

RHODE ISLAND COLLEGE
STUDENT EMPLOYMENT HANDBOOK

The Student Employment Office, part of the Career Development Center at Rhode Island College, offers employment opportunities for undergraduate and graduate students both on and off campus. Students are compensated through the Federal Work-Study Program (if eligible) or on-campus individual department funds. A wide variety of off-campus job listings for positions during the academic year and summer such as tutoring, office work, human services, babysitting, summer camp counselors, etc. are also available.

The supervision of student employees is an important function. The information in this handbook is designed to assist you in adhering to the policies and procedures of the student employment payroll and will be useful in hiring and transferring students from work-study to department funds, in drafting job descriptions, and in understanding information that is important for a student employee supervisor.

Student payroll has a dual purpose. It is intended to allow our students the opportunity to earn money in order to supplement their educational expenses, hone up on their job skills, and gain experiential learning and investigation of possible career directions. Student employment has meant a great deal to many successful alumni as they look back on their time at the College.

Student payroll needs to be a revolving payroll so new students will also have an opportunity to work, and learn from the experience just as their predecessors did. Therefore, it is important that once students have completed their education they move on by going out into the real world and begin the career they have been trained for.

Feel free to contact us at the Student Employment Office at 456-8031 with any questions regarding the information in this handbook, or if you have any questions about the employment process.

RHODE ISLAND COLLEGE

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- Hire and train student employees.
- Supervise student employees.
- Advise student/s of your expectations, rules, and regulations of the office and of student payroll.
- Give student/s positive reinforcement when appropriate or correct any mistakes or inappropriate behavior as necessary.
- Remind student/s that they are under the supervision of the department or support staff.
- Provide student/s with a yearly pay increase if warranted.
- If you as the supervisor are having a problem with a student/s, discuss the problem with them. If you are not able to come to a resolution, contact the Student Employment office to request that someone meet with you and the student and offer some guidance/resolution. If the problem continues after this meeting, you must give the student a 1) verbal warning (with some documentation of this in the office record), 2) a written warning, 3) then terminate the student/s. It is important that the student/s is/are aware that there is a problem before termination, so please follow the above.
- Please retain the current and the previous year official timesheet (sample pg. 24) and the departmental sign in and sign out sheets (sample pg. 25) in order to be in compliance with our regulations.
- It is important that you monitor students and ensure they are working the hours they are recording. Students may be subject to disciplinary action if they are caught lying on their timesheet. As the responsible person signing the timesheet you can also be held liable.
- As the responsible person signing the student's official timesheet you should be checking the timesheet for accuracy of hours recorded, pay rate and that the student is properly listed. If you notice a discrepancy, contact the Payroll Manager, Payroll Office immediately. It is your responsibility to transfer the hours worked from the department sign-in sign-out sheets to the official timesheet, not the students.
- As the supervisor it is your responsibility along with the student/s to keep track of the work-study award amount so as not to exceed this amount. (See formula on page 9 to avoid this.) Before a student depletes his/her work-study award, they should contact the Financial Aid Office and ask if they are eligible to receive additional work-study money; if so, they must apply. If the student/s is not eligible and exceeds the work-study balance you can transfer him/her to department funds if available. In some cases students accept/or refuse other awards or scholarships which reduces/increases their original work-study award. If there is a change the student will receive a new award letter from the Financial Aid Office. **IT IS IMPORTANT THAT THE STUDENT BE AWARE OF THIS AND INFORMS YOU OF THIS CHANGE IMMEDIATELY.**

POLICIES AND PROCEDURES

- Student employees are to assist the staff of the department – they are not to replace staff employees. It is important that all departments are aware of this rule and abide by it.
- Student employees are not paid for lunch, breaks, holidays, sick time, or vacations. (Paid breaks are not required, but are at the discretion of the employer after 4 hours of work.)
- Student employees are paid on a bi-weekly basis
- Student employees cannot collect unemployment from a Rhode Island College student employment position.
- Student employment work time does not qualify as buy back time for seniority or retirement for a full time State position. Student employees are not State employees while on the student payroll at Rhode Island College.
- Student employees CANNOT hire other student employees. Hiring is the responsibility of the full time staff employee.
- Student employees are not to supervise other student employees. Supervisory capacity is the responsibility of full time staff employees.
- Student employees are not to work without supervision.
- Student employees are to sign in and sign out on the department sign in sheet for the exact hours of work. Departmental time sheets must be retained in your files for 2 full years; (the current and previous year).
- Student employees are not to transfer their time worked onto the official timesheet. This is the responsibility of the supervisor.
- Once a student is no longer enrolled in classes they cannot work on the student payroll. If a student is graduating the last day they can work is the day final grades are due. This policy applies to all students.
- Job descriptions must be up-to-date and on file in the Student Employment Office for all levels/titles positions offered in your department.



CRITERIA FOR ACADEMIC YEAR STUDENT PAYROLL
FEDERAL WORK-STUDY AND DEPARTMENT FUNDS

- Student payroll is for **Rhode Island College STUDENTS ONLY**.
- Undergraduate students are required to have **AT LEAST HALF-TIME STATUS (6 CREDITS) AS OF THE END OF THE DROP PERIOD PER SEMESTER DURING THE ACADEMIC YEAR.**
- Graduate students are required to have **AT LEAST HALF-TIME STATUS (5 CREDITS) AS OF THE END OF THE DROP PERIOD PER SEMESTER DURING THE ACADEMIC YEAR AND BE ENROLLED IN A GRADUATE DEGREE PROGRAM.**
- Students on Federal Work-Study **cannot** work more than 20* hours per week during the academic year, 35 hours per week, 7 hours per day during breaks and summer (as long as they have available work-study funds). The minimum number of hours a student can work is at the discretion of the department.
- Students on department funds cannot work more than 20** hours per week during the academic year and the summer. The minimum number of hours a student can work is at the discretion of the department.

Half-time status: undergraduates = 6 credits; graduates = 5 credits

***Federal Work-Study Program:**

If a department has unusual circumstances which necessitate student/s work more than 20 hours per week during the semester, the department **must receive prior approval from the Student Employment Office.**

****Department funds:**

If a department has unusual circumstances which necessitate student/s work more than 20 hours per week during the semester, the department **must receive prior approval from the Vice President for Administration and Finance.**

CRITERIA FOR SUMMER STUDENT PAYROLL

FEDERAL WORK-STUDY FUNDS

May Graduates – Work-Study Funds

May graduates (who are not enrolled in the summer session) may be employed on the work-study summer student payroll **only**:

1. If they were enrolled **AT LEAST HALF-TIME** during the spring semester,

AND

2. If they are not enrolled in the summer session, the student has applied for and been accepted into a graduate degree program at Rhode Island College.

AND

3. If the student intends to be enrolled in that program on **AT LEAST A HALF-TIME BASIS IN THE FALL SEMESTER**

August Graduates:

Students scheduled to graduate in August (who were enrolled at least half-time in the spring) may be on the work-study summer payroll **only** if registered for classes in the current summer session. **ONCE A STUDENT IS NO LONGER REGISTERED FOR CLASSES, S/HE MUST STOP WORKING.**

Students scheduled to graduate in August, but were **not** enrolled at least half-time in the spring may be employed in the summer work-study student payroll **only** if enrolled in the current summer session. **ONCE A STUDENT IS NO LONGER REGISTERED FOR CLASSES, S/HE MUST STOP WORKING.**

Returning Students:

Students who were enrolled during the spring semester at least half-time (undergraduate (6 credits) graduate students (5 credits)) and enrolled for the fall semester (at least half-time) following the summer session may be employed on the work-study summer payroll whether or not they are enrolled during the summer session. **ONCE A STUDENT IS NO LONGER REGISTERED FOR CLASSES, S/HE MUST STOP WORKING**

New Students:

Students newly admitted to programs for the fall semester and who intend to be enrolled on at least a half-time basis during the fall semester may be permitted to work under the Federal Work-Study Program during the summer session, whether or not they are enrolled for a summer course. Students must complete a summer financial aid application in order to meet this criterion.

(Half-time status: undergraduates = 6 credits; graduates = 5 credits)

CRITERIA FOR THE SUMMER STUDENT PAYROLL

DEPARTMENT FUNDS

May Graduates:

May graduates may be employed on the department funds summer student payroll **only**:

1. If they are enrolled in the summer session (at least one course).

OR

2. If they are not enrolled in the summer session, but have applied for and been accepted into a graduate degree program at Rhode Island College for the following fall semester.

AND

3. If they are enrolled in that program on **AT LEAST A HALF-TIME BASIS IN THE FALL SEMESTER.**

August Graduates:

Students scheduled to graduate in August who were enrolled at least half-time in the spring may be on department funds **only** if they are registered for classes in the current summer session. **ONCE A STUDENT IS NO LONGER REGISTERED FOR CLASSES, S/HE MUST STOP WORKING.**

Students scheduled to graduate in August, but were **not** enrolled at least half-time in the spring may be employed in the summer on department funds **only** if they are enrolled in the current summer session. **ONCE A STUDENT IS NO LONGER REGISTERED FOR CLASSES, S/HE MUST STOP WORKING.**

Returning Students:

Students who were enrolled during the spring semester at least half-time (undergraduate (6 credits) graduate students (5 credits)) and are enrolled for the fall semester following the summer session may be employed on the department funds summer payroll whether or not they are enrolled during the summer session. **ONCE A STUDENT IS NO LONGER REGISTERED FOR CLASSES, S/HE MUST STOP WORKING**

New Students:

Those students newly admitted to programs for the fall semester will be permitted to work under the department funds student payroll during the summer session **ONLY** if they are enrolled (at least one course) for the summer session.

(Half-time status: undergraduates = 6 credits; graduates = 5 credits)

CRITERIA FOR ACADEMIC YEAR AND SUMMER STUDENT PAYROLL

GRANT FUNDING

- Undergraduate students are required to have **AT LEAST HALF-TIME STATUS (6 CREDITS) AS OF THE END OF THE DROP PERIOD PER SEMESTER DURING THE ACADEMIC YEAR.**
- Graduate students are required to have **AT LEAST HALF-TIME STATUS (5 CREDITS) AS OF THE END OF THE DROP PERIOD PER SEMESTER DURING THE ACADEMIC YEAR AND BE ENROLLED IN A GRADUATE DEGREE PROGRAM.**
- Students on grant funding **cannot** work more than 20 hours per week during the academic year, 35 hours per week, and 7 hours per day during breaks and summer. The minimum number of hours a student can work is at the discretion of the principal investigator of the grant.

Half-time status: undergraduates = 6 credits; graduates = 5 credits

(All additional student employment rules and regulations apply to students working on grant funds.)

HIRING, TRANSFERRING OF FUNDS, CONFIDENTIALITY STATEMENT & JOB DESCRIPTIONS

Hiring of student employees who will be working for the first time at the College:

The student needs to complete and have the following forms verified by the Student Employment Office **before** they can be placed on the payroll and be paid for working. Students are not to begin working until all their paperwork is verified. It is illegal to begin working any job without the appropriate paperwork in place.

- I-9 - Employment Eligibility Verification (sample in rear of book)
- W-4 – Employee’s Withholding Allowance Certificate (sample in rear of book)
- Drug-Free Workplace Statement (sample in rear of book)
- Bar of Claims (Worker’s Compensation information) (sample in rear of book)

The employing department and the student need to complete the following form:

- SEF – Student Employment Form (hiring form) (sample in rear of book)
The SEF form is to be completed by the employing department after hiring the student.

After all of the above 5 forms have been completed, the student or the employer is to deliver all forms to the Student Employment Office, CL-054.

- To hire a student employee who has worked on the student payroll before **only** an SEF form is required.
- To increase a student employees pay rate a Personnel Action Form (sample in rear of book) is required. If the pay rate is not within the same pay level, a job description for a new pay level/title **must** be on file in the Student Employment Office.
- To transfer a student employee from work-study to department funds or from department funds to work-study a Personnel Action Form is required.

Subsequent to hiring all the necessary students, please contact Diane Hatton and ask that she delete that job posting from the books. This will prevent students wasting their time calling on jobs that are already filled and the department won’t receive unnecessary phone calls. Although we know when you hire some, we don’t know how many students you intend to hire for a specific job classification.

Confidentiality Statement:

All students hired are to be given a copy of the Rhode Island College Student Employment Confidentiality Statement (sample in rear of book) to read and retain for their files, their signature is not required. However, if the department would like students to initial and date the statement and retain in the department files you may do so. If the department has a confidentiality statement in place, please be sure students receive both.

Job Descriptions:

All employers must create a job description (sample in rear of book) for each pay level/title offered by their department. The description should include the duties and responsibilities and be as detailed as possible so as to adequately reflect the pay level/title. **A job**

description for all pay levels/titles must be approved and on file in our office prior to hiring student/s.

While employers may determine the specific job title and duties for each position offered, all positions must be classified in accordance with the Student Employment Pay Rate Schedule. The Business Management Officer of Student Employment reserves the right to review all job levels/titles and make changes accordingly.

Staffing patterns:

Staffing patterns are mailed to each department twice a year, (fall and summer) and are an integral component in determining what positions are open in a department and whether or not to advertise those positions. Therefore, it is imperative that you complete the staffing pattern and return it to the office by the date it is due.

IMPORTANT CONSIDERATIONS REGARDING EARNINGS/INCOME

Federal Work-Study Program:

- Award is based on the student's financial need. In some cases students accept/or refuse other awards or scholarships which reduces/increases their original work-study award. If there is a change the student will receive a new award letter from the Financial Aid Office. **IT IS IMPORTANT THAT THE STUDENT BE AWARE OF THIS AND INFORMS YOU OF THIS CHANGE IMMEDIATELY.**
- Award does not have to be paid back.
- Award is not a grant, money must be earned.
- **Work-study earnings need to be claimed on income tax form, BUT DO NOT NEED TO be included in the needs analysis when applying for FINANCIAL AID THE FOLLOWING YEAR.**

On-Campus Department Funds:

- Department funds must be claimed on income tax form and **MUST BE INCLUDED** in your earnings in the needs analysis when applying for FINANCIAL AID THE FOLLOWING YEAR as is the case with any job except work-study.

Formula for determining number of hours a student can work per week with allocated work-study award without exceeding award amount:

Amount of work-study award – by rate of pay – by number of weeks student will be working = number of hours student can work per week.

Example: $\$2,000 \div \$7.40 \div 15 = 18$ hours per week

INJURED ON THE JOB:

If a student is injured while working it is the responsibility of the supervisor to ensure that the student receives medical attention if necessary. The supervisor should contact Janine Tegu, Human Resources Specialist, at the college's Human Resources Department, 456-8216 and Kathy Gonsalves, Payroll Manager, Payroll Office 456-8695 to report the incident immediately.

If the student is not able to return to work as a result of the injury said student is covered under the college's workers' compensation program.

Returning to work after an injury:

In order for a student to return to work after an injury (whether work related or not) the student must have the following:

- 1) A note from their doctor clearing them to return to work with no restrictions.
- 2) A note from their doctor clearing them to return to work with restrictions:
 - a) type of restrictions
 - b) time limit for restrictions (i.e. 1 month or until next appointment in two weeks)

If these restrictions prevent the student from performing his/her duties and you are not able to employ the student in another area of your agency, the student will need to be terminated from your agency. Please have the student contact the Student Employment Office and we will assist them in locating another job if possible.

If the student's injury is not work related, the student will not be able to collect any compensation.

CALL IN RULE:

If a student reports to work and is unable to perform his/her duties due to unforeseen circumstances, (i.e. no power) the student will only be paid for the hours worked. If the student was not able to work from the time they arrived they will not be paid.

SALARY INCREASES

Employers are encouraged to review student employees for pay rate increases on a yearly basis. Increases are at the discretion of the employing department and should be offered based on the following criteria:

- Promotion to a **HIGHER PAY RATE WITHIN A LEVEL** as a result of related increase in job duties and/or complexity of work, commitment and contributions.
- Promotion to a **HIGHER PAY RATE WITHIN A LEVEL** as a result of longevity/length of employment, commitment, and contributions.
- Promotion to a **HIGHER PAY LEVEL** as a result of different job duties and increased complexity of work, commitment, and contributions.
- Promotion to a **HIGHER PAY LEVEL** as a result of additional skills, education, and/or experience gained in the prior term of employment, commitment, and contributions.

Increases should be offered as follows:

- Level 1 Assistant – beginning salary \$7.40 – ending salary \$8.00 with \$.20 increments per hour.
- Level 2 Associate - beginning salary \$8.30 – ending salary \$9.20 with \$.30 increments per hour.
- Level 3 Specialist – beginning salary \$9.40 – ending salary \$10.60 with \$.40 increments per hour.
- Level 5 – Graduate – beginning salary \$11.00 – ending salary \$12.00 with a \$1.00 increment per hour.

The following charts were developed to ensure pay equity to all students who are employed in the same department whether they are paid through Federal Work-Study or department funds.

Job Classification Guidelines & Pay Ranges

Level 1 - Assistant			
Pay Range: \$7.40 (A); \$7.60 (B); \$7.80 (C); \$8.00 (D)			
Job Duties	Required Experience	Skill Level	Supervision
Assists with routine work involving simple to moderate levels of difficulty Works within well-defined procedures including written and verbal direction	Little or no previous related education or work experience required	Few or no special skills required	Continually supervised Uses very limited independent judgment and initiative

Level 2 – Associate			
Pay Range: \$8.30 (A); \$8.60 (B); \$8.90 (C); \$9.20 (D)			
Job Duties	Required Experience	Skill Level	Supervision
Assists in performing simple to moderately difficult tasks Works within defined general guidelines including written or verbal direction	Little to moderate level of related education/work experience preferred	Related skills Knowledge and skills to perform independently with unlimited training	Performs with some supervision Uses limited independent judgment or initiative

Level 3 - Specialist			
Pay Range: \$9.40 (A); \$9.80 (B); \$10.20 (C); \$10.60 (D)			
Job Duties	Required Experience	Skill Level	Supervision
Assists in performing tasks involving moderate to a high level of difficulty and complexity	Moderate level of previous related education/work experience required (minimum one year)	Moderate to high level of related skills Possesses knowledge & abilities to perform duties with little training	Performs with limited to minimal supervision Uses some judgment and initiative

Level 4 - Graduate

Pay Range: \$11.00 (A); \$12.00 (B)

Job Duties	Required Experience	Skill Level	Supervision
<p>Assists with performing highly skilled duties of a complex nature</p> <p>May involve access to confidential information</p> <p>Responsible for developing, coordinating, and implementing assigned projects</p>	<p>Substantial previous related work or educational experience required (graduate status)</p>	<p>Highly skilled, knowledgeable in all required duties</p> <p>Ability to perform duties independently with no job training</p> <p>Ability to prioritize & perform multiple tasks w/ great attention to detail</p>	<p>Performs with minimal to no supervision</p> <p>Uses independent judgment and initiative</p>