

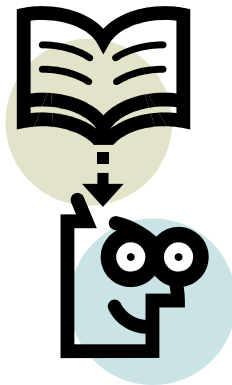
RHODE ISLAND COLLEGE
OFF-CAMPUS STUDENT EMPLOYMENT HANDBOOK

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) and off-campus agency funds. A wide variety of off-campus job listings for positions during the academic year and summer, such as tutoring, office work, human services, summer camp counselors, etc., are 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 Rhode Island College student employment payroll and will be useful in hiring, in drafting job descriptions, and in understanding information that is important for a student employee supervisor.

Student payroll at Rhode Island College 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.

Feel free to contact us at the Student Employment Office at 401-456-8031 with questions regarding the information in this handbook or about the employment process.



RHODE ISLAND COLLEGE

OFF CAMPUS

STUDENT EMPLOYMENT HANDBOOK



Table of Contents

Federal Work-Study Program (FWS).....	pg. 3
Responsibilities of student employee supervisors.....	pg. 4 & 5
Injured on the job.....	pg. 6
Policies and procedures	pg. 7 & 8
Criteria for academic year student payroll.....	pg. 9
Criteria for summer student payroll.....	pg. 10 & 11
Hiring, transferring, job descriptions.....	pg. 12
Important considerations regarding earnings/income.....	pg. 13
Salary increases.....	pg. 14
Sign-in & sign-out sheet for your use	pg. 15
Official college timesheet (sample).....	pg. 16
Rhode Island College 2006-07 academic calendar.....	pg. 17 & 18
Contract (sample).....	pg. 19
I-9 Form (sample).....	pg. 20
W-4 (sample).....	pg. 21
Drug-Free Workplace Statement (sample).....	pg. 22
Bar of Claims (Worker's Compensation information) (sample).....	pg. 23
Student Employment Form (SEF) (sample).....	pg. 24
Job Description Form (JDF) academic year (sample)	pg. 25
Job Description Form (JDF) summer (sample)	pg. 26

FEDERAL WORK-STUDY PROGRAM

The Federal Work-Study (FWS) Program, designed by the federal government, is a self-help program with the purpose of providing part-time employment opportunities for undergraduate and graduate students with financial need. Students earn money to help supplement educational expenses, such as daily living expenses, tuition, books, or housing.

This program is an opportunity for non-profit or governmental organizations to add personnel and services to their respective operations at a modest rate. The federal government pays 75% of the student's salary, and the remaining 25%, plus any additional required costs such as social security, worker's compensation and liability insurance, will be paid by the agency as the employer, when and if it is required.

The Financial Aid Office at Rhode Island College is responsible for determining the eligibility of all students. The number of students who can be employed under the program is determined by the number of applicants eligible under the financial need requirements and the amount of funds available to the College.

The Business Management Officer of Student Employment is responsible for job development and counseling. Work-study students are never "assigned" to jobs but are free to choose the job that they find interesting. Every effort is made to assist the student in finding a job that is somehow related to his/her career interest. We ask that the employer try to make the most routine task meaningful or related at least in part to the student's academic pursuits.



RESPONSIBILITIES OF STUDENT EMPLOYEE SUPERVISORS

- 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 your agency.
- 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 him/her. 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 1) give the student a verbal warning (with some documentation of this in the office record), 2) give the student a written warning, 3) then terminate the student/s. It is important that the student is aware that there is a problem before termination, so please follow the above.
- As the supervisor you must be sure students sign-in and sign-out on the agency sign-in sign-out sheet (copy for your use on page 15. These hours are to be transferred by the agency supervisor, not the student, to the official College timesheet (pg. 16. (The Rhode Island College Student Payroll Office will mail Official College time-sheets to you every other week. The academic year payroll begins in late August and runs through late May. The summer payroll begins in late May and runs through mid-August. A new payroll schedule is printed every year and will be sent to you.)
- As the supervisor, you are responsible for monitoring the students and ensuring they are working the actual 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 official timesheet, you can be held liable as well.
- As the responsible person signing the student's official college timesheet, you should be checking the timesheet for accuracy of hours recorded, pay rate and that the student is listed properly. If you notice a discrepancy, contact the Payroll Manager in the Rhode Island College Payroll Office (401-456-8695) immediately.

Responsibilities cont'd:

- All official timesheets must be signed by the supervisor and mailed (regardless of whether or not there are hours recorded) to the Rhode Island College Payroll Office, Building #5, 600 Mt. Pleasant Avenue, Providence, RI 02908-1991 by the date due in order for students to be paid on time. Any timesheet returned for processing in person by the student should be in a sealed envelope with the signature of the supervisor written across the flap.
- For auditing purposes, please retain copies of the current and the previous year agency sign-in and sign-out sheets (copy page 15 and the College's official timesheets (sample page 16).
- 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 limit. (See formula on page 13 to avoid this.) Before a student depletes his/her work-study award, he/she should contact the Financial Aid Office and ask if he/she is eligible to receive additional work-study money; if so, he/she must apply. If the student/s is not eligible for additional work-study money and exceeds the work-study balance, you can transfer him/her to 100% agency funds if available. In some instances, students accept/or refuse other awards or scholarships which reduces/increases their original work-study balance. If there is a change, the student will receive a new award letter from the Financial Aid Office. **IT IS IMPORTANT THAT THE STUDENT/S IS/ARE AWARE OF THIS AND INFORMS YOU OF THIS CHANGE IMMEDIATELY.**
- If a student is injured while working, you must contact the Rhode Island College Human Resources Office (401-456-8216) to file an incident report as soon as possible.



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.



POLICIES AND PROCEDURES

- Student employees may not work in excess of 20 hours per week during the academic year. The exception is during school breaks and the summer when students can work up to 35 hours per week.
- Student employees are not paid for 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 at an hourly rate and receive a paycheck 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 are to assist the staff of the agency, not displace regular employees.
- Work-study students may not be involved in religious or political activities while on the job.
- Undergraduate student employees are not to supervise other student employees. Supervisory capacity is usually 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 agency sign-in, sign-out sheet for the exact hours of work. Agency timesheets 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.
- Job descriptions must be up-to-date and on file in the Student Employment Office for all levels/titles of positions offered in your agency.
- A student may be employed by an off-campus agency only if the agency is non-profit and functions in the public interest.
- A contract between the College and the agency must be signed by the director of the agency and the appropriate Rhode Island College representative and submitted to the Student Employment Office.

Policies and Procedures cont'd:

- An agency information sheet and a job description form (one for each type of job available) must be completed and submitted along with a copy of the letter from the Internal Revenue Service attesting to the agency's non-profit and tax-exempt status under Section 501© 3 of the Internal Revenue Code.
- Once the contract information has been received and recorded, the student must complete an SEF (hiring form) and other forms if it will be the first time he/she is employed on the Rhode Island College Student Payroll. The SEF must be signed by the agency supervisor and returned to the Student Employment Office where it will be recorded and forwarded to Student Payroll. The student is not to begin working until the supervisor receives notification from the Student Payroll Office.



CRITERIA FOR ACADEMIC YEAR STUDENT PAYROLL

FEDERAL WORK-STUDY FUNDS

- 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 while classes are in session, 35 hours per week during school breaks and during the 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 agency.

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

***Federal Work-Study Program:**

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



CRITERIA FOR SUMMER STUDY 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 ON THE FEDERAL WORK-STUDY PROGRAM.**

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 ON THE FEDERAL WORK-STUDY PROGRAM.**

Returning Students:

Students who were enrolled during the spring semester at least half-time (undergraduate, 6 credits; graduate, 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 ON THE FEDERAL WORK-STUDY PROGRAM.**

Criteria cont'd:

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 these criteria.

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



HIRING, TRANSFERRING, JOB DESCRIPTIONS AND PAY RATES

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

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. If this paperwork is not verified in advance, the student will not be paid for working.

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

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

- SEF – Student Employment Form (hiring form) (sample attached)
The SEF is to be completed by the employing agency 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 Rhode Island College, Student Employment Office – CL-054, 600 Mt. Pleasant Avenue, Providence, RI 02908-1991.

- To hire a student employee who has worked on the student payroll before, **only** an SEF is required.

Job Descriptions & Pay Rates:

All employers must create a job description (sample attached) for each position offered by their agency. The description should include the duties and responsibilities and be as detailed as possible so as to adequately reflect the position title. **A job description for all positions must be approved and on file in the Student Employment Office prior to hiring student/s.**

While employers may determine the specific job title and duties for each position offered, the Business Management Officer of Student Employment reserves the right to make changes accordingly.

While we ask your suggestion as to the rate of pay, the Business Management Officer of Student Employment reserves the right to change the pay rate for a job title if the responsibilities and requirements justify it. If the rate of pay is adjusted, we will notify you to make sure you are in agreement. Please consider the following when determining the rate of pay: a) the responsibilities inherent in the work; b) the skills and abilities necessary to perform the work; and c) the rate of pay that other individuals with similar abilities and responsibilities receive for the same work.

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 taxes BUT DO NOT need to be included in the needs analysis when applying for FINANCIAL AID THE FOLLOWING YEAR.**

Agency Funds:

- **Agency 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: $\$2,000 \div \$7.40 \div 15^* = 18.7$ hours per week

*15 weeks is the length of the academic semester.

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 agency and should be offered based on the following criteria:

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

