

Student Employment Program Handbook

**Supervisor's Guide
2011-2012 Academic Year**

August 2011

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INTRODUCTION

This handbook provides you, the employing supervisor, 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 hiring and completing forms for work-study students.*
- 2. A description of your responsibilities to the students you employ and to the Student Employment Program.*

Please keep it 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. All students must have a valid Social Security Number to work on campus.
2. Students must be one of the following to be eligible for FWS: U.S. Citizens, Permanent Residents or other eligible classifications of non-citizen. International students are only eligible for IWS.
3. Students must have filed a Free Application for Federal Student Aid (FAFSA) to participate in the FWS program.
4. IWS students are those who do not qualify for federal work-study and want to work on-campus.
5. Student employees (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, students must be pre-enrolled for at least 6 units (ie: 2 classes) in the upcoming semester.
7. During the summer, students may work if they are enrolled in the summer semester, even if they are not intending to enroll for the upcoming fall or spring.

8. Students are strongly encouraged **not** to work more than 20 hours per week during the academic year, and may not work more than 8 hours per day, or five days a week. It is the responsibility of the supervisor and student to monitor work hours, especially if the student has more than one on-campus job. **Students may not work overtime.**

Most students are awarded \$3000 in work-study. The allotted award represents an amount that most students can reasonably earn by working part-time during the school year. Individual departments will be responsible, and their budgets charged, for any earnings beyond the student's total FWS award. Any student employed under the Student Employment Program must be paid for all hours worked. Students 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. See the Staff Handbook for further information on volunteerism.

STUDENT PAY RATES and WAGES

There is an 8-tiered system for work-study positions. Pay rates range from \$9.92 (SF minimum wage) to \$15 per hour. If you would like to add a new position or raise a current position to a higher pay rate, please contact the Student Employment Coordinator (SEC) for details.

To give a student a pay raise, you must move them into a different position by either creating a new job or by placing the student in an existing job that pays more. **There is no system for giving a student a raise other than to move them to a new position.**

The FWS Program provides for payment of hourly wages for hours worked only. Fringe benefits such as vacation and holiday pay are not permissible under the FWS program. All student workers are eligible to receive sick leave benefits under San Francisco's Paid Sick Leave Ordinance but those are paid through institutional funds, not FWS. See Staff Handbook for more details.

All wages earned through the FWS Program are subject to federal income tax. Students 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.

STUDENT EMPLOYMENT POLICIES

Hiring Policies

- FWS recipients have priority in applying for on-campus student employment. A department or office must have a position posted for two weeks at the beginning of each semester before hiring an IWS student.
- Complete a CCA Student Employee Personnel form for EACH position for which a student is hired.

- Fall, Spring, and Summer are considered part of the same employment cycle. If you hire a student for the fall 2011 semester and he continues through the spring 2012 and into the summer 2012 period, you do not need to submit new employment forms for that student.
- All hiring paperwork needs to be completed by the student and supervisor **on or before** the first day of employment. Work-Study supervisors are responsible for turning in the completed paperwork to the SEC during the first week of the student's employment. Any paperwork submitted after the first week that the student works will cause a delay in the student's receipt of a paycheck, and may result in sanctions to the offending department. Please contact the SEC regarding any unusual circumstances. If you need to know immediately if a student is authorized to work, please call the SEC (415.703.9576) to confirm. Please keep copies of all student hiring forms, timesheets, and job postings in case something gets lost in the interoffice mail. This helps to prevent you and the student from having to fill out the hiring forms more than once.
- **It is the responsibility of the student's supervisor to turn in correct, completed paperwork on-time.** Supervisors who repeatedly fail to complete hiring paperwork incorrectly or late will be subject to sanctions. A first offense will result in additional training with the SEC. A second offense will result in a formal warning to the supervisor and department head. A third offense may result in the freezing of the department's work study budget and the inability to hire new work study students for one semester. **The repeated failure of supervisors to submit the correct hiring paperwork on time may jeopardize CCA's participation in the Federal Work Study Program.**

Student Policies: Hours, Breaks and Overtime

- During the time classes are in session, it is recommended that students only work up to 20 hours per week on campus. It is very important that each supervisor know if their student employee is working in another department. Supervisors and students must be in contact regarding the student's work schedule to ensure that the student is taking his or her break periods and is not working overtime.
- According to Federal and State law, students 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 Joe Student works in the Student Affairs Office for 4 hours during the morning, then for 3 hours in the Painting Studio immediately afterwards, he must take a half hour break because he will be working a total of 7 hours that day.
- For every four hours a student works, a fifteen minute paid break must be taken.

- Students cannot work overtime (more than 40 hours per week, more than 8 hours per day or more than 5 days in a row).
- International students may not legally work more than 20 hours per week.
- Supervisors should adhere to the recommended hours to avoid exceeding a student's award and accruing overtime costs.

Payroll/Time Sheet Policies

- Hiring paperwork must be submitted to the SEC **before** timesheets are submitted to Payroll. Do not submit timesheets to the SEC. Submit them to payroll directly.
- **Timesheets must be turned in to the Payroll Office in San Francisco the day timesheets are due.** The Payroll Calendar lists the work periods and the timesheet due dates. If timesheets are late the student's payment will be delayed. It is the responsibility of the student and supervisor to submit timesheets when they are due. Students and supervisors need to be mindful of the pay period dates and make sure that they are available to sign student timesheets. Student employees are paid twice a month, on the 15th and the last day of the month.
- DO NOT let students save all of their timesheets to submit at the end of the semester. Failure to adhere to this policy may result in restrictions to a department's work-study funding.
- If a student has multiple positions at CCA, a separate timesheet must be submitted for each position.
- We suggest that your department complete a **Timesheet Signature Authorization List** to provide the Payroll and Financial Aid Offices with the names and signatures of designated alternate signatories.
- **It is a federal offense for a student or an employer to falsify any information on a student's timesheet.**

STUDENT EMPLOYMENT PROCEDURES

POSTING JOBS

All 2011-2012 job postings need to be approved by the SEC, Janine Willis. Please send an email to jwillis@cca.edu to inform the SEC that you have posted a job. If the job posting is not approved by the SEC you will not be able to hire students for that position.

All departments should already be registered on the job board. Each department should have a designated Hiring Supervisor who has access to the job board and officially hires students. If you would like to post a job and you are not the Hiring Supervisor, please consult with those in your department to determine how to post a new job.

If your department does not have an online job board registration, please contact the SEC in the San Francisco Financial Aid Office.

Your position must be on the Wage Scale. If you have a position that is not listed on the Wage Scale please contact the SEC in the San Francisco Financial Aid Office (classification lists are only given out per request).

How to Post Jobs Online

- Go to www.collegecentral.com/cca.
- Click Employers and then Online Services.
- Enter your Access ID and password (if you do not know your Access ID and password, contact the SEC).
- Click Post A New Job to enter a new posting or click Edit to revise an old one
- Make sure your job already appears on the CCA wage scale.
- Remember to check “work-study” for the type of position you are listing.
- Students will be viewing work-study jobs online and will submit information for your viewing.
- Click Search Student and Alumni Résumés to view résumés.

More Online Job Information

Visit www.collegecentral.com/cca and click on Employers to:

- Post/Update and Repost Jobs. Check Expired Jobs (highlighted in red) to see if you may have already posted a position that you want to repost. This will save time, as you will not need to fill out the whole job description form again. Just be sure to update the job dates!
- If you are updating a position, be sure to check the job code and pay rate. Check with the SEC if necessary.
- Self-expire jobs that you have filled. There is an ‘Expire’ button for all of your active postings. When you click this button the posting goes from Active to Expired status.
- Search résumés. New résumés are uploaded frequently.

HIRING STUDENTS

Employment Forms

For first-time student employees at CCA:

- 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. I-9 Employment Eligibility Verification
- e. Copies of original identification documents outlined on the I-9 List of Acceptable Documents. **SUPERVISORS MUST SEE AND COPY THE ORIGINALS.**
- f. 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)

All students must have a valid Social Security Number to work on campus.

Forms and Documentation: Detailed View

1. CCA Student Employee Personnel Form

- a. This form is required for all student employees for each job for which they are hired.
- b. The Personnel Form is a fillable PDF, for the student and the supervisor to complete together, at the same time. Please complete the form online and print the completed form.
- c. Once you have printed the completed form, please have your student sign in Section 4 (Authorization).
- d. Sign the line for "Department Supervisor" in Section 4 (Authorization).
- e. Please do not print blank forms and write in the required information. This causes delays when incorrect information is included.

2. CCA Data Security and Confidentiality Agreement

- a. This form is required for all student employees ONCE during the 2011-2012 Academic Year. Students must submit a completed form for the FIRST POSITION for which they are hired during the 2011-2012 academic year. As a supervisor, you will formally explain the policy for maintaining confidentiality. Students need to read this form and complete and sign the bottom portion along with their supervisor.

3. Designated Person Form (optional)

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

4. Form I-9 — Employment Eligibility Verification form

- a. It is a federal requirement that all employees must complete Section 1 (Employee Information and Verification) of this form at the time they are hired for employment.
- b. Students must present original documents to the hiring supervisor. The student's supervisor will review the student's documents, make photocopies for their file, and complete Section 2 (Employer Review and Verification) of the form. Supervisors should be sure that they understand what documents are required before they accept any documents from the student or fill out Section 2 of the I-9. Contact the SEC if you have any questions.
- c. 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

- a. Students must complete items 1 through 7 and sign and date at the bottom of the Form W-4 before it is submitted to the Financial Aid Office on the San Francisco campus.
- b. Per federal regulations, the W4 form MUST be completed and dated within 3 business days of the employee's start date.

PAYROLL PROCEDURES

- 1) **Submit hiring forms correctly and BEFORE allowing a student to work.**
- 2) Fill out timesheets using the excel document provided on the website. The excel document will ensure accurate math and legibility. **Payroll will no longer accept handwritten timesheets.**
- 3) Make sure you indicate the correct department code on the timesheet.
- 4) Ensure the correct job code is listed- this is the 4 digit code that confirms the pay rate for each job.
- 5) Avoid waiting until the last minute to submit hiring forms and timesheets.
- 6) Submit timesheets on a regular basis; DO NOT let students save all of their timesheets to submit at the end of the semester. Failure to adhere to this rule may result in restrictions to a department's work-study funding.
- 7) Make sure the student does not submit hours for the same date(s) in two consecutive pay periods.

If you discover that a student did not receive his or her check, please contact the Payroll Office and the Student Employment Coordinator. In most cases, the reason that a student is not paid

for time worked is that the completed hiring paperwork for that student was not received by the SEC on time (or at all) for the current pay period. You must make sure that all hiring paperwork is complete and accurate for each student that you hire and is turned in during the first week of employment. Repeated failures to do so will result in disciplinary action that could lead to sanctions for the offending department, up to and including the freezing of the departmental work study budget.

BUDGET REPORTS: Managing Your Student Employment Budget

As a student employee supervisor, it is your responsibility to monitor your department's or office's budget to make sure that you do not exceed your student employment budget allocation. The Financial Aid Office and the Payroll Office will provide you and the student with updates on academic YTD expenditures/earnings per request. Departments/offices that consistently have difficulties managing this part of their budget will jeopardize their continued participation in CCA's Student Employment Program.

OFF CAMPUS JOBS

All off-campus work-study positions are coordinated through the **Center for Art in Public Life**. The majority of these positions are with non-profits, schools and community centers. If you have specific questions regarding these positions you can contact the Program Manager of Student and Community Programs at 510-594-3754.

All other off-campus jobs and internships (Non-Federal/ Institutional Work-Study) can be found online. Contact Career Services for more details.

EMPLOYMENT OF INTERNATIONAL STUDENTS

International students may only work on-campus, they cannot work off-campus. They must have a Social Security number. Supervisors should check with the student and the SEC to determine the student's status and eligibility to work on-campus. International students in F-1 visa status are usually allowed to work on-campus if they meet certain requirements. Check with the International Student Advisor for requirements and procedures governing the authorization of on-campus employment for international students. You should also check with the SEC to determine what documents are needed for international students to work on-campus. Most international students have only an IWS award, and a job must be posted for 2 weeks before hiring a student with IWS.

NOTE- While school is in session, international students may not lawfully work more than twenty hours each week.

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

1. Fill out all hiring documents.
2. The student should meet with an International Student Advisor.

- a. Complete **Evidence of On-Campus Employment of F1 Status (International) Students** Form.
3. Meet with the Student Employment Coordinator for signature on form.
4. Student will need to take the **Evidence of On-Campus Employment of F1 Students form, the I20, Class Schedule, letter from the SEC or International Student Advisor, CCA ID, Home Country Passport and Student Visa** to the Social Security Administration to apply for a social security card.

IT USUALLY TAKES 2-6 WEEKS TO RECEIVE A SOCIAL SECURITY CARD. INTERNATIONAL STUDENTS CANNOT WORK UNTIL THEY RECEIVE THEIR SOCIAL SECURITY NUMBER (SSNs are sometimes obtainable before the student gets the actual card). **NO EXCEPTIONS.**

SUPERVISING STUDENTS

Supervisor Requirements

Supervisors are not only employers of students, but are also representatives of the school as a whole. How you treat your student worker affects their experience at the college. Please be sure to conduct yourself in a professional manner when interacting with your student employees.

Work-Study supervisors are responsible for the following:

1. Ensuring that all of the necessary hiring paperwork is completed and turned in to the SEC in a timely manner.
2. Ensuring that students have approval to work from the Financial Aid Office.
3. Providing students with the orientation and training necessary to perform assigned duties.
4. Establishing a schedule of work hours that will be acceptable to both the student and the department. Remember that your student workers are students first. Try to be flexible and understanding when they need time off for school work.
5. Certifying and submitting time sheets on time.
6. Counseling the students if their work is unsatisfactory and giving them reasonable time to improve.
7. Maintaining a safe and comfortable environment for their employees. If a student worker has a dispute with another student, or a faculty or staff member that they feel is irresolvable without a third party they should be counseled to speak with the Associate Vice President of Student Affairs, Kayoko Wakamatsu. Any problems between a student

worker and their supervisor should also be reported to the SEC and the Human Resources Department.

WHAT ELSE SHOULD I KNOW ABOUT THE FEDERAL WORK-STUDY PROGRAM?

1. FWS students cannot replace regular full-time employees.
2. No employees may volunteer for work that would normally be performed as a part of a paid position.
3. In order to avoid personal liability in the case of an injured student, you should not send your FWS students on personal errands.
4. Once you have hired a student, it may be necessary to provide training so that he or she can perform the job to your satisfaction.
5. If the placement proves to be unsatisfactory to either you or the student, try to resolve your differences prior to any formal termination. If discussions fail, notify the Student Employment Coordinator of the termination.

OTHER EMPLOYMENT TOPICS

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 Center, 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.

CONTACT INFORMATION

Financial Aid Office:

Janine Willis
Student Employment Coordinator
415-703-9576

Payroll Office:

Romy Doan
Payroll Account Assistant
415.703.9580

Amy Flaherty
Payroll Manager
415-703-9590

Student Affairs:

Kayoko Wakamatsu
Associate Vice President for Student Affairs
415-703-3673

Olivia Martinez
Director of Career Services
415-703-9575

Jessica McMillan
Director International Student Affairs and Programs
415-703-9284

Rachel Detra
Student Affairs Administrative Assistant-Oakland Campus
510-594-3666

Daphne Crane
Student Affairs Administrative Assistant-San Francisco Campus
415-703-9570

WORK-STUDY FORMS

All work-study hiring forms can be found online at:
<http://www.cca.edu/admissions/financialaid/hiringforms>

- Student Employment Application
- New CCA Student Employee Packet
- Continuing CCA Student Employee Packet
- Payroll Calendar
- Work-Study Timesheet
- Student Employment Signature/Time Sheet Authorization form
- Work-Study Hiring Checklist