

Student Employment Program Handbook

**Student Guide
2011-2012 Academic Year**

August 2011

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INTRODUCTION

This handbook provides you, the student employee, with essential information about the Student Employment Program.

It has been designed to furnish you with the following information:

- 1. An outline of the correct procedures for applying to on-campus positions and completing forms.*
- 2. A description of your rights and responsibilities as a student employed at CCA and to the Student Employment Program.*

Please keep this guide handy and refer to it as often as needed.

GENERAL INFORMATION

Federal work-study is a federal financial aid work program partially funded by the United States Department of Education. California College of the Arts (CCA) contributes a portion of the funds for the program. The amount of this grant is subject to change based on government funding each year. The college administers this program in accordance with the laws, federal regulations, and instructions issued by or on behalf of the Department of Education, as well as its own institutional policies and local and state laws.

Types of Student Employment

There are two part-time on-campus student employment programs at CCA; both fall under the direction of the Student Employment Program.

- Federal Work-Study (FWS) funds are awarded based on financial need to eligible undergraduate and graduate students who have applied for financial aid by filling out the FAFSA.
- Institutional Work-Study (IWS) funds are awarded to undergraduate and graduate students who may or may not have financial need but do not qualify for FWS funding.

Student Eligibility Requirements

1. You must have a valid Social Security Number to work on campus.
2. You must be one of the following to be eligible for FWS: U.S. Citizen, Permanent Resident or other eligible classifications of non-citizen. International students are only eligible for IWS.
3. You must have filed a Free Application for Federal Student Aid (FAFSA) to participate in the FWS program.
4. If you do not qualify for FWS, you may work on campus through the IWS program.
5. Both FWS and IWS eligible students must be enrolled and maintain enrollment at CCA in at least 6 units during the fall and spring semesters.
6. To work during breaks, holidays, and summer sessions, you must be pre-enrolled for at least 6 units (ie: 2 classes) in the upcoming semester.
7. During the summer, you may work if you are enrolled in the summer semester, even if you are not intending to enroll for the upcoming fall or spring.

8. You are strongly encouraged not to work more than 20 hours per week during the academic year. You may not work more than 8 hours per day, or five days a week. It is your responsibility to monitor your work hours, especially if you have more than one job on-campus. **You may not work overtime.**

An FWS or IWS award amount of \$3000 represents an amount that you may earn by working part-time during the school year; **it is not an amount that you are guaranteed to receive.** You cannot volunteer for any position on-campus and may not take over work that is normally done by a staff member to phase out a staff position.

STUDENT PAY RATES and WAGES

There is an 8-tiered system for all work-study positions. Pay rates are determined by the employing department along with the Financial Aid Office and range from \$9.92- \$15/hr.

The Federal Work-Study Program provides for payment of hourly wages for hours worked only. Fringe benefits such as vacation pay and holiday pay are not permissible under the FWS program. All student workers are eligible to receive sick leave benefits under the city of San Francisco's Sick Leave Ordinance (Measure F). Contact the Student Employment Coordinator for more information.

All wages earned under the FWS program are subject to federal income tax. You must complete a W-4 form in order to have the correct amount of federal income tax withheld. The only exception regarding the withholding of taxes is for students who claim EXEMPT on the W-4 form.

APPLYING FOR ON-CAMPUS EMPLOYMENT

Work-Study positions are posted online via the College Central website (www.collegecentral.com/cca). You must register online in order to apply for positions and submit your résumé.

How to Register:

- Go to www.collegecentral.com/cca
- Click on the **Students** icon.
- Click **Register Now** located on the student page.
- Your Access ID is the letters "cca" and the last 6 digits of your student ID (for example, if your CCA Student ID number is 1234567 your Access ID will be cca234567).
- Create a password that you will remember.
- Complete the registration form, including all required fields.
- When registering, you must enter your CCA email as part of your current address.

Note: Your registration will be **deleted** if you do not use a CCA email account.

SEARCHING FOR PART-TIME, FREELANCE AND FULL-TIME OPPORTUNITIES ONLINE

Once registered, you may begin searching for jobs online. Most of the positions are for on-campus employment. College Central Network will also include positions submitted to CCA from employers in the surrounding areas including Oakland, San Francisco, the South Bay, etc.

Be sure to have a draft résumé ready to post. If you have additional questions regarding off-campus jobs, consult the Career Services Office. Sample résumés and résumé books are available in the Career Services Office to assist you with the basics of creating your résumé. Be sure to view the résumé kit at www.collegecentral.com/cca to begin drafting your résumé for posting.

Submitting a Résumé:

- Follow the directions to upload your résumé. Your résumé is subject to the Career Services Office's approval.
- After Career Services reviews your résumé, you will receive an e-mail indicating approval or requests for changes that are required before it can be approved and submitted to posted jobs through the online job board.
- **Your résumé does not have to be approved by Career Services if you submit it to the hiring supervisor directly.**

Once you have registered and submitted your résumé on the Career Central website, the faculty or staff member of the hiring department may review your résumé. Be sure to follow the application instructions included at the bottom of each job posting- **not all departments and offices require you to submit a résumé.**

If you need more information on employment services or have basic career questions, go to www.cca.edu/students/careers.

GETTING HIRED

When you get hired, your supervisor will discuss your work schedule with you. Be realistic about the number of hours that you can reasonably work while carrying a full-time course load. One of the good things about on-campus employment is that the supervisors are well aware that you are a student and that your academic and studio commitments come first. Some departments and offices can be flexible about the days and times that you work. Others need to make sure that they have student coverage over a number of time slots or will be expecting you to assist with projects that may have inflexible deadlines. Remember that every time you miss work when you are scheduled to be there, it impacts the department, office, or studio. Always call to notify your supervisor when you need to be absent from work and make sure that you discuss with your supervisor how flexible your job assignments are.

Hiring Procedures for On-Campus Work-Study Jobs

- Follow the application instructions that the hiring supervisor included in the job posting. Follow up with hiring supervisor if you have not heard back from them after a week or so.
- Once you are hired, meet with your supervisor to fill out and sign the employment paperwork. You must complete your hiring paperwork on or before your first day of work.
- Make sure that the completed forms are turned in to the Student Employment Coordinator by your supervisor. Any paperwork turned in late may cause delays in payment. Please have your supervisor contact the Student Employment Coordinator regarding any unusual circumstances.
- **You cannot legally work before all hiring paperwork and has been filled out, signed, and submitted.**

The Student Employment Coordinator in the Financial Aid Office will review all forms and will notify your supervisor if anything is missing or incomplete. Once Financial Aid has all of the required forms, the Student Employment Coordinator will authorize you to begin employment. All forms must be submitted to the Financial Aid Office on the San Francisco campus.

Employment Forms

All forms are fillable PDFs and can be completed on-screen. Required forms for each student employee type are contained within the “Student Employee Packet” for each type of student employee at CCA.

For first-time student employees at CCA:

1. Personnel Form (one for each position held)
2. Confidentiality Form (only for the first position for which you are hired during 2011-2012)
3. Designated Person Form (optional)
4. I-9 Employment Eligibility Verification
 - Copies of original identification documents outlined on the I-9 List of Acceptable Documents (contained in the New CCA Student Employee Packet on the website).
SUPERVISORS MUST SEE AND COPY THE ORIGINAL DOCUMENTS.
5. W-4 Employee’s Withholding Allowance Certificate

For student employees who have previously worked on campus:

- a. Personnel Form (one for each position held)
- b. Confidentiality Form (only for the first position for which they are hired during 2011-2012)
- c. Designated Person Form (optional)

- d. W-4 Employee's Withholding Allowance Certificate (only for continuing student employees who wish to change their withholding allowances)

Forms and Documentation: Detailed View

1. CCA Student Employee Personnel Form

- This form is required for all student employees for each job for which they are hired.
- The Personnel Form is a fillable PDF, for you and the supervisor to complete together, at the same time. Please complete the form online and print the completed form.
- Once you have printed the completed form, please sign in Section 4 (Authorization).

2. CCA Data Security and Confidentiality Agreement

- This form is required for all student employees ONCE during the 2011-2012 Academic Year. You must submit a completed form for the FIRST POSITION for which you are hired during the 2011-2012 academic year. Your supervisor will formally explain the policy for maintaining confidentiality. Please read and sign this form.

3. Designated Person Form (optional)

- This form may be used for you to designate a person other than a family member or registered domestic partner as an individual that you may take time off to care for in the event that person becomes ill. Family members and registered domestic partners are already considered to be legitimate individuals you may take time off of work to care for and claim sick leave.

4. Form I-9 — Employment Eligibility Verification form

- It is a federal requirement that all employees must complete this form at the time they are hired for employment.
- You must present original identification documents to the hiring supervisor, as outlined on I-9 List of Acceptable Documents contained in the New CCA Student Employee Packet. Your supervisor will review and copy the original documents.
- Per federal regulations, the I-9 form MUST be completed and dated within 3 business days of the employee's start date.

5. Form W-4 — Employee's Withholding Allowance Certificate

- Please complete items 1 through 7 and sign and date at the bottom of the W4 form.
- Per federal regulations, the W4 form MUST be completed and dated within 3 business days of your start date.

STUDENT EMPLOYMENT POLICIES

Hours, Breaks, and Overtime

- During the time classes are in session, it is recommended that you only work up to 20 hours per week on campus.
- According to Federal and State law, you can only be paid for hours actually worked. An unpaid work break is mandatory if an hourly employee works five or more consecutive hours at one or more jobs on-campus. One half hour break is the minimum break required. This break cannot be waived and must be reflected on the timesheet. For example, if you work in the Student Affairs Office for 4 hours during the morning, then for 3 hours in the Painting Studio immediately afterwards, you must take a half hour break because you will have worked more than 5 hours that day.
- For every four hours you work, you must take a fifteen minute paid.
- You cannot work overtime (more than 40 hours per week, more than 8 hours per day or more than 5 days in a row). You may be administratively terminated if you work more than the allowed daily or weekly hours without permission.
- International students may not legally work more than 20 hours per week.

Payroll/Timesheet Policies

- **Timesheets must be turned in to the Payroll Office in San Francisco the day timesheets are due.** The Payroll Calendar (available online) lists the work periods and the timesheet due dates. If timesheets are late, your payment will be delayed. It is your responsibility to submit your timesheets when they are due. You need to be mindful of the pay period dates and make sure that you submit and sign your timesheet. Student employees are paid twice a month, on the 15th and the last day of the month.
- **DO NOT** save all of your timesheets to submit at the end of the semester. You must submit timesheets regularly by the scheduled payroll deadlines.
- If you have multiple positions at CCA, you must submit a separate timesheet for each position.
- Make sure to allow time for your supervisor to sign your timesheet. If your supervisor is not available to sign your timesheet, you may have it signed by someone in the department that has been identified as an authorized alternate signer. Timesheets that are received with an unauthorized signature will be returned to you or your employing department for an authorized signature. This will result in a delay in your paycheck.

- **It is a federal offense for a student or an employer to falsify any information on a student's timesheet.**

Tips to Avoid Delayed Paychecks

- Avoid waiting until the last minute to submit timesheets.
- Submit timesheets on a regular basis. Make sure that you do not submit a timesheet for the same dates in two consecutive pay periods.
- Fill out all timesheets fully and completely.
- Make sure you input the correct **job code** on the timesheet- ask your supervisor if you do not know what your job code is. This corresponds to the pay rate and does not change.
- Sign your timesheet.

STUDENT WORKER RESPONSIBILITIES

- Read through the Student Employment Handbook thoroughly.
- Learn how to perform the job duties and complete all assignments properly.
- Keep all personal information that you learn on the job absolutely confidential.
- Act in a professional manner.
- Maintain the work schedule that you and your supervisor agreed upon.
- Notify your supervisor if you cannot report to work.
- Be sure your timesheet is submitted on time.
- Check your copy of the timesheet for possible errors before you submit it.
- Keep a copy of your timesheet for future reference.

PROBLEMS ON THE JOB

If you are having an unsatisfactory experience in your current position, we urge you to try to resolve the differences prior to taking further action. Discuss with your supervisor any problems that you are having. If discussion fails, notice in writing should be given by both parties to the Student Employment Coordinator, the Director of Student Life and, if applicable, the Human Resources Department.

Off-Campus Jobs

The **Center for Art in Public Life** coordinates all off-campus work-study positions. The majority of these positions are with non-profits, schools and community centers. If you have specific questions regarding these positions contact the Center for Art in Public Life at 510.594.3763.

Other off-campus jobs and internships can also be viewed online. Contact Career Services for more details or go to the CCA website at: <http://www.cca.edu/students/careers>

INTERNATIONAL STUDENTS

International students may only work on-campus; you may not work off-campus. You must have a social security number. Check with the International Student Advisor for requirements and procedures governing the authorization of on-campus employment. You should also meet with the Director of International Students and the Student Employment Coordinator for documents that you need in order to work on campus. International students with F-1 visa status are usually eligible for on-campus employment.

NOTE TO INTERNATIONAL STUDENTS: While school is in session, you may not work more than 20 hours per week. No exceptions.

International Students must apply for a social security card by doing the following:

1. Fill out all hiring documents.
2. Meet with the International Student Advisor.
3. Complete **Evidence of On-Campus Employment of F1 Status (International) Students** Form.
4. Meet with the Student Employment Coordinator for her signature.
5. You will need to take several forms to the Social Security Administration to apply for a Social Security Card- please contact the International Student Affairs and Programs office for more information.

It usually takes 2-6 weeks to receive a Social Security Card but sometimes it is possible to get your Social Security number before the card.

International students cannot work until they receive their social security number- no exceptions.

OTHER EMPLOYMENT ISSUES

Unemployment Benefits

FWS positions are temporary positions. Therefore, FWS students are not eligible to collect unemployment benefits following termination of employment.

Workers' Compensation

FWS students are covered under CCA's workers' compensation insurance for any injury sustained while working. Any student with a work-related injury must report it to their supervisor immediately. If the injury is life threatening, call 911. Students that incur non-emergency injuries can seek treatment at the following locations:

Bay Medical Clinic, 2 Connecticut Street, San Francisco
Concentra Medical Center, 728 20th St, San Francisco
Concentra Medical Center, 110 Sutter St, Ste 3, San Francisco

Emeryville Occupational Medicine, 6001 Shellmound St, Ste 850, Emeryville
Concentra Medical Center, 384 Embarcadero West, Oakland
US Healthworks, 2850 7th St, Ste 100, Berkeley

Students that receive injuries after normal business hours should report to one of the following locations:

St. Luke's Hospital, 3555 Caesar Chavez, San Francisco

Alta Bates Emergency, 2450 Ashby Avenue, Berkeley.

Injuries must be reported to Human Resources (510-594-3683) to file a claim under CCA Workers' Compensation Insurance. Delays in reporting the injury could delay further treatment.

Religious Involvement

FWS positions must not be involved in construction, operating or maintaining any part of a building used for religious workshop or sectarian instruction.

Voluntary Services

The fair labor standards act of 1938 as amended prohibits employers (including educational institutions) from accepting voluntary services from any paid employee. Therefore, all FWS students must be paid for all hours worked.

Termination Procedures

The purpose of termination procedures is to provide an equitable and consistent system for dealing with circumstances in which a student is not performing his or her job to the employer's satisfaction.

If a student is not performing his or her job responsibilities, as defined in writing by his or her supervisor, the supervisor should first meet with the student and explain the specific areas of deficiency in an attempt to solve the problem.

Continued unsatisfactory performance will result in termination of the student by the employing department. It is the responsibility of the employing department to notify the student and the Student Employment Coordinator of the termination.

Grievance Procedures

The purpose of grievance procedures is to provide students with an equitable and consistent system for dealing with on-the-job difficulties regarding assigned duties or supervision. A FWS/IWS student having difficulties should attempt to resolve the problem through formal discussion with his or her immediate supervisor.

If the student is unable to come to a satisfactory resolution with the supervisor, he or she should contact the Student Employment Coordinator in writing stating the grievance and the remedy desired. The matter will be decided and a final decision will be communicated to the student and the supervisor.

Safety

If a student is required to operate equipment (i.e. carts, lifts, ladders), equipment orientation is required. Please make sure that you are aware of any safety procedures for the office or studio in which you work.

Nondiscrimination Policy

CCA is an equal opportunity institution of higher education and is firmly committed to non-discrimination in its delivery of educational services and employment practices. In compliance with all applicable federal and state laws, such decisions will be made irrespective of the individual's race, color, religion, religious creed, ancestry, national origin, age (except for minors), sex, marital status, citizenship status, military service status, sexual orientation, gender identity or expression, medical condition (cancer-related or genetic condition), disability and/or any other status protected by law. (Gender identity or expression includes having, or being perceived as having a gender-related identity or expression whether or not stereotypically associated with a person's actual or perceived gender.) When necessary, the College will reasonably accommodate individuals with disabilities if the individual is otherwise qualified to

meet the fundamental requirements and aspects of the program and safely perform all essential functions, without undue hardship to the College and/or without altering fundamental aspects of its educational program.

Sexual Harassment Policy

Sexual Harassment Warrants Special Attention: Conduct in violation of this policy occurs when an individual's behavior involves: unwelcome sexual advances, unwelcome requests for sexual favors or other unwelcome verbal, physical or visual behavior of a sexual nature. If students feel they are being sexually harassed, they should contact the Student Employment Coordinator immediately.

For additional information regarding the above policies and more, please refer to the Staff Handbook: <http://www.cca.edu/sites/default/files/pdf/08/staff-handbook2.pdf>

FREQUENTLY ASKED QUESTIONS

Am I guaranteed to get a job on-campus?

No, unfortunately we cannot guarantee students on-campus employment because we have more students that are eligible to work than we have jobs.

Does CCA do job placement?

CCA does not place students in jobs- you have to apply for them like a regular job.

Can students have more than one job on campus?

Yes, students can work for more than one office or studio on campus. It is recommended that students do not work more than 20 hours a week while classes are in session. **The total number of hours a student may work weekly cannot exceed 40 hours a week, 8 hours in a day, and 5 days in a row.** It is important that supervisors are aware of all of the other jobs that you have, so that the hourly and weekly maximums that you are allowed to work are not exceeded.

How many hours may a student work?

While classes are in session, students are encouraged not to work more than 20 hours per week. Students may not work more than- 40 hours per week on campus. During holiday breaks and summer sessions, no student may work more than 37.5 hours a week. **International students are not permitted to work more than 20 hours per week- no exceptions.**

Can I work overtime?

Since students are not to work more than 8 hours a day, 5 days a week or more than 40 hours a week, they will not earn overtime wages. It is your responsibility to inform your supervisor(s) of any other on-campus jobs for which you are hired.

Do I have to fill out new hiring paperwork every semester?

No. New paperwork is only required at the beginning of each academic year or new position.

What happens if I drop below 6 units?

You must stop working immediately if you drop below 6 units (2 classes).

Can I be fired?

Yes, misrepresenting yourself on your application or hiring materials, poor performance, failure to work scheduled hours, lack of available funding, or any other generally accepted reason to discontinue employment may result in your employment with the college being terminated.

Can I set up direct deposit for my paychecks?

Direct Deposit and paperless pay statements are available- check in with the Payroll office for details.

What happens if I have not been paid?

If you do not receive your paycheck, please contact your supervisor to make sure that all of the hiring paperwork was completed correctly and sent in to the Financial Aid Office in a timely fashion. If your paperwork is incomplete or inaccurate then you and your supervisor must correct it in order for you to get paid. If all steps were properly taken by you and your supervisor, then you should contact the Student Employment Coordinator and the Payroll Office to determine why you did not receive a check. Every step will be taken to rectify the matter as quickly as possible.

I work in two different jobs that occasionally need me to work a combined work day of over 8 hours total, or more than 40 hours a week. I don't understand why I can't do this if I am needed.

Due to a variety of factors, including labor law, overtime pay, college policies and educational codes, student employees **may not work** more than 8 hours a day (total hours worked, no matter how many different departments you worked for that day), 40 hours a week, or 5 days a week Monday- Sunday. A student's schoolwork and studies should be the main priority.

CONTACT INFORMATION

Financial Aid Office

Janine Willis
Student Employment Coordinator, Senior Financial Aid Counselor
510.703.9576
jwillis@cca.edu

Payroll Office

Romy Doan
Payroll Account Assistant
415.703.9580

Student Affairs

Noki Seekao
Director of Student Life
415.703.9591

Olivia Martinez
Director of Career Services
415.703.9575

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Director of International Student Affairs and Programs
415.551.9284

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510.594.3666

Daphne Crane
Administrative Assistant- San Francisco Student Affairs
415.703.9570

WHERE TO FIND WORK- STUDY FORMS:

Go to: <http://www.cca.edu/admissions/financialaid/hiringforms>