplace behavior.
- Supervisors must not schedule students during scheduled class time.
- Students may not work more than 20 hours per week, including Federal Work Study eligible students (this includes all jobs that the student may have on campus).
- It is recommended that students working at least five consecutive hours be granted a 30-minute unpaid lunch break.
- Breaks of 20 minutes or more are unpaid; breaks less than 20 minutes must be paid.
- Provide applicable training to your students.
 - Explain responsibilities related to the position and detailed expectations as soon as possible.
 - Give the student a general overview of your department so the student can understand how their positions fits into your department's mission.
 - Clarify who will be responsible for training, supervising, and giving instructions to the student.
 - Introduce the student to fellow student and professional staff members.
 - Create goals with your students, along with an achievable timetable.
- Best practices:
 - Remain patient with your students. Many students have never worked before and may be unfamiliar with common workplace practices. Patience, kindness, and clarity will go a long way.
 - Understand that your students are students first. Their studies are the top priority while enrolled at Carroll, so be willing to work around their class schedules and study time during finals week.

STUDENT'S RESPONSIBILITIES

When a student accepts a job offer, the student accepts the responsibilities that go along with being an employee. The Student will be expected to manage their time in such a way that they can balance classes, coursework and personal time with their work schedule. Participation in the student employment program involves the following responsibilities:

- Perform all duties in a responsible and professional manner.
- Refrain from accessing and/or discussing personal record information of other students, unless it's specific to the student's job responsibilities.
- Refrain from utilizing College equipment or supplies for personal use.
- Adhere to the work schedule and be on time.
- Students are representing Carroll and will be required to work with their supervisor in order to dress in accordance to the position being held.

TIMESHEETS

Instructions will be given to each Supervisor on how to approve hours as well as instructions for the students on how to log hours. Supervisors are expected to share these instructions with their student employees.

Student employees must log their hours worked using Self-Service and submit them for approval by the 1st business day of each month. A separate timesheet must be completed each pay period for each job. Students with more than one on-campus job must be careful not to enter hours that overlap between positions. It is against campus policy to be working two different jobs at the same time. There should also be at least a 15-minute gap between the end of one shift and the start of another shift at a different location, to allow for travel time between job sites.

Students should only include the hours actually worked on their timesheets. Time for coffee breaks, vacations, holidays, sick days, and meals are not included as time worked. Each student is responsible for the accuracy of their time sheets.

Late timesheets will be processed and paid in the next month's payroll.

All hours are approved and authorized by the Supervisor. Supervisors have until the 2nd business day of the month to approve hours for submission to payroll.

A student who misses the deadline for entering hours online needs to obtain a paper timesheet from the Business Office. Once completed and signed off by the Supervisor, the completed form should be returned to the Business Office. Wages for the missed hours will be added to the next paycheck.

PAYCHECKS

Students are paid on the tenth day of each month. Paychecks are available to be picked up at the Business Office between the hours of 9am and 4pm. Bring a photo ID for identification purposes. If the tenth falls on a weekend or holiday, checks will be ready on the Friday prior to the tenth. Student positions are subject to regular tax deductions and paychecks are issued directly to the student. A benefit of being employed in a Federal Work-Study position is that earned income is not recognized on the following year's FAFSA.

TRANSFERS 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 the 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/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 they have 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 Office of Human Resources.

If the student is unable to resolve the grievance informally, the student may file a grievance with 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 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 within 10 business days after the incident or action occurs. Early reporting is encouraged because the College's ability to investigate an act or report diminishes with time. The final decision regarding the outcome of the grievance lies with the direct Supervisor or appropriate Vice President. This level of the decision is final.

The direct Supervisor or 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

In doing the job, the student may have access to information that is expected to remain confidential. Supervisors should clearly explain to student employees what can be shared and with whom (other students, other staff, the general public, etc.) and what should remain confidential. If a student employee shares information inappropriately, it is grounds for termination. All students must sign a Statement of Confidentiality upon beginning employment at Carroll.

WORKER'S COMPENSATION

A student injured while employed by Carroll College is insured under the Montana Workers' Compensation Division and Carroll College's Workers' Compensation insurance. Please report any injury to your immediate Supervisor as soon as the accident occurs. Please also report the accident to the Human Resource Department at (406) 447-5501 or (406) 447-5502.

QUESTIONS?

Questions regarding Carroll College's Federal Work-Study program should be directed to the Financial Aid Office at 406-447-5425, or fao@carroll.edu. Regular Student Employment questions should be directed to the Human Resources Office at 406-447-5502 or humanresources@carroll.edu.