

SIMPSON COLLEGE



STUDENT EMPLOYMENT HANDBOOK

**PREPARED FOR
STUDENT EMPLOYEES
& SUPERVISORS**

10/09/2025

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THIS HANDBOOK IS NOT A CONTRACT NOR IS IT INTENDED TO BE A CONTRACT. SIMPSON COLLEGE ADHERES TO THE EMPLOYMENT AT WILL DOCTRINE. THIS MEANS BOTH SIMPSON COLLEGE AND AN EMPLOYEE CAN TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT PRIOR NOTICE, FOR ANY REASON (NOT OTHERWISE UNLAWFUL) OR FOR NO REASON ABSENT A WRITTEN AGREEMENT TO THE CONTRARY.

Nothing in this Handbook or in any other employment policies of Simpson College is intended to create any promise or representation of continued employment or other terms or conditions of employment.

This manual is prepared to assist you, as a student employee, and as a supervisor, in the understanding of the student employment policies and procedures at Simpson College. It is the hope that this will enhance both the communication and the understanding of the student employment program at Simpson College for both you and your supervisor.

PURPOSE OF STUDENT EMPLOYMENT

Student employment at Simpson College is designed to help students finance their education, while also developing job skills and work habits that will benefit them in their future career. Additionally, student employees provide valuable support for the various offices and programs of the College.

Your success and satisfaction in the student employment program will be greatly enhanced if the following expectations are in place.

- You and your supervisor should establish excellent communication with each other.
- The job is looked at as an educational experience by both yourself, and your supervisor.
- Work habits are important to success both in your work position and in your career.

STUDENT RESPONSIBILITIES

- Apply for an open position through Handshake.
- If this is your first job on campus, federal and state W-4 Tax Withholding forms, an I-9 Form, direct deposit form, a job description agreement, a confidentiality statement, and a student employment handbook receipt must be submitted. Payroll forms are located on Self-Service and in the payroll office in Hillman Hall 17A. Job description agreements are presented to you by your supervisor. The handbook receipt and confidentiality statement will either be signed during student employee training or (if you are hired in the middle of a semester) can be found in the financial aid office. You will also need to meet the identification requirements listed on page 3 of the I-9. **These forms must be completed before beginning work** and your employee timecard will not be available until all required forms have been submitted.
- Your job description agreement must be signed and submitted every year and for each position you hold.

- First time campus employees must attend the entire student employee training at the start of the semester of which you begin your employment. Returning students only need to attend the back portion when they meet with their supervisor.
- Read your job description or job contract to understand your job assignment.
- Conduct yourself professionally and ethically while on the job.
- Always demonstrate patience, courtesy and provide excellent customer service to all with whom you come in contact.
- Report to work as scheduled and on time.
- Personally contact your supervisor if you will be absent due to illness. If you need to rearrange your work schedule, contact your supervisor as soon as possible.
- Ask questions, use time well, avoid socializing on the job, and use the telephone and internet for college business only.
- Dress appropriately on the job. Your supervisor will define appropriate dress for your position.
- Complete a class-work schedule for the supervisor at the beginning of each semester.
- Working during a scheduled class time is prohibited and is reason for termination.
- Do not work more than 8 hours per day or 25 hours per week. If you work in more than one department, this should be the maximum total hours worked in all departments combined.
- All college records are confidential. These are not to be discussed with anyone other than your supervisor. Each student employee is required to sign a Simpson College Confidentiality Statement.
- Follow procedures and meet expectations as instructed by your supervisor.
- Students may have more than one position on campus.
 - If you do work in more than one department, the total hours worked should not exceed 25 hours per week.
 - If you have questions about a specific position, please check with financial aid prior to working.
- Discuss any work-related problems you experience (schedules, job expectations, not enough hours, etc.) with your supervisor.
- Use of college property and supplies are for college business only.

BENEFITS

Student employees are temporary, part-time employees of Simpson College, they are not eligible for holiday pay, vacation pay, paid sick days, personal time, or other Simpson College-paid benefits.

CONDUCT GUIDELINES

As a role model for the students you assist, as key personnel for the faculty and staff you support, and as a representative of Simpson College, you are expected to conduct yourself professionally and ethically in performing the duties of a student employee.

Examples of unacceptable conduct that may lead to disciplinary action or termination are described below:

- Neglecting your assigned duties and/or consistently producing poor quality work after receiving proper instruction.
- Breach of confidentiality.
- Working during your scheduled classroom hours.
- Requesting payment for hours not actually worked.
- Interfering with, interrupting, or restricting the performance of other employees.
- Conducting personal business or soliciting funds for other than school-related business during work time on the premises.
- Being repeatedly tardy or absent from work.
- Distributing, posting, or removing information in office areas without proper authorization.
- Violating safety and security procedures.
- Being insubordinate by ignoring messages, directives or deadlines set by the supervising faculty or staff members and/or refusing reasonable work assignments.
- Acting in an immoral, indecent, or unethical manner.
- Destroying, defacing, or stealing property, records, or any materials belonging to Simpson College or other employees.
- Provoking or starting a fight that results in physical contact.
- Possessing, selling, or purchasing firearms or weapons on Simpson College premises.
- Selling, distributing, or using drugs (which apply to the Controlled Substance Act) or beverages with any alcoholic content (including beer and wine) on the Simpson College work premises.
- Violation of software policy law. Check with information services before copying or loading any software. See Software Policies in this manual.

PAYROLL PROCEDURES

Students are paid bi-weekly, every other Friday.

After you have completed your W-4s and I-9 in the Payroll Office, and your supervisor notifies the financial aid office you have been hired, you will be able to access your timecard on Employee Self-Service found on SC Connect. You will have a separate timecard for each position you work.

A student employment timesheet is a legal document recording hours worked. It is a supervisor's responsibility to ensure the hours listed on the timesheet were worked by the student. Any payment made that is later proven to be fraudulent (with supervisor knowledge) will be charged to the department. Both the supervisor and the student should agree to these hours.

Once a student or supervisor has approved the timesheet, no changes can be made to the hours worked (except for a mathematical correction) unless agreed to by both student and supervisor.

Simpson College Student Employee Self-Service Time Entry

Students employed by Simpson College will enter time worked and submit their timesheet for supervisor approval by using a web-based process called Employee Self Service (ESS) found on SC Connect.

Overview of Self-Service time entry:

- Students enter their hours worked daily throughout the pay period on Self Service.
- When the work week period is complete, the student will ‘electronically sign’ and submit their time for supervisor approval (an email is sent to the supervisor telling them there is time that needs to be approved).
- The supervisor will review the student’s time and either approve or reject it.
- If time is approved, it automatically goes to the Payroll Office for processing with the student payroll to be paid on the next subsequent bi-weekly payday.
- If time is rejected, the student will get an email from the supervisor with instructions to correct and resubmit.
- Any hours submitted or approved after the deadline will be distributed during the following pay period.
- Each week of the pay period must be submitted individually, including “zero hour” weeks – even if you didn’t work any hours in one of the weeks, the weekly timecard needs to be submitted and approved.
- You will receive an email confirmation when your timecard has been approved by your supervisor.



Note: The pay cycle will end on Saturday, with the paychecks issued the following Friday.



Note: Your supervisor can see and approve your time sheet at any point during the payroll cycle. Once the payroll cycle has ended, you have until noon the following Monday to submit your time entry to your supervisor. For example, the pay period ends on Saturday, August 24, the student has until noon on Monday, August 26 to complete the time entry and submit it to their supervisor. Contact your supervisor immediately if you have not submitted your time by the deadline.

See the Self-Service Bi-Weekly Timecard training for instructions on accessing and entering your hours worked. The instructions may be found at

https://sconnect.simpson.edu/resources/hr/_layouts/15/WopiFrame.aspx?sourcedoc={D9568B39-5405-4B2C-BF22-3A96E4C9D7E0}&file=Self%20Service%20Time%20Entry%20Training%20Manual.docx&action=default

FREQUENTLY ASKED QUESTIONS (FAQ's)

When is pay day?

Students are paid bi-weekly.

How do I account for my time worked?

An electronic timesheet must be completed throughout the pay period and electronically signed by the student weekly. The student must complete the timesheet on the SC Connect student portal using Self-Service.

I have gone into SC Connect Self-Service and do not have access to my timesheet. Why is this?

If you are a new Simpson College Work Study student, you must complete your payroll paperwork (federal and state tax withholding forms, I-9, direct deposit form) and turn the forms into the payroll coordinator along with your ID's before you will be given access to your timesheet. If you have completed your paperwork and still have questions regarding the availability of your timesheet, contact emma.johnson@simpson.edu or susan.anderson@simpson.edu.

Should I round my in and out times when I enter them into my timesheet?

No, you may enter the exact in and out times that you worked.

What if I miss turning in my timesheet or turn it in late?

Contact your supervisor and the payroll coordinator. Your hours will be added to the following pay period, and you will be paid the following pay period for those hours.

Paychecks will be mailed to your campus mailbox, or you may choose to have payroll direct deposited into a personal bank account. Direct Deposit is encouraged to prevent lost paychecks, postal delays, etc. You may also choose to have your paycheck applied directly to your student account.

Student employment earnings are taxable. Students are issued W-2 Wage and Income Statements by the payroll office no later than January 31. Whether or not taxes must be paid depends on the student's total income for the year. You can sign up to receive your W-2 electronically to your SC Connect. If you elect to receive your W-2 electronically, a paper copy will not be mailed.

Any work performed in addition to a fixed assignment must have written supervision justification. **Student employees are not permitted to work overtime.** The **MAXIMUM** hours a student may work in a week are 25 hours (50 hours per pay period).

SOFTWARE POLICIES

To prevent Simpson College's exposure to legal liability stemming from violations of copyright laws or licenses, the following policies apply to all computer software used at Simpson College:

- Simpson College licenses the use of its computer software from a variety of outside companies. Even if Simpson College owns the tangible items, it does not own the intangible software or related documentation. Unless authorized by the software owner, Simpson College does not have the right to reproduce the software.
- Simpson College employees and students can use the software on local area networks or on multiple machines only in accordance with the site license agreement.
- Simpson College employees learning of any misuse of software or related documentation with the college must notify the Chief Information Officer of Simpson College and the Student Employment Coordinator or the student's supervisor.
- Any Simpson College employee or student who makes, acquires, or uses unauthorized copies of computer software will be disciplined as judged appropriate under the circumstances. Such disciplinary action may include termination.

Computer Ethics and Policies Statement

Simpson College provides information technology (IT) resources to students, faculty and staff. As members of the campus community, all users have the responsibility to use those services in an effective, efficient, ethical and legal manner. Ethical and legal standards that apply to IT resources derive directly from standards of common sense and common decency that apply to the use of any shared resource. The campus computing community depends first upon the spirit of mutual respect and cooperation that has been fostered at Simpson College. While freedom of expression is recognized, users of institutional computer accounts are reminded that certain categories of speech-defamation, obscenity and incitement to lawlessness are not protected by the Constitution. Users are encouraged to respect the privacy of others and to avoid grossly offensive expressions in matters of ethnicity, race, religion, gender, sexual orientation, age or disability. Simpson College reserves the right to monitor the use of IT resources for the purpose of determining compliance with the provision of the computer ethics and policies statement.

Computer User Account and Electronic Mail Policy

No person may use, or attempt to use, any computer account other than his/her own assigned account. The negligence or naivete of another user in revealing an account name and password does not confer authorization to use the account.

- An account owner may not lend his/her account(s) to another user.
- Each account owner is responsible for all computing activities involving that account and will be held liable for any misuse of that account.
- All users accessing inter-campus networks using College owned computers must know and respect the rules and policies of that network.

- Users may not send anonymous mail, mail with altered headers giving erroneous information (e.g., an erroneous “sender” name), or anonymous files from anywhere on campus.
- Users may not use college-owned resources to deliberately annoy or significantly impede the academic pursuit of others. For example, it is prohibited to send obscene, abusive or threatening e-mail.

Student Residential Computer Network Policy

Simpson College’s residential network provides students living in the residence units, college owned Greek housing and non-college owned Greek housing the ability to further their educational experience. This is accomplished by enabling access to computing resources at Simpson College and on the Internet. By connecting to the campus network, the student agrees to the terms and conditions of this Student Residential Computer Network Policy. This list of acceptable or unacceptable behaviors is meant to be illustrative, not exhaustive.

1. Student is responsible for all activity originating from this connection. Student must take reasonable precautions to prevent unauthorized use by others of this connection, and his/her accounts, programs, or data.
2. Students should not engage in activities that consume excessive amounts of network bandwidth.
3. Student must not modify or extend the campus network services and wiring. This applies to all network wiring, hardware, and in-room jacks. The only device you can connect is a personal computer. You may not connect servers of any type, hubs or network printers.
4. Campus network connections are provided for individual use only. Student may not create accounts on his/her computing system that provide campus network access for anyone else.
5. Campus network connections are for Simpson related activities only. Student may not conduct a commercial business via the campus network.
6. Student may not run sniffers or any other software or hardware designed to intercept packets or to disrupt the security or operation of the campus network.
7. Student may not participate in illegal activities such as software piracy—either the distribution of copyrighted software or illegal attainment of software or other copyrighted materials—from the campus network connection.

At Simpson’s discretion, we may monitor network resources for violations of this policy. Sanctions for violation of this policy may result in disconnection from the campus network, other disciplinary actions, or referral to external authorities.

Simpson College Mail-List Use Policy

Upon getting an e-mail account you will automatically be added to an appropriate moderated e-mail list. Currently, these lists include those for the students, faculty, staff and administration.

The purpose for these lists is to disseminate academic and other school-related information to the respective groups. Please do not send the following types of messages, since they are not school or academic related.

- Messages sent for the purpose of selling goods. (This excludes sales announcements by administrative/academic departments and college related groups.)
- Messages meant to benefit a single individual whether it be student, faculty or staff.
- Messages which are considered “chain letters”, jokes or other such mail.
- Messages containing any content which breaks any part of the “SIMPSON COLLEGE COMPUTER ETHICS AND POLICIES STATEMENT” and “COMPUTER USER ACCOUNT AND ELECTRONIC MAIL POLICY.”

Simpson College reserves the right to review e-mail messages for compliance purposes.

Security Incident Reporting Policy

A security incident is an actual or potential event involving loss or compromise of data or the loss of functionality of an information system or network. Examples include unauthorized access to a PC, data theft, unauthorized data modification, a computer virus, unauthorized network probing, denial of service attacks, and violations of acceptable use policies.

Send **an email** to report a security incident. The security team will review and respond.

Copyright and Compliance Policy

The Simpson College community respects the intellectual work and property of others, regardless of the medium by which it is transmitted. This is a cornerstone of academic integrity and essential to the mission of the college. We prohibit the use of unauthorized distribution of copyrighted material, which is subject to both civil and criminal penalties as well as college procedures.

The faculty of this institution recognizes its obligation to provide continuing guidance as to what constitutes academic honesty and to promote procedures and circumstances, which will reinforce this principle.

Distributing copyrighted materials using peer-to-peer or file-sharing programs is illegal and the college uses technological solutions to deter this activity. Still, Simpson may receive notices of copyright violations and is required by federal law to respond to notifications of copyright violations on its networks.

All shareware programs must be registered in accordance with their license and use provision.

Simpson generally addresses copyright violations with a **“three strikes”** procedure. It also recognizes that, depending on the situation, a single offense may be sufficient for immediate suspension or termination of network services and access privileges, and for names of violators to be referred to the appropriate authorities for criminal or civil prosecution.

World Wide Web Publishing Policy

Simpson College recognizes the value and potential of publishing on the Internet and so allows and encourages students, staff and faculty to publish electronic information.

Content of all electronic pages, including links to other pages, must be consistent with college policies as stated and with local, state and federal laws. A page may be considered in violation if it contains links to a page that violates the aforementioned policies.

Copyright laws apply to electronic publishing as well as to other publishing.

Users are expected to abide by these laws.

No institution-owned information technology resource should be used for commercial purposes, including sales and marketing.

All personal home pages must contain the disclaimer, “the views and opinions expressed on this page are strictly those of the page author”.

The College’s information technology resources are finite. Owners of personal home pages that require inordinate amounts of computer resources will be asked to modify their page or move it to an Internet service provider better equipped to distribute those pages.

CHILD ABUSE REPORTING

All student employees working with children under the age of 18 are required to be notified of the following information regarding Iowa Senate File 2225. This legislation requires regent universities, community colleges, and private colleges and universities to develop policies for the reporting of suspected child abuse. Below is Simpson College’s policy regarding the reporting of suspected child abuse.

Child Abuse Reporting

The purpose of this policy is to explain the responsibilities College employees have in reporting physical or sexual child abuse, when reporting is required, and the process for making a report.

Definitions:

“Attends” means to care for; look after; to take charge of, or to watch over.

“Child” means any person under the age of eighteen (18).

“Counsels” means to advise or instruct.

“Examines” means to observe, test, or investigate, in order to evaluate general health or determine a medical condition.

“Physical abuse” means non-accidental acts or omissions that cause, or fail to prevent, physical injury to a child.

“Sexual abuse” means the commission of a sexual offense according to Iowa law, including rape, sexual assault, molestation, incest, indecent exposure, or exploitation of a child in a manner, in which the child is used for gratification or

sexual enjoyment by another person.

Policy Statement

In accordance with Iowa Senate file 2225, Simpson College requires certain employees, to report, observed or reasonably suspected physical or sexual child abuse in accordance with this policy.

Who Must Report?

This policy requires employees who, in the scope of their employment responsibilities, examine, attend, counsel, or treat a child, to report suspected physical or sexual abuse of a child. At Simpson, those who are most likely to encounter a situation what would trigger the responsibility to report include, but are not necessarily limited to faculty, coaches, athletic trainers, housing, summer conference staff, nurses, and counselors. If you are not sure whether you are required to report, this policy encourages you to err on the side of caution and report. You do not need to have proof that abuse has occurred in order to be required to report.

When to Report

A report of child abuse should be made when an act of abuse is seen, or reasonably suspected. The report should be made within twenty-four hours after becoming aware of the suspected abuse or as soon thereafter as reasonably practicable.

Reporting Procedures:

In the event of an emergency, first call 911.

Reports can be made by contacting:

1. The Director of College Security: Phone (515) 961-1711, chris.frerichs@simpson.edu
- Or
2. Iowa Department of Public Safety: Phone (515) 725-6010, dcinfo@dps.state.ia.us.

When making a report of child abuse under this policy callers will be asked to provide the following information to the best of their knowledge:

- Name of the alleged victim(s)
- Name of the alleged perpetrator(s)
- Time and date of the incidents being reported.
- Location where the incidents occurred.
- Any additional information known about the abuse.

Mandatory Reporters under Iowa Code 232.69

Under Iowa Code Section 232.69, certain individuals have additional responsibilities to report all forms of child abuse as described in Iowa Code § 232.68(2). Under §232.69, these Mandatory Reporters must report suspected abuse to the Iowa Department of Human Services. These Mandatory Reporters receive specialized training on this reporting responsibility. At Simpson,

those holding the following positions are included within the definition of Mandatory Reporters under Iowa Code Section 232.69: the Coordinator of Campus Health and Wellness, the College Nurse, and all members of the Counseling Services Department. Child Abuse can be reported to the Iowa Department of Human Services by calling the toll-free child abuse reporting hotline 24 hours a day: 1-800-362-2178.

Prohibition on Retaliation

Consistent with Iowa law, the College will take no retaliatory action against an employee who makes a good faith report of child abuse.

This policy can also be found in the Simpson College Employee Handbook under General Employment Policies, #6. Child Abuse Reporting.

Sexual Misconduct Training

Under the Title IX guidelines, it is expected that all student employees will complete sexual misconduct training annually as a part of the ongoing education and training provided to the campus. This portion of the training is online. You will receive an email from the Safe Colleges system with a link. You will need the link in this email to complete the training. Please know that this information is not going to be shared with anyone but is more for our tracking to know who has and who has not completed the expected online training.

As a final note, please understand that this training may include triggers for those who have experienced sexual assault or sexual misconduct in the past. If at any point, you feel as though you cannot continue with the training due to past experience, please contact Lisa England in Human Resources to inform the college that you will not be able to complete the online training.

Should you have any questions about this training or anything Title IX related, please do not hesitate to contact Lisa England at 515-961-1511 or lisa.england@simpson.edu.

SEXUAL HARASSMENT

Simpson College prohibits sexual harassment of its employees in any form. Conduct, which could be viewed as sexual harassment includes the following:

- Unwelcome sexual advances directed towards fellow employees or students.
- Requests for sexual favors directed towards fellow employees or students.
- Other sexual harassing conduct, whether physical or verbal. This includes repeated offenses, sexual flirtation, advances, propositions, continual or repeated abuse of a sexual nature, a graphic verbal commentary about an individual, and the display in the workplace of sexually suggestive objects or pictures.

A student employee who has complained of sexual harassment at work, by anyone, including supervisors, co-workers, students, faculty, staff, or visitors should bring the problem to the attention of the supervisor or the Human Resources Director.

All complaints will be handled promptly. The facts surrounding the complaint, including the identity of the charging party and person accused of sexual harassment, will be kept confidential by the investigating official if possible. Student employees who complain of sexual harassment will not be subject to any acts of retaliation by the accused or any other agents of Simpson College.

The administration will retain documentation of allegations and investigations. When investigations confirm all allegations, appropriate corrective action including disciplinary measures, up to and including termination, will be taken.

Simpson College is committed to providing a work environment that is free from all forms of unlawful discrimination that constitutes harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, religion, creed, national or ethnic origin, age, disability, sexual orientation, gender identity, or any other legally protected characteristic will not be tolerated.

Sexual harassment may include unwelcome sexual advances, request for sexual favors, verbal or written comments or physical conduct of a sexual nature when such conduct:

- a. Is made, either explicitly or implicitly, a term or condition of instruction, employment or participation on college activities;
- b. Is used as a basis for evaluation in making academic or employment decisions affecting an individual; or
- c. Creates an intimidating, hostile, or offensive work or academic environment.

Examples of sexually harassing behavior may include unwelcome touching, sexually explicit offensive jokes, graphic or degrading verbal or written comments or questions of a sexual nature.

Any student or employee who believes he or she has been subjected to unlawful harassment should immediately report the incident to the Vice President of Student Development or the Director of Human Resources, respectively. Other college employees who receive a report of harassment should similarly report the matter to the individual identified above.

On receipt of a complaint or report of harassment an investigation will be conducted and, where appropriate, sanctions and corrective measures will be taken in accordance with applicable college disciplinary options. All investigations will be conducted as discretely as is practicable. Individuals making good faith allegations of unlawful harassment and those participating in such investigations will not be subjected to retaliation.

QUALIFIED STUDENTS

NOTICE OF NONDISCRIMINATION: This institution does not discriminate on the basis of race, color, national origin, sex, age, creed, religion, disability, genetic information, veteran or veteran disability status, sexual orientation, gender identity, or any other legally protected characteristic in admission, access to, treatment or employment in, its programs and activities. Any persons having inquiries concerning Simpson College's compliance with the regulations implementing Title VI, Title VII, Title IX – Section 504 or Americans with Disabilities Act are directed to contact Mary Ellen Bartley-Nancarrow, Director of Human Resources, Simpson College, 701 North C Street, Indianola, Iowa 50125-1299, [\(515\) 961-1511](tel:5159611511). Persons may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title VII, Title IX – Section 504, or Americans with Disabilities Act.

TITLE IX: Simpson College does not discriminate in its employment practices or in its educational programs or activities on the basis of sex/gender. Simpson College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy, more information, or to report an instance of sex or gender based discrimination, please contact the Title IX Coordinator (titleix@simpson.edu) and/or the Assistant Secretary of Education within the Office for Civil Rights (OCR) <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

Student employment opportunities may be with departments on campus or community service agencies off campus. Under no circumstances can a student have a relative as a direct supervisor or approve their timecards.

REASONABLE ACCOMODATIONS FOR PERSONS WITH DISABILITIES

The Americans with Disabilities Act (ADA), as amended, is a federal law that requires employers not to discriminate against qualified applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Simpson College to comply with all applicable federal and state laws concerning the employment of persons with disabilities. Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Simpson College will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so creates an undue hardship to the college. Please visit with the Director of Human Resources with any questions or requests for accommodation.

The process for a student to request accommodations for a work study position is listed below:

1. Request a meeting with the Student Employment Coordinator in the Financial Aid Office.
2. Discuss what type of accommodations may be needed.
3. A form will be completed with the Student Employment Coordinator, the student, and the student's supervisor with full details of the accommodation plan for maintenance.

TERMINATING YOUR EMPLOYMENT

Please notify your supervisor and the Student Employment Coordinator in the office of financial aid two weeks prior to wanting to terminate your employment.

SUPERVISOR'S RESPONSIBILITIES

- In order to become a supervisor, you are required to attend a Supervisor Training Session. If you cannot attend in person, you will access the Student Employment Supervisors Moodle page to complete the online training. After answering a series of questions about the training, you will be considered qualified to employ student workers.
- It is your responsibility to read and understand this handbook in its entirety.
- Upon hiring a student, you are expected to edit the Student Employment Start and Hire Updates Excel Sheet. This can be found on the supervisor Moodle page. At this time, you should attach their signed job description agreement to aid in getting the student the correct position and wage assigned.
- Your student employee must have completed the following documents **before** beginning to work:
 - a signed job description agreement,
 - confidentiality agreement
 - receipt of handbook acknowledgement
 - a work application through Handshake,
 - both Federal and Iowa W-4 Tax Withholding Forms
 - an I-9 Form on file in the payroll office.

Check ODS FA0113 aid if you are unsure if everything has been completed. You are also welcome to reach out to Emma Johnson at emma.johnson@simpson.edu.

- You will receive email notification when a student has been cleared to begin work.
- Prepare a written job description that includes all job duties and responsibilities of your student employees. This document should be reviewed annually and should reflect the individual responsibilities of the student. A template is attached at the end of the handbook

and can be found on the Student Employment Supervisors Moodle page. **Give one copy to the student, one copy to the Student Employment Coordinator in the office of financial aid (Emma Johnson) and keep one copy for your records.**

- Provide training and supervision for your student employees. This should include appropriate phone etiquette and customer service training. Student employees should be paid for their time-spent training.
- Student employees should not work more than 8 hours per day or 20 hours per week unless on contract. If a student is working in more than one department, this should be the total hours worked in all departments combined. Students are not to work during scheduled class times unless the class has been cancelled. It will be your responsibility to know the student's class schedule and to have a copy of the student's schedule on file in your office.
- Student employees are expected to meet the level of performance as listed in the job description or job contract. If the student is not meeting your expectations, please take time to review the student's job description with them and work to resolve any issues. If problems persist, follow the Student Employment Discipline Process, beginning on page 17.
- Student employees should be evaluated annually on their overall performance if their earnings exceed \$300.
- Inform students of any special safety considerations pertaining to their job and work environment.
- Provide protective covering for all students if the nature of the job is such that personal attire may be damaged.
- A monthly report is available in ODS to assist in monitoring your students' hours to ensure students do not earn more than offered and to ensure students are given the opportunity to earn their total offered amounts.
- It is your responsibility to make sure you stay within your student employment budget. Payroll reports listing total earnings and work-study award amounts are available on ODS and updated after payroll is processed. You may log-in and view them at any time.
- Contact the office of financial aid if a student terminates employment for any reason.
- The Confirmation Statement at the back of this handbook must be signed by all student employees in all departments and maintained in the student employee's files in the financial aid office.
- The attached Confidentiality Statement must be signed by all student employees and kept in the student employee's file in the financial aid office.
- Student hours should be recorded DAILY. Specific date, time-in and time-out, and actual hours and minutes must be recorded. It is your responsibility to know that what you are signing is accurate. Any identified abuses of the program will be charged back to your student employment budget. Both student and supervisor electronic signatures **MUST** be included before submitting timecards.
- Assess the responsibilities that have been provided to the student employees. Is the position at Simpson encouraging their growth and career readiness? Will the student leave their position feeling that they learned something that will help them in their future? Student employment is about financial aid AND preparation for a future career.

FINANCIAL AID RESPONSIBILITIES

- Administer available student employment opportunities for qualified students and post job openings to Handshake
- Send communication to students and supervisors indicating:
 - miscellaneous important information regarding student employment
 - provide training to supervisors on the procedures for posting and hiring student employees.

STUDENT EMPLOYEE DISCIPLINE PROCEDURE

As with any job, if expectations are not achieved, workers run the risk of losing their job.

A discipline procedure should be used as a tool for growth and communication. Problems should be discussed informally before beginning a formal process. The following process incorporates both an informal procedure and a formal procedure for supervisors to follow. A student can be terminated without beginning an informal process.

Informal Warning

An informal warning consists of a verbal indication that the student is not performing to expectations and termination could result. Document this meeting (having the student sign the documentation) to acknowledge that he/she is aware of the action being taken and send a copy to the Student Employment Coordinator in the office of financial aid.

Written Warning

If after the informal warning, the student's behavior does not meet expectations, a written warning should be issued stating that any further infractions will result in termination. The student must sign the written warning with the understanding that he/she is aware of the consequences of the formal warning, that he/she has had the opportunity to refute the warning, and that he/she is aware that further negligence on his/her part will result in termination. A copy of the warning and rebuttal must be sent to the Student Employment Coordinator in the office of financial aid.

Formal Termination

After the written warning, a formal, written termination may be issued if performance does not improve. A copy of the termination must be sent to the Student Employment Coordinator in the office of financial aid who will keep it on file.

End-of-term Termination

The policy for end-of-term termination (a supervisor electing not to hire the student to return for the next academic year) requires the use of the student evaluation form. This form is completed by the supervisor, indicating No to the question “Will you rehire this employee for the next academic year?” with reasons documented in the space provided. The student and supervisor review the evaluation together during a face-to-face meeting. The student and the supervisor BOTH review and sign the evaluation form. A copy is sent to financial aid. The student then knows he or she will not be returning in the next academic year.

UNDERGRADUATE ASSISTANTSHIPS (UGAs)

Undergraduate Assistantships (UGAs) provide students with a valuable opportunity to advance their educational experience at Simpson through an on-campus employment opportunity with advanced responsibilities and close mentorship from a staff or faculty member at the college. Many UGA positions allow students to gain experience in a position related to their field of study, further preparing them for a successful career after graduation. These positions are designed to help students strengthen the academic and professional skills they have built in past on campus employment positions, in the classroom, and as engaged members of the campus community.

Students who are selected for a UGA position are expected to fulfill the responsibilities and guidelines outlined in this handbook. Additionally, it is important for these students to:

- Meet all expectations and responsibilities outlined by their supervisor in the job description.
- Strive to provide a level of support that helps to advance the work of the office and/or faculty member they are working with.
- Serve as a positive role model for other students working with them.

The Undergraduate Assistantship will be an ongoing process as positions open. Students will be able to view a list of open UGA positions on Handshake. To be eligible to apply for these positions, a student must be a sophomore, junior, or senior at the time of application. To apply, the student will complete an application in Handshake. They will be able to email along with a cover letter and resume to the supervisor of the UGA position they are interested in working.

EMPLOYMENT GUIDELINES FOR NON-RESIDENT STUDENTS

As a student with an F-1 Visa, you are not permitted to work off-campus or to engage in business without specific employment authorization from the Immigration and Naturalization Service.

However, you are permitted to work on-campus, which is limited to 20 hours per week, while school is in session. Such employment may be full time during vacation periods for students who are eligible and intend to register for the subsequent academic term. There are no exceptions to the 20-hour per week ceiling. You will not be paid for more than 20 hours per week.

Non-Resident students will not be permitted to work without proper documentation (e.g., an INS Form, Social Security Card, Unexpired Passport, I-94, and another form of I.D. i.e., driver's license, student I.D.).

If you have any further concerns, please contact the Associate Director of Multicultural and International Affairs.

STUDENT GIFTS

Some supervisors may wish to purchase small gifts or cards as a 'Thank You' or graduation gift for a student employee's work in the department. Please note that this is a personal decision, not a requirement. As such, Simpson College procurement cards, checks, petty cash, or other Simpson funds may not be used. If a supervisor chooses to reward a student with a gift, he/she is responsible for purchasing that gift.

STUDENT EMPLOYMENT JOB DESCRIPTION CONTRACT

Student Employee Name: _____ **Student ID #:** _____

Department: _____ **Existing Position:** Y N

Position Name: _____ **Wage:** _____

Supervisor: _____ **Hours/Week:** _____

Duration (Start/End Dates): _____ **GL Code:** _____

Purpose of Job:

Using a short paragraph, please provide a description of what the idea behind the position is. This does not need to be more than a few sentences, but it should provide an idea of what the students will be doing as employees and why it would be beneficial.

Duties and Responsibilities:

Include a handful of bullet points describing the specifics of what the student would be doing. This will show what is expected of the student; make it clear enough that this contract will be able to clearly display to the student what they have agreed to do.

Job Qualifications:

Provide a list of qualifying skills and experience for this position. Students should be aware of the qualities and characteristics they are meant to display.

Photo Opt. Out Release:

On occasion, photographers and/or videographers will be on campus documenting events and life at Simpson College. As a student employee of Simpson College, I acknowledge that photographs or recordings may be taken by the college or its designees in public areas of the campus and regional centers and at college events. The college may use such photographs or recordings to document, promote, or provide information about the college and its programs without prior consent by individuals depicted or recorded in them. Public areas include but are not limited to outdoor areas, classrooms, laboratories, library, athletic facilities, residence hall common areas, dining and gathering facilities, meeting rooms, and performance spaces. I acknowledge that photos may be taken at my time and place of employment on campus.

Check the box below ONLY if you do NOT agree to allow the use of your photograph, image, etc. by Simpson College.

☐ I refuse the use of my photograph/image/voice/name as a representation of Simpson College.

I have read this Job Description and accept responsibility for performing to its expectations. The above responsibilities are essential job functions, subject to reasonable accommodation. Job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This Job Description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Student employees may be required to perform any other job-related tasks as requested by their supervisor, subject to reasonable accommodation.

Student Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

SIMPSON COLLEGE
CONFIDENTIALITY STATEMENT

As a student employee, you may work with or come in contact with confidential information with regard to students and their families.

It is critically important that student employees treat this information as totally confidential.

Confidential information is found in the following areas:

1. The database of the mainframe computer.
2. Telephone calls received.
3. Incoming and outgoing mail.
4. Conversations that take place within the office.
5. Student/faculty/staff files.

As a student employee and by virtue of signing this statement, you agree to the following:

1. You shall not access information on any student unless you have either been asked by a full-time employee of your department to do so or you are processing information on that student, as a part of your work responsibility.
2. Information that you have access to, by virtue of your job, shall not leave this office either verbally or in any other manner.
3. There shall be no discussion with other student employees about a particular student, whether he or she be presently enrolled or be a prospective student.
4. Violation of any of these areas is grounds for immediate dismissal.

I have read the above and understand the restrictions of the policy and the consequences should I violate its provisions.

Student's Signature

Date

Supervisor's Signature

Date

Department

A copy of this statement should be a part of the supervisor's file for the student employee.

ACKNOWLEDGEMENT OF RECEIPT

I have been advised that the Simpson College Student Employment Handbook is available on the Student Employment web page.

The handbook can be accessed by going to the Simpson College web site at:

[Consumer Information - Simpson College](#)

If you have difficulty accessing this site, please contact the Office of Financial Aid at ext. 1630.

This is to acknowledge that I have received a copy of the instruction on how to access the Simpson College Student Employment Handbook. I agree to read the handbook carefully and to comply with the policies and procedures as stated therein and as modified periodically.

Signed _____

Dated _____

SEXUAL MISCONDUCT TRAINING

I certify that I have completed the sexual misconduct training as required by Simpson College when I first enrolled at the institution.

Signed _____

Dated _____

SIMPSON COLLEGE

STUDENT EMPLOYMENT EVALUATION

☐ Evaluation for academic year: 20____ - 20____ or ☐ Evaluation for summer: 20____

Name: _____ Student ID # _____ Date: _____

Department: _____ Supervisor: _____

AREAS OF EVALUATION

5=consistently demonstrates outstanding performance

4=above average employee; often exerts extra effort

3=average employee; performs in an acceptable and satisfactory manner

2=needs to improve; occasionally does not meet standards required

1=performance unacceptable; consistently fails to meet minimum standards

		5	4	3	2	1
Job Knowledge:	Awareness of what to do without constant supervision					
	Knowledge of how to perform duties					
Job Performance:	Organization					
	Accuracy and Quality					
	Speed and Quantity					
	Work Habits (effective use of time)					
Attitude:	Initiative					
	Conformance to operational policies					
	Cooperation with others (co-workers and/or public)					
	Acceptance of supervision					
Reliability:	Consistency of performance					
	Completion of tasks					
	Adherence to work schedule					
	Dependability					

OVERALL RATING: _____ COMMENTS: _____

WORK EXIT INFORMATION

Effective Date: _____ Reason for leaving: _____

Would you rehire this employee? ☐ Yes ☐ No

If no, why? _____

I have personally completed this evaluation and discussed it with the student.

Supervisor Signature _____ Date _____

I have discussed this evaluation with my supervisor; however, my signature does not indicate agreement with the rating or any attached comments.

Employee Signature _____ Date _____

Copy to Financial Aid, Copy to Supervisor, Copy to Student