Financial Assistance Office   Student Employment

Student Employment Handbook
Updated Spring 2024

Temple Campana
Scholarship & Student Employment Coordinator
775-445-3260
Temple.Campana@wnc.edu

Overview of Student Employment

The guidelines, policies, and procedures in this document are designed to assist student employees and supervisors to create a holistic learning experience in approved on and off campus student employment positions. Through part-time employment students earn money to help finance their college education and gain valuable work experience that enhance leadership development, life skills, and the learning environment. Student employment positions should also assist students explore academic and career goals. In addition, student employment positions help meet the staffing needs of the college.

Additional benefits include:

Increasing a student's sense of community and belonging at Western Nevada College. Students who make a connection to campus often do better scholastically and are more likely to persist to a degree.

Students with little or no employment history may establish a work record and learn fundamental skills such as punctuality, communication, cooperation, time management, etc.

All students gain valuable employment skills through processes of interviewing, hiring, training, supervision, relating to co-workers and the public, meeting expectations and achieving goals.

Students with a defined career objective gain related experience that enriches their educational program. Students with otherwise limited exposure and opportunity for networking may also make valuable contacts with professionals in their chosen fields.

Student Employment Definition

A student employee is a part-time employee enrolled in a degree seeking program at Western Nevada College. Student employee positions are temporary, hourly appointments, and should not displace employees or replace permanent employees.

The Two Types of Student Employment

NOTE: Unless otherwise noted, regardless of the type of student employment   to be eligible all students must be making Satisfactory Academic Progress (see p.5) and be enrolled in a minimum of 6 credits during standard academic periods. In addition, Supervisors of <u>ALL</u> student employment types are required to follow the guidelines in this document.

<u>Type 1: Department/Institutional Funded Positions</u>
Department funded student employment positions are funded 100% by the employing department or a designated college account.

Regent Service Program (RSP)

RSP funds are provided by the State of Nevada. These funds are not awarded as part of the student's financial aid package. Employment under the Regents Service Program (RSP) does not require the need determination made in the FAFSA process, but students must meet at least one of the eligibility criteria for the RSP program. They include:

1. Head of Household
2. Single parent who has never attended college or has had a break in enrollment of two or more years
3. First person in their immediate family to pursue a certificate or degree beyond high school
4. Not receiving support from parents or family
5. Has unusual family or financial circumstances

These funds are reserved for specific student positions that comply with all the requirements for RSP (most commonly "peer mentor" type positions on campus). Students are required to complete the Regent Service Program Application annually. This application is available from the Student Employment Coordinator in the Financial Assistance Office upon request.

General Student Wages/Work Study Ovl0 133fons frCh a3ie Office,73 2 reW nBT/F2 12 Tf1 0 0 1 50.4 49.5 T

Nevada Student Employment State Work Study Programs (Need & Non-Need)

Changes in Student Eligibility

If a student's eligibility for student employment changes the position must be terminated immediately. If the student's eligibility is on a hold after fall grades and they submit an appeal – you can postpones terminating until the appeal decision is confirmed. The student must not work until this has been cleared.

Work Study Awards

Awarding Process

WNC awards work study funds during the fall and spring semesters only. Work study is not awarded for the summer session. Awards are based on a student's eligibility, enrollment status, student budget, and available funding. Federal regulations require that students only earn their award amount. Students are awarded work-study on a first come first serve basis. To maximize the chances of receiving a work study award, students should strive to complete the Free Application for Federal Student Aid (FAFSA) prior to the April 1st priority funding deadline.

Work-study awards can only be earned during the dates specified by their costing allocation information in Workday. Federal work study can be earned between 8/16 through 5/15. State and Institutional work study can be earned between 8/16 through 6/15. To the best of their ability and as long as funds are available, the Financial Assistance Office will help to sustain student wages during the summer after work study awards have been exhausted. However, department funds are often used during these periods as needed.

Award amounts can vary based on the student's financial need and the availability of funds. The standard target amount is $6000 per year – but again, that varies for many reasons.

Work-Study Waiting List

Students who are not initially awarded work-study should stop in to the Financial Assistance Office or call 775.445.3264 and ask to be added to the Work Study Waiting List. Students on the waiting list will be awarded work study funds as funding becomes available. Students on the waiting list are reviewed and awarded not by where they are at on the list, but by greatest need, interest and department requests among other considerations.

Monitoring Work-Study Awards

Both supervisors and student employees should keep records of submitted payroll information and monitor earnings to circumvent exceeding the work-study award. The total work study award can be obtained from the students Financial Aid Summary in their MyWNC account or from the Scholarship & Student Employment Coordinator.

As funds are earned throughout the year, the Student Employment Coordinator will notify supervisors when a student's work study funds are getting low. In addition, starting in the Fall 2021 academic year, Workday will also have a notification to also let supervisors know that work study funds are exhausted. Please be advised the Workday notifications are not always timely so it is important to track earnings.

When a student earns all of the allocated fall funds, the student must stop working until the spring semester begins. Any unearned funds from the fall semester can be carried forward and be earned in the

spring. Unearned awards cannot be carried forward to the summer or to another academic year. The Scholarship & Student Employment Coordinator will work with supervisors to adjust student awards as needed to ensure that the majority of award funds are earned.

Supervisors and students should calculate the number of hours a student is eligible to work during the academic year. The following formula can be used:

Total Award / Hourly Wage = Total Number of Hours Available to Work

Revised Allocations

Jobs listed that say "Work Study" in the title require students to have awarded work study funds.

4. Contact the appropriate person listed on the job listing to schedule an interview.

5. Once you have been awarded work study OR if a department is hiring through their own departmental funds, the supervisor hiring you should email the Student Employment Coordinator to confirm eligibility for student employment.

6. If approved, the Student Employment Coordinator replies to the email and copies WNC Human Resources. Human Resources provides a link for the new student hire to apply for the position in Workday.

7. After the student applies, the supervisor completes the Incoming Employee Form.

8. All remaining hiring processes and onboarding will be coordinated through Human Resources.

On Campus Supervisor Process

1. Submit a Job Description & Job Rec information in order to have your position listed on the Student Job Board and prepared in Workday.

2. Interview students – consider the following:

    a. If your department is not covering the student wages, confirm the student has been awarded work study funding.
    b. Provide a clear description of the position, the required tasks, and your expectation of students employees.
    c. Evaluate the student based on experience, knowledge, skills, ability, and goals. Consider the students ability to work with others in the department.
    d. Discuss the hourly rate of the position, based on the required tasks, the student skill13(yreW*ne AMC0q.00000912 0 612 7942 312.-3(o)-9(y)9(pe)46.75 Tmiori)-3JEvaluatTf1

7. Once the student has applied, complete the Incoming Employee Form with provided information.

8. HR will complete the remaining hiring and onboarding processes.

Off Campus Supervisor Process

1. Work with the Student Employment Coordinator to develop an Off Campus Agreement including:
   - Memorandum of Agreement
   - Position Description
   - Schedule I
   - Schedule II

2. Complete and return all required documents by US mail or deliver to the Financial Assistance Office.

3. Review the job description and identify elements that would make a student successful in the position.

4. The Student Employment Coordinator will refer students to supervisors when students show an interest in the position.

5. Interview students – consider the following:

   a. Provide a clear description of the position, the required tasks, and your expectation of student employees.
   b. Evaluate the student based on experience, knowledge, skills, ability, and goals. Consider the students ability to work with others in the department.
   c. Discuss the hourly rate of the position, based on the required tasks, the student skills, abilities, and prior work experience.
   d. Discuss the student's school schedule and the potential hours the student would be available to work.

9. Consult with the Student Employment Coordinator to determine the student's work-study award amount.

10. Email the Student Employment Coordinator with your intention to hire a student.

11. The Student Employment Coordinator will assist the student with applying for the position and Human Resources will finalize hiring process.

12. A timesheet form is routed to the Supervisor as well as due dates to be submitted for payroll.

Payroll Periods, Paydays, Payroll Cutoff, & Late Pay

Payroll Periods and Paydays
Students employees are paid on the 10th and 25th of each month. Hours earned from the 1st to the 15th of the month are paid on the 25th of each month. Hours earned from 16th to the end of the month are paid on the 10th of the next month. If a payday falls on the weekend or a holiday, the payday will be the last workday before the weekend or holiday.

Cutoff Schedule
Payroll cutoff schedules are available in Workday on the student's work calendar. These dates are called "Lock Out" dates. It is imperative that each student employee submits their hours to their supervisor by the proper due date.

Late Pay
Late payroll submissions will be held until the next payroll cutoff date. The student will miss a paycheck. A special check request can be made *only if extenuating circumstances exist*. The Financial Assistance Office-Student Employment will maintain strict adherence to the established payroll deadlines.

Paychecks and FICA

Paychecks
Students employees are paid on the 10th and 25th of each month. Paychecks will be sent to the student's address listed in the HR system unless the student has set up direct deposit with the Scholarship & Student Employment Coordinator. If the student needs to change their address they can update that information in Workday.

FICA
FICA is a social security and Medicare taxes on employee wages. Both the employer and the employee make a matching contribution.

During the Fall/Spring a student employee is exempt from FICA if:
> The student is eligible for student employment
> Has international student status

During the summer, a student employee is FICA exempt, if:
> Is enrolled for at least 1 credit and meets the summer school eligibility requirements
> Has international student status
> As summer payroll is processed, the Student Employment Coordinator will confirm if students are enrolled in at least 1 credit. Student who are not enrolled and are thus not exempt from FICA will be sent to BCN Payroll. The Student Employment Coordinator will notify BCN Payroll of student not meeting the 1 credit requirement

If a student is employed on another type of contract in addition to the student employment contract the student is not exempt from FICA.

Student Employee & Supervisor Expectations

Student Employee Responsibilities

Students are expected to perform their assignments in a responsible and mature manner. They are required to comply with the directions of their supervisors and to conduct themselves in a manner consistent with their responsibilities. Students who fail to perform in a satisfactory manner will be removed from their assignment and may be removed from the program. Student employees are requested to adhere to the following guidelines:

Punctuality:
Student employees must be on time. They must call their supervisor if unforeseen circumstances arise that will cause them to be late.

Absences:
Student employees should notify supervisors in advance of times they will be unable to work. If an extended absence is anticipated, the duration should be given to the supervisor. The supervisor is responsible for approving all time off.

NOTE: Time management is important. As a student employee, you are expected to balance your work and school demands appropriately. Your supervisor does not have to approve time off to study for exams, etc.

Dress Code:
As employees of the college, how student employees dress reflects upon WNC. Although there is no formal dress code, attire must be appropriate for the workplace. At time of hire, student employees should discuss appropriate dress for their position with their supervisor. Supervisors have the final say on what is appropriate in their workplace
> As a rule, the following clothing is not considered appropriate for the workplace:
>> Halter Tops, spaghetti straps, mid-drifts
>> Clothing that is soiled or that contains advertisements for alcohol or drug products, or contain a logo or message that may be interpreted as offensive or oppressive

> Remember, your work as a student employee is more than a "dress rehearsal" for after graduation.

Office Policies:
Student employees should discuss office policies and procedures with their supervisor before beginning work.

Guests:
Student employees should not invite friends into the office during work hours to visit.

Work Assignments:
The first priority of the student employee is to gain experience that fosters a positive work ethic. If student employees do not have something to do, they should ask their supervisor for additional work or find something that needs to be done.

Respect:
Proper respect should be shown to College employees, other student employees and students. It is

Equal Opportunity Employment

WNC is an Equal Opportunity Employer. The college does not discriminate on the basis of national origin, race, color, religion, age, gender, sexual orientation, disability, or veteran status. It is our policy to comply fully with the nondiscrimination provision of all state and federal regulations with regard to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation.

Evaluation Process

Currently there is no formal or required evaluation process for student employees. If a department does evaluate their student employees (which is encouraged), a copy of that evaluation should be submitted to the Scholarship & Student Employment Coordinator to be added to the student's employment file.

FERPA

Student Employees are protected by FERPA guidelines due to their student status. For further clarification of FERPA guidelines co

Work Hour Limitations / Variable Workday Schedule

Students cannot work more than 8 hours in one day, or no more than 20 hours in any week when classes are in session. When classes are not in session students can work 8 hours in one day, or no more than 28 hours in one week.

Supervisors are required to work around the student's class schedule and student employees are prohibited from working during scheduled class times.

Termination

The employer may terminate a student employee when there is a breach of behavior by the student, inadequate performance, or any other seriously unsatisfactory performance situation. Examples:

Repeated failure of the employee to comply with an agreed work schedule.

Unwillingness of the employee to adequately accomplish the assigned tasks.

Insubordination or lack of cooperation that would be considered a distraction to other workers.

The supervisor initiates the termination in Workday and the Student Employment Coordinator is notified and adjusts the dates associated with the costing allocation(s) for that student. The termination process requires a reason to be listed directly in the system. You may also choose to include comments. The Student Employment Coordinator may reassign the student to a new position or withdraw future student employment funds from the student's financial aid award package. Funds that are withdrawn will be reallocated to other students within the student employment programs. The funds follow the student and are not guaranteed to be used by a "replacement" student hired in that student's place.

Wage Rates

Pay rates for students are recommended in the Job Classification section of this document. WNC observes the established Federal minimum wage and Nevada minimum wage.

Raises:

Students are eligible to receive a raise for satisfactory performance or a change in their job description. Supervisors should consult with the Scholarship & Student Employment Coordinator when planning on issuing a raise. Once terms have been agreed upon, the Student Employment Coordinator will initiate the compensation change in Workday where it will be routed through the approval process for the department.

Working for Instructors

Work-Study students may be assigned to assist an individual instructor if the work involved is the type for which the institution would normally support under its own employment program. This is appropriate as long as the work performed by the student is in line with the instructor's official duties and is considered work for the institution itself and does not violate the Family Educational Rights and Privacy Act of 1974, as amended.

Quick Guide for the Most Common & Frequent Questions:

Student