



STUDENT EMPLOYMENT HANDBOOK

Supervisor and Student Manual for
University Employment

Financial Aid Office
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EQUAL OPPORTUNITY EMPLOYER STATEMENT

This statement is written as it pertains to students. For the full Equal Opportunity Employer Statement, please see page 14 of the CLARKE UNIVERSITY online manual.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Clarke will be based on merit, qualifications, and abilities. Clarke does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Clarke will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Employees may be immediately released for making false statements on their work application or concealing information thereon.

PURPOSE

Student Employment at Clarke University is designed to provide full-time, degree-seeking students with monetary funds in exchange for their services. Student employment is an educational process allowing students to learn and refine their skills in relation to the critical aspects of employment.

OVERVIEW

The following policies hold true for all programs (FWS, Campus Payroll, and Community Service Learning unless specified otherwise).

Minimum Wage:

As of January 1, 2008, the Iowa minimum wage rate is set at \$7.25 per hour. All on-campus student employees will be paid, at a minimum, the Iowa minimum wage rate. As noted in the federal regulations, pay requirements must meet the standards of the state or local law (unless the rate set by the state or local law is below the federal minimum wage rate).

Payment of Work Hours:

Under the Fair Labor Standards Act of 1938, no employer may accept voluntary services from a paid employee. All student employees must be paid for all hours that they work. **Students are paid on an hourly basis.**

Conditions of Payment/Pay Raises:

Pay rates will start at the current minimum wage and can vary depending on the work-related tasks to be performed or the prior experience of the student employee. Students working under the same job description should be given the same pay rate. Pay rate increases can be given to a student who has work experience or skills that will make him/her more proficient in the position of employment. Likewise, raises can be given to students who show increased skill levels or competence in their position. If a student is given a raise or a higher starting wage rate, the supervisor **MUST** document the logical reasoning for the wage increase and keep this information on file. It is the department's decision to give a student employee a pay raise. If a pay raise is given after the Student Employment Work Authorization Form is filled out, written notification must be provided to the Student Employment Coordinator via the online [Student Employment Update Request Form](#). All raises must be covered by the respective supervisor's departmental budget.

Limitation of Hours:

A student must work less than twenty hours per week (in all jobs combined) during periods of enrollment. During a period of non-enrollment, a student is permitted to work up to 29 hours per week, provided they have proved they intend to enroll in the upcoming period. For instance, a student may work during a semester break if he or she has registered for classes for the upcoming semester (the student's testimony that they will return the following semester will also suffice as proof of future attendance). International students, by federal law, need to stay below 20 hours per week during periods of enrollment as well.

Working breaks for student employees:

No federal or state laws exist to regulate work breaks given to student employees (besides, of course, bathroom breaks, etc). A general rule of thumb is to give your student employee a 15 minute break for every 4 consecutive hours they are on the job. If you ever employ a Clarke University student who is under the age of 16, this student employee must be given a 30-minute break if he/she will work five hours or more hours in a day.

STUDENT EMPLOYMENT PROGRAMS

FEDERAL WORK STUDY (FWS)

Purpose:

The purpose of the FWS program is to provide part-time employment opportunities for students to help finance their college education. A FWS position, by no means, can ever replace a staff member's position of employment at Clarke University.

Eligibility:

1. Students must meet general eligibility requirements for financial aid (satisfactory academic progress).
2. The student must show financial need as determined by a federally approved needs analysis document. The student must also show need for the program in accordance with the institution's packaging policy and self-help awarding parameters.
3. The student must be a full-time, degree-seeking undergraduate.
4. The student must have a valid INS form I-9 on file with the institution. This form establishes the student's eligibility to work in this country. The student must also complete the W-4 employee withholding allowance (either Iowa or Illinois) to be kept on file in the Financial Aid Office. An Authorization form must also be on file for each position that a student holds.
5. Students can confirm if they have Federal Work Study via their award letter.

Religious or Political Involvement:

FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. In determining whether any FWS employment will violate this restriction, you must consider the purpose of the work rather than the nature of the employing organization.

FWS positions may not involve any political activity, which means a student cannot work for a member of congress, a member of State legislature, or any of the various congressional committees. However, a student could be assigned to the staff of a standing committee of a legislative body, as long as he/she would be selected on a non-partisan basis and the work performed would be non-partisan. Positions that involve lobbying at the Federal level or working for the U.S. Department of Education are prohibited.

COMMUNITY SERVICE LEARNING

Purpose:

The Community Service Learning program was developed to provide FWS students with an opportunity to gain federal funds outside of the campus environment with local, non-profit organizations. The nature of the work to be accomplished must, in some form, provide a service to the surrounding community or its residents.

Eligibility:

1. Students must meet general eligibility requirements for financial aid (satisfactory academic progress).
2. The student must show financial need as determined by a federally approved needs analysis document. The student must also show need for the program in accordance with the institution's packaging policy and self-help awarding parameters.
3. The student must be a full-time, degree-seeking undergraduate.
4. The student must have a valid INS form I-9 on file with the institution. This form establishes the student's eligibility to work in this country. The student must also complete the W-4 employee withholding allowance (either Iowa or Illinois) to be kept on file in the Financial Aid Office. An Authorization form must also be on file for each position that a student holds.
5. Background checks are conducted on each applicant and must be passed in order to be considered for this program.
6. A student accepting a position in the Community Service Learning program must be able to provide their own transportation to and from the work site. No transportation will be provided by either the service organization or Clarke University.

Conditions of Payment:

The general wage for all Community Service Learning students is generally higher than that given to on-campus FWS students. Since a FWS award is a requirement for this position, once the entire FWS award is earned, the student employee must cease work.

Limitation of Hours:

A Community Service Learning student must work under twenty hours per week (all jobs combined) during periods of enrollment. Once a student's FWS funds run out, the student must stop working at their off-campus site. Currently, the amount of hours that can be worked is approximately 9 hours per week. Community Service Learning students are not allowed to work during semester breaks or periods of non-enrollment.

Job Classifications:

Job descriptions will be devised in conjunction with the service organization and the university. This information will include the following topics: brief descriptions of the work to be performed by students, the total number of students to be employed, the hourly rates of pay, the average number of hours per week each student will be used, the total anticipated length of the project, the percent of student compensation by the organization, the maximum number of hours per week a student may work.

Supervision:

A supervisor will be provided by the service organization at the respective work site of the student employee.

Payment Procedures:

Payment procedures for Community Service Learning are the same as those for FWS, with the following exceptions:

1. Community Service Learning employees will need to keep track of their math and reading tutor hours each pay period. At the end of each pay period, an e-mail will be sent to all Community Service Learning employees notifying them to report their tutor hours.
2. Accuracy of these hours is to be verified by the Clarke site supervisor electronically.

CAMPUS PAYROLL

Description:

These positions are offered to students who have not been awarded FWS and also to FWS students who are looking for an additional position upon fulfilling their FWS award.

Eligibility:

The student must be degree-seeking, and meet all requirements of satisfactory academic progress.

Summer Employment / Hours restriction:

All summer employment is paid via campus payroll. Students are NOT to work more than 29 hours per week according to the requirements of the Affordable Care Act.

GRADUATE STUDENT EMPLOYMENT

All graduate student workers will go through the same student employment process as undergraduate students, except for those working in a Graduate Teaching Assignment (GTA). If a graduate student will be working in a GTA, their supervisor will need to contact the Human Resources Office in order to complete the student employment process.

SUPERVISOR RESPONSIBILITIES

First and foremost, supervisors are expected to review the Student Employment Handbook and be knowledgeable of the policies and procedures of employing students at Clarke University. On a continual basis, supervisors may be making decisions based on federal law or institutional policy. In order to ensure these laws and policies are being followed, it is important for the supervisor to have an understanding of them.

Departmental Budgets:

It is the responsibility of the supervisor or his/her respective department staff to keep track of their own student employment budget and the total payments made to student employees (ex: keeping track of the hours that each student works per pay period). This can be done via MyInfo under Employee History. The Employee History shows a month by month summary of hours in which you can multiply by the student's hourly rate.

"Federal Work Study" is part of the financial aid package and is based on financial need. Students awarded Federal Work Study will need to work the approximate hours listed below to earn the entire award during the academic year (**all FWS positions combined**). Although pay may vary depending on the position and its requirements, the beginning hourly wage for most positions is \$7.25 per hour. While there are thirty-two academic weeks per year, we have computed hours per week based on the thirty weeks that a student might actually be able to work. Please use the below chart to assist in budgeting/scheduling.

TOTAL AMOUNT AWARDED	APPROXIMATE HOURS PER
\$1000	4.5
\$1300	5.9
\$1500	6.8
\$1800	8.2
\$2000	9.1

Each department is in charge of staying within its budgeted student employee allotment. Any questions you have about your budget can be directed to your chair/vice president. If a student is behind on their FWS earnings, you may offer them additional hours to help fulfill their allotted FWS award.

Job Classifications / Posting a student employment position:

Each department on campus is responsible for keeping their student employment job descriptions up to date. Each student employed by a department must be working under a format job description. If a department is looking to advertise a position for student employment, they must submit a form to be posted online. [Click here](#) to post a student employment position. Please be sure to fill out the form completely. Students will contact you directly when interested in the posted position. If any of the information provided on this form changes after it is submitted, please email Nicole Morgan at nicole.morgan@clarke.edu and explain the changes that need to be made (ex: if you originally request 3 student workers for a position and have since filled 2 of these).

You may use the application we have created below to assist with your selection. Please click on Employment Application below.

Employment Application

Student Employment Update Requests:

In order to make necessary payroll changes such as: terminating a position from online time entry, supervisor update, wage increase or other. Please fill out a request on the [Student Employment Update Request Form](#).

Training/Supervision:

Students are supervised by a designated staff/faculty member within the department in which they are employed. Many times, the efficiency and effectiveness of a student worker depends on the training and pre-determined expectations that they receive during their employment period. A proper orientation to the workplace, continual training, support, and feedback can make positive differences in a student's effectiveness and competence in his/her position. It is most beneficial to encourage and recognize students for their accomplishments at the workplace and in the classroom. The supervisor is responsible for training the employee, communicating job responsibilities and expectations of employment; including, but not limited to: appropriate work attire, overseeing the student's work, verifying the accuracy of hours submitted for payment, and approving the student's electronic timesheet.

Employee Evaluations:

The [Employee Evaluation](#) is an optional form which can be used for the benefit of both the employer and employee.

Confidentiality Agreements:

(Located on backside of Student Employment Authorization Form)

Student FERPA Form

Student Worker Statement of Understanding of the Family Education Rights and Privacy Act of 1970 (FERPA) is a student's acknowledgement of the penalties of disclosing information protected by FERPA to an unauthorized person. Please review the contents of this statement on the back side of the Student Employment Authorization Form with your students to ensure your student employees understand what is expected of them. Both you and the student must sign and date the statement.

All students must sign this statement before they are eligible to work on campus.

Statement of Confidentiality

The Clarke University Statement of Confidentiality is an agreement by the student to respect and protect confidential information within your office. Please review the contents of this statement on the back side of the Student Employment Authorization Form with your students to ensure your student employees understand what is expected of them. **All students must sign this statement before they are eligible to work on campus.**

Acceptable Use Policy

At no time is a student employee permitted to make changes to student records without approval from his or her supervisor. Student employees are never allowed to grade or input grades into Moodle. In accordance with the university's IT Acceptable Use Policy, under no circumstances is a supervisor to give his or her username and password to a student employee (or any other individual).

Unsatisfactory Performance:

Procedures are as follows upon terminating a student employee:

1. Students should be clearly informed in writing of the supervisor's expectations of them as employees.
2. If a student is not meeting expectations, a discussion should take place between the supervisor and the student. The supervisor should be clear and precise concerning the problem and what should be changed. The conversation should be documented and a copy given to the student (Verbal Warning).
3. If the behavior continues after the discussion, a written warning should be issued. The warning should clearly state the behavior causing the warning. It should also contain a clear statement of the consequences if the behavior continues. Copies of warning letters should be given to the Student Employment Coordinator (Written Warning).
4. The student should have the opportunity to offer rebuttal to the warning letter if desired.
5. If a supervisor wishes to terminate a student's employment, he/she must consult with the Student Employment Coordinator before any action is taken. The following are some examples of the circumstances that warrant this process to be followed: inappropriate dress, tardiness, failure to report to work, inadequate performance of work responsibilities (list is not all inclusive).
6. There are some circumstances which can result in immediate dismissal from the student employment program. These include, but are not limited to: falsification of a timesheet, theft, forgery, creation of an unsafe environment, willful destruction of university property, and release of confidential information to unauthorized persons (list is not all inclusive). Under these circumstances, the action can be taken without consultation with the Student Employment Coordinator.

Questions to Consider Before Releasing a Student Employee:

1. Was the student given a clear job description when he/she was hired?
2. Was an appropriate amount of training conducted by the supervisor (or others in the department/office) and were the job expectations made clear?
3. When a problem or situation was first noted, was the student counseled on the problem and given a chance (and possibly time frame) to correct the problem?
4. Was the student counseled more than once for the same performance related issue and given a deadline to improve?
5. Was the student guilty of some gross misconduct that would necessitate his or her removal at once from a position of authority?

Please fill out the [Student Employee Termination Form](#) for immediate dismissal.

Required Paperwork / Payment Procedures:

See Pages 11 &12.

STUDENT RESPONSIBILITIES

Confidentiality Agreements:

Each student will need to sign the FERPA, Statement of Confidentiality & Acceptable Use Policy agreements which will be provided to each student in the Financial Aid office. Agreements are on the backside of the Student Employment Authorization Form.

Dress Attire:

Students are expected to wear appropriate attire to work. Appropriate attire will depend on the department and job responsibilities associated with the position. If there are questions about proper attire, please consult with your respective supervisor.

Job Expectations:

Students are expected to show up to work on time and uphold their work schedule. If a situation arises in which you are unable to work, you will need to notify your supervisor of your absence and explain the situation **BEFORE** your scheduled employment hours begin.

Student employees should discourage their friends from visiting and socializing during working hours. Students are expected to refrain from all homework or personal business during scheduled times of employment. Students are not permitted to make personal phone calls during their working hours. If an urgent phone call is necessary, please seek the permission of your supervisor prior to making the call.

Each department's expectations may vary so you will need to consult with each supervisor if you have more than one position.

Required Paperwork / Payment Procedures:

See Pages 11 &12.

REQUIRED PAPERWORK / PAYMENT PROCEDURES

Supervisor & Student Responsibilities

Required Paperwork:

New student employees:

Federal law requires that a student's employment eligibility be verified within 3 days of their first day of work. Students are eligible once they fully complete their I-9 and state and federal W-4 forms. The student must have a valid INS form I-9 on file with the institution. This form establishes the student's eligibility to work in this country. The student must also complete the W-4 employee withholding allowance (either Iowa or Illinois) to be kept on file in the Financial Aid Office.

The student will need to bring in the proper **ORIGINAL** forms of identification for these forms (see chart below for most common forms of identification. Please refer to I-9 for complete list of accepted documents). **No copies will be accepted.**

LIST A	LIST B	LIST C
<i>OR</i>	<i>AND</i>	
*Documents that establish both IDENTITY and EMPLOYMENT ELIGIBILITY	*Documents that establish IDENTITY	*Documents that establish EMPLOYMENT ELIGIBILITY
1. U.S. Passport (unexpired or expired)	1. Driver's license (must contain photograph)	1. U.S. social security card issued by the Social Security Administration
2. Certificate of U.S. Citizenship	2. ID card issued by federal, state, or local gov't agency (must contain photograph)	2. Certification of Birth Abroad issued by the Department of State
3. Unexpired foreign passport with I-551 stamp or attached Form I-94 indicating unexpired employment authorization	3. School ID card with photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the U.S. bearing an official seal

Once the I-9 and state and federal W-4 forms are completed, the Financial Aid Office will give the student their Work Authorization Form with Section 1 completed. This verifies the student is legal to work on campus. Students will also receive the Direct Deposit Form and instructions for online time entry when this paperwork is filled out in the Financial Aid Office.

It is the supervisor's responsibility to make sure their student employee has completed and returned the Work Authorization Form for each position held to the financial aid office **BEFORE** the student begins working. If a supervisor fails to ensure that this happens, the supervisor will be issued a written warning from the Payroll Office. If this happens a second time, a written notice will be sent to the supervisor and the vice president overseeing your department. If a third offense occurs, your privilege to have student employees may be revoked. These occurrences put Clarke University in jeopardy by being out of compliance with federal law and/or audit procedures so it is essential that all policies and procedures are followed as requested.

Supervisors - Please make a copy of the Work Authorization Form so that you have documentation for your records.

Returning student employees:

If a student is a returning student employee, they will only need to complete a Student Employment Work Authorization Form. The Student Employment Work Authorization Form can be picked up in the Financial Aid Office. Once completed, the form is to be returned to the Financial Aid Office in order for the student to be eligible to work.

Payment Procedures

1. All paperwork **MUST** be completed before a student can input their time electronically. Supervisors are encouraged to make a copy of the Work Authorization Form for their records.
2. Students are responsible for tracking their hours throughout each payroll period. Each student will track their time online through their MyInfo account. Students will post their hours worked on a daily basis. Supervisors should periodically check on their student employee's electronic timesheets to make sure these are being kept current. At the end of each pay period, each student is responsible for submitting their electronic timesheet once all of their hours worked are entered correctly. The electronic timesheet will automatically be sent to the supervisor. Each supervisor is responsible for checking each electronic timesheet for accuracy, and electronically submitting the final copy to the payroll office.

[Student Employee Time Entry Instructions](#)

[Supervisor Time Approval Instructions](#)

3. Student employees must electronically submit their timesheets by 11:59 p.m. on the 15th of each month. It is very important that each student meets this deadline. Electronic timesheets can't be submitted past the deadline so supervisors will want to remind their employees to submit their time on the 14th of each month. Supervisors must electronically approve their student employee's timesheets by 12:00 p.m. on the 16th of each month or unless otherwise stated on the website: www.clarke.edu/studentemployment. If a student does not submit their electronic timesheet by the deadline, their supervisor can enter the student's hours before the supervisor deadline on the 16th of the month or later deadline if different. If both deadlines are missed and no time was entered or approved for the student for the past payroll, the student will need to complete a paper timesheet which can be picked up in the Financial Aid office. The supervisor must approve the hours by signing off on the paper timesheet. The student will not be paid until the following pay period. **Paper timesheets are a manual payroll process so it is imperative that students and supervisors complete their time entry and approvals in a timely manner.**

If a student turns in a late timesheet for the May payroll, the student will be paid with the June payroll and will be subject to Medicare and Social Security taxes.

4. Students are paid once a month, on the last week day of the month.
5. Students receive payment through Direct Deposit on the last working day of the month. Students who plan to apply their employment checks to their student account can stop by the Student Accounts' Office on the last working day of the month to sign over the check.