HOBART AND WILLIAM SMITH COLLEGES

STUDENT EMPLOYEE HANDBOOK

For Supervisors and Student Employees

Office of Human Resources
451 Pulteney St. | Monday- Friday 8:30am -5pm | 315-781-3312

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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 learning opportunity for students to gain skills, knowledge, and experience that can be utilized in their post-graduate endeavors. Student employment is a necessary service, but at the same time it must remain a complementary part of the educational experience.

The Student Employment Handbook contains information that provides an overview of student employment opportunities, programs, policies and procedures, as well as hiring and payroll procedures. This handbook also contains information pertaining to the responsibilities of the student employee as well as the supervisor.

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 Human Resource Department 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 of these standards and policies will not be tolerated and may result in disciplinary action or immediate termination of employment.

As a supervisor of student employees, this handbook is to provide insight on standards that are expected of our student employees. Full transparency on expectations of students and supervisors of students will allow for a cohesive partnership, learning experience, and further communication.

EMPLOYMENT ELIGIBILITY REQUIREMENTS

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

- Be a matriculated undergraduate or graduate student in a degree program
- Be enrolled at least half-time (2+ Courses)
- Be making satisfactory academic progress toward the completion of a degree

APPLYING FOR A CAMPUS JOB

You are responsible for finding you own job on campus. Please keep in mind, having a job on campus is like having one off campus. This means there is an official hiring process that entails completing new hire paperwork to legally be hired and paid. **If interested in working, you must be proactive in applying for open positions.** Assistance in learning where to find open positions and who the hiring supervisor is can be provided by the Office of Human Resources via email and/ or in person. You may either approach a department directly to inquire of possible job opportunities or view open positions on the Hobart and William Smith Student Employment Opportunities page. Speak with your friends, professors, and or staff to see if there are any open opportunities that may not be posted yet. Also, see the *Step by Step Student Employment Process for an On-Campus Job* to understand the student employment process.

To apply for a posted position, click on the link of the position you would like to apply to. You will be re-directed to Handshake where you will complete the application process along with uploading your resume and/or required documents. Please ensure you've completed the application by following the instructions provided in the job posting.

Priority is given during the first two weeks of each semester to students eligible for federal work study.

NEW HIRE PAPERWORK

All new hire paperwork, which includes the forms listed below, are to be completed at the Office of Human Resources located in Gulick Hall on the first floor.

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.

Students by law must complete the I-9 Employment Eligibility Verification form prior to or on their start/hire date. Students must present the required acceptable document(s) **needed to complete the I-9 to the Office of Human Resources. Students are not allowed to work on campus and will not be hired/ paid until the student has completed their I-9.** Students looking for employment on campus who do not have the required acceptable document(s) should make arrangements to have their acceptable document(s) mailed to them (*Priority mail is suggested along with a tracking number so the student can track their package).* Once the I-9 is completed with acceptable document(s), students do not have to repeat the process of completing an I-9 unless there is a change/ correction.

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 must complete this form. All students may change their withholdings at any time by going to the Office of Human Resources and completing a revised Form W-4.

W-2 Form

All wages earned through both federal and HWS student employment are considered taxable income. All employees 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.

Direct Deposit

Payroll checks can be directly deposited into the student employee's checking or savings account on the scheduled pay day per the Pay Calendar. With electronic payroll processing, the Colleges can make the direct deposit to any domestic financial institution that accepts ACH transactions such as a credit union, bank, etc. To initiate the direct deposit process, student employees should login to PeopleSoft Self-Service to complete step-by-step instructions *or* employees must provide a copy of a check along with the Direct Deposit Authorization Form to initiate the direct deposit process. This process can be started or stopped at any time. Paystubs can be accessed in PeopleSoft Self-Service.

Student Payroll Schedule

You will be paid on an hourly basis and receive checks on a bi-weekly schedule (every other Friday; see Pay Calendar). The pay period begins on a Saturday and ends on a Friday. Students that do not have direct deposit will have their checks delivered to their campus mailbox on Friday.

EMPLOYMENT POLICIES

Job Postings

Job openings will be posted on the Student Employment Opportunities page on the HWS website. When a student applies to a position by clicking on the link, the student will be re-directed to the Handshake platform where they may follow the application instructions. Supervisors may not discriminate in their hiring, working conditions, 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

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. However, student employees may work up to 40 hours per week during official break weeks if the student employee's supervisor has a need and budget for additional help. Open communication between the student employee and supervisor will ensure both are on the same page. **International Students** must adhere to this policy in accordance with the U.S. Citizenship and Immigration Services Federal Register Sec. 214.2(f). Non-compliance with this federal immigration regulation regarding on-campus employment may be considered a violation of a student F-1 status which may require the student to leave the country (per https://www.ice.gov/sevis/employment) .

Sick Time/ New York State Paid Leave

As of January 1, 2021, all non-benefits eligible administrative staff employees are eligible for NYS paid sick leave. Sick leave may be taken in half-hour increments. Sick leave may be carried over year to year, but any unused time will not be paid out upon separation of employment from the Colleges. Sick leave does not accrue during any time period not worked. The maximum number of paid sick leave available per calendar year is 56 hours. All employees should submit their sick time using the same time reporting process they currently use for regular time worked. Sick time is accrued at 1 hour for every 30 hours worked up to 56 hours per calendar year.

More details on the NYS Paid Sick Leave can be found at https://www.ny.gov/new-york-paid-sick-leave/new-york-paid-sick-leave. Please note *students can only use sick time if they were scheduled to work.

Dress Code

Obtaining a job on campus means the student employee is representing the department and the colleges. Hobart and William Smith Colleges do not require a specific dress code, although we do acknowledge some jobs may require a more formal attire whereas others may allow for a more casual one. Regardless of setting, we ask that the student employee is presentable and provides a professional manner appropriate to their work setting.

A general guideline to adhere to:

Please dress in attire that is clean and tidy. Student employees are welcome to dress in "school merch", which would entail a HWS logo which would be considered student casual. Jeans can be worn, free of rips, frays, or holes. Blouses, sweaters, button-ups, polos are also acceptable, etc.

Supervisors may require a specific dress code when they are reasonable and rationally related to the purpose or function of the employing department. Student employees must comply with a supervisor's request regarding appropriate attire.

STUDENT/ SUPERVISOR RESPONSIBILITIES

Paperwork

The electronic I9 and required new hire paperwork is to be completed accurately and by the student's start date. This is the responsibility of the student. ***Supervisors are to note the following: student workers cannot begin working until the student has completed their new hire paperwork. Supervisors and the student employee will receive an automated email from PeopleSoft when the student has been hired due to completing their new hire paperwork. Failure to complete an electronic I9 and turn in necessary paperwork on time can prevent the student worker from working and/or getting paid***.

Absences

Student employees must notify their 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

Student employees must abide by the policies and guidelines of their employing department and observe appropriate workplace behaviors. Remember, student employees represent their department's interests to other students, staff, faculty, and visitors to The Colleges.

Perform Work Duties

Student employees should learn through departmental training and their own initiative the responsibilities required of the position and satisfactorily perform these job duties. If you have questions regarding your duties, please do reach out to your supervisor for clarification.

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

A student employee should be provided a reasonable amount of supervision and offered constructive criticism to assist the student employee in performing assigned tasks and developing skills. Supervisors are to clearly define to whom the student should report to. Supervisors should also conduct a written job performance evaluation periodically during the course of employment (please refer to the *HWS Student Performance Review Form*). If the work performed by the student employee is unsatisfactory, the supervisor is to counsel the student employee, provide constructive criticism and positive re-enforcement. Stress the importance of good attendance and punctuality.

Maintain Confidentiality

It is imperative that all employees 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. Employees are expected to respect the confidentiality of the Colleges' sensitive information. Such information should not be repeated or discussed, except for legitimate work reasons.

Injury on the Job

Students are required to follow all departmental and campus rules concerning safety. Safety is paramount at every campus work site. In the event of an on campus, work-related injury, please assess the injury. If a student or employee is injured, unconscious or otherwise exhibiting signs/symptoms of an injury that requires immediate medical attention, check the scene to ensure the environment poses no additional risk to the injured person and proceed to follow the Emergency Action Plan. Please note, the student employee must report the incident to their supervisor and/or Human Resources immediately and an Accident Report must also be completed by the student employee and their supervisor. Failure to report an injury as required by this policy, whether or not medical attention is required at the time, may result in the loss of workers' compensation benefits. If the supervisor receives the report, the supervisor must immediately contact Human Resources. The student employee must promptly alert HR or their supervisor to any condition that could lead or contribute to an employee accident.

Timesheets

HWS student employees (non-Sodexo Dining Services) will be able to enter and track their hours online (student time entry instructions) via PeopleSoft if:

1. A hire request was submitted to hire the student into a position ***and***

2. The student had completed their new hire paperwork consisting of the I-9 (with their original acceptable documents) and the W-4.

All hours worked during a pay period must be entered onto the student's time sheet (refer to the *HR Student Worker Time Entry* for *Instructions*) and approved for that pay period as it is illegal to enter hours worked onto a different pay period. Timesheets are to be submitted by students and approved by their supervisors biweekly on Mondays by 5pm, week of pay date. You can find the payroll calendar here.

Sodexo (Dining Services) student employees utilize an employee time clock at each station to punch in and out of their shifts. Timecards are reviewed/ approved daily by the unit supervisor. Any missed punches in the time clock system are entered at this point.
*If the student worker forgets to punch in/ out **or** there is an error with the employee time clock the student must do the following:*

1. Complete a *Timecard Adjustment Sheet* with the date of their shift, their first and last name, start and end time of their shift.
    a. If the student worker receives a 30-minute meal break, the student worker must also enter the start and end time of the break.
2. The student worker must initial each entry on the *Timecard Adjustment Sheet.*

If the student worker does not punch in/ out and does not complete a *Timecard Adjustment Sheet,* then the student worker will not be paid until all information is collected by the supervisor that worked with the student employee during their shift(s).

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

Student employment on campus is a learning opportunity for students to gain skills, knowledge, and experience that can be utilized in their post-graduate endeavors. We here, at Human Resources, ask supervisors to keep in mind that our students may be working a paid job for the very first time and will need guidance, directive, training/ coaching, and understanding in order to develop and execute the work they were hired to do. It is our recommendation that this is remembered when corrective action is had with student employees.

1. Supervisors should ensure their student position that is advertised has an up-to-date job description and clearly states the requirements.
2. Upon hire of a student employee, supervisors should-
    a. Provide a copy of the job description and requirements.
    b. Meet with their student employee, provide an orientation and training.
    c. Discuss their expectations, dress code that is appropriate dress for the job/ department, do's and don'ts, etc.
    d. Supervisors should provide their preferred mode of communication to open lines of communication.

Supervisors are encouraged to periodically evaluate their student employee's performance. This will allow for talking points that may entail the necessity of added training for the development of the student's skillset as well as the student's understanding of their job duties. This also allows for any counseling that may be needed, which can deter from corrective action later on.

If counseling is unsuccessful and problems persist, corrective action may be needed by communicating 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 Office of Human Resources 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.

Supervisors should refer to the *HWS Student Employment Corrective Action Guidelines for Supervisors and Corrective Action Form*. Be sure to complete all sections and don't forget to sign the form. Supervisors are also required to provide the student employee with a copy of the form even if the student refuses to sign it.

Terminations

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

FORMS/ GUIDELINES: PERFORMANCE and DISCIPLINARY ACTION

Supervisors are encouraged to evaluate their student employee's performance as well as provide corrective action if need be. The following pages are forms and a guideline for supervisors to refer to and utilize.

Student Employment Corrective Action Guidelines for Supervisors

Starting off on the right foot...Student employment on campus is a learning opportunity for students to gain skills, knowledge, and experience that can be utilized in their post-graduate endeavors. We here, at Human Resources, ask supervisors to keep in mind that our students may be working a paid job for the very first time and will need guidance, directive, training/ coaching, and understanding in order to develop and execute the work they were hired to do. It is our recommendation that this is remembered when corrective action is had with student employees.

3. The very first step that supervisors should take to have successful student employee direct reports is ensuring their student position that is advertised has an up-to-date job description *and* clearly states the requirements.
4. Upon hiring a student employee, supervisors should-
    a. Provide a copy of the job description and requirements.
    b. Meet with their student employee, provide orientation and training.
    c. Discuss their expectations, dress code that is appropriate dress for the job/ department, do's and don'ts, etc.
    d. Supervisors should provide their preferred mode of communication to open lines of communication.

Student Employment Performance... Supervisors are encouraged periodically evaluate their student employee's performance. This will allow for talking points that may entail the necessity of added training for the development of the student's skillset as well as the student's understanding of their job duties. This also allows for any counseling that may be needed, which can deter from corrective action later on.

Corrective Action...If counseling is unsuccessful and problems persist, corrective action may be needed. Supervisors should complete the *Student Employment Corrective Action Form* for all actions. Be sure to complete all sections and don't forget to sign form. Provide the student employee with a copy of the form even if the student refuses to sign it.

1. ***Verbal Warning*** is the first step on the form and can remain within the department. The supervisor must ensure that they meet with the student in private when presenting the form.
2. ***Written Warning*** is the second step once the supervisor has a *Verbal Warning* on file. Prior to meeting with the student in private, the supervisor must consult with the Director of Human Resources by forwarding the completed form to them. The Director of Human Resources will review the *Student Employment Corrective Action Form* and will respond via email and/ or schedule a time/ date to meet with the supervisor.
    a. If the supervisor has supporting documentation, they must select the box *Attachments* and attach their supporting documentation along with the *Student Employment Corrective Action Form* when forwarding via email to the Director of Human Resources.
3. ***Final Written Warning*** is the third and final step considering the supervisor has completed the first two steps. As with the second step, prior to meeting with the student in private, the supervisor must consult with the Director of Human Resources by forwarding the completed form to them. The Director of Human Resources will review the *Student Employment Corrective Action Form* and will respond via email and/ or schedule a time/ date to meet with the supervisor.
    a. If the supervisor has supporting documentation, they must select the box *Attachments* and attach their supporting documentation along with the *Student Employment Corrective Action Form* when forwarding via email to the Director of Human Resources.

Supervisor Assistance...If a supervisor has questions, concerns, or needs guidance, we at the Office of Human Resources ask that the supervisor reaches out to us. We are here to help!

HOBART AND WILLIAM SMITH COLLEGES

Student Employment Performance Review Form

Student Name:		Supervisor Name:	
Student Job Title:		Department:	

Evaluation Period- From: _____ ***To:*** _____

Rating: 1= Needs Improvement 2 = Satisfactory 3 = Good 4 = Excellent 5 = N/A

Competencies	***Rating***	***Supervisor's Comments***
Work Schedule/ Punctuality Is on time and ready to work per student's work schedule. Communicates when issues arise that may affect student's work schedule.		
Professionalism & Accountability Displays effective and efficient work habits. Is productive and understands workload management. Acts responsibly and is able to learn from his/ her/ their mistakes.		
Customer Service/ Attitude Is friendly and professional. Understands the act of providing support, solving problems, and answering questions (not only with outside parties, but also internally). Understands body language/ non-verbal communication is also impactful and part of customer service. Is poised in difficult situations.		
Critical Thinking/ Problem Solving Executes sound reasoning when analyzing issues, making decisions, and/or overcoming problems. Ability to demonstrate intuitiveness.		
Department Policies Adheres to requirements, expectations, and dress code.		
Motivation Takes initiative to start or finish tasks/ projects. Is motivated to complete tasks efficiently and on time.		

Additional Competencies

Strengths	***Areas to Improve***	***Goals*** **To be determined by student & supervisor*

Employee note*: Student signature <u>only</u> indicates that evaluation was conducted.*

Employee Comments *(if more space is needed, please continue on back of page)*

Student Employee Signature & Date

Supervisor Signature & Date

HOBART AND WILLIAM SMITH COLLEGES

Student Employment Corrective Action Form

Date:		Student Name:	
Supervisor Name:		Student Employee ID#:	
Department:		Student Position:	

Corrective Action

☐	***Coaching Plan-*** *For Dept. Use only*
☐	***Verbal Warning-*** *For Dept. Use only*
☐	***Written Warning-*** *Prior to meeting with student, supervisor must consult with Director of Human Resources*
☐	***Final Written Warning-*** *Prior to meeting with student, supervisor must consult with Director of Human Resources*
☐	***Attachments-*** *supporting documentation; conditions of above actions*

***** Following section must be completed according to the selected Corrective Action***

** Coaching Plan:

** Reason for Corrective Action other than Coaching Plan:

Employee Comments:

Employee note*: Failure to comply, adhere to expectations, or policies and procedures will result in additional corrective/ disciplinary action, up to and including termination. Signing this form states you have reviewed the content documented within, have met with your supervisor, and understand its contents.*

Student Employee Signature & Date

Supervisor Signature & Date

Human Resources Representative Signature & Date
(Required for Final Written Warning/ Termination)

Please email the completed form to the Director of Human Resources