

# **Kirtland Community College Student Employee Handbook**

Kirtland Community College  
Office of Financial Aid  
10775 N. St. Helen Rd.  
Roscommon, MI 48653

(989) 275-5000 ext 257

## **Mission Statement Work Study Program**

The Purpose of the Work Study Program at Kirtland Community College is to provide employment opportunities, experience and financial support within a safe working environment to students interested in sharing responsibility for their educational expenses.

## **STUDENT EMPLOYMENT AT KIRTLAND COMMUNITY COLLEGE**

### **Introduction**

Every student employee is an important part of the working team at Kirtland Community College (KCC). Courtesy, confidentiality, respect for others, and compliance with regulations and policies of the college are a must for all employees. The Federal Work Study program is administered by the Financial Aid Office at KCC.

The purpose of this handbook is to inform student employees of the general provisions and regulations of Kirtland's Student Employment Program and to answer any questions or concerns you may have. *It is important that you review and understand this handbook as you will have to sign an employment form verifying that you agree to abide by the terms and conditions of the program as outlined in this handbook.*

The Work Study Program is designed to provide job experience to students and additional funding to help meet the costs of college. Earnings are meant to assist with educational expenses. Students are paid on a bi-weekly basis for the hours worked during that specific period of time. Students may not charge books or tuition against their work study award.

Any questions or concerns you have regarding work study, or any aid programs should be directed toward the Financial Aid Office (989) 275-5000 ext. 257.

### **Work Study Funding**

Federal Work Study (federally funded) is a financial aid program that provides valuable job experience for eligible students. Kirtland Student Employees (funded directly by Kirtland Community College) are students who have applied for federal and are ineligible, or who may have exhausted their eligibility for the federal program.

## Who Qualifies for Work Study?

Students who have completed the Free Application for Federal Student Aid (FAFSA), have enrolled in at least 6 credit hours in an approved program of study for the semester they want to work, have completed all the required payroll forms, and have an approved Student Employment Form on file are qualified to work.

The Free Application for Federal Student Aid (FAFSA) web worksheet can be obtained from the financial aid department located in the Administration building to assist with completing the online application at [www.fafsa.gov](http://www.fafsa.gov) Call (989) 275-5000 ext. 257 with questions.

Students are also required to maintain satisfactory academic progress and current eligibility status to qualify for continued employment. To be eligible for financial aid, which includes student employment, students must be in Good Academic Standing and making Satisfactory Academic Progress. *Good Academic Standing* means maintaining a current (GPA) of 2.00 or better. *Satisfactory Academic Progress* means that the student is making reasonable progress toward the completion of a degree or certificate program. (See college catalog for additional details regarding SAP policy.)

To avoid any unnecessary delays in receiving a paycheck, it is very important that the supervisor and the student are aware that the student who is working has met all the eligibility requirements. ***Compensation for student employment will not be authorized until all required paperwork is fully and accurately completed and signed.*** If there are any questions at all regarding a student's eligibility to work, please check with the Financial Aid Office.

## What Do I Do Before Beginning Work?

The last section of this handbook gives a brief description of the steps that need to be followed by all student workers. The most important requirements are to have completed the financial aid process, register for the required credits, attend the mandatory one-time student employee orientation, and have a fully completed Student Employment Form on file for the semester you will be employed.

## Who Gets My Money if I Don't Get a Job?

No one. The amount of your award (as determined by the Financial Aid Office) simply indicates an approximate amount that you are eligible to earn.

## How do I Get a Job?

Student contacts Human Resources regarding available positions and completes a **KCC Student Employment Application**. Student then gets a **Student Employment Form (SEF)** from the Financial Aid Office. The Financial Aid staff will double check the student eligibility to work before issuing an SEF. Student must have applied for financial aid and be eligible, and be enrolled in at least 6 credit hours.

The student is to sign the Student Employment Form (SEF) and take it with a copy of their employment application to the interview. Once hired, the supervisor will complete Part I: Supervisor Section of the SEF form and the student returns the SEF to Human Resources. The student will at that time complete required payroll forms, etc. The student is NOT eligible to work until this form and all other required paperwork is fully completed, and supervisor has received a certified copy of the SEF.

Human Resources is responsible posting of available positions and student placement for jobs. Help is also provided by the Counseling Office for preparing resumes, interview techniques and other employment skills, if requested.

Treat your work-study job interview as you would for any other job. Dress appropriately, and be prepared to answer any questions a prospective employer may ask.

Begin your search as early as possible. If you have met all the eligibility requirements, you may interview for jobs prior to the semester starting.

### **Terms and Conditions of Employment in the Work Study Program**

1. Employment under Work Study is what is known as “employment-at-will.” This means that you may be legally dismissed at any time for any reason, except illegal discrimination or retaliation (see **Appeal Process** below).
2. Earnings from student employment are to assist with educational expenses. No monies may be deducted or garnished for any other purpose, except as appropriate for taxation.
3. The maximum amount of student employment earnings is subject to change without prior notice should a student’s status change, if adjustments are made in the student’s aid package, or if changes occur with Federal, State, Institutional and/or private funding. When a student’s authorized earnings are depleted, the student and supervisor will be notified by the Financial Aid Office and the student may be required to cease employment if other funds are not available.
4. Students must maintain satisfactory academic progress. No student may work during a scheduled class period unless the *Release from Class Form* is authorized by your instructor. These forms are available in the Financial Aid Office (or online under Important Forms link) and must be turned in with your time sheet.
5. Students are expected to perform their assignments to the satisfaction of their supervisors.
6. Students are expected to give adequate notice should they plan to terminate or be absent.
7. Students are expected to maintain a standard of behavior and dress consistent with their place and type of employment.
8. Violation of confidentiality, drug-free workplace, or other campus policies may result in termination of employment.
9. Students may not work beyond the last day of any semester without authorization from the Financial Aid Office. This will involve completing a new Student Employment Form.
10. No compensation of student employment will be authorized until all required paperwork is fully and accurately completed.

## Responsibilities of Supervisors

1. Determine a mutually-satisfactory work schedule with the student, with the understanding that *class attendance* and *class work comes first*.
2. Advise the student as to what is expected of him/her. This includes work performance and adherence to a schedule, standards of dress and behavior, pertinent campus policies, and other such matters as may be considered reasonable and appropriate.
3. Keep a copy of the student's class schedule available for reference. Students are not to work during a scheduled class period without clearance by the instructor of that class (Release from Class form signed by instructor).
4. Insure that the student has adequate training and physical ability to carry out tasks assigned.
5. Be aware of the total number of hours your department is authorized for and plan work accordingly. If you are unsure as to what is available to your department, contact Human Resources.
6. Inform the student if their performance is in any way unsatisfactory and give reasonable opportunity for correction. Please refer to ***Grievance Policy*** in Section XV. If their performance is in any way exceptional, give credit where credit is due.
7. Evaluation forms for supervisors and/or students are available in the Financial Aid Office.
8. Be aware of excessive absences or other problems. Notify the Financial Aid Office if you are unable to resolve the problem.
9. Notify the Financial Aid Office if the student stops working prior to the end of the semester. If you need replacement student employees, please notify Human Resources Office at ext. 239.

## How Do I Renew Work Study?

You must file the Free Application for Federal Student Aid (FAFSA) each year, regardless of whether you are eligible for the Pell Grant. Students are also required to maintain satisfactory academic progress, be enrolled in at least six (6) credit hours for the semester they are working, and have an updated Student Employment Form and Direct Deposit Authorization form on file. Preference will be given to early applicants.

## What Hours Can I Work?

Your work schedule is to be determined by you and your supervisor, with the maximum being 20 hours per week. You may work for more than one supervisor provided you complete a Student Employment Form for each supervisor and do not exceed 20 hours per week. **No overtime will be authorized.**

Please note that you may not work during a scheduled class period, unless the instructor has certified that:

1. Class was dismissed early.
2. Class was cancelled.
3. You performed class work at an alternative time.
4. Some other legitimate reason detailed by your instructor. (Release From Class form must be submitted with your time sheet.)

*The criteria for SUMMER employment is as follows:*

Students who will be working Summer Semester are required to follow the same guidelines as those working in Fall and Winter. Students must have their financial aid and employment paperwork up-to-date, be enrolled in at least 6 credit hours, have attended a Student Employee Orientation, and have an updated Student Employment Form on file.

### **What Do I Need To Do To Get Paid?**

Prior to starting employment, you must complete a Student Employment Form\* with your prospective supervisor and return it to the Financial Aid Office.

There are several other forms that you will need to complete and turn in **before** you can begin working:

1. Current Student Aid Report (including additional documentation required for verification, if applicable)
2. Kirtland Student Employment Application (Human Resources)
3. I-9 Employment Eligibility Verification  
(Must bring one of each: drivers license and social security card or other appropriate documentation listed on the back of the I-9 Employment Eligibility Verification form)
4. State W-4
5. Federal W-4
6. Background check release authorization
7. Direct Deposit Authorization form

\*The Student Employment Form is only available through the Financial Aid Office.

### **When Do I Get Paid?**

Students are paid every other Friday provided a completed time sheet signed by both student and supervisor is received in payroll by 12:00 noon on the Monday prior to payday. Please keep in mind that holidays may make it necessary to turn time sheets in early--consult your supervisor or the payroll department about early deadlines. Payroll schedules are available in the Accounting or Financial Aid office and are updated on an annual basis. Direct deposit statements are mailed to the students home address. Funds are deposited to the students account on the specified payroll date.

## **Community Service**

Outside non-profit organizations are encouraged to provide opportunities for students who wish to perform community service. Examples include, but are not limited to: The America Reads Program (where student employees help as reading tutors at local elementary schools), welfare, social services, transportation, public safety, crime prevention and control, recreation, working service opportunities or youth corps, specified services for agencies identified by the National and Community Service Act of 1190, mentoring activities, support services for disabled individuals, health care, child care, literacy training, education, housing and neighborhood improvement, rural development, and community improvement. For further information, please contact the Financial Aid Office at ext. 257.

## **Drug Free Workplace**

It is the policy of the College that the manufacture, distribution, dispensation, possession, sale or use, including being under the influence of controlled substances or illegal drugs by any employee while on duty, reporting to duty, on the college campus or while participating in any college activity, or using college owned or leased equipment on or off the campus is strictly prohibited.

## **Grievances**

If you encounter difficulties in your position, please contact your supervisor immediately. He or she will be unable to help if they are not aware a problem exists. Most situations can be resolved in this manner. If the situation does not change after this, the student can contact the Director of Human Resources at ext. 271. The student may also submit a written grievance to the Director of Human Resources and the director will assist in resolving the problem.

Students should also be aware they are allowed to apply at other work study locations if difficulties or communication problems exist in the department they are working in. Students are allowed to work in more than one location, or switch locations (with notice), as long as they coincide with the eligibility requirements of the program.

## **Disciplinary Process**

Causes for Student's dismissal from the program include, but are not limited to, the following:

1. Failure to attend class during semester of employment.
2. Failure to enroll for classes during semester of employment.
3. Failure to report for work without notifying supervisor.
4. Falsification of time sheet record.
5. Conviction of a criminal offense.

6. Alcohol or drug consumption while on the job.
7. Violation of confidentiality or other campus policies.

### **Appeal Process**

If you feel you have been improperly discharged, due to illegal discrimination or retaliation, you may appeal a dismissal and are encouraged to do so. This appeal must be in writing and filed within two (2) weeks from the date of dismissal. The appeal should be submitted to the Director of Financial Aid. The appeal will be answered within five (5) working days of receipt and will be regarded as the final answer to the appeal.

### **Resignation**

If you are aware of an upcoming voluntary separation from your position, please notify your department supervisor at least two (2) weeks in advance. This will allow your supervisor time to locate another employee and adjust work schedules within that department. It is also suggested that student employees request a letter of recommendation from their supervisor prior to resigning for future employment purposes.

### **Statement of Compliance**

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Director of Human Resources, Room 226, ADM building, 10775 N. St. Helen Road, Roscommon MI 48653, 989-275-5000 ext 271 or 239.

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# Student Employee Requirements

## I. Pre-Employment:

1. KCC Student Employment Application:  
New student employees are required to complete a KCC Student Employment Application to be kept on file in Human Resources. Visit <http://www.kirtland.edu/financialaid/studentemployment.htm> for more information on student employment. .
2. Financial Aid:  
Student employees are required to have a Free Application for Federal Student Aid (FAFSA) on file and be determined eligible for aid.
3. Registration:  
Student employees must be registered for a minimum of 6 credits during the semester they will be working and be enrolled in an eligible program of study.
4. Student Employment Form (SEF):  
The Student Employment Form (SEF) is only available through the Financial Aid Office. New student employees are also required to complete an employment application with Human Resources (see step 1). The student will take the SEF and a copy of their employment application to interview for a potential job. When hired, the student completes Part II of the SEF form and the hiring supervisor completes Part I.
5. Complete the Process:  
Once hired, the student returns the signed Student Employment Form (SEF) to Human Resources and then completes all required payroll forms. Students *cannot* begin working until all payroll forms and a background authorization form are completed. Effective July 1, 2008 the pay rate is \$7.40 an hour. A new Student Employment Form is required for each semester that a student works, along with a new Direct Deposit Authorization form.
6. Student Employee Payroll Forms:  
Completed forms that are required before beginning work (available in Human Resources):
  - ▶ I-9 Employment Eligibility Verification  
(must bring *one of each*: drivers license or State ID card **and** original social security card or birth certificate.)
  - ▶ W-4 Federal Employee's Withholding Allowance Certificate
  - ▶ MI W-4 Michigan Employee's Withholding Exemption Certificate
  - ▶ Background Check Authorization Form
  - ▶ Direct Deposit Authorization Form
7. Returning Student Employees:  
A new Student Employment Form (SEF) is required for each semester a student works, along with a new Direct Deposit Authorization form. Returning student workers should pick up an SEF from the Financial Aid office. Once the SEF is completed with the hiring supervisor, the SEF is returned to Financial Aid. Students are not permitted to continue working until a valid SEF has been submitted.
8. Student Employee Orientation:  
Student employees are required to attend a one-time orientation *no later* than their first semester of employment. Sessions last approximately one hour. Orientation will be scheduled by Human Resources and the schedule will be available in the Financial Aid Office.
9. KCC Student Employee Handbook:  
The handbook can be viewed at <http://www.kirtland.edu/financialaid/studentemployment.htm> Upon signing the Student Employment Form each semester students agree to abide by the terms and conditions of the program as outlined in the handbook.

## II. Continued Employment Requirements:

- ▶ Maintain enrollment of six (6) credit hours minimum
- ▶ Current SEF for semester
- ▶ FAFSA for current academic year
- ▶ Current background check authorization on file
- ▶ Maintain SAP standards for financial aid eligibility