SKIDMORE COLLEGE

Student Employment Program Handbook

For Supervisors and Student Employees

Financial Aid Office
Lower Level – Starbuck Center
Saratoga Springs, NY 12866
(518) 580-5757
https://skidmore.studentemployment.ngwebsolutions.com/

The Student Employee Handbook Workgroup, an ad hoc committee established by the Student Affairs Subcommittee of the Institutional Policy and Planning Committee (SASIPPC), was formed to develop a Student Employee Handbook that would establish and communicate official College policies regarding the Student Employment Program at Skidmore College.

The focus of the workgroup was:
1   Termination and Resignation Procedures
2   General Training of Student Employees
3   Safety Training of Student Employees
4   Supervisor's Roles and Responsibilities
5   Student Employee's Responsibilities and Rights
6   Communication of information to both supervisors and student employees

March 2008

The Skidmore College *Student Employment Program Handbook*, produced each year by the Financial Aid Office, presents the policies and procedures concerning the employment of Skidmore College students. Each supervisor and student employee is responsible for becoming familiar with all the information contained in the *Student Employment Program Handbook*.

Skidmore College reserves the right to add, delete, revise, or change the information, including all policies and procedures, set forth in the *Student Employment Program Handbook*. Substantial changes to this document require approval of the Institutional Policy and Planning Committee (IPPC). All supervisors and student employees are encouraged to review the *Student Employment Program Handbook* at the start of each academic year and as necessary at other times. Students may initiate amendments to the *Student Employee Handbook* by way of a Senate-approved resolution. The *Student Employment Program Handbook* may be accessed electronically at the Student Employment website (https://skidmore.studentemployment.ngwebsolutions.com/).

Process for Student Initiated Amendments to the Student Employment Program Handbook:

1   Any student may request a Senator to sponsor a resolution to the Student Government Association (SGA) Senate calling for a specific amendment.
2   If approved by the Senate, the resolution shall be presented to the Student Affairs Subcommittee of the Institutional Policy and Planning Committee (SAS-IPPC).
3   The SAS-IPPC or its designated workgroup shall propose amendments to the SGA Senate.
4   If approved by the SGA Senate, the amendments shall be voted upon by the Student Body. If approved by the Student Body, the amendments shall be presented to the Institutional Policy and Planning Committee (IPPC) for incorporation into the *Student Employment Program Handbook*.

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Welcome to the Student Employment Program

A student's learning experience extends beyond the classroom. The Student Employment Program at Skidmore College is designed to offer students the opportunity to develop beneficial work experience while attending classes. Students can contribute to their education fund, while learning skills that will benefit them in both the classroom and beyond; whether it is keeping College offices, labs and facilities running smoothly, engaging in research with a faculty member or serving the community as a reading tutor.

Each year approximately 1,300 students are employed through the Student Employment Program. On campus departments/offices and off campus community service agencies hire students to work throughout the academic year. We require supervisors and students to be aware of their responsibilities and encourage them to be active in making the employment experience a positive one.

The Student Employment Program Handbook contains information that you need to know about the Skidmore College Student Employment Program. It explains the requirements and responsibilities of all supervisors and student employees. Should you have any questions, concerns, or problems at any time please contact the Financial Aid Office.

Financial Aid Office
stuemp@skidmore.edu
518-580-5750 (phone)
518-580-5752 (fax)

GENERAL PROVISIONS

Purpose of Student Employment Handbook

The Student Employment Handbook provides an overview of Skidmore College's policies that relate to rules, regulations, procedures, practices and compensation that affect employment of students pursuant to work-study programs. The student work-study programs are an opportunity for students to earn extra funds to help with educational expenses. Student employees benefit from: an employer willing to work with the students and their schedule; an employer offering part time/occasional hours (not full time work while they are attending classes); learning work skills; and having an opportunity to practice new skill sets while still attending school.

Skidmore College has two work-study programs on campus – Federal Work-Study (FWS) and Skidmore Work-Study. This employee handbook is not all-inclusive and should not be interpreted as forming an express or implied contract of employment. Legally, employment of students in work-study programs on campus is at-will. However, the College agrees to make every effort to follow the policies outlined in this handbook.

Definitions

For the purpose of the student employment handbook, the following terms are defined as follows:

Skidmore College may be referred to as Skidmore or the College.

Federal Work-Study Program: The Federal Work-Study Program is offered as part of a financial aid award "package". The Financial Aid Office provides these awards on a "financial need" basis. Acceptance of the work portion of this aid is not mandatory. In hiring for openings, employers will give priority to those students awarded with Federal Work-Study during the first two weeks of the academic year.

Skidmore Work-Study Program: Operating concurrently with the Federal Work-Study program, Skidmore College offers employment to the extent financially possible, to students who are not eligible for Federal Work-Study. Students not awarded Federal Work-Study funding may apply for campus jobs, which remain open after all Federal Work-Study eligible students, have found placements. Community Service placements are not available to students not awarded Federal Work-Study.

Supervisor: An individual who has been designated by the College to assign, direct, and appraise the work of a designated group of employees. College supervisors are subject to College practices as outlined in the Employee Handbook available in Human Resources.

Employee: A Skidmore student employed by the College pursuant to the Federal Work-Study Program or the Skidmore Work-Study Program.

Equal Employment Opportunity

Skidmore is committed to being an inclusive campus community and an Equal Employment Opportunity Employer. The College therefore prohibits discrimination against any of its student employees or prospective student employees on the basis of race, color, religion, age, national or ethnic origin, physical or mental disability, veteran status, marital status, sex, sexual orientation, gender identity or expression[*] or any other category protected by applicable federal, state, or local laws.

[*]Gender identity and expression, while protected under Skidmore College policy, are not currently protected under federal, state, or local laws.

Policy on Anti-Harassment

Skidmore College affirms that its community members (faculty, staff, administration, and students) have the right to be free from acts of harassment (based on the protected characteristics of an employee or student) that constitute unlawful, offensive, and hostile behavior. Such acts include (but are not limited to) sexual or racial harassment. In general, such harassment may consist of (but is not limited to) words, signs, jokes, pranks, acts of intimidation, or acts of physical violence that unreasonably interfere with an individual's work or educational pursuits or that create a hostile, offensive, or intimidating work or learning environment. By College policy, all members of the Skidmore community are prohibited from engaging in any such acts of harassment. Applicable federal and state laws also prohibit harassment in the workplace.

To read Skidmore College's Anti-Harassment Policy" statement in its entirety please visit the Skidmore website at: http://cms.skidmore.edu/hr/upload/Anti-harrassmentpolicy-procedures-2.pdf

Policy on Consensual Sexual Relationships Involving Students

As an academic community, Skidmore College stands by principles of fairness, equal opportunity, and non-discrimination. These principles take on special meaning in the relationship between students and members of the faculty or others in an advising or evaluative relationship. Specifically, all students have the right to be treated fairly, held to the same requirements and standards, and afforded equal opportunities based on their individual accomplishments. All employees are expected to maintain professional relationships with all College students, to act in accordance with standards of professional conduct, and to avoid conflict of interest, favoritism, bias, or creation of a hostile environment for any student of the College.

Sexual relationships between faculty members and students are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the actual or apparent authority of the professor, make voluntary consent by the student suspect. Even when both parties have in fact consented, the development of a sexual relationship renders both the faculty member and the College vulnerable to subsequent allegations of harassment.

1. **Policy on Consensual Sexual Relationships with Current Students**
   Sexual relationships, whether consensual or not, between College employees and their students (those whom they currently teach, advise, supervise, coach, evaluate, or hold authority over in any way) violate the integrity of the College's academic community and constitute grounds for disciplinary action up to and including separation from the College.

2. **Policy on Consensual Sexual Relationships with Students When There Is No Formal Authority over the Student**
   Even if a College employee does not currently hold a position of authority over a student, any sexual

relationship between an employee and a student of the College potentially jeopardizes the integrity of the academic or living environment of the Skidmore community. The College, therefore, discourages in the strongest possible terms any sexual relationship between an employee and any student of the College. In the event that any such relationship is found to undermine the trust, respect, and fairness that are essential to the success of Skidmore's educational mission, the College will take appropriate disciplinary action, up to and including separation from the College.

For Additional Information or Assistance
Inquiries concerning the policies and procedures or requests for assistance should be directed to

The Assistant Director for EEO and Workforce Diversity
Skidmore College
815 North Broadway
Saratoga Springs, NY 12866-1632
Tel: 518-580-5800

http://cms.skidmore.edu/hr/index.cfm

Displacement of Regular Workers

The College will adhere to all of its Collective Bargaining Agreements and Federal Work-Study guidelines. The use of student help will not result in the reduction in the number of regular employees per the College's union contracts. For further information, please see the specific union contracts located on the Human Resources web site: http://cms.skidmore.edu/hr/policies/union-contracts.cfm. For further information on the Federal Work-Study program, please see the information located on the Federal web site: http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp

Work for the school itself may also include certain services for which a school may contract: food service, cleaning, maintenance, or security (as examples).

Working for Faculty

At any private or non-profit school, Federal Work-Study students may be hired to assist a professor if the professor is doing work the school would normally support under its own employment program. Having a student serve as a research assistant to a professor is appropriate, as long as the work is in line with the professor's office duties and is considered work for the school itself. Work-study students are not to be used to conduct independent faculty research, nor may a student work as an assistant to a professor on a field trip abroad or on sabbatical.

Employment Abroad

Normally, employment in a foreign country is not permissible under the law. Skidmore College's study abroad programs do not offer a work-study component.

International Students

Immigration regulations place certain restrictions on hiring International students who are enrolled in higher education institutions in the United States. International students must obtain the necessary documents from the Immigration and Naturalization Services. A U.S. Social Security number will be required before employment can begin. Contact the Student Academic Services Office with questions pertaining to registering for a social security card.

Summer Months, College Holidays, Sabbaticals, and Leaves of Absences

In order to qualify for work under the Student Employment Program, a student must be enrolled at least halftime at Skidmore. There will be no work approved by this program during any period of time students are on an academic or personal leave of absence from Skidmore College and is made available only when classes are in session. There is no employment offered through the Student Employment Program during the summer months or the winter break. The budget for Student Employment is used for College related employment only. Faculty and staff who are on sabbatical from Skidmore College are ineligible for student assistance through this program. Federal Work-Study regulations prohibit the payment of students for work not specifically done for the benefit of the institution itself or a related Community Service placement.

STUDENT'S RESPONSIBILITIES AND RIGHTS

When hired for a position, student employees become members of work units that depend on him/her; therefore, student employees should make a serious commitment to his/her job. Some or all of these responsibilities may seem like common sense, but they are listed to help ensure that no one misunderstands what is expected of and for Skidmore student employees. Therefore, the supervisor expects the student to:

- Comply with and know the policies and procedures outlined in the *Student Employment Program Handbook* and adhere to the policies and practices of Skidmore College.

- Complete all hiring paperwork in a timely manner to ensure that the student is set up in the various employment and payroll systems.

- Understand the specific job responsibilities as well as the supervisor's expectations and standards.

- Adhere to policies and guidelines of the employing department.

- Follow all departmental and campus rules concerning safety. Safety is very important at every campus work site.

- It is the responsibility of the student to report any accidents to his/her supervisor.

- Attend required scheduled mandatory safety training programs and apply the information learned.

- Report to work promptly and work the required period of time.

- Maintain the work schedule agreed upon between the supervisor and the student employee.

- Notify the appropriate supervisor if unable to work assigned times due to illness or other acceptable reasons. Give sufficient advance notice when possible.

- Act in a professional manner and take the job seriously.

- Perform tasks in an efficient and timely manner.

- Use time productively and avoid socializing on the job. Perform assigned duties and not to conduct personal work.

- Submit the appropriate completed timesheet by the required deadline at the end of the pay period in order to ensure timely payment.

Consistent with Skidmore Students' Bill of Rights, students have the right to:

- To be treated fairly and with respect by all members of the Skidmore Community. (I. Rights of Citizenship)

- To be informed of the College's expectations for student behavior, both inside and outside the classroom. (IV. Rights in Disciplinary Proceedings)

- If administrators, faculty, students, or other community members violate the Skidmore College Honor Code and/or other College regulations, including the Students' Bill of Rights, students may pursue appropriate recourse as outlined in College Policy, utilizing the appropriate judicial body or officer. (V. Community Accountability)

Student employees can also expect to:
- Work in a safe manner and in a safe environment

- Become aware of health and safety issues related to any assigned job to ensure safety of the work environment

- Receive and participate in safety and skill development training for job related activities.

- Be provided, upon request, with verbal feedback on job performance.

- Know what is expected in terms of the student's work schedule, actual duties, and any other requirements made by the supervisor.

- Use campus jobs as references for future employers and/or credit institutions. (See Employment Verification Policy within this handbook.)

- Receive written notice of any termination.

If any aforementioned expectations have not been met, students should follow the Conflict Resolution Procedures outlined in this handbook.

SUPERVISOR'S ROLES AND RESPONSIBILITIES

Supervisors are responsible for making job assignment opportunities for students to learn and test new skills while they earn necessary funds. The College expects a supervisor to treat students fairly and equitably. Supervisors train, motivate, guide and evaluate the student employee. For many students, supervisors bridge the gap between home, the classroom, and the "real world." Therefore, student employees can expect their supervisors to:

- Comply with, know, and enforce the policies and procedures outlined in the *Student Employment Program Handbook* and adhere to the policies and practices of Skidmore College.
- Ensure that each student employee reviews and understands the *Student Employment Program Handbook*.
- Review the job description and responsibilities with the student employee.
- Provide the student employee with an orientation and/or training session(s) so those tasks to be performed are understood and clearly defined. Give the student employee information on the mission/purpose of the department. Procedures that seem simple and obvious to the supervisor may be confusing to a new student employee. Ask for feedback, as it is the best way to make sure the student employee understands the instructions/training provided.
- Schedule safety training sessions and require mandatory attendance from student employees.
- Provide supervision and offer constructive criticism to assist the student employee in performing assigned tasks and developing skills. Clearly define to whom the student should report.
- Upon request provide verbal feedback on student's job performance.
- Report all injuries sustained while performing the duties of a student employment position within 24 hours of the accident. A Skidmore College Accident Report may be obtained from Human Resources (http://cms.skidmore.edu/hr/forms/benefits.cfm).
- Counsel the student employee if work performed is unsatisfactory. Provide constructive criticism and positive re-enforcement. Address problems (or potential problems) as they arise – do not let them build.
- Provide a safe work environment including, but not limited to, the various federal and state regulated safety regulations.
- Ensure that the student employee is working on assigned tasks.
- Follow the termination and discipline procedures outlined in this handbook.
- Validate submitted student employee's hours by the required deadlines.

ON-CAMPUS EMPLOYMENT FOR FIRST-YEAR STUDENTS

It is the policy of Skidmore College that all first year students (freshmen) desiring employment will be placed within Dining Services.

First year students accepting a full work award (9 hours per week) to placements in essential services who wish to participate in other campus employment related activities during the spring semester only, may request up to three additional hours per week (or a maximum of 45 total hours per semester) of employment outside of the essential service placement. However, the primary commitment will be to the essential service placement and those scheduled hours must be maintained.

First year students choosing to work less than the full award in the essential service placements must first increase their hours to a full work award in their essential service placement before consideration of additional hours per week will be given in an additional department/office.

First year students not working in essential services may be considered for up to three hours per week (or a maximum of 45 total hours) of employment outside an essential service placement during the spring semester only.

First year students who voluntarily decide not to continue working within Dining Services for the remainder of the academic year will not be eligible to work elsewhere on campus. The loss of earnings will not be covered with additional financial aid.

In very rare instances, first year students may be released from or placed in a different location within Dining Services. Please be aware that submission of a request does not guarantee a release or alternative placement option. Requests and appropriate documentation in support of the request must be submitted to the Student Employment Coordinator. Questions regarding placement may be directed to the Student Employment Coordinator, by email stuemp@skidmore.edu or by phone (518) 580-5750.

ON-CAMPUS EMPLOYMENT FOR UPPER-CLASS STUDENTS

The College employs students in various capacities campus-wide. Upper-class students may work in any area of the College that is offering student employment. During the first two weeks of the academic year priority is given to students who are Federal Work-Study eligible.

Students are able to search for and apply for jobs online through the Student Employment website. A list of posted jobs will be available to review. When a student finds a job of interest, he/she will have the ability to apply directly online. The application will be forwarded to the supervisor listed within the job details. The student will be contacted by the supervisor to discuss the application.

As part of the online hiring process, students are committing to the obligations of the job, and will be expected to know, understand, and follow the policies and procedures outlined in the *Student Employment Program Handbook*.

Students may be employed at more than one location on campus but should keep in mind that they may meet their earning limit sooner than expected. Once the earnings limit has been met, the student must stop working.

CATEGORY AND WAGE SCALE

Level 1 - $7.25 per hour			
Job Duties	**Required Experience**	**Skill Level**	**Supervision**
Perform routine tasks as assigned. Work entails well-defined procedures.	No prior work experience is necessary.	No special skills are required.	Person will be continually supervised and have no decision-making authority.

Level 2 - $7.50 per hour			
Job Duties	**Required Experience**	**Skill Level**	**Supervision**
Performs general tasks with simple to moderate difficulty. Work entails well-defined procedures.	Some previous education or work experience is required.	Some special skills or training is required.	Person will be supervised, but has limited decision-making authority.

Level 3 - $7.75 per hour			
Job Duties	**Required Experience**	**Skill Level**	**Supervision**
Requires special skills, knowledge or abilities. Work entails general guidelines.	Moderate level of work experience or knowledge is required.	Possess the knowledge and skills to perform independently with or without training.	Person will have limited supervision. Person will have some decision- making authority.

Level 4 - $8.00 per hour			
Job Duties	**Required Experience**	**Skill Level**	**Supervision**
Requires learned skills, knowledge or abilities. Tasks may be difficult and complex in nature.	Working in jobs classified as "essential service". A certain level of work experience or knowledge is expected.	Ability to multitask with strong attention to detail. Ability to perform required skills with minimal training.	Person will have minimal supervision. Person will make decisions and act independently.

Level 5 - $8.25 per hour			
Job Duties	**Required Experience**	**Skill Level**	**Supervision**
Requires advanced specialized skills, knowledge or abilities. Tasks may be difficult and complex in nature. Takes on a lot of responsibility.	High level of previous work experience or knowledge is required. Will continue to develop experience and knowledge through job.	Ability to multitask with strong attention to detail. Ability to perform required skills with minimal training. Updating skills from year to year.	Person will have minimal supervision. Person will make decisions and act independently.

Level 6 - $8.50 per hour			
Job Duties	**Required Experience**	**Skill Level**	**Supervision**
Requires advanced specialized skills, knowledge or abilities. Takes on a lot of responsibility – positions are usually student supervisors.	High level of previous work experience or knowledge is required (minimum 1 year).	Ability to multitask with strong attention to detail. Ability to perform required skills with minimal training. Updating skills yearly.	Person will have minimal supervision. Person will make decisions and act independently. Provides training.

Skidmore College uses the category and wage scale to determine hourly pay rates based on job duties and skill level. The Student Employment Program is an opportunity for students to earn funds to help with educational expenses. Student employees are benefiting from: an employer willing to work with the students and their schedules; an employer offering part-time/occasional hours (not full-time work while they are attending classes); and learning work skills and practicing new skill sets while still attending school.

HIRING STUDENT EMPLOYEES

Planning: Allocations (number of student assistants and the corresponding pay rates) are approved on a yearly basis by the College. If you are unsure of the allocations for your department, contact the Student Employment Coordinator.

Requests: Any new request for additional student employees will be submitted to the Student Employment Coordinator. Each new request must include the following information:

- Name and location of employer
- Duties and responsibilities
- Job qualifications
- Duration of employment
- Name of immediate supervisor

Once this position is approved, the supervisor will be notified and at that time will be able to post the position on the Student Employment webpage that is available to all upper-class students seeking employment.

Interviewing: Please prepare a complete job description that fully explains student qualifications needed for the job. Refer to the job description to explain to the student the duties of your position. It is important to ask questions regarding the student's qualifications. Do not assume that the student is familiar with your procedures.

Eligibility: Students must be eligible to work in the United States and currently enrolled before they can be hired to work on campus. This requires that all first-time student employees complete an Employment Eligibility Form (I-9) and provide supporting documents as listed on the back of the I-9 form. The I-9 must be completed and submitted to the Financial Aid Office before a student can be hired.

Training: The training process is a rewarding experience for both the supervisor and the student. Supervisors play a key role in students' future employment success and need to make every effort to encourage student employees to develop characteristics of good judgment, dependability, initiative, and responsibility. The College expects that the immediate supervisor schedules a training session, including any required safety training, with the students within the first month of work. The College will accommodate training schedules whenever possible. The student needs to be supplied with the names and positions of the staff, and working conditions and the policies of the office/department.

NEW HIRE PAPERWORK

Before a student can be hired to work on campus he/she must complete (and submit) an Employment Eligibility Verification Form (I-9) and submit to the Financial Aid Office. All employment forms are available online on the Student Employment webpage.

- **Employment Eligibility Verification Form (I-9)** - is a federal form that verifies an individual's citizenship status and insures that only legally eligible individuals work in the United States. The form is required by federal law by the Department of Homeland Security. All new employees must complete the form before being hired. Students should be prepared to provide the appropriate documentation at the time they are completing the I-9. Proper identification must be presented along with the completed I-9. A complete list of acceptable documents can be found on the I-9. The forms of identification most commonly used are:

    U.S. Passport **OR** an official birth certificate and a photo identification card. The photo identification card can be a Skidmore College ID card or a state-issued photo ID card or a driver's license **OR**

    A Social Security Card and a photo identification card. (The social security card must be the actual card.) The photo identification card can be a Skidmore College ID card or a state-issued photo ID card or a driver's license.

Once a student has been hired the following documents need to be completed and submitted to the Financial Aid office:

- **Federal W-4** is a federally required form with regard to having federal taxes withheld from an individual's paycheck. *(This form must be completed each academic year.)*

- **New York State IT-2104 or IT-2104E** (form to complete needs to be determined by student not Financial Aid Office) is a state required form with regard to having New York State taxes withheld from an individual's paycheck. *(This form must be completed each academic year.)*

- **Skidmore College Direct Deposit Form** (*This form must be completed each academic year.)*

- **Wage Theft Protection Act Form** is a state required form that all employees are required to complete and receive a copy of the form as a notification of pay rates, pay dates, and wage statements. A form needs to be completed for **EACH** job a student is hired for. *(This form needs to be completed each academic year.)*

PAYMENT OF STUDENT EMPLOYEES

Generally, depending on their class designation, students are limited to the following earning expectations:

First Year Students	$2000
Sophomores	$2200
Juniors	$2300
Seniors	$2400

Student employment earnings are not guaranteed. It is the student's responsibility to work enough hours to generate the anticipated amount in work earnings. For example, if an award of $2200 is granted, and the student has been hired in a job that pays $7.25 per hour, he/she will need to average about 10 hours per week (based on 30 weeks) to earn the full $2200 awarded. Below is the average number of hours per week an upper-class student should plan to work in order to achieve the full work award.

Federal Work-Study students, by law, must be paid on an hourly basis only. The Director of Financial Aid and in consultation with the IPPC Sub-Committee on Admissions and Financial Aid determines the maximum number of work dollars in a student's aid package. Work dollars in one student's financial aid package may differ from that of another student's financial aid package.

The Financial Aid Office determines the average number of hours per week in a given academic year that a student should work in order to achieve the total work award. Consideration is given on how the combination of work and study hours will affect the student's health and academic progress. Both the employer and the student employee must agree upon any adjustment to these hours. However, no adjustment in the aid awarded will be made for unearned wages.

Below you will see the average number of hours per week an upper-class student should plan to work in order to achieve the full work award:

Sophomore $2200–based on pay rate should schedule:	Junior $2300–based on pay rate should schedule:	Senior $2400–based on pay rate should schedule:
$7.25 - 10.00 hours/week	$7.25 – 10.50 hours/week	$7.25 - 11.00 hours/week
$7.75 - 9.50 hours/week	$7.75 - 9.75 hours/week	$7.75 -10.00 hours/week
$8.00 - 9.00 hours/week	$8.00 - 9.50 hours/week	$8.00 - 9.75 hours/week
$8.25 - 8.75 hours/week	$8.25 - 9.00 hours/week	$8.25 - 9.50 hours/week

Information based on 2011/2012 academic year

Please note that the hourly rate of pay for each campus job has already been established and may not be changed. The schedule above simply shows the approximate number of hours per week, at each pay rate that should be worked in order to achieve the total anticipated earnings level.

The law is specific about the way we must determine pay rates for campus jobs which use Federal Work-Study funding. A student's need places a limit on the total Federal Work-Study earnings permissible, but has no bearing on his or her wage rate. It is unacceptable to base a wage rate on any factor not related to the student's skills. Students performing comparable jobs must be paid comparable wages, whether the jobs are being performed by students at different class year levels or by a student and a regular employee.

RECEIVING PAYMENT FOR HOURS WORKED

The majority of students will use the "Student Auto-Time" system to enter their work hours. The auto-time system is a way for employees and supervisors to enter, review and approve student work hours using the web. Any authorized person can use any computer (Mac or PC) attached to the web at any time to enter information by simply using a web browser such as Internet Explorer. Check with the Financial Aid Office for a user's guide.

It is the student employee and supervisor's mutual responsibility to ensure that work hours are reported on time. Hours reported late result in late payment. A payment schedule is posted on the Student Employment website and is available in the Financial Aid Office.

It is important to submit timesheets <u>on time</u>. Timesheets more than two months old will be reviewed carefully. Since we are unable to exceed the limits specified by the IPPC Sub-Committee on Admissions and Financial Aid, it is important that each student's earnings are monitored after every payroll.

Falsification of hours worked will be considered in violation of the policies and procedures of the Student Employment Program. Confirmed violators will be immediately dismissed from the program and the supervisor may also request a hearing through the Integrity Board.

Federal and State laws are explicit as to how we must pay student workers, including the documentation necessary for this payment. Wages must be paid through the payroll process, with proper recording for IRS purposes. All work performed by students must be pre-approved by the Financial Aid Office and paid through the Student Employment Program.

Student workers are paid on a bi-weekly payroll schedule. Skidmore College may, with written permission of the student, credit his/her tuition account.

IMPORTANT NOTE TO STUDENTS: Dining Services, Scribner Library, Admissions, Calling Program, Office Services and Post Office use time clocks for recording their student workers' hours. A computerized pay sheet will be submitted for you by your department, if you work in any of these areas. You will not need to enter hours into the Student Auto-Time System.

STUDENT TEACHING AND OFF-CAMPUS SOCIAL WORK PLACEMENTS ONLY
Typically, students who are involved in student teaching or off-campus field instruction in social work are unable to arrange a work schedule adequate to achieve the anticipated earnings for the clinical term. Students participating in such programs should plan to work additional hours before or after the placement, or negotiate an additional amount, if available, from the Federal Direct Loan Program through the Financial Aid Office to cover the unearned wages.

STUDENT EMPLOYMENT PROGRAM POLICY AND PROCEDURES

Attendance Policy and Procedures

Skidmore expects its student employees to report to work on a reliable and punctual basis. This policy provides attendance standards for all student employees and outlines the appropriate procedures to follow for scheduled and unscheduled absences.

Tardiness

Students are responsible for informing their supervisor when they know that they will not be reporting to work on time. Excessive tardiness will result in discipline, up to and including termination.

Absences

Students are responsible for informing their supervisor when they expect to be absent from work at least two hours before their scheduled shift. E-mail is not acceptable for reporting absences. A valid reason for the absence will be expected for the absence to be excused. Continued unexcused absences will result in discipline, up to and including termination.

Examples of excused absences include: use of pre-approved leave where approved by a student's supervisor at least two hours before their scheduled shift; emergency visits or hospitalizations (student employee and immediate family members); contagious disease or condition rendering employee unable to perform job duties, as verified by Health Services or a Physician; Acts of Nature rendering the student employee unable to report to work or result in the late arrival of a student employee to work; and any approved leave provided by law.

Holidays

Students are responsible to work holidays not recognized by Skidmore College. Advance notice should be given to the supervisor if the student would like to observe other holidays. As possible, supervisors should try to accommodate these holidays.

Adjustments to the Work Schedule

Both the work supervisor and the student employee must agree upon any required adjustments to the work schedule. Students are required to work study days and exam periods.

Please see the General Provision section of this handbook for the policies on Equal Employment Opportunity, Anti-Harassment and Consensual Sexual Relationships Involving Students.

RULES OF CONDUCT

Skidmore College expects student employees to follow rules of conduct that will protect the interests of the College and safety of its employees. Although it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of misconduct that may result in disciplinary action, up to and including termination:

- Telephone conversations or electronic communications which are not work related
- Refusal or reluctance to do agreed upon tasks
- Neglect of assigned duties (unsatisfactory work performance)
- Violation of department work rule or procedure
- Record of Tardiness
- Improper attire, per the department's policy
- Record of frequent absences
- Improperly using work privileges for personal gain

Illustrations of serious types of misconduct, subject to immediate dismissal, include but are not limited to:

- Breach of confidentiality – disclosure or use of confidential information for any reason.
- Falsifying time sheets
- Violation of the College's Anti-harassment policy
- Dishonesty
- The unauthorized possession, distribution, use of or being under the influence of alcohol, marijuana, or other non-prescription drugs or controlled substances during work hours.
- Deliberate destruction or misuse of College property.
- Theft of College property or the personal property of a student, staff or faculty member.
- Endangering the safety of colleagues or members of the community at large.
- Violating federal and/or state safety regulations within hiring department.

This statement of misconduct does not alter or limit Skidmore College's policy of employment at-will.

<u>Disciplinary Procedures</u>

Except in those instances where a student's misconduct warrants immediate termination, supervisors shall follow a progressive disciplinary procedure in accordance with the following guidelines:

1. A verbal warning by the supervisor for the first offense. The supervisor will speak with the student, express specific reasons (with examples) for dissatisfaction, and suggest solutions for ways to improve. The student needs to understand what is expected of him/her and the consequences of continued poor performance. A follow up email will be sent to the student to confirm the conversation and the expectations discussed. This will **<u>not</u>** be considered a written warning.

2. After a second incident (it does not have to be the same problem), documentation by the supervisor in the form of a written warning is required.
   a. The supervisor must provide a copy of the written warning to the student employee. The supervisor must also send a copy of the written warning to the Student Employment Coordinator.
   b. The warning should include suggestions and a time period for correcting the unacceptable behavior.
   c. The supervisor is required to follow-up with students who receive written warnings to ensure the correction of indicated problems.
3. A third offense may warrant a decision by the supervisor to terminate the employment. The supervisor must notify the Student Employment Coordinator of the termination.

It is the supervisor's responsibility to tell the student employee that he or she is being warned (verbal and written) or terminated. When a supervisor has given adequate advance verbal and written warnings, termination of a student's employment may take place without further notice. Supervisors shall give written notice of a student employee's termination.

<u>When a student is terminated, he/she will not be eligible to work for the remainder of the academic year.</u> If the student is a financial aid recipient, the amount of unearned wages will not be supplemented with other forms of aid.

Termination Appeal Process

Student employees may use the appeal process to dispute an involuntary dismissals that they feel are unjust. This process may not be used if a student employee resigns.

The student employee will submit written notice initiating the termination appeal process within five (5) working days of the termination. The notice should be directed to a concerned department chairperson or director with a copy submitted to the Student Employment Coordinator and Director of Financial Aid.

The concerned department chairperson or director, along with the Director of Financial Aid, will hold an informal meeting with the employee and provide a decision.

Resignation Procedure:

This policy sets forth the proper procedure for the resignation and termination of student employment.

- First year students (freshmen) who voluntarily decide not to continue working within Dining Services for the remainder of the academic year will not be eligible to work elsewhere on campus. If the student is a financial aid recipient, the amount of unearned wages will not be supplemented with other forms of aid.

- An upper-class student may voluntarily leave his/her position without consequence if two week's notice is provided. If the student is a financial aid recipient, the amount of unearned wages will not be supplemented with other forms of aid.

Being Released From the Work Commitment

Students commit to a one-year obligation when signing a work agreement. If it becomes necessary for a student to stop work due to medical reasons, a letter from the College physician or the student's personal physician must be sent to the Student Employment Coordinator. If a student needs to be released from the work commitment for reasons other than medical ones, the student must meet with his/her supervisor or the Student Employment Coordinator. Over-commitment to sports and extra curricular activities are not considered valid reasons for release of work commitment.

A release from the work commitment is not considered termination, and does not jeopardize the student's participation in future campus employment.

Note: If a student voluntarily resigns or is released from employment, he/she is not guaranteed employment elsewhere on campus. If the student being released from work is a financial aid recipient, the amount of unearned wages will not be supplemented with other forms of aid.

Termination Procedures

In the event a student employee is terminated, he or she is required to return all property owned by Skidmore to his or her supervisor prior to departure. **When a student is terminated, he/she will not be eligible to work for the remainder of the academic year.** If the student is a financial aid recipient, the amount of unearned wages will not be supplemented with other forms of aid.

Conflict Resolution

In the situation where there is conflict or a problem, the student and supervisor should try to resolve the grievance through discussion. Most situations can be handled within departments between the student and the supervisor without any further action. In order to seek mutually satisfactory solutions, students should report employment problems to their immediate supervisor(s) or department chairperson or director.

If discussion is not sufficient to resolve the conflict, student employees should bring the conflict to the attention of the Student Employment Coordinator.

While Skidmore College provides employees with the opportunity to communicate their views, please understand that not every concern can be resolved to his/her satisfaction. Even so, Skidmore College believes that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

Mediation Matters is a not-for-profit organization of skilled volunteers and professionals dedicated to collaborative decision-making and to the constructive management and resolution of conflict. This option would be a voluntary for both the student and the supervisor. Any mediation must comply with the *Student Employment Program Handbook*.

Administrative Complaints

If a student remains dissatisfied with the decision of the Financial Aid Office, the student can ask the Dean of Admissions and Financial Aid to review the decision or policy. However, the Dean will not change a decision that seems consistent with general principles of fairness, equity and College policy.

In most complaint-resolution cases, the Dean's decision is final. If a student employee remains dissatisfied with the decision, he/she may ask the President to review the decision. Student employees should write to the President, explaining the circumstances and describing the conversations that have taken place with other College staff. If the Dean of Admissions and Financial Aid has not yet reviewed the decision, the President's Office will generally direct students to the Dean. The President will grant review only when, in his sole discretion, the situation or problem is of substantial consequence to the student and of broad concern to the College.

Dress Code

Supervisors may require dress codes when they are reasonable and related to the purpose or function of the employing department.

Electronic Devices

The use of iPods/iPads, mp3 players, palm pilots, electronic book readers, cell phones (phone calls or text messaging), or any other electronic device is not permitted during a work shift in any area.

Injury on the Job

Injuries sustained while performing the duties of a student employment position must be reported within 24 hours of the accident. A Skidmore College Accident Report may be obtained from Human Resources. It is the responsibility of the student to report any accidents to his/her supervisor. It is the responsibility of the supervisor to ensure that the Skidmore College Accident Report is completed.

Confidentiality

Student employees often have access to confidential material such as financial information, grades, telephone numbers, addresses, etc. It is important to understand the legal ramifications of this issue.

The following information is one example of confidential information and protocols that the College must follow. Skidmore College, like all post secondary institutions that receive Federal Aid, operates under the statutes set forth in the Family Educational Rights and Privacy Act (FERPA). This legislation is commonly referred to as the Buckley Amendment. This law ensures a student's access to his/her records and at the same time, prevents disclosure of the information contained in the record to anyone other than a school official who has a legitimate need to have the material. Students may give written consent for disclosure to certain other persons.

Student employees may need to have access to specific pieces of confidential information in order to perform their jobs. However, this in no way allows for the sharing of this information with anyone in any form whatsoever. This includes verbal communication as well as written or copied transfer of documents. Skidmore College treats this legislation with great seriousness and severely limits student access to other students' records.

If a student employee is exposed to confidential material in the course of his/her campus employment, it is important to understand the sensitive nature of the documents and to treat the information with confidentiality. Breach of confidentiality will result in discipline, up to and including termination.

Health and Safety Training

The health and safety of employees and others on Skidmore College property are of critical concern to Skidmore College. Skidmore College intends to comply with all health and safety laws applicable to the College.

To this end, Skidmore College must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods and known dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to a supervisor immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on Skidmore College's premises, or in a product, facility, piece of equipment, process, or business practice for which Skidmore College is responsible should be brought to the attention of a supervisor immediately.

Periodically, Skidmore College may issue rules and guidelines governing workplace safety and health as well as the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be required. Contact your supervisor for copies of current rules and guidelines. Failure to comply strictly with rules and guidelines regarding health and safety or negligent work performance that endangers health and safety will not be tolerated.

The College has a Safety in the Workplace Committee. The primary role of the Safety Committee is to design, implement and maintain a comprehensive safety program that supports and encourages a safe work environment for all employees and is compliant with all external laws and regulations. Membership: Two faculty members, one student member (appointed by the SGA), one support staff member, one member of Local 200D, all appointed by the President and serving staggered three-year terms; representatives from the Departments of Health Services and Human Resources, the Vice President for Academic Affairs and Dean of the Faculty and her/his designee, and the Director of Business Services (Chair by title). Further information on the Safety Committee can be found on their web site: http://cms.skidmore.edu/safety_committee/

Employment Verification

Off-campus employers may seek to verify the employment of applicants who are current or former student employees from the Financial Aid Office. Generally, the process is only verifying dates of employment and the employment department of former or current student employees. The College will normally attempt to handle these within 48 business hours of receiving the request.

<u>PERFORMANCE EVALUATION</u>

Written performance evaluations of student employees are not required. For those departments who wish to conduct written performance evaluations, the following information is suggested.

Evaluation forms can be used to summarize your performance over a definite period of time. Forms will not replace daily discussion and informal evaluations that normally occur between the supervisor and student employee. This form is to be used as a tool for evaluation and does not need to be sent to the Student Employment Coordinator.

Benefits of evaluations:

1. It encourages **Feedback** for both students and employers. Evaluations provide a structured format for the discussion of performance issues.
2. It enhances **Career Development** plans. Evaluations provide an opportunity for the discussion of career objectives.
3. It reviews **Performance History**. Evaluations provide a performance history which can be used regarding personnel decisions, including compensation.
4. It aligns with **Strategic Goals.** Evaluations provide an opportunity to view a student's performance in relation to the strategic goals of the College.
5. It outlines **Job Standards.** Evaluations provide an opportunity for clearer articulation and definition of performance expectations.

The Student Employee Evaluation can be found on the next page and online on the Student Employment webpage.

Skidmore College
Student Employee Performance Evaluation

For the semester/year: _____

Student Name: _____Class Year _____

Job Title: _____Pay Rate _____

Evaluated by: _____

Title: _____

Department: _____

1= Unacceptable **2**= Needs Improvement **3**=Regularly Meets Requirement
4=Meets and Sometimes Exceeds Requirements **5**= Exceeds Requirements **N/A** = Not Applicable

	1	2	3	4	5	N/A
Reliability/Responsibility Is punctual, maintains good attendance, properly notifies supervisor of absences, takes work seriously, accepts responsibility as needed						
Productivity Provides desired quantity and quality of work; is efficient, accurate						
Conduct Gets along with co-workers and is a team player; is cooperative; maintains appropriate work-place demeanor						
Knowledge and Skills Understands requirements of position, competently performs necessary tasks, prioritizes work, applies organizational skills, follows departmental procedures						
Initiative Helps without being asked, anticipates problems and suggests solutions, offers assistance appropriately						
Customer Service Greets and assists customers on phone, by mail and in person, represents office/department and its programs/policies						
Leadership Sets an example for other student employees; may help train peers; promotes the mission of the department within the student body						
Judgment and Discretion Uses good judgment (even if it means asking for help) when new situations arise; handles sensitive/confidential information discreetly						
Ability to Learn/Change Learns on the job, masters new material as needed, takes direction and constructive criticism						
Independence Works effectively with little supervision, knows when to ask for help						

Comments: (may include student's most significant achievements/contributions, and goals for the upcoming semester)

I would consider rehiring this student and/or recommend the student to another employer.
Yes_____ No_____

_____
Signature of Supervisor   Date

Student Employee: I have reviewed this evaluation with my supervisor and my comments are listed below.

Comments: (Student employees may submit confidential comments to the Student Employment Coordinator)

_____ _____
Signature of Student Employee   Date

First Year Student (Freshmen) Employee Frequently Asked Questions

<u>What is work-study?</u> The Federal Work-Study (FWS) program is a need-based program of financial aid providing students an opportunity to work part-time in an approved on-campus or off-campus job. You must have financial need as determined by the Free Application for Federal Student Aid (FAFSA) to receive Federal Work-Study funds.

<u>What if I am not Federal Work-Study eligible?</u>
Only students with Federal Work-Study listed in their financial aid award letters are eligible for jobs paid on the Federal Work-Study payroll, but other students can be paid through the non-FWS payroll. The job listings indicate whether a job is available only to FWS students or not. Hourly pay rates are the same on each payroll.

<u>When does the Student Employment program start?</u> The Student Employment program starts each academic year on the first day of classes in September and ends on the last day of the academic year in May. Students can not use their academic year work-study allocation during the winter or summer breaks. Work-study allocations can only be used for hours worked during the academic year.

<u>Do my earnings go directly toward my student account?</u>
No, you will receive the earnings for the hours worked. These earnings are meant for you to cover day-to-day out of pocket expenses related to your education costs. Skidmore College may, with written permission of the student, credit his/her tuition account.

<u>How will I be paid?</u> You will be paid every two weeks for the hours worked within the two-week period. Stop by the Financial Aid Office to pick up a payroll schedule or view the calendar online. The most effective and safest way to receive payroll earnings is via direct deposit into a bank or credit union checking or savings account. Through access via a secure web site, employees will be able to view Statement of Earnings information on-line, including both current and past gross pay, tax, voluntary deduction and net pay information by pay period.

If you already have an established bank account, simply complete the Direct Deposit Form to complete the process. If a bank account is not yet set up, most banks have programs to accept direct deposit. To set up an account close to campus, the College has arranged with two local institutions to work with students, Adirondack Trust Company and SEFCU.

<u>I signed up for direct deposit, but instead received an actual paycheck. Why?</u> For all financial institutions other than Adirondack Trust, the Payroll Office is required to process a pre-note for the first time only. This is for your benefit, as the bank needs to verify that all of your information (account number and routing number) is correct. For this reason, you will receive an actual paycheck the first time you sign up for direct deposit. If all information is correct, your direct deposit status becomes effective two weeks later. If not, you will be notified by Payroll that there is a problem with the information you submitted, which will need to be resolved before your direct deposit status can become effective.

<u>How do I know when I get paid?</u> Because all of the College's offerings for payroll disbursement are electronic, we are able to provide you with your Statement of Earnings information on-line. When you access the secure website (https://www2.skidmore.edu/payroll/auth/stu_login.cfm) for this information, you will be able to view both current and past gross pay, tax, voluntary deduction, and net pay information by pay period.

Are my earnings taxable? Yes. Student earnings, including Federal Work-Study, are considered earned income and are therefore subject to all applicable federal, state and local taxes. In accordance with the Internal Revenue Service (IRS) Code, the College provides all students with a W-2 (Wage and Tax Statement) at year-end. This is sent by January 31 for the preceding calendar year's earnings and is mailed to the student's permanent home address. The Financial Aid Office cannot give tax advice. If you have questions about filing taxes, you should contact a tax professional or the IRS.

Can I receive my payment early?
No, payments are issued on the actual check date and cannot be issued earlier. If you have a financial emergency, you can apply for a short-term loan through the Dean of Students Office.

How much can I earn?
Your award letter lists the maximum amount you are allowed to earn in a work-study job. You can not work over your award amount for a semester or the year. If you do not earn your entire fall amount, it can be carried over to the spring semester, as long as you remain eligible to work.

How many hours can I work?
Generally, freshmen students have the option of working 5, 7 or 9 hours a week.

Do I have to earn my entire work-study allocation?
No. You are not required to earn any of the allocation; however, if you choose to reject or not earn your work-study allocation, your financial aid package will not be increased to accommodate this choice. You are eligible to earn up to, but not in excess of, the amount indicated in your financial aid award. Remember, your work-study earnings are not credited to your Bursar's account. You will not receive your work-study funds unless you work.

Does the Financial Aid Office find or select a work study job for me?
All incoming freshmen are placed in the Dining Services Department during their first year. In subsequent years of attendance, you will be eligible to work in another position on campus, unless you wish to continue in the initial placement in Dining Services.

Can a freshman work elsewhere on campus during the spring semester? Freshmen accepting a full work award (9 hours per week) within Dining Services who wish to participate in other campus employment related activities or training, may request up to three additional hours per week (or a maximum of 45 total hours per semester) of employment outside of Dining Services during the spring semester only. However, the primary commitment will be to Dining Services and those scheduled hours must be maintained and not reduced. A freshman who has chosen to work either 5 or 7 hours must first increase his/her hours to 9 hours a week in Dining Services before consideration of additional hours per week will be given.

A freshman who has chosen not to work on campus during the fall semester may be considered for up to three hours per week of employment outside of Dining Services during the spring semester only.

If an initial work award in Dining Services is accepted and a student does not fulfill the terms of this employment, the student will immediately lose the campus work opportunity for the remainder of the academic year.

Is there safety training provided by Dining Services?
Yes, Dining Services provides safety training for all newly hired students to attend. *These training*

sessions are paid, mandatory meetings – non attendance may result in disciplinary action.

<u>Are off-campus and temporary positions posted anywhere?</u> There is a student job board located just outside the Financial Aid Office. Off-campus, temporary positions such as child-care, tutoring, yard work are posted. The Financial Aid Office does not administer off-campus jobs. The information is posted as a courtesy to the community, and students who are interested must follow-up on their own. This employment is completely independent of Skidmore College.

<u>What happens if I am terminated?</u> A freshmen student may voluntarily leave a position within Dining Services; however he/she will not be eligible to work for the remainder of the academic year. When a student is terminated he/she will not be eligible to work for the remainder of the academic year. Please refer to the termination procedures within this handbook.

Upper-class Student Employee Frequently Asked Questions

What is work-study? The Federal Work-Study (FWS) program is a need-based program of financial aid providing students an opportunity to work part-time in an approved on-campus or off-campus job. You must have financial need as determined by the Free Application for Federal Student Aid (FAFSA) to receive Federal Work-Study funds.

What if I am not Federal Work-Study eligible?
Only students with Federal Work-Study listed in their financial aid award letters are eligible for jobs paid on the Federal Work-Study payroll, but other students can be paid through the non-FWS payroll. The job listings indicate whether a job is available only to FWS students or not. Hourly pay rates are the same on each payroll.

When does the Student Employment program start?
The Student Employment program starts each academic year on the first day of classes in September, and ends on the last day of the academic year in May. Students can not use their academic year work-study allocation during the winter or summer breaks. Work study allocations can only be used for hours worked during the academic year.

How do I find a job? All work-study jobs are listed on the Student Employment Opportunities website. Each position will include a description of the job, its requirements and online applications for each job posted. An I-9 must be completed and submitted to the Financial Aid Office before a student can be hired.

What kinds of jobs are available? A wide variety of jobs are available. Office assistant jobs are the most prevalent but other jobs such as lab assistant, costume shop, stage crew, research assistant, athletic center monitors are just a few of the choices. In addition, off-campus community service jobs in a variety of non-profit organizations are available for Federal Work-Study recipients.

Which forms are required to be completed before I can be hired?
- Employment Eligibility Verification Form (I-9)

Which forms are required to be completed before I begin working?
- Federal Tax Form
- New York State Tax Form
- Direct Deposit Form
- Wage Theft Protection Act Form

Where can I get these forms?
All of the required forms are available to download on the Student Employment webpage.

What happens after I turn in all of my forms?
Once all the forms have been submitted to the Financial Aid Office you are able to begin working on campus and you will be set up as a student employee in the various student employment systems. When the process has been completed, you will receive an email notifying you that you are set up as an employee in the web-based Student Auto-time system. Every two weeks you will be submitting all hours worked through the Student Auto-time system. (Dining Services, Scribner Library, the Calling Program, Admissions and Post Office/Office Services use time clocks for recording their student workers' hours - you will not need to enter hours into the Student Auto-Time System.)

Do my earnings go directly toward my student account?
No, you will receive the earnings for the hours worked. These earnings are meant for you to cover day-to-day out of pocket expenses related to your educational costs. Skidmore College may, with written permission of the student, credit his/her tuition account.

How will I be paid?   You will be paid every two weeks for the hours worked within the two-week period. Stop by the Financial Aid Office to pick up a payroll schedule or view the calendar online. The most effective and safest way to receive payroll earnings is via direct deposit into a bank or credit union checking or savings account. Through access via a secure web site, employees will be able to view Statement of Earnings information on-line, including both current and past gross pay, tax, voluntary deduction and net pay information by pay period.

If you already have an established bank account, simply complete the Direct Deposit Form to complete the process. If a bank account is not yet set up, most banks have programs to accept direct deposit. To set up an account close to campus, the College has arranged with two local institutions to work with students, Adirondack Trust Company and SEFCU.

I signed up for direct deposit, but instead received an actual paycheck. Why? For all financial institutions other that Adirondack Trust, the Payroll Office is required to process a pre-note for the first time only. This is for your benefit, as the bank needs to verify that all of your information (account number and routing number) is correct. For this reason, you will receive an actual paycheck the first time you sign up for direct deposit. If all information is correct, your direct deposit status becomes effective two weeks later. If not, you will be notified by Payroll that there is a problem with the information you submitted, which will need to be resolved before your direct deposit status can become effective.

How do I know when I get paid? Because all of the College's offerings for payroll disbursement are electronic, we are able to provide you with your Statement of Earnings information on-line. When you access the secure website (https://www2.skidmore.edu/payroll/auth/stu_login.cfm) for this information, you will be able to view both current and past gross pay, tax, voluntary deduction, and net pay information by pay period.

What do I do when I do not receive payment?
You can contact the Payroll Office. Generally, the reasons you won't receive payment is because hours were not submitted by the midnight deadline or the entry was not marked complete.

What happens if I forgot to submit my hours via the Student Auto-time system? All hours need to be submitted by the published deadline to be included in the payroll process. If you did not submit your hours by the midnight deadline, you will not be paid until the next pay date. Student payroll is processed during a specified pay cycle as a group. Individual student hours will not be processed outside of the specified pay period. Student Auto-time does allow students to retroactively submit hours missed by using the previous pay-period option. These hours will be included with the next payroll process. It is your responsibility to ensure that your hours are correctly entered and submitted in time for your supervisor to validate.

Can I receive my payment early?
No, payments are issued on the actual check date and cannot be issued earlier. If you have a financial emergency, you can apply for a short-term loan through the Dean of Students Office.

How much can I earn? Your award letter lists the maximum amount you are allowed to earn in a work-study job. If you do not earn your entire fall amount, it can be carried over to the spring semester, as long as you remain eligible to work. Jobs have various hourly pay rates which start at the New York State minimum wage of $7.25 (2012).

Are my earnings taxable? Yes. Student earnings, including Federal Work-Study, are considered earned income and are therefore subject to all applicable federal, state and local taxes. In accordance with the Internal Revenue Service (IRS) Code, the College provides all students with a W-2 (Wage and Tax Statement) at year-end. This is sent by January 31 for the preceding calendar year's earnings and is mailed to the student's permanent home address. The Financial Aid Office cannot give tax advice. If you have questions about filing taxes you should contact a tax professional or the IRS.

Do I have to earn my entire work-study allocation?
No. You are not required to earn any of the allocation; however, if you choose to reject or not earn your work-study allocation, your financial aid package will not be increased to accommodate this choice. You are eligible to earn up to, but not in excess of, the amount indicated in your financial aid award. Remember, your work-study earnings are not credited to your Bursar's account. Also, you will not receive work-study funds unless you work.

How many hours can I work? It depends on your class year and the hourly pay rate for the job. On average students can work between 10 and 12 hours a week. If you have a question about the exact number of hours you are eligible to work stop by the Financial Aid Office.

How can I apply for a Community Service or America Reads tutoring job? If you want to apply for one of the Community Service or America Reads jobs listed on the website, and you are a Federal Work-Study recipient, you will need to apply for the job online and your application will be reviewed for eligibility by the Student Employment Coordinator. Once you are hired, then you will need to complete the appropriate employment paperwork for the academic year. You will be paid through Skidmore College rather than the community service agency. You and your employer will complete your paper timesheet every two weeks, and submit it to the Financial Aid Office. You will also need to submit hours worked through the web-based payroll process.

Can I change jobs during the year? You are encouraged to remain in your position for one academic year. As with any job, periods of short employment may raise questions for a future employer. Your work-study job is an opportunity to establish a good work record for your resume, along with a favorable letter of reference. If you are experiencing any difficulties in your work situation, you are encouraged to discuss your concerns with your employer. If you decide to quit your job, you need to provide your employer with at least two weeks notice of resignation.

Can I have more than one job on campus?
Yes, but the total number of hours allowed is the same whether you have one or two jobs. You are limited to your award amount.

I've worked on campus before; do I have to fill out paperwork again for my new job?
You need to complete the W-4, the appropriate New York State Tax Form, Wage Theft Protection Act Form and Direct Deposit form each academic year.

<u>Are off-campus and temporary positions posted anywhere?</u> There is a student job board located outside of the Financial Aid Office. Off-campus, temporary positions such as child-care, tutoring, yard work are posted. The Financial Aid Office does not administer off-campus jobs. The information is posted as a courtesy to the community, and students who are interested must follow-up on their own. This employment is completely independent of Skidmore College and does not affect the student's earnings limit or employment at Skidmore College.

<u>What happens if I am terminated?</u>
When a student is terminated he/she will not be eligible to work for the remainder of the academic year. Please refer to the termination procedures within this handbook.

Supervisor's Frequently Asked Questions

How do I let students know I have an open position?
The Student Employment Program's website now includes increased functionality for students and employers. The new student employment system will help automate the job posting, removal of job posting, hiring and reporting process for students, employments and administrators.

Supervisors will need to request a login (which is done right on the Student Employment website) first. (If you have not already done this - this needs to be the first thing you do because without a login - you can not post a job or hire a student.) Supervisors will be able to log into the system and submit a job posting directly online. Once the job posting has been reviewed and approved, the job will be posted online. The supervisor will manage their job postings - if a supervisor finds that he/she needs a job to be posted there is not a reason to contact the Student Employment Coordinator, the supervisor will be able to login and post the job.

After a job has been reviewed and approved students will be able to review job postings and apply for the job right online. A supervisor will receive electronic notification when a student has applied for a job. The supervisor will then log into the system, review the submitted applications, email students for interviews, email students a "rejection" letter or email students a "you're hired" letter. Once a student has been hired, the supervisor needs to direct the student to the website to print the required employment forms.

I have hired a student, now what? When the hire request has been approved, the student will receive an email confirmation which will instruct him/her to go online to the Student Employment website and download the appropriate employment paperwork. Once all employment paperwork has been submitted to the Financial Aid Office, the student will then be set up in the appropriate employment and payroll systems.

My student employee has worked for me before; does he/she still have to fill out paperwork?
Yes, all required employment forms need to be completed each academic year.

Can I give my student employee a raise?
No. The hourly rate for each position on campus has been determined by the classification of the particular job and its job description.

How will I know when my work-study student has reached his/her earnings limit?
The Financial Aid Office tracks the earnings of all students on work study. You will be notified as the student is approaching his/her earnings limit.

My student worker has reached his/her work study limit. What do I do?
If your student has met his/her earnings limit and your department's student employment budget has not been reached, your student will be switched to the non-Federal Work-Study payroll.

How do I terminate a student's employment?
When a student is terminated he/she will not be eligible to work for the remainder of the academic year. Please refer to the termination procedures within this handbook.

SUMMARY

Skidmore College believes that student employees are students first and employees second. However, student employees play an integral part in College operations. As such, it is expected that students employed by the College treat their campus job the same as any off-campus employment. Therefore, it is expected that a student employee of Skidmore College will be dedicated to performing his/her job well.

This handbook is intended to give the supervisor and student employee an overview of the basic policies and procedures outlining student employment at Skidmore College. Supervisors and students should keep this handbook as a reference source when they have questions or concerns regarding student employment. Any questions that can not be answered by the Student Employment Program Handbook should be directed to the Student Employment Coordinator, (518) 580-5750; email stuemp@skidmore.edu. If the question is payroll related, contact the Payroll Office at (518) 580-5842.

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