STUDENT EMPLOYMENT HANDBOOK

A Guide for Students

Student Employment at Ursuline College

The student employment program at Ursuline College offers the student an opportunity to earn funds through meaningful work experiences. Students may receive an award of student employment as part of their financial aid package. Student employment awards are called "Federal Work-Study" (where the Federal government contributes part of the hourly wage). Federal Work-Study awards are reserved for students with the highest financial need.

Student Employment is awarded as part of a financial aid package and a student is awarded a specific dollar amount in Work-Study. This amount is the maximum that may be earned in the academic year. Unlike scholarships, grants and loans, which are credited directly to the student’s account, student employment is not. Upon arriving on campus, a student with a Federal Work Study award begins looking for a job by consulting the web posting [http://www.ursuline.edu/students/financialaid/jobs.pdf](http://www.ursuline.edu/students/financialaid/jobs.pdf) or the Work Study book in the Student Service Center (MU 203) and applying directly to the on-campus employer. Positions are paid based on the student's level of responsibility and performance. Hourly rates range from $7.30-$10.00.

Questions about the Federal Work Study Program may be addressed to Rhonda Austin at 440-646-8307. Email inquiries may be addressed to raustin@ursuline.edu.

What is Work Study?

Work Study is a way for students to earn money while gaining valuable knowledge and skills through a variety of on-campus employment opportunities. Students are employed in nearly every office and department. We hope that you find your student employment experience to be enjoyable and educational. If you have any questions about work study, please be sure to visit or call the Financial Aid Office.

Who is eligible for Work Study?

Students generally receive an award of Federal Work Study as part of their financial aid package. If you have received a Federal Work Study award, you are eligible to apply for an on-campus job.

What forms do I need to complete?

Prior to beginning your job search, you must complete all appropriate paperwork and return to Student Service Center, Mullen 203. **YOU CANNOT BEGIN EMPLOYMENT OR BE PAID UNTIL ALL FORMS HAVE BEEN COMPLETED.**

- **I-9 form** – This verifies your eligibility for employment. You must present a photo ID (such as a driver’s license) and one of the following: original Social Security card, certified copy of birth certificate, or current passport.
**W-4 form** – This allows Federal withholding taxes to be withheld correctly from your pay.

*Note:* You cannot claim ‘exempt’ on line 7 if:
(a) Your income exceeds $750 and
(b) Another person can claim you as a dependent on their tax return.

**Ohio Withholding form** This form provides tax status information so that the College can withhold the correct amount of State income tax from the student’s pay. Student will complete the form and return to the Student Service Center.

**Certification and Application form** - This form identifies you to prospective employers as being eligible for employment. You will take this form to the on-campus employer or supervisor. If you are hired, they will complete a section of the form and ask you to return it to the Financial Aid Office. If you have more than one job; you will need a separate Certification and Application paper for each job you have.

**How do I apply for a Job?**

Please be aware that it is your responsibility to locate a job. While most students who are interested in working are successful in securing a campus job, an award of student’s employment does **not** guarantee that you will secure one. It is your responsibility to apply for those jobs that interest you. The Financial Aid Office will, of course, be happy to assist you in your job search efforts. You should begin your job search by consulting the online work study job posting on the Financial Aid webpage [http://www.ursuline.edu/students/financialaid/jobs.pdf](http://www.ursuline.edu/students/financialaid/jobs.pdf) or the book in the Student Service Center. All open campus jobs are posted. Once you locate the job that interests you, please contact the person listed on the job posting. Be aware that some departments conduct interviews for jobs. You may be scheduled to meet with one or more people in the department. Also be aware that some departments have specific scheduling needs. Be certain that you discuss your schedule and available work hours with your potential supervisor.

**I’ve gotten a job. Now what?**

- **Work Schedule** – Your supervisor will set up a work schedule for you. Make certain that you are aware of your scheduled work hours. As with any job, you are expected to work the hours that have been agreed upon. If you find that you are unable to keep your schedule due to illness or some other reason, please inform your supervisor. Also discuss with your supervisor expectations for your work attendance during test periods and final exams. If you find that you must terminate your job, please give at least two weeks notice in order to allow the department time to hire another person.

- **Earnings Limits** – The Certification and Application Form will indicate your award amount. You and your supervisor will arrange a work schedule that does not exceed your authorized amount. The Financial Aid Office monitors student work earnings and will notify you and your supervisor if your allocation has been reached prior to the end of the year. Students who reach their maximum earnings prior to the end of the school year may be required to stop working. For this
reason, it is important to be aware of your weekly work schedule and cumulative school year earnings.

- **Customer Service** – Be aware that you are a representative of the College in your job role. Your department will instruct you in the importance of maintaining effective customer service attitudes. As such, your attitude and dress are very important in projecting a positive image of the College. Remember, every person that you meet in your job role, whether he or she is a student or faculty or staff member, is a customer of the department in which you work.

- **Business use** - During the hours that you are scheduled to work, social or personal visits or telephone calls must be kept to a minimum. Use of any office telephone or computer must be reserved for business reasons only and unauthorized use may be grounds for termination.

- **Confidentiality** – The College also observes federal confidentiality guidelines. Be aware that in your job you may be dealing with confidential family or personal information. Make certain that you are aware of the College’s confidentiality policy and any specific policies set forth in individual departments regarding release of confidential family information.

**FERPA POLICY**

**REQUIREMENTS OF CONFIDENTIALITY PURSUANT TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

20 U.S.C. § 1232g (“FERPA”)

Protecting the privacy of Ursuline’s students is a matter that the College takes very seriously. Ursuline College work-study employees may, at times, come in contact with personally identifiable information regarding Ursuline’s students. This information may include, but is not limited to, grades, financial information, prior educational history, transcripts, and medical information. Under FERPA, this information must be kept confidential. While such information can be disclosed to school employees who have a legitimate educational interest, as determined by Ursuline College, it cannot be disclosed to individuals who are not employed by Ursuline College. If it is determined that an employee has made an inappropriate disclosure of personally identifiable information regarding an Ursuline student, such disclosure may be grounds for disciplinary action, including the employee’s immediate dismissal.

Any questions regarding this policy or the application of FERPA should be referred to Deanne Hurley, Vice President of Student Affairs, (440) 646-8320.

- **Job Standards** – You are required to maintain standards of appropriate behavior and job performance. Violation of these standards may result in termination from your job. Grounds for termination may include (but are not limited to):
  - Excessive absences or absence without informing your supervisor
  - Unauthorized access to or release of confidential information
  - Abusive or harassing behavior
  - Evidence of drug use
  - Actions which endanger the welfare of yourself or others
  - Unauthorized use of College property
• Falsification of timecard (including reporting hours not worked, forgery of supervisor signature)
• Falsification of Certification and Application Form
• Working without appropriate documents completed (I-9, W-4, Certification and Application Form)
• Unsatisfactory work performance

How do I get paid?
You will keep track of your earnings on a time card (see below on how to properly fill out your timecard). You are paid on the 15th of the month for hours worked during the previous month. It is your responsibility to be aware of the payroll deadlines and make sure that your time card is turned in on time.

In order to be paid on time:
• You must have all required documentation on file with the Financial Aid Office
• You must turn in completed, signed timecards to the Student Service Center by the due dates indicated.

How to fill out Timecards
Month: Month of hours worked
Date: Date the work is being performed.
Time In: The time you begin work. **Please note AM or PM**
Time Out: The time you complete work. **Please note AM or PM**
NOTE: The ‘Time In’ and ‘Time Out’ boxes are for time ACTUAL HOURS WORKED ONLY.
Total Hours Worked: This box is to write the TOTAL hours worked for each day.
Name: Please make sure you fill out your first and last name.
Department: The department name
** FOR STUDENTS: If you have more than one job, you need a separate timecard for each job.**
Student’s Signature: This line MUST be signed by the Employee. Any timecards not signed, cannot be processed. NO EXCEPTIONS.
Position Title: This line must be completed
Supervisor’s Signature Line: This line MUST be signed by a Supervisor. Any timecards not signed, cannot be processed. NO EXCEPTIONS.

You are responsible for ensuring the accuracy of the above information. Any questions or concerns, please contact Rhonda Austin at 440-646-8307 or by email at raustin@ursuline.edu

Can I look for another job?
If you want to look for another job, make certain that you inform your supervisor at least two weeks prior to your planned departure. It will be necessary to complete a new Certification and Application Form for each job that you get.

Student Rights and Responsibilities
As a student employee at Ursuline College you have the right to:

- Be treated fairly and equitably by the College.
- Know what is expected of you concerning your work schedule, actual duties, and any other requirements made by the supervisor.
- Be informed about your work performance through verbal communication and performance evaluations.
- Use your campus jobs as references for future employers and/or credit institutions.

As a student employee at Ursuline College you have the responsibility to:

- Maintain high standards of behavior on the job that reflect well on both you and the College.
- Perform assigned duties promptly and competently.
- Complete and sign your time sheet, reporting actual hours worked.
- Abide by the rules, regulations and policies of the College and the office or department in which you work.
- Adhere to your designated work schedule. Absences should be reported and cleared with your supervisor.
- Maintain eligibility requirements for working on-campus.
- Act in a professional manner concerning all aspects of your work.
- Treat your coworkers and supervisors with respect and consideration.
- Follow department rules concerning appropriate dress, use of office equipment and supplies, use of phones and computers, etc.
- Complete job duties as assigned and requested, and not conducting personal business (homework, e-mail, phone calls, web use, etc.) unless first approved by your supervisor.
- Maintain confidentiality regarding any confidential information revealed during the course of your employment. Such areas would include, but are limited to, student records and financial information. A breach of such confidentiality or any act of dishonesty is just cause for immediate dismissal from your position. Depending on the nature of such an offense, you may be permanently dismissed from Federal Work Study.