



# **Kirtland Community College Student Employee Handbook**

Kirtland Community College  
Student Financial Services  
4800 W Four Mile Rd  
Grayling MI 49738

(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

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

### **Introduction**

Every student employee is an important part of the working team at Kirtland Community College. 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 Student Financial Services at Kirtland.

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 each semester 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 cost 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 Student Financial Services (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 aid and are ineligible, or who may have exhausted their eligibility for the federal program.

### **Who Qualifies for Work Study?**

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

The FAFSA on the Web Worksheet (FOTW), although not required, can be obtained from Student Financial Services located in the Administration building to assist with completing the online application at [www.studentaid.gov](http://www.studentaid.gov)

Students are also required to maintain satisfactory academic progress and eligibility 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 grade point average 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 student are aware that the student who is working has met all eligibility requirements. ***Compensation for student employment will not be authorized until all required paperwork is fully and accurately completed and signed with Human Resources.*** If there are any questions at all regarding a student's eligibility to work, please check with Student Financial Services.

In line with Kirtland policy, Kirtland believes that an environment where employees maintain clear boundaries between personal and business interaction is most effective for the business environment. The supervision of relatives or those involved in a close personal relationship may cause conflicts and issues, real or perceived. This would apply to those -related by blood or marriage, or whose relationship is like that of persons who are related by blood or marriage. Students participating in the work study program are considered employees of the College, therefore, for FWS purposes an employee may not supervise a student that is a relative or someone whom they are in a close personal relationship.

### **What Do I Do Before Beginning Work?**

The last section of this handbook gives a brief description of the steps to be followed by all student workers. The requirements are to have completed the financial aid process, register for the required credits, completed all the required payroll forms with Human Resources, complete the mandatory one-time online student employee orientation, and have a fully completed Student Employment Form on file for each semester of employment.

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

No one. The amount of your award (determined by Student Financial Services) simply indicates an approximate amount that you are eligible to earn.

### **How do I Get a Job?**

Human Resources is the employment office for all student employees. For the complete student employee process/requirements, please see the last page of this handbook.

- To be eligible for the Work Study Program, students must be enrolled in at least 6 credits at the college, and have a completed FAFSA application on file at Kirtland. Explore jobs available at <http://www.kirtland.edu/human-resources/student-employment-job-opportunities>.
- Complete a Kirtland Student Employment Application if interested in any job opportunities on campus. You must be signed in to your Kirtland Account to process the application at: [https://docs.google.com/forms/d/e/1FAIpQLSdc71CWofln7mqMs8mHmUUf3uzg8UWRU6ye\\_QHZ\\_xbFaQXR\\_VQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdc71CWofln7mqMs8mHmUUf3uzg8UWRU6ye_QHZ_xbFaQXR_VQ/viewform)
- Go to Student Employment Forms at <http://www.kirtland.edu/student-central/forms> and print a Background Check Authorization Form and send it to Human Resources at [hr@kirtland.edu](mailto:hr@kirtland.edu) Please call 989-275-5000 ext. 239 if you need assistance.

- Obtain a **Student Employment Form (SEF)** from Student Financial Services. The Student Financial Services staff will verify a student's eligibility to work before issuing the SEF. Students must have applied for financial aid and be eligible, and be enrolled in at least six (6) credit hours.
- If eligible, the student will then need to contact the hiring supervisor that is found on the job posting to schedule an interview. The student must take the SEF and a copy of their class schedule to the interview. Once hired, the Supervisor will complete Part I: Supervisor section of the SEF, the student completes and signs the Student section and returns the fully completed SEF to Human Resources. The student will, at that time, fill out the required payroll forms, etc. **The student is NOT eligible to begin work until the SEF and all other required paperwork is fully completed, and the supervisor and student has received a certified copy of the SEF.**

Human Resources is responsible for the posting of available positions and for student placement in those position(s).

Treat your work study job interview as you would for any other job interview. 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 start of the semester.

### **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 a student 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 Student Financial Services and the student may be required to cease employment if other funds are not available.
4. Students must maintain satisfactory academic progress.
5. No student may work during a scheduled class period unless the Release from Class Form is authorized by the instructor. This form is available online in Student Forms Central and must be turned in with the appropriate time sheet.
6. Students are expected to perform their assignments to the satisfaction of their supervisors.
7. Students are expected to give adequate notice should they plan to terminate employment or be absent.
8. Students are expected to maintain a standard of behavior and dress consistent with the place and type of employment.
9. Violation of confidentiality, drug-free workplace, or other campus policies may result in termination of employment.
10. Students may not work beyond the last day of any semester without authorization from Student Financial Services. This requires submitting a new Student Employment Form.
11. 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 maybe considered reasonable and appropriate.
3. Keep a copy of the student's class schedule available for reference. Students are not allowed to work during a scheduled class period without clearance by the instructor of that class (Release from Class Form signed by instructor).
4. Ensure time sheets are submitted to the payroll department on time.
5. Ensure that the student has adequate training and physical ability to carry out tasks assigned.
6. 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.
7. 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.
8. Be aware of excessive absences or other problems. Notify Human Resources or Student Financial Services if you are unable to resolve the problem.
9. Notify Student Financial Services 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 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, have completed Student Employment Orientation, and have an updated SEF and Direct Deposit information on file. Preference will be given to early applicants.

### **Criteria for SUMMER employment:**

Students who will be working the 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 six (6) credit hours, have completed Student Employment Orientation, and have an updated SEF on file.

### **What Hours Can I Work?**

Your work schedule is to be determined by you and your supervisor, with the maximum being 20 hours per calendar week. Students may work for more than one supervisor/department provided a separate SEF is submitted for each supervisor/department and combined hours worked each week do not exceed the 20 hour limit. **No overtime will be authorized.**

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

1. Class was dismissed early.
2. Class was cancelled.
3. Student 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.)

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

Prior to starting employment, students must complete a **Student Employment Form\*** with your prospective supervisor and return it to the Human Resources Office. There are several other forms that students are required to complete and/or turn in **before** starting to work:

1. Current FAFSA results (including additional documentation required for verification, if applicable)
2. Online Kirtland Student Employment Application
3. I-9 Employment Eligibility Verification
4. State W-4
5. Federal W-4
6. Background check release authorization
7. FERPA Confidentiality Form
8. Direct Deposit Authorization form
9. Online Student Employment Orientation

\*The Student Employment Form (SEF) is only available through the Student Financial Services 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 in time sheets early. Consult your supervisor or the payroll department about early deadlines. Payroll schedules are available in the Accounting or Student Financial Services office and are updated on an annual basis. Direct deposit statements are mailed to the student's home address. Funds are deposited to the student's 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 1990, 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 Human Resources at ext. 239 or Student Financial Services 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. S/He will be unable to help if unaware a problem exists. Most situations can be resolved in this manner. If the situation does not

change after this, the student can contact the Office of Human Resources at ext. 239. The student may also submit a written grievance to the Office of Human Resources and the Director of Financial Aid 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 currently working. 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 a 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.

## **Sexual Harassment**

Sexual, or other forms of harassment, will not be tolerated at Kirtland Community College. Students who believe they have a complaint are advised to contact Human Resources, or file a BIT Form, located on the college's website at <https://publicdocs.maxient.com/incidentreport.php?KirtlandCC>

## **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 the 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 Office of Human Resources, 989-275-5000 ext. 239, or [hr@kirtland.edu](mailto:hr@kirtland.edu). A grievance may also be initiated by completing the BIT Form, located on the college's website, at: <https://publicdocs.maxient.com/incidentreport.php?KirtlandCC>

## **Disclaimer**

This handbook serves only as a guide for student employees, it is not intended and does not constitute, in whole or in part, a binding employment contract. Policies may be modified at any time by action of the federal or state governments, or by the College Board of Trustees. Procedures implementing these policies may be modified by administrative action, legal opinions, staff recommendations, and so forth. Student employees will be informed through e-mail notification of changes which may significantly affect the information contained herein. Student employees are encouraged to contact Student Financial Services, 989-275-5000 ext. 257, if there are any questions on the applicability of any matter listed herein.

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## STUDENT EMPLOYEE PROCESS/REQUIREMENTS

### I. Pre-Employment:

1. Completed **Current year FAFSA** on file at Kirtland ([www.studentaid.gov](http://www.studentaid.gov)).
2. Enrolled for a minimum of 6 **credit hours** in an eligible program of study.
3. Completed **Kirtland Student Employment Application** online at:  
[https://docs.google.com/forms/d/e/1FAIpQLSdc71CWofln7mqMs8mHmUUf3uzg8UWRU6ye\\_QHZ\\_xbFaQXRVQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdc71CWofln7mqMs8mHmUUf3uzg8UWRU6ye_QHZ_xbFaQXRVQ/viewform)
4. Complete a **Background Check Authorization Form** by going to Student Employment Forms at:  
<http://www.kirtland.edu/student-central/forms> and print a Background Check Authorization Form. Complete the form, sign it, and send it to Human Resources at [hr@kirtland.edu](mailto:hr@kirtland.edu). Please call 989-275-5000 ext. 239 if you need assistance.
5. Obtain a **Student Employment Form (SEF)** from Student Financial Services Office. Once eligible, contact the hiring supervisor that is found on the job post and schedule an interview. Take the SEF and a copy of class schedule to interview for a potential job. A new Student Employment Form is required each semester.
6. New student employees are required to attend a one-time **Student Employee Orientation** online at:  
[https://docs.google.com/forms/d/e/1FAIpQLSdhb2qPCTOBoSjsR9pWNEOdD8zb7ZFJzNIBniyPb8ifqJx8Dw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdhb2qPCTOBoSjsR9pWNEOdD8zb7ZFJzNIBniyPb8ifqJx8Dw/viewform?usp=sf_link). It is the student's responsibility to complete the online orientation prior to the first day of work. Failure to complete the orientation will result in ineligibility of the work study program until the orientation has been completed.
7. **When Hired:** The hiring Supervisor completes Part I of the SEF, the student completes Part II and returns the SEF to Human Resources. Students *cannot* begin working until all required payroll documents are submitted (see #8).
8. Payroll Forms must be completed with Human Resources before employment can begin (available in Student Forms Central <http://www.kirtland.edu/student-central/forms> or contact Human Resources 989-275-5000 ext. 239 or email: [hr@kirtland.edu](mailto:hr@kirtland.edu) ).
  - Background Check Authorization Form
  - I-9 Employment Eligibility Verification
  - W-4 Federal Employee's Withholding Allowance Certificate
  - MI W-4 Michigan Employee's Withholding Exemption Certificate
  - FERPA Confidentiality Form
  - Direct Deposit Authorization Form
9. Access the **Kirtland Community College Student Employee Handbook** at [www.kirtland.edu/paying-for-college/student-employment](http://www.kirtland.edu/paying-for-college/student-employment) students are responsible for reviewing this information. Upon signing the Student Employment Form (SEF) each semester, students agree to abide by the terms and conditions in the *Student Employee Handbook*.

### II. Continuing Employment Requirements:

Returning student employees are required to submit a new Student Employment Form (SEF) each semester and an updated Direct Deposit Authorization form if information has changed. Students are not permitted to continue working until a valid SEF is on file for that semester.

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