



**ELIZABETH TOWN  
COLLEGE  
STUDENT  
EMPLOYMENT  
HANDBOOK**

## **INTRODUCTION**

Elizabethtown College highly values the contributions of its many student employees. The work you do on behalf of the College contributes greatly to its various teaching, research, operational and administrative functions. Student employees are an important part of many of our departments on campus and enhance a workplace that is vibrant and diverse.

The Office of Human Resources, located on the second floor of Alpha Hall, (rooms 201-203), manages the overall administration of the student employment program at Elizabethtown College and is a resource for student employees. Payroll and timesheet processing is managed by the Payroll Department in Rooms 201 and 202 of Alpha Hall.

Most student employment issues you may face can be handled by consulting this handbook or contacting your immediate supervisor. If you still need assistance, you can also contact our Human Resources Office at 717-361-1406.

Elizabethtown College has been very successful with their student employment program. Each year over 800 full-time students work part-time on the campus, earning funds that assist them with their college expenses. Both the college and the students gain in several ways from these work programs:

Students gain:

- By the ability to earn money to assist with college expenses.
- By learning transferable job skills and knowledge of the working environment.
- By working on campus with flexible scheduling and eliminating the need for transportation to an off-campus site.
- By learning how a particular department and the college functions as an educational institution and as a business.

Elizabethtown College gains:

- By employing an intelligent and available labor force.
- By developing a mentoring relationship with students on an individual basis.
- By providing on-the-job transferable work skills.
- By developing an enlightened student population, familiar with its inner-workings.

The Student Employment/Payroll Office, a part of the Human Resources Department, administers the student employment program to assist students in obtaining a position on campus. The cooperation of each campus department is crucial to the smooth operation of this program. Federal regulations, laws and procedures must be followed to assure Elizabethtown College's continued access to these and other important financial aid programs for our students.

We want to highlight two Student Employment Programs: Federal Subsidized Work-Study Program and the Student Assistance (College-Funded) Program.

You, as a student worker, would need to qualify for one of these work programs through the Financial Aid Office in order to be placed on the student payroll.

### **STUDENT EMPLOYMENT PROGRAM**

Students work for a variety of reasons. Some need their earnings to meet the basic costs of an education, while others want their earnings for social activities. Still others recognize that the skills and work habits gained on the job will benefit them when they seek full-time employment, and some simply enjoy the camaraderie of work groups.

We want to highlight the two student employment programs at Elizabethtown College:

<b>FWSP</b>	<b>Federal Subsidized Work-Study Program</b>
<b>SELF HELP</b>	<b>Student Assistance (College Funded) Program</b>

1. **Federal Work-Study Program** is partially funded by the Federal Department of Education under the Title IV program. Students must meet specific federal requirements to earn funds in this program.
2. The **Self-Help - Student Assistance Employment Program** is totally funded with college funds. Students not eligible for the federal work-study program may be placed in this employment program.

The Financial Aid Office assists in determining which student work program is appropriate for each student based on their eligibility for the federal programs or other aid they may be receiving. If you are not sure which program pertains to you, please review your financial aid award letter or contact the Financial Aid Office for information.

The Payroll Department within the Office of Human Resources is responsible for student employment hiring and student payroll approval and processing while the Financial Aid Office projects the federal aid available to students for work-study. All student employment opportunities will be posted on the Student Employment website at [www.etown.edu/offices/student-employment/openings.aspx](http://www.etown.edu/offices/student-employment/openings.aspx)

### **Student Eligibility**

In order to qualify for student employment, a student must be matriculating in a degree-seeking program and be registered for a minimum of four (4) credits per semester. If a student is living in campus housing as a condition of his or her employment, then he or she must also be a matriculated student enrolled in a minimum of four (4) credits per semester.

Students must be eligible to work in the United States according to guidelines and regulations of the United States Citizenship and Immigration Service.

Students must have all applicable local, federal and state taxes deducted as required by law.

### **Employment Paperwork**

Both domestic and international students must complete a W-4, an I-9, a workers' compensation form and a direct deposit authorization. The I-9 form requires a passport or two forms of identification, including a picture ID and an original social security card, birth certificate or other acceptable document.

International students are required to present a passport, both an I-20 and I-94 form and a social security card.

### **Finding a Job**

Elizabethtown College considers the student employment process to be part of a student's overall College education. Human Resources participates in a student orientation event in August to discuss student employment, detail the employment process, answers questions, distribute applications and collect information.

The Student Employment/Payroll Office, a part of the Human Resources Department, is notified by departments of available student employment positions. Eligible students are encouraged to contact the department directly to inquire about open positions. All student employment opportunities will be posted on the Student Employment website at [www.etown.edu/offices/student-employment/openings.aspx](http://www.etown.edu/offices/student-employment/openings.aspx)

Upon hiring, new student employees complete necessary employee documents, (as noted previously), receive a Student Employee Handbook and begin the work experience as determined by the specific hiring department.

A student worker is not permitted to work within the same department as a family member if they are their direct report.

**Working During Scheduled Class Time Is Prohibited**

In general, students are not permitted to work in Federal Work Study (FWS) positions during scheduled class times. Exceptions are permitted if an individual class is cancelled, if the instructor has excused the student from attending for a particular day and if the student is receiving credit for employment in an internship, externship or community work-study experience. Any such exceptions must be documented.

**Rate of Pay**

The rate of pay for student employment is based on appropriate federal and/or state minimum wage rates. Further information may be obtained through the Office of Human Resources or your immediate supervisor.

**Elizabethtown College does not guarantee student employment however every effort is made to assist students in obtaining a position on campus.** Openings for work-study positions occur throughout the academic year making placement likely for any student actively seeking a position. If you are unable to find suitable employment, contact the Student Employment/Payroll Office of the Human Resources Department at 717-361-1194 for assistance.

**Interviewing Tips:**

Jobs on campus are highly competitive; therefore, in an interview be prepared to answer questions such as these:

- What interests you most about this job?
- Do you have any previous related job experience?
- What did you enjoy most about your previous jobs? The least?
- Are you working anywhere else on campus?
- How would your current/previous co-workers describe you?
- What are some of your strengths? Your weaknesses?

Remember, interviewing is a two way street. If you're unsure about any aspect of the job for which you are interviewing, feel free to ask questions. Some questions that students might have for possible supervisors include:

- What is the dress code for this position?
- What is the work schedule?
- Who will be my immediate supervisor?

Is it possible to change my weekly work schedule if something important comes up (e.g. family emergency, athletic commitment, etc.)?

## **Cultivating a Positive Work Experience**

In every department, the student assistant represents the College, so the following guidelines are essential:

**Dependability**- is crucial

**Reliability**- be sure to call in when you're sick or will be late.

**Confidentiality** - Information you have access to on the job that you would not have access to any other way should be considered confidential.

**Respect** - You deserve to be treated with respect and dignity as do your coworkers.

**Professional Appearance**- Respect for others extends to your dress and hygiene.

**Commitment** - Take your job seriously, the department depends on you to perform the tasks you were hired to do.

**Communication** -When you finalize your travel plans during breaks, be sure to let your supervisor know when you're leaving and when you'll be back.

**Initiative** - Take the initiative to offer assistance.

**Responsibility** - As a student employee, you represent the College. At times, you may be the first, even the only person from Elizabethtown College with whom an individual will have contact. In these service positions, you are asked to be professional, both in person and on the telephone.

Employment at the College is a privilege and carries with it a commensurate responsibility. With more students seeking campus employment than available positions, your appointment reflects the confidence that has been placed in your ability to successfully carry out the assigned responsibilities of the position.

Work time is not social time, plan to call/text/visit friends on your own time. Be sure you understand what is expected of you. You are encouraged to be proactive in seeking additional duties beyond your daily responsibilities.

**Workplace Ethics** - Elizabethtown College is committed to fostering and maintaining an environment where all employees promote and practice a high standard of ethical behavior. Any employee who feels subjected to unethical behavior is expected to discuss the issue with their immediate supervisor and if necessary the Director of Human Resources. The College is determined to maintain an environment that respects others and values high ethical behavior.

### **Payroll/Time Advantage System**

Student payroll is processed by the College on a bi-weekly basis. Supervisors are required to submit student work hours on a timely basis.

The student worker must signify the hours he/she worked while the departmental supervisor must then validate the accuracy of the time worked and submit into the Time Advantage System on a timely fashion. Departmental supervisors are responsible for ensuring the timely submission of hours worked. **Failure to submit time worked to meet a payroll processing deadline will result in a delay of receiving your pay, which will be carried over to the next payroll period.**

### **Timecard System**

The College's timecard system requires student employees in some departments to use their College ID to "swipe" in and out for their working day. Students should carry their ID's with them at all times and are required to have their ID with them when reporting got work.

### **Direct Deposit**

As a condition of employment, all student employees are required to participate in the direct deposit service to the banking institution of their choice. Students will receive their pay every other Friday via direct deposit and can view their direct deposit statement online thru JayWeb.

### **Dress Code**

Students are expected to dress in clean and professional attire appropriate for the position of employment. Your departmental supervisor should be consulted if you are not certain as to the appropriate attire.

Several departments on campus have additional dress requirements for safety reasons. Before beginning work, please review the dress code requirements for the position.

### **Confidentiality**

Student employees may have access to information that must be treated as confidential. This information may include, but not limited to, student information, computer records, college activities, matters relating to college employees, and/or other matters. Because of the importance of maintaining confidentiality, any breach, either deliberate or through carelessness, will be grounds for dismissal. Breaches of confidentiality will be reported for appropriate disciplinary action.



### **On the Job Injuries**

Any work-related injury, regardless of how minor it may appear, must be reported to the student's supervisor immediately. If medical treatment is needed, the supervisor will notify the Office of Human Resources so they may be directed to appropriate medical provider. See Exhibit A – Panel of Physicians, at the end of this document.

### **Resignation**

Students may resign from a position at any time. It is customary to provide an adequate notice of two weeks to give the supervisor appropriate time to find a replacement before leaving a job.

### **Job Performance**

Once a student is hired, the student's continued employment is contingent on satisfactory job performance. Satisfactory performance includes, but not limited to, reporting to work on time, promptly and accurately completing all work assignments, maintaining appropriate office behavior, meeting the expectations detailed during the initial interview and training period, and recording time worked accurately.

Unsatisfactory job performance should be handled within the employing department. Prior to termination for cause, the supervisor will provide verbal warnings indicating the nature of the problem and suggestions for improvement. Continued unsatisfactory performance may ultimately result in termination.

Student forgery or fraud related to any aspect of a student's employment, including, but not limited to, falsifying timesheets is grounds for immediate dismissal from the Student Employment Program and will be reported as a violation of the College's Student Code of Conduct to the Dean of Students. Students who feel that they have been unfairly terminated should contact the Office of Human Resources at 717-361-1406.

### **Regulations specific to the FWS program**

Once a student has earned his or her maximum FWS award, he or she may continue to work under the college-funded Student Assistance Program as necessary. Those who are working in the Community Service Program must end their employment once the FWS Award has been fully earned.

## **STUDENT EMPLOYMENT INFORMATION**

### **Frequently Asked Questions about Student Employment**

#### **WHY DO I WANT TO WORK?**

- Gain experience
- Earn money
- Have a job that is arranged according to your class schedule
- No transportation expenses
- Cultivate real work references

#### **HOW DO I GET A JOB ON CAMPUS?**

You are encouraged to be proactive in seeking a position in a department that interests you. **We are unable to guarantee a student job as openings are based on availability.** It is in your best interest to begin the process early.

#### **WHAT ARE SOME OF THE JOBS ON CAMPUS?**

Student workers assist faculty, staff and administrators in a variety of ways. Many offices utilize student workers for clerical support and tasks such as filing, copying, answering phones and distributing mail. Students may work in departments such as the Learning & Disability Services, Dining Service, the High Library, Student Life, Admissions, Campus Security, Athletics, Facilities, The College Store, Development, etc.

#### **WHEN AND WHERE DO STUDENTS GET PAID?**

Students are paid on a bi-weekly basis. You are required to participate in the direct deposit service and have payroll automatically processed through your home or local campus banking institution.

## **WHY DIDN'T I GET PAID?**

There could be several reasons:

- Did you fill out your W-4 and I-9 forms with the Office of Human Resources?
- Federal regulations require that these forms be completed before you can work and be paid.
- Was your timesheet turned in on time? Late timesheets are processed with the next pay period.
- Was your timesheet complete when it was sent to the Controller's Office?
- Did your supervisor submit the timesheet on the appropriate form? Incomplete and incorrect timesheets are delayed until corrected.
- Did you complete a direct deposit form?

## **WHERE DO I GET TIMESHEETS?**

Timesheets can be requested through your supervisor.

## **CAN I WORK DURING VACATION OR FINALS?**

Yes. You are able to work during this time and up to 40 hours maximum.

## **HOW MANY HOURS PER WEEK CAN I WORK?**

You are allowed to work up to 20 hours a week.

## **CAN I HAVE MORE THAN ONE JOB?**

Yes. You are allowed to have more than one job as long as it does not exceed the 20 hours per week allocation. You should also let your supervisor know you are working in another department so they can plan how many hours to expect from you.

## **WHAT ABOUT THE SPRING SEMESTER?**

If you are keeping the same job that you had in the fall semester, you only need to confirm your spring work schedule with your supervisor. If you have a new job in the spring (or any time you get a new job) you will need to have your supervisor complete a Student Employment Approval form prior to your first work day.

## **IS WORK-STUDY GUARANTEED EVERY YEAR?**

No. You are awarded Work-Study based on financial needs as determined yearly. You must complete your financial aid application on time every year and continue to show eligibility for Work-Study. Unused FWS eligibility cannot be carried from one award year to the next.

## THOUGHTS.....

### **THE INTERVIEW!**

Departments may request that you participate in a brief interview for the respective vacancy. This will be a good opportunity to test your job interview skills. If you are unsure of your interviewing skills, please contact the Human Resources Office at 717-361-1406. At the interview, the duties and responsibilities of the job will be discussed as well as any special rules for the department. During the interview, the supervisor should provide you with a list of expectations, such as:

- The number of hours they would like you to work
- How you should keep track of your time
- Specific details of the essential duties
- Student pay rate

In addition, some duties involve access to sensitive or confidential information. During your orientation process, the policy on confidentiality will be discussed with you.

### **CAN MY EMPLOYMENT BE TERMINATED?**

As with any job, you will be held accountable for fulfilling the responsibilities assigned to you as an employee of the College. Failure to fulfill these responsibilities may result in the termination of your employment. While we will work with you in finding another job, we cannot guarantee placement if the reason for dismissal is negligence on your part for lack of cooperation with the supervisor of the department.