

**HOBART
AND
WILLIAM SMITH
COLLEGES**

HANDBOOK OF

**Student
Employment
For Supervisors**

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PREFACE

The employment of students at Hobart and William Smith Colleges is intended to be mutually beneficial to both the students who desire campus employment, and members of the campus community who need a wide range of duties performed. Student employment is a necessary service, but at the same time it must remain a complementary part of a student's educational process. The objectives of this handbook are:

- To provide an overview of student employment opportunities, programs, policies and procedures.
- To familiarize supervisors with procedures for listing job vacancies.
- To describe how students find positions that meet their needs.

STUDENT EMPLOYMENT PHILOSOPHY

A student desiring to meet educational expenses through part-time campus employment should be encouraged and assisted in locating employment opportunities. In addition to being a financial resource, campus employment can serve as an educational tool to increase the student's job skills and enhance future career opportunities. Campus employment is meant to enhance the student academic experience.

The Office of Financial Aid Services and Student Employment (OFAS&SE) is responsible for the administration of the student employment program on campus. Hobart and William Smith College's campus employment program is subject to and will be administered in accordance with all Federal and New York State laws and statutes governing employment practices.

WORKPLACE POLICIES

Students are expected to be familiar with The Colleges Handbook of Community Standards. Due to the re-occurring updates of this handbook, please refer to the [Handbook of Community Standards](#) available online and familiarize yourself with the above policies before hiring a student on campus. Student workers, and supervisors, must abide by the standards set and outlined in the handbook. Violations to these standards and policies will not be tolerated and may result in disciplinary action or immediate termination of employment as a student worker while attending Hobart and William Smith Colleges.

EMPLOYMENT ELIGIBILITY REQUIREMENTS

To qualify for participation in Hobart and William Smith's campus employment program, students must meet the following criteria:

1. Be an undergraduate or graduate level student
2. Be matriculated in a degree program
3. Be enrolled at least half-time (2+Courses)
4. Be making satisfactory progress toward the completion of a degree (Visit the [OFAS&SE](#) website for more information.)

APPLYING FOR A CAMPUS JOB

Students are responsible for finding their own job on campus. They may either approach a department directly to inquire, or search online at www.hws.edu/finaid/studentemployment. Assistance will be provided through OFAS&SE via email and in person.

Jobs that are currently known to be open will be posted on the website. Supervisors should contact OFAS&SE to either post or remove a job.

To apply for a position, students will need to visit each individual office/department and speak with the supervisor that is listed within each position as well as follow any specific instructions provided in the job posting.

Note: only those students with federal work study eligibility will be paid for participation in the America Reads, America Counts or Jumpstart programs as those programs are federally funded. Student's who do not have federal work study eligibility may participate in these programs on a volunteer basis.

HIRING AND PAYROLL PROCEDURES

Forms I-9 and W-4:

It is imperative that a supervisor knows whether or not a student has turned in the necessary paperwork before allowing a student to start the job. Students cannot work until all paperwork has been completed.

Prior to being hired, each student is required to complete a Form I-9 and a Form W-4. Both forms are available in the Business Office located in the basement of Demarest Hall. International students may also be required to complete a Form 8233, depending on their country of residency prior to coming to Hobart and William Smith Colleges.

I-9: Verification of Eligibility for Employment

The Immigration Reform and Control Act require that verification of employment eligibility be documented. The Control Act applies to all persons hired, including Federal Work Study and Institutional Work Study student employees. **All students must present the required documents to the Business Office prior to being hired.** Please view this sample [Form I-9](http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf) (<http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf>) if you have any questions regarding the form itself or are questioning what is considered “acceptable documentation” to turn into the Business Office. A listing of the accepted documents can be found on page three of the sample form.

W-4: Federal Income Tax Withholding

A Form W-4 is required for all new employees, or any student employee wishing to change income tax withholdings. Student employees who have not been employed at the colleges before may complete this form in the Business Office located in the basement of Demarest Hall. All students may change their withholdings at any time by going to the Business Office and completing a revised Form W-4.

Student Payroll Schedule

Student employees will be paid on an hourly basis and receive checks on a bi-weekly schedule (every other Friday). The student pay period begins on a Saturday and ends on a Friday. Student employees also have the option of having their pay directly deposited into a bank account, to their student account, or issued a paycheck. Students may enroll in direct deposit by completing an enrollment form and submitting it to the Business Office in the basement of Demarest Hall. Enrollment forms may be printed from the Office of [Human Resources](#) web page at any time or picked up at the Business Office between 8:30 and 5:00 p.m., Monday through Friday. Student employees enrolled in direct deposit may have their funds directly deposited in up to two financial institutions that accept ACH transactions. **Direct deposit is NOT available for those student employees working for Sodexo.**

All student employees are paid every other Friday and direct deposit pay stubs and payroll checks are delivered to the student mail boxes on Friday's. Paychecks may be cashed at [Five Star Bank](#). Please refer to their website for locations and hours. Paychecks may also be cashed at The Campus Store. This may be done between 3:00 and 4:00 p.m. Monday through Friday and the amount to be cashed may NOT exceed \$100. If there are any questions in regards to when paychecks will be issued, please view the [Student Payroll Schedule](#).

STUDENT EMPLOYMENT POLICIES

Job Postings

The OFAS&SE must have on file a current job description for each student position available on campus, and the respective department/contact.

Job Openings will be posted at www.hws.edu/finaid/studentemployment. Supervisors may not discriminate in their hiring, working conditions, promotion, or termination practices on the basis of race, color, gender, religion, age, disability, marital status, sexual orientation, or national or ethnic origin, or other factors specified by law. Each job will remain posted until the position is filled. The hiring department must notify the OFAS&SE when the position is filled, and the posting will be removed.

Job Descriptions:

The hiring department must have on file with the OFAS&SE a current job description for each student position opening in their department. The job description must include, but is not limited to, the following minimum components:

- A clear and concise description of the duties to be performed, including a statement of the approximate number of hours that the student can expect to work each week.
- A clear and concise description of the minimum qualifications required for the duties to be performed.
- An estimate of the amount of skill required, level of effort, responsibility, and working conditions of the position.

Request for Student Employee Forms are accessible through the OFAS&SE or at www.hws.edu/finaid/studentemployment.

Maximum Hours of Work:

Student employees may not work more than a total of 20 hours per week while classes are in session (including finals week) during fall and spring semesters. Student employees may work up to 40 hours per week during official break weeks if their supervisor has a need and a budget for additional help. **International students** must adhere to this regulation according to the U.S. Citizenship and Immigration Services Federal Register Sec. 214.2(f). Failure to comply with this regulation may result in the OFAS&SE notifying the USCIS that the student is out of status.

Dress Code:

Supervisors may require dress codes when they are reasonable and rationally related to the purpose or function of the employing department. Students must comply with a supervisor's request.

SUPERVISOR RESPONSIBILITIES

Posting Jobs: All job requests will be sent to The Office of Financial Aid Services and Student Employment. Jobs are posted on-line at www.hws.edu/finaid/studentemployment.

Paperwork: Complete all student employment documents (including Job Descriptions, Payroll Timesheets, etc.) carefully and in a timely manner.

Orientation and Training: Supervisors are expected to complete "supervisor training" before hiring any student worker. Upon completion of this training, supervisors should provide the student employee with an orientation or training session so those tasks to be performed are understood and clearly defined. The best method of empowering students is to provide a written list of job expectations. Give the student employee information on the mission/purpose of the department. Inform the student of the standard of dress.

Supervision: Provide a reasonable amount of supervision and offer constructive criticism to assist the student employee in performing assigned tasks and developing skills. Clearly define to whom the student should report to. Conduct a written job performance evaluation periodically during the course of employment.

Work Performance: Counsel the student employee if work performed is unsatisfactory. Provide constructive criticism and positive re-enforcement. Stress the importance of good attendance and punctuality.

Timesheets: In order for students to be paid, their supervisors must turn in timesheets to the Business Office. Both the student and the supervisor must sign the timesheet in ink. Only those individuals designated by the supervisor to sign a time sheet may also do so. These individuals are designated when a supervisors fills out a job request form. Any corrections must be initialed by the student and supervisor. The timesheet must include the account number and the pay rate. Late, incomplete, unsigned, and ineligible timecards will result in a delay of pay. Any falsification of timesheets by student will be grounds for immediate dismissal as a student employee from the colleges.

Break & Meal Periods: It is recognized and customary for supervisors to grant student employees meal and break periods. Breaks are provided to increase productivity and reduce fatigue and the risk of injury. Breaks are generally 15 minutes in length and are paid as time worked. Meal periods are generally 30 minutes in length and are unpaid and not counted as time worked. Employees must be relieved of all duties and be free to leave their assigned work area during meals and breaks, unless other arrangements have been made between the student and the supervisor.

Supervisors may schedule meal and break periods so as not to interfere with the department's normal work routine. Supervisors should make certain that staffing patterns are such that all eligible students are afforded meal and break periods. Supervisors are encouraged to schedule breaks as frequently as necessary. Employees who work under excessively strenuous, hot, or cold conditions may require more frequent breaks.

The following recommendations are made in an attempt to standardize meal periods and breaks among employing departments.

- Student employees who work a shift of four or five consecutive hours should be permitted one 15 minute paid break during that shift. Breaks should not be taken at the beginning or end of a shift and are not cumulative.
- Student employees who work a shift of six consecutive hours must be permitted one, 30 minute **unpaid** meal period and may be permitted one 15-minute paid break during that shift. This is a regulation that is mandated by New York State Law.

Disciplinary Procedures: Communicate disciplinary concerns early. First, give a verbal warning regarding the nature of the complaint(s) and the appropriate behavior expected. Second, provide a written warning for similar or more severe behavior. A third complaint may result in terminating the student's employment. The employing office will inform the student of the reasons for termination, supported by documentation, and the effective date of termination. If a supervisor plans on terminating a student employee, they must meet with a representative from the Human Resources department prior to the termination. Upon termination, the supervisor is to notify The Office of Financial Aid Services and Student Employment as well as the Business Office.

Terminations: A student employee can be terminated by a department supervisor, providing that good cause for the termination exists and can be documented (See Disciplinary Procedures above).