



Student Employment Program Handbook

For Supervisors and Student Employees

Financial Aid Office
Lower Level Starbuck Center
Saratoga Springs, NY 12866
(518) 5805750

<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

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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 or 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 is available from the first day of classes until the last day of exams of the fall semester. Then it is available again the first day of classes for the spring semester until the day of exams for the spring semester.

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 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)



Skidmore College will not tolerate any such discrimination, harassment, or retaliation, and the commission of any such conduct will result in appropriate disciplinary action, up to, and including termination of employment. Behavior reflecting bias or discrimination may constitute a violation of Skidmore College policies, including but not limited to those set forth in Student Handbook, the Faculty Handbook (Part Six), or the Employee Handbook. Such conduct also may violate local, state, or federal laws.

Student workers wishing

For Additional Information or Assistance

Inquiries concerning the policies and procedures or requests for assistance should be directed to

Assistant Director for EEO and Workforce Diversity
Skidmore College
815 North Broadway
Saratoga Springs, NY 12863
Tel: 518-580-5800

<http://www.skidmore.edu/hr/index.php>

Displacement of Regular Workers

The College will adhere to all of its Collective Bargaining Agreements and Federal Work guidelines. The use of student help will not result in the reduction in the number of regular employees per the College union contracts. For further information, please see the specific union contracts located on the Human Resources web site <https://www.skidmore.edu/hr/policies/secure/unioncontracts.php> or contact Human Resources directly. For further information on the Federal Work program, please see the information located on the Federal web site <https://www2.ed.gov/programs/fws/index.html>

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

- to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of you or your family members;
- to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
- to file a complaint or domestic incident report with law enforcement;
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- It is the responsibility of the student to report any accidents to his/her supervisor.
- Attend any required scheduled mandatory safety training programs and apply this information.
- 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.
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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.

SUPERVISOR'S ROLES AND RESPONSIBILITIES

Supervisors are responsible for making job assignment opportunities for students to learn 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 reinforcement. Address problems (or potential problems) as they arise and 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 FRESH STUDENTS

ON-CAMPUS EMPLOYMENT FOR UPPERCLASS STUDENTS

The College employs students in various capacities ~~across~~ campus. Upperclass students may work in any area of the College that is offering student employment.

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 not meet their earnings limit sooner than expected. Due to budgetary constraints, a student may be asked to stop working if their earnings limit has been met.

CATEGORY AND WAGE SCALE

Level 1 \$12.75 per hour			
Job Duties	Required Experience	Skill Level	Supervision

Perform routine tasks as assigned. Work entails well defined procedures. Often

requires advanced specialized

HIRING STUDENT EMPLOYEES

Planning

NEW HIRE PAPERWORK

PAYMENT OF STUDENT EMPLOYEES

Students are limited to the following earning expectations:

Earnings Limit	\$4,000(\$2,000 per semester)
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Student employment earnings are not guaranteed. It is the student's responsibility to work enough hours to generate the anticipated amount in work earnings. If a work study award of \$200 is granted, and the student has been hired in a job that pays \$7.5 per hour, he/she will need to average about 6.7 hours per week (based on 30 weeks) to earn the full \$200 awarded.

Please be aware that there is an annual earning cap of \$4,000 per student over the 30-week academic year. You should plan to earn \$2,000 per semester, and spread your earnings out to ensure

RECEIVING PAYMENT FOR HOURS WORKED

Students will use the Oracle system to enter their work hours. Oracle 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 Chrome. 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. Any currently employed students who have not submitted any hours by mid-semester will be deactivated in the Skidmore Student Employment System and will not be able to submit hours after this point.

It is important for students to submit time

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.

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.

Students are responsible for informing their supervisor when they expect to be absent from work at least two hours before their scheduled shift. It is up to the discretion of each individual supervisor as to if they support email as 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 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.

- 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

Disciplinary Procedures

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 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 warning termination of a student's employment may take place without further notice. Supervisors shall give written notice of a student employee's termination.

When a student is terminated he/she/they 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.

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 upperclass student may voluntarily leave his/her/their 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.

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

PERFORMANCE EVALUATION

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 submitted 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: _____

StudentName: _____ Class Year _____

Job Title: _____ Pay Rate _____

Evaluated by: _____

Title: _____

Department: _____

1= Unacceptable ~~2~~ Needs Improvement ~~3~~ Regularly Meets Requirements

4

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

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 Wage and Tax Statement at year end. This is sent by January 31 for the preceding calendar year's earnings and 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 Vice President and Dean of Student Affairs.

How much can I earn?

Your award letter lists the suggested 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. Though you can exceed your Work Study limit and earn up to a maximum of \$4,000 per Academic Year.

How many hours can I work?

Generally, freshmen students have the option of working 6-10 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 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 work

Is there safety training provided by Dining Services?

Yes, Dining Services provides safety training for all newly hired students to attend training sessions are paid, mandatory meetings on attendance may result in disciplinary action.

Are off

Upper-class Student Employee Frequently Asked Questions

What is workstudy? 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 job paid on the Federal Work Study payroll, but other students can be paid through the FWS payroll. The job listings indicate whether the 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 with 3 days of a student being hired in Oracle.

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, tutoring, costume shop, stage crew, research assistant, athletic center monitors are just a few of the choices. In addition, off-campus community service jobs in some non-profit organizations are available for Federal Work Study recipients. Please visit the Skidmore Student Employment website for more details.

Which forms are required in order for me to work on campus?

- Employment Eligibility Verification Form (I-9)

Which forms are optional before I begin working?

- Federal Tax Form
- New York State Tax Form
- Direct Deposit Form
- Wage Theft Protection Act Form

up as an employee in Oracle. Every two weeks you will be submitting all hours worked through Oracle timekeeping.

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.

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 their Statement of Earnings information online, 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 set up 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? Financial institutions other than Adirondack Trust, the Payroll Office is required to process a paycheck 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

It is recommended that you complete the W-4, the appropriate New York State Tax Form, Wage Theft Protection Act Form and Direct Deposit form each academic year.

Supervisor's Frequently Asked Questions

How do I let students know I have an open position?

Visit the Student Employment website.

Supervisors will be able to log into the Oracle system and submit a job

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 campus employment. Therefore, it is expected that a student employee of Skidmore College will be dedicated to performing his/her-