

SIMPSON COLLEGE



STUDENT EMPLOYMENT HANDBOOK

**PREPARED FOR
STUDENT EMPLOYEES
& SUPERVISORS**

08/2019

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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.

QUALIFIED STUDENTS

The employer cannot discriminate on the basis of race, color, religion, national origin, sex, disability, age, creed, genetic information, veteran or veteran disability status, sexual orientation, gender identity or any other legally protected characteristic. The office of financial assistance will assign students to the appropriate openings.

Student employment opportunities may be with departments on campus or community service agencies off campus.

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

- If this is your first job on campus, complete a work application, federal and state W-4 Tax Withholding forms, an I-9 Form and direct deposit form. These forms are located in the payroll office in Hillman Hall. A picture ID, along with an original social security card, or a certified copy of your birth certificate are needed to complete these forms. A passport can also be used.
- Read your job description or job contract to understand your job assignment.
- Conduct yourself professionally and ethically while on the job.
- Demonstrate patience and courtesy at all times and provide excellent customer service to all with whom you come in contact.
- Report for 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 30 hours per week. If you work in more than one department, this should be the maximum total hours worked in all departments.
- 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 are only allowed to work in one student employment assignment at any given time with the following exceptions:
 - tutoring positions
 - weddings
 - music accompanists
 - food service
 - Phonathon
 - SC Leader
 - Writing Consultant/Fellow
- If you do work in more than one department, the total hours worked should not exceed 30 hours per week.
- If you have questions about a specific position, please check with financial assistance 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.

DRESS CODE

Because your appearance reflects the school's attitude toward its students, you are expected to be neat and well-groomed at all times. The following lists inappropriate attire for Student Employees:

- No torn jeans
- No hats or caps
- No product advertising vulgarities on clothing
- No clothing advertising other colleges or universities

Individual departments may have additional guidelines, which differ from the above minimum standards. If in doubt, please ask your supervisor.

VACATION

Because 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 monthly on the 15th or the Friday before if, the 15th falls on a weekend. For payroll, the month ends on the last Saturday of the month. Paychecks will **not** be issued early.

After you have completed your W4s and I9 in the Payroll Office, you will be able to access your timecard on SC Connect.

A student employment timesheet is a legal document recording hours worked. It is a supervisor's responsibility to insure the hours listed on the timesheet were actually worked by the student. Any payment made that is proven later 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 (with the exception of a mathematical correction) unless agreed to by both student and supervisor.

Simpson College Student Employee Web-Time-Entry Instructions **Simpson College SC Connect: <https://sconnect.simpson.edu>**

Students employed by Simpson College will enter time worked and submit their timesheet for supervisor approval by using a web-based process called Web Time Entry (WTE). Paper timecards should not be used.

Overview of web time entry:

- Students enter their hours worked throughout the pay period on SC Connect.
- When the pay 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 15th of each month.
- If time is rejected, the student will get an email from the supervisor with instructions to correct and resubmit.



Note: The pay cycle will end on the last Saturday of each month with the payroll paid on the 15th of the following month.



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 Wednesday to submit your time entry to your supervisor. For example, the pay period ends on Saturday, August 29, the student has until noon on Wednesday, September 2 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.

Instructions for entering time on the web:

1 – Access your time sheet

Student time sheets can be accessed through SC Connect on the Simpson Portal. Under the section labeled **Time Entry and Approval**, select **Time entry** to access your time sheet.

2 – Choosing a time sheet

The **Time entry** screen will display the positions you currently have with Simpson. Select the particular position and supervisor for which you are entering time by clicking on the box in the column labeled “**Choose Only One**” and then click on **Submit**. If you work in multiple positions, you will need to enter time for each position separately. You may enter time for only the positions and pay periods that are displayed. If your position is not displayed, please contact your supervisor or the Payroll Coordinator.

The screenshot shows the SC Connect WebAdvisor interface. The top navigation bar is dark red with the 'SC CONNECT' logo and a 'Menu' button. Below the navigation bar, the page title is 'WebAdvisor' and there is a search bar. The main content area is divided into two sections. On the left is a navigation menu with options like 'UPDATE MY INFORMATION', 'BUSINESS OFFICE', 'FINANCIAL ASSISTANCE', 'REGISTRATION', 'ACADEMIC PROFILE', and 'ENTER AND APPROVE TIMECARDS'. The 'ENTER AND APPROVE TIMECARDS' section is expanded, showing 'Enter My Hours' and 'View My Time History'. On the right is the 'Enter My Hours' form, which contains a table with the following data:

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	11/01/15	11/28/15	Financial Assistance CWS	08/24/14	Financial Assistance	Mrs. Cheryl S. Eaton		12/03/15 10:00AM

Below the table is a 'SUBMIT' button.

3 – Entering your time

After selecting the position for which you are entering time, the Time Entry screen will be displayed. Note the position information is displayed at the top of the screen.

Enter the time of day you started and stopped working. The Colleague system will round your time to the nearest quarter hour for you. Use a HH:MM AM or PM format.

If you worked more than two times in one day, you can insert another line for that day by clicking on the box under “**Insert Line**” for that day. The total hours for each time worked will be calculated for you.

Students can ignore the columns for Annual Leave Hours, Sick Hours, Other Time Hours and Other Time Types. Students should also ignore the Additional Time (Prior Period) check box at the bottom, as any prior period time should be reported by your supervisor directly to the Payroll Coordinator.

After entering time worked, simply click “**Submit**” to save. The “**Submit**” button can be clicked as many times as needed as time is entered and/or changed throughout the pay period. You are encouraged to enter and submit time on a daily basis or after each work period.

11/25/15 Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/26/15 Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/26/15 Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/27/15 Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/27/15 Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/28/15 Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/28/15 Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Time(Prior Period)

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address cheryl.eaton@simpson.edu

4 – Signing and sending your time sheet

After the last Saturday of the month (end of the pay cycle) or whenever you are done entering all your time for the pay period, click on the box near the bottom where it says “**Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval**” and then click on “**Submit.**” This will advance your time sheet to your supervisor for review and approval. Your confirmation will state “**Time Entry Status: Complete.**”

You will no longer be allowed to access your time sheet for this period once you have electronically signed your timesheet. If changes are needed, either your supervisor will need to make the changes or your supervisor will need to reject the timesheet so that you can make the needed changes, electronically sign and re-submit the time sheet to the supervisor.

The screenshot shows the WebAdvisor interface for a student. On the left is a navigation menu with options like 'UPDATE MY INFORMATION', 'BUSINESS OFFICE', 'FINANCIAL ASSISTANCE', 'REGISTRATION', 'ACADEMIC PROFILE', 'ENTER AND APPROVE TIMECARDS' (expanded to show 'Enter My Hours' and 'View My Time History'), 'VIEW PAY ADVICES & W-2 INFO', and another 'UPDATE MY INFORMATION' and 'BUSINESS OFFICE'. On the right, a 'Confirmation' dialog box is open, displaying a message: 'Please be aware that you have not marked your time entry as complete'. Below the message, it shows 'Pay Period End Date 11/28/15' and 'Time Entry Status Not Complete'. A table lists 'Current Pay Period Hours': Regular Hours (13.68), Annual Leave Hours (0.00), Sick Hours (0.00), and Total Hours (13.68). The dialog has 'Go back' and 'Help' buttons at the top and an 'OK' button at the bottom.

Frequently Asked Questions (FAQ's)

What if I do not electronically sign and submit my time sheet on time?

You will not be paid on a timely basis. Electronic time reporting is a commonly used tool and familiarity with it will benefit you in future employment situations as either an employee or supervisor of employees.

What will happen if my supervisor is gone at the end of the payroll?

Each employee is assigned an alternate supervisor who can review and approve your time. Contact them directly if you do not receive confirmation that your time has been approved.

Why did my time sheet disappear from the selection screen?

The period of time to enter time closes on the Wednesday following the last Saturday of the month.

What will happen if I entered hours wrong?

During the pay period you can correct hours entered in error yourself. After the pay period has closed and or you have already approved your time, you should contact your supervisor immediately for assistance. They may reject your previous submission for you to correct and resubmit or assist with correcting the time directly. If your supervisor has already approved and submitted your time, they will need to contact the Payroll Coordinator for assistance.

What is that boxed entitled “Additional Time (Prior Period)”?

This is not a Simpson option. If you fail to report time on a timely basis, you will need to contact your supervisor for assistance. Your supervisor will report unpaid time worked in a prior period directly to the Payroll Coordinator.

What do I do if my position does not show on the screen?

First, contact your supervisor for assistance. Next, contact the Payroll Coordinator. Note that students will not be set up with access to WTE and should not be working until all employment paperwork is completed and submitted to the Payroll Coordinator.

Paychecks will be mailed to your campus mailbox during the academic year or you may choose to have payroll direct deposited into a personal bank account. During the summer, paychecks may be picked up in the business office on payday. A picture ID may be necessary.

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.

Any work performed in addition to a fixed assignment must have written supervision justification. Student employees are not permitted to work overtime.

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 (e.g. disks, manuals), 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.

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

1. Iowa Department of Public Safety: Phone (515) 725-6010,
dciinfo@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, #5. Child Abuse Reporting.

Sexual Misconduct Training

Under the Title IX guidelines, it is expected that all student employees working with children under the age of 18 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 either Elyse Morris in Student Development or Mimi Bartley-Nancarrow 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 Elyse Morris at 515-961-1257 or titleix@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 work place 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.

TERMINATING YOUR EMPLOYMENT

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

SUPERVISOR'S RESPONSIBILITIES

- It is your responsibility to read and understand this handbook in its entirety.
- Students must be cleared through the office of financial assistance before hiring. Students are only allowed to hold one student employment job at any given time with the following exceptions:
 - tutoring positions
 - weddings
 - music accompanists
 - food service
 - Phonathon
 - SC Leader
 - Writing Consultant/Fellow

If you have questions about a specific position, please check with the office of financial assistance prior to hiring a student.

- Verify with the Office of Financial Aid that the student is eligible for employment **before** they start working. Your student employee must have a signed job description or job contract, work application, both Federal and Iowa W-4 Tax Withholding Forms and an I-9 Form on file in the payroll office **before** the student begins working. Check with the office of financial assistance if you are unsure.
- Prepare a written job description or job contract 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. Give one copy to the student, one copy to the Student Employment Coordinator in the office of financial assistance, 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 30 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. 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 contract 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 awarded and to insure students are given the opportunity to earn their awarded 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 Informer and updated monthly after payroll is processed. You may log-in and view them at any time.
- Contact the office of financial assistance 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 **your** student employee's files.
- The attached Confidentiality Statement must be signed by all student employees and kept in **your** student employee's file.
- Student's hours should be recorded on a DAILY basis. 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 signatures should be included before turning in a timesheet.

JOB DESCRIPTION/JOB CONTRACT

The Job Description is used when paying an hourly rate for employment. The Job Contract is used when paying a set amount for a specific job. Always get approval from the Student Employment Coordinator in the office of financial assistance before using the Job Contract.

FINANCIAL ASSISTANCE RESPONSIBILITIES

- Administer available on-campus employment opportunities for qualified students and assign them to available positions.
- Send communication to students and supervisors indicating:
 - the work assignment and the amount allocated
 - miscellaneous important information regarding student employment

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 assistance.

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 assistance.

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 assistance 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 assistance. The student then knows he or she will not be returning in the next academic year.

Undergraduate Assistantship (UGA) Positions

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 contract
- 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 application process for Undergraduate Assistantships will take place every spring for positions in the upcoming academic year. Beginning in February, students will be able to view a list of UGA positions for the upcoming academic year under the “On-Campus Student Employment” tab on SC Connect. The Student Employment Coordinator will send an email to all students notifying them when applications have opened. To be eligible to apply for these positions, a student must be a sophomore, junior, or senior during the upcoming year, and they must have a cumulative grade point average that is currently 2.75 or higher. To apply, the student must email a cover letter and resume to the supervisor of the UGA position they want to apply to.

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 hours in excess of 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 Walter Lain, the Assistant Dean of Multicultural and International Affairs. His office is located in the Kent Campus Center room 228.

**STUDENT EMPLOYMENT
JOB DESCRIPTION
2019-2020**

Student Employee: _____

Student ID #: _____

Department: _____

Supervisor: _____
Timecard Approver: _____

_____ hrs. per week for _____ weeks at \$ _____ per hour.

Amount To Be Paid: _____

Beginning and Ending Dates of Employment: _____

Purpose of Job: _____

Duties and Responsibilities: _____

Job Qualifications: _____

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. I have been notified of the Work-Study Handbook online at www.simpson.edu/financial-aid/financing-your-education/work-study-options/. I will also have a job performance evaluation at the end of each academic year or upon leaving this position (if I earned more than \$300).

Student Employee: _____ Date: _____

Supervisor: _____ 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:
<http://simpson.edu/wp-content/uploads/2012/07/here.pdf>

If you have difficulty accessing this site, please contact the Office of Financial Assistance 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 Assistance, Copy to Supervisor, Copy to Student