



# Supervisor Handbook

College Work Study Program  
For Student Employees

Kirtland Community College  
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**Disclaimer:** This handbook serves only as a guide for supervisors of 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. Supervisors will be informed through e-mail notification of changes which may significantly affect the information contained herein. Supervisors are encouraged to contact Student Financial Services, ext. 257, if there is any question on the applicability of any matter listed herein.

## **Mission Statement -Work Study Program**

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

## **I. 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 and supervisors.

The Federal Work Study program is administered by the Student Financial Services Office at Kirtland Community College. Any questions or concerns regarding any aid programs should be directed to Student Financial Services (989) 275-5000, ext. 257.

The purpose of this program is to provide job experience to students and additional funding to meet the costs of college. The maximum hours a student is eligible to work each week during a regular period of enrollment is twenty (20). Actual hours may vary depending on the hours available in the department s/he is employed.

A student employee is a part-time employee who is enrolled as a student at least half-time at Kirtland (minimum 6 credit hours per semester), and whose primary purpose at the college is the achievement of an eligible certificate or degree. Student employment is temporary and subordinate to the pursuit of an education. (Check with Human Resources on the procedure for hiring a student that does not meet the above description of a student employee.)

It is suggested that due to the financial benefits of the program for the employer, that at least one student hired at your location be given consideration for employment even if that person should lack prior job skills. It is emphasized that students without experience *need* experience to gain meaningful employment.

## **II. Student Employee Requirements**

### Financial Aid/Enrollment Requirements

Student employment, or work study, is a form of financial aid funded in part by the Federal government. Students are required to apply for federal aid by filling out a FAFSA (Free Application for Federal Student Aid), be enrolled in at least 6 credits in an approved program of study, and maintain SAP standards for financial aid eligibility. (The FAFSA form needs to be filled out each school year the student will be attending, preferably submitted in early spring.)

### 1. Kirtland Student Employment Application:

New student employees are required to complete a Kirtland Student Employment Application with the Human Resources office.

### 2. Student Employment Form (SEF):

This form is only available through the Student Financial Services Office. The SEF is taken to a job interview along with student's class schedule. When hired, the SEF requires the signature of both the student and supervisor. The SEF is returned to Human Resources and then forwarded to Student Financial Services for completion.

A new SEF is required every semester.

**(Certification by Student Financial Services on the SEF is required prior to the student being able to work. Once the supervisor and student has received a copy of the certified signed/completed SEF, the student is approved for student employment.)**

### 3. Job Hunting:

Human Resources maintains a list of available student employment positions. Students are required to interview with potential supervisors for the job in which they are interested.

### 4. Payroll Forms:

Once hired, new students must complete the required payroll forms before starting work and getting paid (available in Human Resources or online at: <http://www.kirtland.edu/student-central/forms>):

- ▶ Background Check Authorization
- ▶ MI-W4, Employee's Michigan Withholding Exemption Certificate
- ▶ Federal W-4, Employee's Federal Withholding Allowance Certificate
- ▶ Form I-9, Employment Eligibility Verification
- ▶ FERPA Confidentiality Form
- ▶ Direct Deposit or Debit Card Authorization form

(Students who are attending college less than full time and are over the age of 19 are required to contribute a percentage of their earnings to the Michigan Public School Employees Retirement System (MPERS).

### 5. Work Study Orientation:

New student employees are required to complete an online orientation their first semester of employment with Human Resources.

### 6. Number of Hours Permitted to Work:

Students are not allowed to work more than 20 hours per week. If the student is working in multiple departments, the combined hours may not exceed 20 per week. Students are not authorized to work during scheduled class times unless a *Release From Class Form* for early dismissal or cancellation is signed by the instructor and submitted with student's time sheet.

### 7. Students must be approved through the Student Financial Services Office at Kirtland:

Eligibility for student employment is checked on a regular basis by Student Financial Services. A student must maintain eligibility status during the semester they are employed. A new Student Employment Form (SEF) is required for each semester the student plans to work.

### **Off Campus Positions:**

Work Study students may be eligible to work in the community at approved locations. The number of off-campus positions are limited each academic year based on the level of federal funding provided to the college.

The *America Reads Challenge* employs students as reading tutors for elementary students through local schools, and is funded 100% through the Federal Work Study Program. The *America Counts Challenge* employs students as math tutors for middle school students and is also funded 100% through the Federal Work Study Program.

For non-profit organizations, the payroll match is 75-25% (the college pays 75%, the non-profit organization pays 25%) unless otherwise outlined in the Terms of Agreement/Schedule; for profit businesses, the payroll match is 50-50%, (the College, with state or federal funding, pays 50%, the business pays 50%.) Off -campus sites are billed quarterly by the payroll department for funds due.

### **III. Supervisory Requirements**

Supervisors: Must be an employee of the college.

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.

#### Off Campus Positions:

Supervisors are required to sign a TERMS OF AGREEMENT each academic year and complete a SCHEDULE for the performance of work. The Schedule lists a brief description of work to be performed, qualifications required, total number of students to be employed, hourly rate of pay, average number of hours to be worked weekly, and the total length of time the project is expected to run. For off campus students, time sheets *must* be scanned/emailed by the Supervisor to the Kirtland payroll coordinator for processing (see #9)

#### Off and On Campus Positions:

1. Establish student's eligibility to work with the Student Financial Services *prior* to hiring the student.
2. Keep an updated copy of the Student Employment Form (SEF) on file and double-check that the form has all the appropriate signatures on it. A new SEF must be completed every semester. (Students must also maintain minimum eligibility standards in order to continue working).

3. Establish working schedule with student. Keep a copy of the student's class schedule available for reference. Students are not allowed to work during a scheduled class period without prior clearance by the instructor of that class (completion of a *Release from Class Form* is required).
4. If time sheets are requested to be turned in early due to a holiday, hours reported must be **actual** and not estimated.
5. Be aware of the total number of hours your department has authorized and plan student work schedules accordingly.
6. Train the student properly for duties assigned.
7. 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 such other matters as may be considered reasonable and appropriate.
8. Notify the Student Financial Services and Human Resources if the student stops working prior to the end of the semester.
9. Return completed payroll time sheet(s) signed by both the student and supervisor no later than 12:00 noon on the Monday before payday. (Each day's hours must be initialed by the supervisor, in addition to the supervisor's signature on the bottom of the time sheet.) *For off campus students, time sheets must be scanned/mailed by the Supervisor to the Kirtland payroll coordinator ([kari.heil@kirtland.edu](mailto:kari.heil@kirtland.edu)) by 12:00 noon Monday of the pay week.*
10. Inform the student if his/her performance is in any way unsatisfactory, and give reasonable opportunity for correction. (Refer to *Unsatisfactory Performance* section). If his/her performance is in any way exceptional, give credit where credit is due.
11. Be aware of excessive absences or other problems. Notify Student Financial Services or Human Resources if you are unable to resolve the problem.
12. A semester evaluation by the Supervisor is recommended but not required. Students also have the opportunity to complete an evaluation on their supervisor and the work study program by contacting Human Resources.

#### **IV. Hiring Procedures**

Human Resources maintains a list of available jobs. Students fill out the online Kirtland Student Employment Application and submits a Background Check Authorization form to Human Resources. Students are given a Student Employment Form by Student Financial Services to take with them to interview for a position. Students apply directly to the various divisions, departments or outside work study positions, and should bring the Student Employment Form and a copy of their class schedule. Once hired the Student Employment Form is completed by

both student and supervisor. The form is returned to Human Resources where the student then completes the necessary payroll forms. If interested in off-campus placement, a background check must be done by HR prior to referring the student to an off-campus location.

**On-Campus employers (supervisor) should contact the Human Resources Office to post job openings.** [hr@kirtland.edu or (989) 275-5000, ext. 239.

It is the responsibility of the supervisor to assure that they are hiring an approved work study student, and to assure that funds are available in a budgeted account before hiring.

#### **V. Rate of Pay**

The standard rate of pay for on-campus and off-campus is \$13.00

#### **VI. Pay Periods**

Students are paid bi-weekly on the same schedule as other employees. Paychecks will be distributed via Direct Deposit. The appropriate payroll distribution form must be submitted to the payroll office each semester. Payroll schedules are available in Student Financial Services or Human Resources and are updated on an annual basis.

#### **VII. 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: 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 Student Financial Services.

#### **VIII. Non-Discrimination in Employment Practices**

Kirtland Community College is an equal opportunity employer and complies with all state and federal regulations in regard to non-discrimination based on race, religion, sex, age, national origin, handicap, marital status, height or weight.

Students who have complaints in regards to discrimination should contact Human Resources at hr@kirtland.edu.

#### **IX. Unsatisfactory Performance**

If you encounter difficulties with a student employee, please contact the student immediately. Discuss the situation with the student for resolution. Make note of the discussion. If the problem still exists after reasonable opportunity for correction, address the problem in writing with a copy of prior meeting notes to Office of Human Resources and Student Financial Services.

### **Causes for Dismissal**

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. It is recommended that poor performance or conduct be documented, in the event a student appeals a dismissal. If it becomes necessary to dismiss a student, please do so with due respect for the dignity and self-respect of that individual. In the event of a dismissal, promptly advise Student Financial Services, and if there are any security concerns (for example, the individual has a key which was not returned), please also promptly notify the campus security office.

Causes for dismissal may be, but are not limited to, the following:

- Student’s failure to attend class during semester of employment.
- Student’s failure to enroll for classes during semester of employment.
- Student’s failure to report for work without notifying supervisor.
- Falsification of time sheet record.
- Conviction of a criminal offense.
- Alcohol or drug consumption while on the job.
- Violation of confidentiality or other employer policies.

### **X. Appeal Process**

Students may appeal a dismissal. 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.

### **XI. 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>

### **XII. Drug Free Workplace**

It is the policy of Kirtland Community College that the manufacture, distribution, dispensation, possession, sale or use, including being under the influence of controlled substances or illegal drugs by an 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.

### **XIII. ADA Compliance**

Kirtland Community College is both obligated and committed to the principle of equal access for all. If a student requests an accommodation, supervisors must timely inform the Human Resources Office, and refer the student to the College’s Disability Services Coordinator and/or designee. These staff will collaborate with the supervisor and other staff and professionals as



appropriate to determine whether and what accommodation may be necessary and appropriate. Supervisors must be aware that disabilities are not a disqualifier for employment during the interview process, but that accommodations will be considered to assist the student in fulfilling the essential functions of the position. It is not the Supervisor's role or responsibility to assess whether a disability exists, but to work with qualified staff in determining whether a given accommodation, if made, effectively allows the student to perform the essential job functions.

Outside organizations that provide training or other services for employees will be required to sign a *Terms of Agreement* statement indicating that they will not discriminate against persons with disabilities when conducting activities for the college.

If you have any additional questions or concerns regarding the student employee program, please do not hesitate to call Student Financial Services, (989) 275-5000, ext. 257 or Human Resources at (989)275-5000, ext. 239 ([hr@kirtland.edu](mailto:hr@kirtland.edu)).

### **Board 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, 4800 W. Four Mile Road, Grayling, MI 49738, 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>

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