



# Columbus State Community College

## Student Employment Handbook

**Updated July 2011**

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# Welcome to Student Employment at Columbus State Community College!

## **Our Central Purpose**

Part-time student employment while in college is a fantastic opportunity for students to balance the needs of the classroom with the financial needs of pursuing a college degree. The experience offers far more than just a paycheck. Students employed by Columbus State are exposed to a professional work environment where they develop many of the important transferrable skills that help college graduates enter the workforce.

We are dedicated to helping students set the stage for professional life by supporting growth and development in the following areas:

**Career Exploration**

**Intrapersonal Development**

**Civic Engagement and Responsibility**

**Technical and Degree Related Skills**

**Critical Thinking**

**Working in Diverse Team Environments**

**Effective Communication**

**Workplace Professionalism**

We hope to assist you in understanding your employment options while at Columbus State. Student employees are important contributors to the success of the college. We look forward to meeting you!

## **Definition of a Student Employee**

Columbus State defines a student employee as a part-time employee whose employment eligibility occurs while pursuing a degree or certificate program at Columbus State Community College. Student employees are considered at-will, non-benefit eligible, and temporary employees whose eligibility corresponds with the academic year and the student's ability to continually meet the enrollment requirements for student employment.

## Types of Student Employment

A student at Columbus State can be employed as a Federal Work Study student, College Work Study student, or a Community Work Study student. All three types of employment are considered *Student Employment*.

### College Work Study (CWS)

Financial Aid and a current FAFSA are **not** required. These positions are open to any student enrolled in three or more credit hours regardless of financial aid status. Departments on campus hire students out of their own budget for critical areas such as the bookstore, library, science labs, and computer labs. The average hourly rate for these positions is \$8 per hour, and most students work between 12 and 15 hours per week. The maximum work schedule allowed is 20 hours per week during the quarter and 30 during the break periods.

### Federal Work Study (FWS)

Federal Work Study provides employment opportunities for students who have high financial need and have been awarded Federal Work Study as a part of their financial aid package. FWS students fill the same positions as College Work Study students, but the funds used to pay earned wages come from the student's FWS award rather than the department. The average award amount for the academic year is \$4000. FWS students must maintain six credit hours of enrollment or more at Columbus State to continue working for the college.

### Community Work Study

Columbus State proudly partners with a growing list of nonprofit and governmental agencies in Columbus serving the public interest and greater good. These partnerships offer FWS students the unique chance to earn their FWS award in service to the local community. Positions are as varied as the community partners, and many students find positions related to their degree program (e.g. Early Childhood Development, Finance, CIT, etc.).

### Where Students Work

Student employees work in a variety of departments across Columbus State's campus. Many departments hire students for critical roles including departments such as the bookstore, computer labs, library, athletic facilities, and many administrative offices.

# Student Employment Expectations

## Student Expectations

- Fulfill the duties and responsibilities of the job description
- Maintain professional behavior and representation of the college
- Maintain appropriate confidentiality and avoid conflict of interests
- Work a consistent, reliable schedule
- Dress in a manner appropriate for the work environment
- Comply with department rules and policies
- Personal business and studying during work is not allowed
- Work hours are not to be logged over scheduled class times

## Supervisor Expectations

- Follow proper hiring procedure for Student Employment
- Provide a clear explanation of job duties and expectations
- Provide necessary training and orientation
- Serve as a role model for professional behavior
- Recognize and support the success of student employees
- Follow applicable college policies related to Student Employment

## Maximum Work Hours

- **8 hours** per day maximum (must take appropriate breaks)
- **20 hours** per week maximum during academic term
- **30 hours** per week maximum during academic breaks

## Eligibility Requirements

- Be an enrolled student pursuing a degree or certificate
- College Work Study requires 3 or more credit hours  
Federal Work Study requires 6 or more credit hours
- Be eligible to work in the United States

## International Students

An International Student is permitted to work part-time on the premises of Columbus State Community College, if, among other requirements, the student has active F-1 status, is enrolled full-time, and he/she does not displace a U.S. resident. If conditionally hired, the student will be provided documentation to secure a working Social Security number through the Social Security Administration department.

## **Student Classifications and Pay Rates**

### **Student Employee I - \$7.40**

Requires few skills and little or no previous training or work experience. Duties are generally of a routine nature, are closely supervised, and require light decision making. Typing routine data input, answering phones, filing, greeting visitors, running errands, etc.

### **Student Employee II - \$8.00**

Requires previous training and experience (six months - one year). Some college education or comparable experience is often necessary. Work is performed under general supervision. Duties are varied and require some independent judgment. Decision making may be required in the minor revision of standard methods. Student Employee II employees may also provide direction to Student Employee I employees. Computer operation, disbursing funds, working with children, overseeing Student Employee I's, etc.

### **Student Employee III - \$10.00**

Rarely used para-professional classification. Requires previous training and experience (1-3 years). Some college education or comparable experience is often necessary. Work is performed under limited supervision. Duties are varied and require independent judgment. Decision making may be required in the minor revision of standard methods. Student Employee III employees may also provide direction to Student Employee I & II employees.

This group also includes some jobs that require two years of college or two years comparable experience, preferably in a specific area of study. Duties performed require considerable mechanical or technical ability and knowledge and are performed under limited supervision.

Examples are positions responsible for overseeing laboratories, scouting for athletics, overseeing Student Employee I & II's.

### **Merit Increases**

Student employees, per college policy, are not eligible for merit increases. Each student position must pay one of the three approved rates, as described above. If a student's duties and responsibilities outpace the original position, hiring departments do have the option of posting a new position more accurate in description and requisite pay rate.

# How to Find a Position

## 1. Understand Your Eligibility

- Must be enrolled in three or more credit hours at Columbus State
- If Federal Work Study, must be enrolled in six or more credit hours
- International students, please see next page for eligibility information

## 2. Search Current Openings

- Student positions are posted [online](#) and available 24/7 at <http://jobs.csc.edu>
- Jobs listed as requiring Federal Work Study are only open to those students who are eligible for [Federal Work Study](#) as a part of their [Financial Aid award letter](#)

## 3. Review Job Descriptions and Requirements

- Only apply for positions for which you are qualified and genuinely interested
- Carefully read the exact duties, responsibilities, and preferred qualifications
- Read the **Special Instructions to Applicants** section of each description for any additional steps that may be required to process your application
- Positions through the Community Work Study program will list the nonprofit agency's name in the job title - e.g. Office Assistant (Salvation Army)

## 4. Apply for a Job

- To apply, you will need to create a username and password for the site
- Some positions may ask for a resume and/or cover letter
- Click **APPLY FOR THIS POSTING** at the bottom of any job posting
- Answer any required questions, attach resume, and submit your application

## 5. Be Prepared to Interview

If selected for an interview, you will be contacted by the hiring department. Please understand that the process of reviewing applicants may take upwards of 2 or 3 weeks for some positions.

### **Questions you may be asked in an interview:**

What prior work experience do you have?

Why are you interested in our position?

Why do you think we should hire you?

How many credit hours are you taking – what is your academic plan?

### **Tips for interviewing:**

Show up on time

Dress appropriately

Stay positive about yourself and your abilities

Remember, you are interviewing as soon as you walk in the door. Be polite and courteous to all staff.

If you can not make your scheduled interview time due to an emergency, call to apologize and request a reschedule.

### **6. Keep Trying**

Student jobs are in high demand, and eligibility for student employment does not guarantee a position. Open positions go quickly, so keep checking in on the online postings. You might not find your dream job, and you may even need to consider off-campus employment.

### **International Students**

International students are permitted to work part-time on the premises of Columbus State's campus and are welcome to apply for any student employment position as long as it does not require Federal Work Study eligibility. International students per visa requirements must be enrolled full-time (12 credits hours or more) and are limited to no more than 20 hours of work per week. For a full overview of eligibility requirements for employment as an international student [click here](#) or visit Student Employment Services in Rhodes Hall 143.

### **What happens next?**

Department supervisors review student applicants and contact selected students for an interview. If hired, students return to Student Employment Services to complete:

- Personal Data Sheet including Emergency Contacts
- Federal, State, and Local Tax Forms
- Direct Deposit Form
- Confidentiality Statement
- I-9 Employment Verification
- Background Check \*\*

\*\* A criminal background check is required for every position at no charge to the student. Some positions working with children or other vulnerable populations may require additional measures including FBI fingerprint check.

## Equal Employment Opportunity

Columbus State Community College and Student Employment Services is an Equal Opportunity Employer. The Affirmative Action Policy of this institution prohibits discrimination in employment because of race, color, religion, national origin, age, sex, ancestry, disability, or veteran status. This policy is in accordance with and complies with all applicable Federal and State laws. For additional information visit, [www.csc.edu/hr/es](http://www.csc.edu/hr/es).

## Payroll Procedures

### Submitting Time

#### **On Campus Student Employment**

Student employees enter work hours electronically through the college's WebTime system. To access WebTime, login to **CougarWeb** as an employee. Once logged in, select "Time Entry" to report your hours for each shift. For a full tutorial on the use of WebTime, visit the Student Employment Services webpage under the [Training](#) page.

Newly hired student employees will typically need to submit a paper timecard to the Payroll office during their first pay period to allow the college adequate time to set up the WebTime account.

#### **Off Campus Student Employment**

If working off campus with a non-profit partner, student employees will complete and submit paper time cards to their on-site supervisor. These paper time cards are then forwarded via fax or pdf email to the Student Employment Coordinator, Clayton Gibson, at the end of each pay period.

### Pay Periods (twice monthly)

<b>Pay period</b>	<b>Time Due Date</b>	<b>Pay Day</b>
1 <sup>st</sup> through 15 <sup>th</sup>	16 <sup>th</sup> of each month	30 <sup>th</sup> /31 <sup>st</sup>
16 <sup>th</sup> through 30 <sup>th</sup> /31 <sup>st</sup>	1 <sup>st</sup> of each month	15 <sup>th</sup> of next month

### Receiving Your Paycheck

Paychecks are available for pick up on the appropriate pay day at the Payroll Office, which is located inside Human Resources (Rhodes Hall 115). Students will need a valid photo ID to receive their paycheck. Direct Deposit can also be established with the payroll office or at the point of hire and is highly suggested. The Payroll Office is open between the hours of 8 and 4:30 Monday through Friday only.

## Receiving Your Employee Username and Password

I.T. provides a generated username and password for student employees to use for logging into workstations, WebTime, and Groupwise. This information is sent via email to email address on the student's application for employment. The process of generating this information typically takes 1-2 weeks from date of hire. The employee username and password are needed for a student employee to log into any staff computer and the WebTime system.

Example GroupWise activation email from IT:

### **Subject: Notification of new employee Novel account creation**

New Account Name: **stuemployee**  
Novell eDirectory Context: .1.rh.fm.cs  
Password: **CS103444**  
Cougar ID: 0701027  
Employee Type: Federal Work Study  
Job Title: Federal Work Study/Student Worker  
No Datatel security classes have been associated with job title: Federal Work Study/Student Worker  
Department: Enrollment Services, Financial Aid & Veteran Services  
Building: RH Room: 137  
Supervisor Email: [stuemployee@csc.edu](mailto:stuemployee@csc.edu)

## Federal Work Study (FWS) Earning Limit

Students earning a FWS award have an "earnings limit." This is the dollar amount of the award and represents the maximum amount a student may earn during the academic year. Once the student has earned this maximum amount, the student's position is terminated unless the hiring department is willing and able to switch the student to their own payroll budget. To calculate the number of eligible hours, follow this simple equation:

$$\frac{\text{Award Amount}}{\text{Pay Rate}} = \text{Eligible Hours}$$

(e.g. \$4000)                      ÷                      (e.g. \$8.00)                      =                      (e.g. 500)

## Overtime

The maximum hours a student employee may work is 20 per week during the academic term and 30 per week during break periods. With this in mind, no student employee should accrue overtime wages. If needed, the rate of overtime compensation will be one and one-half times the employee's regular rate of pay, calculated on an hourly basis. Disregarding the appropriate hours restrictions may result in termination.

## General Policy and Procedure

For a full list of college policies and procedures, click [here](#). A variety of policies can be found on topics including: definitions of employment classifications, sexual harassment, conflict of interest/nepotism, drugs and alcohol, etc.

## Program Specific Policies

### Academic Break and Holidays

Student employees are allowed to work over the academic break up to thirty hours per week. Students should check with their department supervisor well in advance to determine if work over the break will be required or needed. Time off over the break is not guaranteed and should be requested officially by following department procedures well in advance. Student employees do not receive holiday pay.

### Meal and Break Policy

Student employees scheduled to work a shift that lasts four consecutive hours or more hours must be provided a paid break of at least ten minutes. Students scheduled to work a shift that lasts five consecutive hours or more must be provided an **unpaid** meal break of a minimum of at least thirty minutes.

### Student Code of Conduct

Student employees are held to the standards of the Student Code of Conduct, available to view at [www.csc.edu/Handbook/index.asp](http://www.csc.edu/Handbook/index.asp). Students found to have broken the code of conduct will be reported to the Student Conduct Committee and may be terminated from their position.

### Holding Multiple Positions

The purpose and design of student employment at Columbus State leads to a preference that students maintain only one position. You may request approval for a second position by contacting the Student Employment Coordinator. Generally, students need to be established and successful in their original position and demonstrate an ability to balance the multiple schedules prior to the Student Employment Coordinator approving such a request. You will still be held to the hourly maximum of 20hrs during the academic term and 30hrs per week during the break.

## Internet/Computer Usage

All information viewed, shared, and/or created on a Columbus State computer is considered public information. Use of personal sites, including personal email and social media, should be used with caution. Disciplinary action, including termination, can be taken for the viewing and/or sending of information through the college's network that is deemed inappropriate, offensive, illegal, or detrimental to the college. The downloading of any third party software with approval from I.T. and the department supervisor is strictly prohibited.

## Disciplinary Policy

Student employees are at-will employees of the college, and Columbus State reserves the right to terminate a student employee with or without notice. Issues with performance and/or conduct are handled between the student and hiring department. Student Employment Services suggests a progressive model of discipline: verbal warning, written warning, followed by termination.

Grounds for immediate termination include, but are not limited to: continued unexcused absences, insubordination, misuse of college property, possession or use of drugs and/or alcohol on college property, theft, or timesheet falsification. Termination may also take place due to lack of funding, lack of available work, or general department discretion.

When terminating a student employee, departments will communicate the termination date, grounds for termination, and any supporting documents (e.g. past written warnings) to Student Employment Services to be filed as a part of the student's employment record with the college.

## Workplace Injuries

All needed forms and information regarding workplace injuries can be found on line at <http://www.csc.edu/HR/hcd/Workinjury.shtml>.

Student employees are included in the Worker's Compensation plan for Columbus State Community College. This includes students employed off-campus through the Community Work Study program. In the event of a workplace injury, follow these steps as soon as possible:

- 1) Seek medical attention as soon as possible. If emergency medical assistance is needed, call Public Safety at 2525 or dial 911.
- 2) Notify your Columbus State supervisor as soon as possible. If working through the Community Work Study program, contact your supervisor with the community agency.

- 3) Download and complete the **Incident Report Form** and then send it to Treschelle Kendrick in RH 125 or FAX to 287-5656.
- 4) If you receive medical attention at an emergency room or other medical facility you will need to complete the **BWC First Report of Injury Form (FROI 1)**.
- 5) Contact the Human Resources Department, Program Coordinator of Health and Safety at 287-3860 to report the incident/injury.

## Job Separation

### Due to Enrollment

- 1) College or Federal Work Study students who drop below the required enrollment level **before** the add/drop deadline will be removed immediately.
- 2) College Work Study students who drop below the required enrollment level **after** the add/drop deadline may keep their position through the remainder of the academic term.
- 3) Federal Work Study students who drop below the six required credit hours **after** the add/drop deadline will lose Federal Work Study eligibility but may be converted to College Work Study with the approval of the hiring department. Complete withdrawal at any point in the quarter will result in immediate termination.

### Voluntary Resignation

A two week advanced notice is preferred for any student employee wishing to resign from his/her position. Failure to provide proper notice may be noted in the student's employment record with the college. If switching positions on-campus, Student Employment Services will require a student to submit a proper notice before authorizing the hire for the new position.

### Expiration of Employment Term

All student employment positions are temporary positions with the college that expire the end of each academic year (e.g. 6/12/2012). If a student is no longer eligible for employment or is not rehired for his/her position beyond the final day of the academic year, the employment will be terminated.

## **Frequently Asked Questions**

### **Can I work over the summer if I am not enrolled?**

During summer quarter, if a student is not currently enrolled for classes at the time of hire, he/she must have attended the previous quarter, been eligible for College Work Study, and be planning to attend the following autumn quarter.

This does not apply to Federal Work Study students. Active enrollment, even during summer quarter, is required for Federal Work Study.

### **Can I work over the break?**

Yes. Students are allowed to work up to 30 hours per week during the approved academic break periods. Note, the approved periods do **not** begin whenever a student's last final is complete. See the [academic calendar](#) for official dates.

### **Who do I contact for employment verification?**

Human Resources and Payroll in Rhodes Hall 115 can provide this service. Please allow five to seven business days for official verification to be produced.

### **Do I get an employee ID?**

No. Student employees maintain their student ID only. Department supervisors, however, can request that swipe access to restricted areas be added to a student ID.

### **Am I eligible for an employee discount at the bookstore or free parking?**

Unfortunately, no you are not. Student employees are not eligible for fringe benefits such as campus discounts and free parking.

### **How do I get re-hired for my same position going into a new school year?**

Supervisors have the option of rehiring students for the new academic year by completing rehire paperwork leading up to the summer quarter break. Being rehired depends greatly on past work performance. All eligibility criteria must be maintained to be rehired for student employment, which may include Federal Work Study eligibility.

### **To whom do I report incidents of harassment or workplace discrimination?**

If you feel as though you have been a victim of any form of harassment or workplace discrimination, consult with the Human Resources department in Rhodes Hall 115 immediately.

# Student Employment Services

Location: Rhodes Hall 143



## Hours of Operation

8 a.m. to 5 p.m. – Monday through Thursday  
9:30 a.m. to 4:30 p.m. - Friday

## Website

[www.cscce.edu/studentjobs](http://www.cscce.edu/studentjobs)

## Primary Email

[studentemployment@cscce.edu](mailto:studentemployment@cscce.edu)

## Staff



Clayton Gibson, M.A.  
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