



Campus Student Employment Handbook

Office of Human Resources | sbc.edu/human-resources

2017-2018

Introduction

Sweet Briar College participates in the Federal Work-Study Program. Campus Student Employment (CSE) is managed by the Office of Human Resources. CSE works closely with students who qualify for financial aid and are awarded campus jobs. The Federal Work-Study Program is open to students who qualify for need-based assistance. Through this program, the federal government pays a percentage of the student's salary. The federal work-study guidelines and requirements are used for most procedures.

Campus student employment is part time and during the academic year only. The last day a student can be REQUIRED to work under the payroll terms of CSE for an academic year is the last day of classes for the term. Students and supervisors must arrange any employment after commencement with human resources, as they would transition to classification as a temporary, seasonal summer staff member.

Student Eligibility/Application Procedures

Undergraduate students enrolled for at least half-time (6.0 hours) are eligible to apply for financial aid and campus student employment. Graduate and fifth-year students must apply for regular employment through the human resources office.

Jobs are awarded first to qualified students who demonstrate financial need. To demonstrate financial need, students must apply for financial aid prior to each academic year. Information on application procedures and rules are provided by the financial aid office (FAO) in January of the preceding school year. Students who are eligible for financial aid and are awarded work study funds will be sent a job application by the FAO, which must be returned promptly. Once qualified students are placed, other students may be selected to participate. Students who desire

campus employment but do not qualify for financial aid must complete an application and be placed on a waiting list. Supervisors may not offer employment through the CSE program without first receiving budget approval by completing an approved position requisition form.

Placement and Job Selection Procedures

Students are encouraged to find campus employment by contacting the departments in which they want to work directly. Department preference may also be indicated on the FAO application. To assist students in the job selection process, descriptions of all available jobs are listed on the CSE website as they become available. Priority in hiring will be given to those students who are work study eligible.

The FAO sends job applications to all eligible students. Applications should include a student's skills and previous job experience. Students may indicate job preferences on this form. They must still apply to a job directly with the posted hiring manager – the FAO application is **not** the application for a specific position!

No student is permitted to work on campus without authorization from CSE.

Special Handling for Tutors, Residence Life Staff and Exchange Students

Some students have special paid positions that are arranged outside of CSE job classification and wage-rate procedures. These students are still required to follow the payroll and application procedures listed in this handbook.

Employer Request Procedures

All Sweet Briar College departments and offices are eligible to request to hire student employees. The number of students hired depends on the department's needs and its student payroll budget. Supervisors must complete a position requisition form, found on the HR website, and gather the required approval signatures before committing to any student a specific job, start date, or rate of pay. Approved position requisition forms must be sent to the CSE office before a position can be posted or filled. Once an approved requisition is in place, supervisors should email the job description to the CSE office if the job needs to be posted for applications, or send the completed Intent to Hire form to the CSE office if the supervisor already has a candidate to fill the role.

The employer is encouraged to interview the student to determine qualifications and to provide explicit instructions, preferably written, regarding work schedule, rules and tasks. Once a student is hired, the student and supervisor are sent a Job Assignment Letter. The Job Assignment Letter (JAL) is the official authorization that the student has completed the required CSE application, federal I-9, W-4, state VA-4, direct deposit authorization form(s), and confidentiality agreement, and is cleared to begin working. Students should never begin working until the JAL is received by the student and supervisor.

Job Classification and Wage Rates

All students will be paid at least federal minimum wage, \$7.25 per hour as of July 24, 2009. The wage rate for each position will depend on:

- the skills and abilities needed to perform the job;

- the rate at which other students doing similar work are being paid;
- the department's budget for paying students; and
- federal, state and local legislation.

The first year a student is in a position, the wage will be the base rate pay for that level. Students who continue with the same position **may be** awarded a raise at the end of a term if warranted by their performance and approved from a departmental budgetary perspective. Any increase in pay is not guaranteed. The supervisor must submit the request for a pay change by filling out a new position requisition form and once approved, a new Intent to Hire form, to be sent to the CSE offices at least two weeks prior to the effective date of the pay change. Pay changes will not be granted retroactively.

Sample Job Classifications (these are suggestions only, and not guaranteed or required rates of pay):

Assistant I

- **General work requirements:** Requires little or no work experience. May require light typing or data entry. Includes all jobs where guarding and general clerical work are performed.
- **Examples of jobs:** Clerical (answering telephones, filing, photocopying, light typing, computer data entry, running errands), food service (waiting tables, counter work), guarding, selling tickets
- **Base pay rate:** \$7.25 per hour (federal minimum wage). Most CSE positions start at minimum wage.

Assistant II

- **General requirements:** Requires experience and/or training. Works with little supervision. Makes some independent judgements.
- **Examples of jobs:** Audio-visual projectionist, science laboratory maintenance, computer software/hardware technician, office coordinator, research assistant, teaching assistant
- **Base pay rate:** \$7.50 per hour

Assistant III

- **General work requirements:** Requires significant experience, training and/or achievement in academic course work. Works without supervision and makes independent judgements. May supervise others. May be responsible for a complete project or area.
- **Examples of jobs:** Project manager, supervisor, tutor
- **Base pay rate:** \$8.10 per hour

Assistant IV

- **General work requirements:** Special training or skills
- **Examples of jobs:** Riding center maintenance, catering, etc.
- **Base pay rate:** \$9.00 per hour and above.

Payroll Procedures

Students are paid on the regular employee biweekly pay schedule, according to the schedule of dates listed under Payroll Deadlines on the CSE website. Students are paid for the actual hours worked to the nearest quarter of an hour. As of the 2017-2018 academic year, all student employees are required to have direct deposit set up for payroll purposes with SBC.

Students are reminded that it is an Honor Code violation to report more hours than they actually work or to falsify their time records in any way. Students should never record hours on their time sheets until they have completed the hours. To deliberately submit a time sheet with anticipated hours recorded would be considered a falsified time sheet and could result in disciplinary action. Not submitting accurate payroll records by the posted payroll deadlines may result in performance management, up to and including dismissal from your CSE position.

To be paid, students must have

- applied for and been authorized for campus employment by FAO and CSE;
- completed a campus employment application;
- completed a federal I-9 Form, W-4 Form, Virginia Form VA-4, signed confidentiality agreement, direct deposit authorization form(s) and turned them in with all required attachments to CSE;
- received a Job Assignment Letter; and
- submitted an electronic time sheet using Time Clock Plus (TCP) before the deadline listed on the payroll schedule. The electronic time sheet must be electronically approved by the student. Sweet Briar College has an institutional policy that requires all hourly paid employees (nonexempt and student) to sign/electronically approve their respective time sheet and attendance cards.

Supervisors/ Time Keepers also must electronically approve the employee time sheet. At that time, they are verifying the accuracy of the time presented to them. Both supervisors and employees are responsible for the accuracy and timeliness of the records. Monitoring should take place as payroll is being processed.

TIME RECORDS MUST BE SUBMITTED AT THE END OF EACH PAY PERIOD. IT MAY NOT BE HELD. FEDERAL AND STATE LAW REQUIRES INCOME TO BE REPORTED IN THE YEAR THAT IT IS EARNED.

Direct deposit is required for all students as of the 2017-2018 academic year. Returning students who have worked jobs in previous years must complete the required direct deposit authorization forms with the CSE office prior to beginning work in their position(s). New student workers will complete the direct deposit authorization forms with the CSE office when completing all other required new hire paperwork prior to beginning work in their position(s).

Hours per Week and Maximum Earning Allowed

To earn \$1,000 (the **typical** work student award amount, not a guaranteed award amount or earnings amount) in the 30-week school year, a student must work an average of 4.6 hours per week at the minimum wage of \$7.25 per hour. The student and supervisor should agree on the exact number of hours to be worked during the initial job interview, not to exceed the budgeted amount from the approved position requisition process. Students are not guaranteed any number of hours in their position(s), and may never exceed 20 hours per week across all combined jobs in the CSE program. Students may not hold more than two (2) jobs in the CSE program at a time, starting in the 2017-2018 academic year.

Students should multiply their hourly wage by the number of assigned hours per week, and multiply that result by 30, to determine whether they will be able to earn the full amount of their FAO authorization.

Students who need to earn more than their job award should contact CSE. If there are no other students seeking employment, the supervisor agrees to an approved increase in hours and the student is eligible to earn more, the award amount will be increased and a new Job Assignment Letter will be sent to the student and supervisor. Students must obtain permission from CSE before accepting additional employment above the amount of their job award.

Students who are receiving financial aid must first reapply and qualify for financial aid by the deadline in order to be eligible to work the following academic year in the CSE program.

All students should complete a job application with the FAO in April for the following year.

Students may not work more than 20 hours per week on any single job or combination of multiple jobs, nor more than 29 hours per week during break times (and then, ONLY with approval from the CSE office prior to the hours being worked).

Campus student employees may never work overtime.

Terminations

A student should discuss terminating employment with the supervisor first. A student may terminate his/her employment by submitting two weeks' written notice to the supervisor.

A supervisor may terminate a student's employment if the student does not fulfill the responsibilities as described in this handbook. The supervisor should evaluate the student's work using the CSE Employee Performance Evaluation Form, available on the CSE website at <http://sbc.edu/human-resources/student-employee-supervisors/>. Students who are terminated by their supervisor must be given written notice using the Performance Evaluation Form. A signed copy of this form, along with any performance management documentation, must also be sent immediately to CSE.

Responsibilities of Student Employees

The student's responsibilities are as follows:

- Read the Campus Student Employment Handbook.
- Contact the hiring manager to arrange a job interview or attend the meeting arranged by the hiring manager.
- Agree to a specific work schedule.
- Ask questions if you are unsure of expectations.
- Show an interest in the work and complete it to the best of your ability.
- Report for work on time; failure to obtain permission from your supervisor in advance to be late or absent from work may be grounds for termination. Students who are terminated may not be allowed to work on campus in the future.
- Act in a professional manner with regard to the confidentiality of all information with which you come in contact.
- Keep track of your hours and do not exceed your job award.
- Submit your electronic time sheet using TCP by the deadline listed on the payroll schedule.
- Discuss any problems or concerns with your supervisor or contact CSE.
- Notify your supervisor and CSE in writing if you are unable to continue the job for any reason.

Responsibilities of Campus Employers

Department heads/supervisors have overall supervisory responsibility for student employees. The department head/supervisor hires, terminates and reviews student employees and electronically signs/approves student time sheets. Where practicality requires it, a department head may assign another person in the department to be the student's immediate supervisor.

The department head/supervisor's responsibilities are as follows:

- **Never offer employment to a student worker without an approved position requisition form!**
- Read the Campus Student Employment Handbook and discuss the content with student employees.
- Detail the student's specific job responsibilities.
- Determine the student's work schedule.
- Provide training, counsel and motivation to the student.
- Ensure the student has work.
- Evaluate the student's work (This should be done at least once during each term and must be done at the end of the academic year or at the time the student leaves the position, regardless of the length of the job held).
- Notify the student promptly if his/her performance is substandard and document such contacts.
- Review the student's electronic time sheet in TCP to ensure accuracy and electronic approval by the student by the posted deadlines, each pay period.
- Electronically approve and submit student's time sheet by the supervisor deadlines (The supervisor's electronic signature on the time sheet confirms the student has worked the exact hours listed).
- Ensure a student never begins working until the supervisor and the student employee have received the job assignment letter from the CSE office, confirming all new hire paperwork is completed and the student job is processed and they are ready to begin working.

If a student's performance is substandard, department heads/supervisors should proceed as follows:

- Communicate with the student promptly. Specify which behavioral aspects are unacceptable and detail what the student must do to be reinstated as an employee in good standing. Document the conversation using the Performance Evaluation Form.

- If misconduct continues and is severe enough to justify written warning, the department head/supervisor should review the student's work history and previously recorded contacts. The department head should complete a Performance Evaluation Form to notify the student of the danger of being terminated and to specify what the student must do to be reinstated as an employee in good standing. The department head must give the student a copy of the evaluation form and keep the original to send to the CSE office. These forms must be signed by the supervisor and the student worker before sending to CSE.
 - If misconduct persists and termination is warranted, the department head should complete the evaluation form, give the student a copy and return the original to CSE. This form must be signed by the supervisor and the student worker before sending to CSE.
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Responsibilities of Campus Student Employment

The responsibilities of CSE are as follows:

- Provide department heads with the Job Assignment Letter containing the names of students who have been approved to work for the department and job award limits.
 - Process electronic time sheets. CSE does not approve time sheets; approval of student time sheets is the responsibility of the supervisor.
 - Collect position requisition forms once all required approval signatures are received and the forms sent to CSE.
 - Collect student employment records.
 - Post available student employment positions on the CSE website as they become available.
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Responsibilities of the Financial Aid Office

The responsibilities of FAO are as follows:

- Award Federal Work-Study Program or Sweet Briar campus employment jobs to students who qualify for work-study employment as part of their need-based financial aid awards.
 - Forward the employment applications and report the names and award amounts of students awarded such jobs to CSE.
 - Monitor biweekly payroll reports to ensure that student work-study job earnings do not exceed the limit of their financial need.
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Grievance Procedures

Disputes or complaints should first be handled by the student and department head or supervisor. If unable to resolve the issues, the following procedure must be followed:

- The student employee must submit the grievance and expected remedy to the department head within 10 days of the department head's original response to the issue. The department head must reply in writing within three business days.
- If the issue is not resolved, the student may submit the grievance and expected remedy in writing to CSE within three business days after receiving a written response from the department head. CSE will reply to the student's grievance within three business days.
- If satisfactory resolution is still not obtained, the student employee may request a committee hear the grievance. The request must be in writing and submitted to CSE within 10 business days.

The committee shall consist of the following:

- A member appointed by the student employee
 - A member appointed by CSE
 - A member jointly selected by the other two members of the committee
 - The committee must hear the grievance within 10 business days of the request. No employee previously involved in the process may serve as a committee member. The members of the committee shall select a chairperson to conduct the proceeding and a secretary to take minutes.
 - The student employee and CSE may choose representatives to make presentations to the committee.
 - The committee is responsible for the interpretation and application of current College policies and procedures. It does not have the right to formulate or make changes to said policies.
 - The majority decision of the committee shall be final and binding in its determination.
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Workers' Compensation

Students must report accidents to their supervisor immediately. It is imperative that all accidents and injuries are also reported to human resources at (434) 381-6478.

The College is required to provide its employees with insurance coverage for all work-related injuries. The workers' compensation insurance carrier claims specialist will make the final determination if the injury is compensable. If the claim is not approved by the claims specialist, a claim may be submitted to a student employee's personal insurance company. The student employee is then liable for the deductibles and co-pays of that policy. Other than initial treatment, all referrals for follow-up treatment (orthopedic consultation, physical therapy, etc.) must first be authorized by the assigned claims specialist.

Medical expenses will be considered when proper forms are completed prior to treatment and in accordance with the Workers' Compensation Laws of the Commonwealth of Virginia. Medical expenses will be considered when the proper forms are completed prior to treatment and in accordance with the workers' compensation laws of Virginia. To expedite the claim if the student employee seeks medical treatment off campus and/or will miss regularly scheduled work, fax all information to human resources at (434) 381-6486. Forms and instructions are available on the human resources website. For work-related injuries, medical services may be obtained only from one of the medical facilities listed on the human resources website. SBC employees may not transport an injured student worker to a medical facility. The injured worker may be transported by a friend, family member, ambulance, or public transport.

For more information on Virginia Workers' Compensation Commissions, please visit the VWCC website.

Preventing Discrimination

Statement of Compliance with Title IX

Sweet Briar College is committed to providing a safe and secure environment free of discrimination for our students, faculty, and staff. The College takes seriously allegations of sexual misconduct, including sexual violence, sexual harassment, sexual assault, stalking, domestic violence, and dating violence. Sweet Briar College is required by the Higher Education Amendments of 1972, 20 U.S.C. S 1681 et seq. (Title IX), to prohibit discrimination on the basis of sex in its education programs. Sexual misconduct constitutes sexual discrimination under certain circumstances and

is prohibited by Title IX. The Title IX coordinator is Ashley Dugger, Senior Human Resources Generalist in the HR Offices, available at (434) 381-6478 and at adugger@sbc.edu. You may also report online at <http://sbc.edu/compliance/title-ix/>.

Statement of Compliance with Section 504

Sweet Briar College provides notice of intent to comply with the regulations effectuating Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (as amended). The College intends to adhere to the letter and the spirit of the law through a policy of nondiscrimination on the basis of disability in all College operations. The Section 504 coordinator is the director of human resources who works in conjunction with the dean of the faculty and dean of student life. The current director of human resources is Nicole Whitehead, Fletcher Hall, P.O. Box 1090, Sweet Briar, VA 24595. Phone: 434 381-6510. Her email address is nwhitehead@sbc.edu.

Anti-discrimination and Equal Opportunity Policy

Sweet Briar College, while exempted from Subpart C of the Title IX regulation with respect to its admission and recruitment activities, does not discriminate on the basis of race, color, sex, religion, age, national origin, disability, sexual orientation, or veteran status in the operation of its educational programs and with respect to employment. All members of the community should be free from being subjected to discriminatory behavior.

It is a violation of this policy for any member of the Sweet Briar community to discriminate against any other member of the Sweet Briar community. Retaliation against any individual who raises a good faith report under this policy is strictly prohibited.

Any member of the Sweet Briar community who feels that he or she has been the subject of any form of discrimination should promptly report the incident to the

Title IX Coordinator, Ashley Dugger, at adugger@sbc.edu, or (434) 381-6478. There is also an online reporting form at <http://sbc.edu/compliance/title-ix/>. You may also report to one of the following College officials:

- Student complaint: Dean of Student Life, P.O. Box 1058, Sweet Briar, VA 24595. Phone: (434) 381-6134
- Faculty complaint: Dean of the Faculty, P.O. Box 1054, Sweet Briar, VA 24595. Phone: (434) 381-6521
- Staff complaint: Director of Human Resources, P.O. Box 1090, Sweet Briar, VA 24595. Phone: (434) 381-6510

Any member of the Sweet Briar community who engages in behavior mentioned above is subject to disciplinary action, including dismissal. Conversely, where results of an investigation reveal that a complaint of discriminatory activity is not made in good faith, the individual having made such a complaint may be subject to the same disciplinary action, including dismissal.

It is the responsibility of each member of the administration of the College, from the president to the front-line supervisor, to give this nondiscrimination policy full support through leadership and personal example. In addition, it is the duty of every employee of the College to create a work environment that is conducive to our nondiscrimination policies. SBC considers all employees of the college to be mandatory reporters/responsible employees when it comes to Title IX.

Consensual Relations

Central to the College's educational mission is the preservation of an atmosphere of trust, freedom of expression, academic freedom and respect for the dignity of each member of the College community. Actions by faculty, staff or students that harm these standards of expected conduct undermine the mission of the College.

The College considers any relationship of a sexual nature between a faculty or staff member and a student to be inappropriate. All faculty and staff at Sweet Briar should understand that they would bear the principle burden of responsibility in any action based on harassment that may arise from engaging in such a relationship. Faculty and staff should also bear in mind that initial consent to such relationships does not preclude a charge of sexual harassment in the future.

Accordingly, the College discourages faculty administrators and staff members from engaging in romantic or sexual relations with individuals over whom they exercise evaluative or supervisory power, including recommending them for fellowships, awards or employment. Such relationships may place in doubt the supervisor's fairness or professional judgement, or give the appearance of favoritism. The College serves notice that such faculty, administrators or staff will be held responsible in all actions related to sexual harassment that may result from such relationships.

Stopping Harassment

Harassment can be a very subjective area. What seems to be humorous or acceptable to one person may be perceived as offensive or inappropriate to another. Any student or employee who is confronted with behavior s/he perceives as harassment is encouraged to tell the person responsible for such behavior what s/he finds the behavior offensive or bothersome. Often this is enough to stop the behavior. However, s/he is not required to confront another person directly if s/he feels uncomfortable doing so or believes that such action may result in retaliation. Reports of harassment should be made promptly before the conduct becomes severe or pervasive. In an emergency situation, such as after normal business hours, or in the event an individual is concerned for his/her safety, s/he should contact the College campus safety department. As soon as possible thereafter, the individual should report any conduct that may be considered harassment to one of the appropriate College officials (see "Report Procedures").

Report (Grievance) Procedures

In compliance with federal laws, Sweet Briar College will promptly and equitably resolve complaints that violate our Anti-discrimination and Equal Opportunity Policy, including:

- discrimination or harassment against an employee or student because of race, color, religion, national origin, sex, age, disability or veteran status; or
- retaliation against an employee or student for bringing forth such a complaint, whistleblowing, or engaging in other protected activity.

Report Process

Any active employee or student who feels that s/he has been the subject of harassment or discrimination should report the incident immediately to the Title IX Coordinator, or another appropriate College official:

- Student complaint: Dean of Student Life, P.O. Box 1058, Sweet Briar, VA 24595. Phone: (434) 381-6134
- Faculty complaint: Dean of the Faculty, P.O. Box 1054, Sweet Briar, VA 24595. Phone: (434) 381-6521
- Staff complaint: Director of Human Resources, P.O. Box 1090, Sweet Briar, VA 24595. Phone: (434) 381-6510

In an emergency situation, such as after normal business hours, or in the event an individual is concerned for his/her safety, s/he should contact the campus safety department. As soon as possible thereafter, the individual should report any conduct that may be considered harassment or discrimination to one of the appropriate College officials.

A student employee who believes that s/he has been subjected to harassment or discrimination has the right to make use of all the established procedures for employees of the College. S/he should report instances of discrimination and

harassment to the Title IX Coordinator or the Director of Human Resources. You may also report online at <http://sbc.edu/compliance/title-ix/>.

Obligation to Respond

The College is required by law to investigate any report of harassment. The College will respond in writing to the person making the report at the conclusion of the investigation.

Confidentiality

Confidentiality will be maintained throughout the entire investigatory process to the extent practical and appropriate under the circumstances to protect the privacy of all persons involved. The persons charged with investigating the report must discuss the report or the underlying behavior only with the persons involved in the case and who need to know the information, which must include the reporting party and the accused/responding party. Employees who desire to discuss possible reports of harassment in a more confidential setting to clarify whether to proceed with a report are encouraged to contact the Employee Assistance Program (EAP); students who wish to discuss possible reports of harassment in a more confidential setting may talk with the College's mental health counselor.

Special Accommodations for Individuals With Disabilities

In compliance with various state and federal laws providing for the nondiscrimination against individuals with qualified disabilities, including the Americans with Disabilities Act (and its amendments) and Section 504 of the Rehabilitation Act of 1973, Sweet Briar College is committed to providing reasonable accommodation for such individuals who can successfully pursue the College's academic program or successfully fulfill the essential requirements of his/her job. The College recognizes its responsibility to provide individuals with disabilities with

equal access while maintaining the standards that are essential to the academic program. Reasonable accommodations are assessed and made on an individual basis. Any request for accommodation will be evaluated to determine whether such accommodation will create an undue hardship.

It is the policy of the College to

- ensure that individuals with qualified disabilities are treated in a nondiscriminatory manner in the pre-employment process, and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions and privileges of employment;
- request medical examinations of employees only when justified by business necessity, such as for a second medical opinion or a fitness-for-duty exam;
- keep all medical information confidential in accordance with the requirements of the law and retain such information in separate confidential files; and
- provide applicants, students and employees with disabilities reasonable accommodation, except where such an accommodation would create an undue hardship on the College.