

**HOBART  
AND  
WILLIAM SMITH  
COLLEGES**

**HANDBOOK OF**

**Student Employment**

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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 the educational experience. The objectives of this handbook are:

- To provide an overview of student employment opportunities, programs, policies and procedures.
- To explain hiring and payroll procedures.
- To detail your responsibilities as an employee at Hobart and William Smith Colleges.

## **STUDENT EMPLOYMENT PHILOSOPHY**

As a student desiring to meet educational expenses through part-time campus employment you are encouraged and assisted in locating employment opportunities. In addition to being a financial resource, campus employment can serve as an educational tool to increase your job skills and enhance future career opportunities. Campus employment is meant to enhance your overall 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 State laws and statutes governing employment and financial aid practices.

## **WORKPLACE POLICIES**

As a student of Hobart and William Smith Colleges you are to be familiar with the 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 securing a job on campus. As a student employee, you must abide by the standards set forth 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.

## EMPLOYMENT ELIGIBILITY REQUIREMENTS

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

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

## APPLYING FOR A CAMPUS JOB

You are responsible for finding your own job on campus. Assistance will be provided through OFAS&SE via email and in person. You may either approach a department directly to inquire, or view open positions at [www.hws.edu/finaid/studentemployment](http://www.hws.edu/finaid/studentemployment).

To apply for a position, you 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. Priority is given, during the first two weeks of each semester, to students eligible for federal work study. If your financial aid award letter includes a federal work study award, you will be given a work study authorization form to provide to the supervisor when applying for a job.

*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. If you do not have federal work study eligibility, you may participate in these programs on a volunteer basis.*

## HIRING AND PAYROLL PROCEDURES

### **Forms I-9 and W-4:**

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 requires 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.

**W-2 Form:**

All wages earned through both federal and HWS student employment are considered taxable income. You will be issued a Form W-2 at the end of the tax year (i.e. by January 31 for the previous calendar year). Depending on your total earnings from all employers, and the amount of tax withheld from your paychecks, you may need to file an individual tax return. If students wish to have their state income tax withholdings different than their federal income tax withholdings, they can complete a form IT-2104 (<http://www.tax.state.ny.us/>).

**Student Payroll Schedule:**

You will be paid on an hourly basis and receive checks on a bi-weekly schedule (every other Friday). The pay period begins on a Saturday and ends on a Friday. You also have the option of having your pay directly deposited into a bank account or to your student account. You 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. You may enroll in direct deposit and have your funds directly deposited in up to two financial institutions. ***Direct deposit is NOT available for those student employees working for Sodexo.***

You will be paid every other Friday and direct deposit pay stubs and payroll checks are delivered to your campus mail box on Friday's. Paychecks may be cashed at [Five Star Bank](#) (<http://www.five-starbank.com/>). Please refer to their website for locations and hours. Paychecks not exceeding \$100 may also be cashed at The College Store between 3:00 and 4:00 p.m. Monday through Friday. If you have any questions in regards to when paychecks will be issued, please view the on-line [Student Payroll Schedule](#).

## STUDENT EMPLOYMENT POLICIES

### **Job Postings:**

Job openings will be posted at [www.hws.edu/finaid/studentemployment](http://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.

### **Maximum Hours of Work:**

You 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. However, you may work up to 40 hours per week during official break weeks if your supervisor has a need and budget for additional help. **International Students** must adhere to this policy in accordance with 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 you are 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. You must comply with a supervisor's request regarding appropriate attire.

## STUDENT RESPONSIBILITIES

### **Paperwork:**

All required paperwork is to be completed accurately and in a timely fashion. Failure to turn in necessary paperwork properly and on time can prevent you from working and/or getting paid.

### **Absences:**

Notify your supervisor in a timely manner whenever it is necessary to be absent from work. It is recommended that you establish a record of your supervisor's name and phone number for that purpose.

### **Adhere to Policies:**

Abide by the policies and guidelines of your employing department and observe appropriate workplace behaviors. Remember, you represent your department's interests to other students, faculty, and visitors to The Colleges.

### **Perform Work Duties:**

You should learn through departmental training and your own initiative the responsibilities required of the position and satisfactorily perform these job duties.

### **Maintain Confidentiality:**

It is imperative that you maintain confidentiality regarding workplace issues and information including, but not limited to, releasing or sharing information about other students. Files or any other materials should not be removed from the workplace.

### **Follow Safety Rules:**

Students are required to follow all departmental and campus rules concerning safety. Safety is paramount at every campus work site.

### **Timesheets:**

In order to be paid, your supervisor(s) must turn in timesheets to the Business Office. Both you and the supervisor must sign the timesheet in ink. Any corrections must be initialed by you and your supervisor. Late, incomplete, unsigned, and illegible timesheets will result in a delay of pay. Any falsification of timesheets by student employees 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 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 (unless previously arranged with the supervisor). As an employee, you must be relieved of all duties and be free to leave your assigned work area during meals and breaks.

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 or more 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 requirement and is mandated by **New York State Law**.

### **Disciplinary Procedures:**

A progression of warnings should be used to seek correction of a student employee's performance or to discipline for misconduct. The first instance may result in a verbal warning. An example may involve a discussion between a supervisor and a student employee about a performance problem or misconduct. A second instance of a

performance problem or misconduct may result in a written warning. A third and final instance of a performance problem or misconduct generally will result in the termination of the student employee. Unless conditions otherwise warrant as determined by the supervisor and the Director of Human Resources, progressive disciplinary steps should be taken in response to misconduct or to correct inadequate performance.

**Terminations:**

You can be terminated from a student employment position by a department supervisor, providing that good cause for the termination exists and can be documented. (See Disciplinary Procedures above.)