

LAKE ERIE COLLEGE

COLLEGE WORK STUDY

AND

GENERAL STUDENT EMPLOYMENT

2009-2010

REFERENCE HANDBOOK

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INDEX

Numerical

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Dear Student Worker:

Welcome to Lake Erie College and thank you for your interest in our Student Employment Program.

Because student employment at Lake Erie College is a real work experience, standardized procedures have been established and are outlined in this program handbook. This handbook has been composed for your benefit; please become familiar with its content.

Feel free to contact the Career Services and Internships Office at 440.375.7080 or career@lec.edu if you have any questions.

Introduction to Student Employment

Lake Erie College offers a variety of part-time employment opportunities for students and recognizes that student employment is a valuable form of financial assistance that often provides a significant contribution to overall college expenses. In addition to financial assistance, working at Lake Erie College has other advantages, which include gaining valuable work experience, the convenience of working on campus to accommodate one's class schedule, and the opportunity to become an integral part of the campus community.

Lake Erie College has made a commitment to use student employees whenever possible. Almost every department and service area on campus utilizes student workers. These positions may or may not be career related, but all will certainly offer insights to the workings of the College and the "real world of work."

There are two student employment programs available at Lake Erie College. The first is **College Work-Study (CWS)** and is a federally funded program for students who have demonstrated financial need. The second is **General Student Employment (GSE)**, which is institutional financial assistance and is funded by Lake Erie College.

After the Director of Financial Aid has recommended either CWS or GSE to the student as a form of self-help, and the student accepts this recommendation, the student employment process is coordinated through the Career Services and Internships Office located in 200 College Hall.

Because student employment is a real work experience, standardized procedures have been established and are outlined in this program handbook. Therefore, both student employees and supervisors are required to follow these established procedures.



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GENERAL INFORMATION

➤ 101 COLLEGE WORK STUDY

College Work-Study (CWS) is a federally funded on-campus employment program for students who have demonstrated financial need and is included as part of the Financial Aid package. To be considered for CWS, a student must be enrolled full-time (12 hours or more) and complete the financial aid process as outlined by the Office of Financial Aid.

The Office of Financial Aid determines the student's eligibility and the amount of the award. The CWS amount awarded to the student represents the maximum potential earnings, but **there is no guarantee the student will earn the full amount awarded. Our goal is that CWS** students will be given first priority for an "**offer**" of job placement.

After the student accepts the **CWS** award, she/he must complete an "Application for College Work-Study Student Employment", available from the Office of Financial Aid located on the main floor in College Hall, and forward it to the Career Services and Internships Office, CH box 325.

Federal regulations governing the CWS program require application of CWS earnings toward the cost of the student's education. This cost includes tuition, housing, meals, books, supplies, necessary travel and personal expenses.

➤ 102 GENERAL STUDENT EMPLOYMENT

General Student Employment (GSE) is institutional financial assistance and is funded by Lake Erie College. The Office of Financial Aid will determine and make the recommendation for students to work under GSE. To be eligible for **GSE**, a student is required to be enrolled full-time (12 hours or more). Students with **GSE** as a recommended form of financial assistance will be given the next priority (after CWS) for an "**offer**" of job placement.

After the student has accepted **GSE** as a form of financial assistance, she/he must complete an "**Application for General Student Employment**", available from the Office of Financial Aid located on the main floor of College Hall, and forward it to the Career Services and Internships Office, CH box 325.

In accordance with Federal Guidelines and Lake Erie College policy, **GSE** earnings should be used toward the relative cost of the student's education.

➤ 103 HOW STUDENT WORKERS ARE REQUESTED

Department heads, faculty and administrators in Lake Erie College's departments and offices create student employment job descriptions, which are subject to change dependent upon the area's need. The job descriptions are available on the web by using the link on the Career services site: www.lec.edu/career. The Career Services and Internships Office compiles a list of available student employment positions. In mid-August, notification is sent to each department supervisor detailing the names of potential new and returning workers **with completed employment applications** on file in the Career Services and Internships Office. Student employment budget information for supervisors will be included in the notification.

➤ 104 APPLICATION PROCEDURES

After the Director of Financial Aid has recommended either **CWS** or **GSE** to the student as a form of self-help, and the student accepts this recommendation, the Office of Financial Aid will forward the appropriate application for employment to the student. The student will forward the completed application, **with an attached resume**, to the Career Services and Internships Office, CH box 325.

➤ 105 STUDENT WORKER ASSIGNMENTS

Upon receipt of the completed student employment application, the Career Services and Internships Office will make every effort to assist the students seeking campus employment. Students seeking employment are expected to contact potential supervisors to express interest in employment. Student supervisor contact information is located on the job descriptions. The job descriptions are available on the web by using the link on the Career services site: www.lec.edu/career. Candidates should contact potential supervisors by sending them a resume and letter of interest (cover letter). Supervisors will respond to candidates and indicate the next step in the process. If a candidate does not hear from a potential supervisor in a reasonable amount of time, it is the responsibility of the candidate to follow-up with the supervisor. The Career Services and Internships Office is available to support both the candidates and the supervisors with this process. For assistance, contact Career Services at 440-375-7080 or career@lec.edu.

Potential supervisors will grant interviews to candidates based on departmental needs, budget and student qualifications. During this interview, the student and supervisor will discuss the student's interests, work schedule, duties and respond to student questions. Students usually start working the first week of classes unless other arrangements have been made with student employment supervisor.

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When the supervisor offers a student a position, a "**Student Authorization Form**" will be completed by both the supervisor and student and then returned to the Career Services and Internships Office. At the same time, tax forms must be obtained, completed and returned to the Payroll Department located within the Accounting Offices on the lower level of College Hall. **Please understand that paychecks will not be issued until all forms are completed.**

➤ **106 RATE OF PAY**

Unless otherwise specified, Student employment positions pay Federal or Ohio State minimum wage, depending which is higher. **Currently Ohio Minimum Wage is \$7.30 per hour.**

➤ **107 MAXIMUM EARNINGS ALLOWED**

Students who are in either the CWS or GSE program may not work more than 20 hours per week and are exempt from Social Security/Medicare tax withholding. Student employees are encouraged to carefully consider commitments and work with supervisors to determine the number of hours that will best meet the needs of all parties involved.

College Work-Study (**CWS**) students may earn up to their maximum award per semester (Fall & Spring only). **As with any employment, the exact amount earned is contingent upon how many hours the student actually works.** For example, if the student is eligible to earn \$1,000, but does not work enough hours to earn her/his maximum award, the student will receive only the amount she/he has actually earned, minus tax withholding. Students will be notified of the maximum amount of their award in their Financial Aid Notification.

➤ **108 METHOD OF PAYMENT**

All CWS and GSE students will be issued a monthly paycheck, which may be obtained at the Cashier's window between the hours of 9:00am and 4:00pm, Monday through Friday, on the 15th of the month. When the 15th falls on the weekend, pay date will be the following Monday. The student employee must show their photo ID at the Cashier's window in order to obtain their paycheck.

Before students are paid, they are required to complete post-employment information forms ("Student Authorization Form") - available from the Career Services and Internships Office located in College Hall and the "tax forms" - available from the Payroll Department located within the Accounting Offices on the lower level of College Hall.

Students are required to complete a "**Student Employment Monthly Time Sheet**" for each

pay period worked. Time sheets are disbursed to student supervisors. Supervisors should submit monthly time sheets to the Payroll Department according to the student employment pay period schedule. Usually the deadline is the Monday following the period. New schedules are printed on an academic year basis and are available through the Payroll Office. Because falsifying time records may be grounds for immediate dismissal, student employment supervisors will forward approved time sheets to the Payroll Coordinator. We suggest that students check with their supervisors at the end of each pay period to assure that their time sheets have been forwarded to the Payroll Department. Time sheets received after the deadline will be credited the next pay period.

Student employees will not be paid if their post-employment (“Student Authorization Form”) and tax forms are not properly completed and submitted to the Payroll Office.

➤ **109 PROCEDURES FOR ASSIGNMENT CHANGES**

Job assignments are normally for the academic year. If the student experiences difficulty with his/her position, the student should first discuss the issue with his/her supervisor. The Career Services and Internships Office will assist the student as needed after the student has discussed the concern with his/her supervisor first.

A student may ask to be transferred or reassigned. The student's supervisor should be given adequate notice in writing (two weeks is the normal time period) so that a suitable replacement can be found. The student worker may then contact the Career Services and Internships Office to express an interest in a new job opportunity. A new job assignment will be made according to availability and funding.

➤ **110 PROCEDURES FOR TERMINATING STUDENT EMPLOYEES**

A student may be terminated from a position for several reasons, including unsatisfactory work performance or attendance, improper conduct (i.e., theft, physical abuse of equipment or people, falsification of time records or other documents, disclosure of confidential information, etc.), or, if the student does not meet her/his supervisor's expectations as listed below.

Unless there is an extreme situation, e.g. physical abuse to another person, before a student is terminated, two (2) written warning letters should be issued by the student's supervisor and the cause for the letters should also be discussed with the student. A copy of the warning letter(s) will be sent to the Career Services and Internships Office, the Human Resource Office and the

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Dean of Students. Copies of the warning letter(s) will also be sent to the student's faculty advisor and the Registrar if the student is employed in a credit seeking internship program. If after two (2) written warnings the student's performance does not improve, a third and final dismissal letter will be written. All letters will be kept in the student's personnel file in the Career Services and Internships Office. Copies of the dismissal letter will also be placed on file in the Human Resource and Dean of Students Offices. If the student is employed in a credit seeking internship program, the dismissal letter will also be placed on file in the Registrar's Office and sent to the student's faculty advisor. Student Employment Supervisors should consult with the **Director of Human Resources, the Dean of Students and the Director of Career Services and Internships** before terminating a student worker.

If a student is dismissed from a job assignment, he/she may contact the Career Services and Internships Office express an interest in a new job opportunity. A new assignment will be made according to availability and funding.

EXPECTATIONS OF STUDENT SUPERVISORS AND STUDENT EMPLOYEES:

Student employees may be exposed to educational records from time to time, depending on the office in which they work. It is important that this information remain confidential and not exposed to unauthorized personnel (ie, student ID number in plain sight, etc). Students may be asked to sign a confidentiality agreement when working in certain offices to uphold the integrity of the College. A student employee who is not comfortable with signing a form may choose not to do so and may be reassigned to another office for work on campus. Reassignment cannot be guaranteed and is based on funding and availability.

Educational Records

Educational records at Lake Erie College are considered those student records that are kept in the offices of the Registrar, Student Life, Admissions, Financial Aid, Academic Advising, Vice President of Academic Affairs, and in the respective offices housing records of individual academic programs and advisors.

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides access for students to their educational records; permits them to challenge the accuracy of the information in those records; and limits the release of such information without their explicit consent. Lake Erie College makes available to students those records that students are entitled to review. The College affirms the importance of the confidentiality of student educational records.

Without written consent from the student, no unauthorized persons will have access to, nor will the College disclose information from, any student's educational records other than that which is classified as directory information. The exception to this would be persons or

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organizations providing student financial aid, accrediting agencies carrying out their accreditation duties, governmental representatives, persons acting in compliance with a judicial order, and persons in an emergency acting to protect the health or safety of a student. The aforementioned exceptions are permitted under the law.

Within Lake Erie College, only College personnel acting in students' educational interest and within the limitation of their "need to know" are allowed access to specific educational records.

Educational records do not include: records of instructional, administrative, and educational personnel that are the sole possession of the maker, and are not accessible or revealed to any individual except a temporary substitute; student health and personal counseling records, minus health records that may be reviewed by physicians of the student's choosing; student employment records, and alumni records.

Students may not inspect financial information submitted by their parents or confidential letters and recommendations associated with admissions, employment, or honors. The College will only permit access to that part of the record pertaining to the student's specific request. Lake Erie College does not permit access to confidential letters and recommendations placed in a student file prior to January 1, 1975.

Directory Information

Lake Erie College may release directory information in accordance with the provisions of the law as defined in Title IX. Directory information relating to a student is defined as the following: name, telephone number, date and place of birth, academic major, dates of attendance, degree(s) earned, honors, awards, scholarships, honor societies and Dean's Lists, officially recognized campus activities or sports, and the height and weight of members of athletic teams.

Students have the right to request that Lake Erie College withhold any or all information designated as directory information. Written requests to withhold specific information must be submitted to the Registrar within two weeks (14 days) after the first day of classes for the student's first semester of attendance. Requests will be honored for one year. Authorization to withhold information for successive years must be filed annually with the Registrar.

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Supervisors Expect Student Employees to:

- Come to work on time, ready to begin work.
- Call in advance if they are not able to come to work.
- Dress appropriately.
- Maintain behavior appropriate for all College employees.
- Be willing to learn and discuss procedures/issues with supervisors.
- Be willing to perform all tasks assigned to them.
- Ask questions if they are not sure about something.
- Behave in a positive manner.
- Truthfully record their hours worked on their time sheets.
- Not fraternize/date Lake Erie College employees.

Student Employees Expect Supervisors to:

- Fully explain all duties and responsibilities.
- Explain all tasks assigned to them and be willing to answer any questions.
- Remember they are students and may need flexible scheduling.
- Be willing to train them to perform more challenging tasks.
- Behave in a positive manner and be accessible to student workers.
- Monitor, approve and submit accurate timesheets to the Payroll Department.
- Not fraternize/date Lake Erie College students.

EXPECTATIONS OF LAKE ERIE COLLEGE:

- Student workers must schedule and successfully complete an interview with their potential supervisors prior to being hired and beginning their assignment.
- Students are required to report to their supervisors the first week of classes, each semester, to arrange a mutually agreeable work schedule.
- Students should begin working on the first week of classes, or as assigned, and may be required, by their supervisor, to work through exam week.
- **Students will take their responsibilities as student workers seriously.** Hard work, dependability, and honesty will pay off in the future with valuable experience and favorable references.
- Students will abide by the College's Non-Fraternization Policy and all other Lake Erie College policies.

Non-Fraternization Policy

The faculty and staff of Lake Erie College assist the College in meeting its mission of providing a quality higher educational environment for its students that supports the goals of the College. Students should be assured that the relationships they develop with faculty and staff members will always be built upon the highest ethical precepts of the educational profession.

Virtually all faculty members, administrators and staff members are, or can appear to be, in a position to exercise power or authority, directly or indirectly, over students, whether or not an individual student is enrolled in their classes, are subject to their direct supervision, or have some form of business to transact with offices at the College. Many students are at a stage in their development when they may be particularly vulnerable to the influence of faculty members, administrators, and staff members who are in positions where they can affect the terms and conditions of a student's standing at the College.

If a student consents to a romantic relationship with a faculty member, administrator or staff member, the existence of such a relationship could have unintended adverse effects on the educational environment of the College. In some cases such a relationship can end unhappily or become problematic, resulting in charges of sexual harassment, and even physical or psychological abuse.

Because of the commitment to maintaining an environment that supports our educational goals and in order to promote the efficient and fair operation of the College, and to avoid misunderstandings, complaints of favoritism, supervision problems, security problems, morale problems, questions regarding academic achievement, and possible claims of sexual harassment, the College prohibits romantic, sexual and exploitative relationships between employees and students including but not limited to: dating, pursuing to date, and pursuing or having romantic or sexual relationships with students. Employees who violate this policy will be subject to discipline, up to and including termination of employment.

There are exceptional circumstances in which the spouse or partner of a college employee is a student at the College. This fraternization policy does not apply in such circumstances. The President, in consultation with the Vice President for Administration and the Director of Human Resources, is the administrative officer who determines whether an exceptional circumstance applies.

➤ 111 PROCEDURES FOR JOB-RELATED INJURIES

Student workers are employees of Lake Erie College and are covered by the State of Ohio Workmen's Compensation Act. Effective March 1, 1997, employees who sustain work related injuries will be required to seek medical attention only from health care providers whom are certified by the Ohio Bureau of Workers' Compensation.

In case of a work related injury, the employee's supervisor should be notified immediately. If the injury is not life-threatening, the injured employee's supervisor will contact the Office of Human Resources for a packet of the necessary forms and a list of certified doctors. **In a life-threatening emergency, the injured employee should seek medical attention first. If need be, 911 should be called immediately. If the injured employee cannot do this, then his/her supervisor should. After emergency procedures have been followed, the Office Human Resource Offices should be notified as soon as possible.**

➤ 112 DIRECTING INQUIRIES

If you have questions regarding work assignments, paperwork, or work eligibility, please contact the Career Services and Internships Office at 440.375.7080, email career@lec.edu, or write to:

Lake Erie College
Career Services and Internships
CH Box 325
391 W. Washington St.
Painesville, OH 44077

Lake Erie College is an equal opportunity employer and does not discriminate on the basis of race, religion, ancestry, national origin, sex, handicap, disability, or veteran status. Lake Erie College will make reasonable accommodations for known handicaps or disabilities