Student Employee Handbook

Table of Contents

Introduction

This handbook applies to work study employees and student help employees. This handbook does not apply to part-time employees. Policies and procedures in this handbook may be amended at any time.

Work study employees are employees who are eligible for Federal and/or State work study funding by meeting the specified Financial Aid requirements. Work study employees must be enrolled in 6 credits or more (or qualify based on intent to enroll - see Intent to Enroll Section below). Student help employees are student employees who are paid directly from departmental budgets and must be enrolled in a minimum of a 1 credit course to be eligible (or qualify based on intent to enroll - see Intent to Enroll Section below).

The following positions are suited for work study positions (see the position descriptions in Appendix):
- [Campus Early Childhood Program Specialist](#)
- [Campus Custodian](#)
- [Campus Grounds & Nursery Specialist](#)
- [Campus Food Service Worker](#)
- [Campus IT Intern](#)
- [Campus Office Assistant](#)
- [Campus Tutor 1](#)
- [Campus Tutor 2](#)
- [Campus Tutor 3](#)
- [WorkFirst Work Study](#)

Training for LCC Faculty & Staff Hiring Student Employees

Faculty and staff involved in hiring, supervising, or mentoring student employees must follow College policy and procedures on non-discrimination and equitable hiring practices. Additionally, they must complete bias training every two years. The "Success as a Selection Committee" or "[Best Practices for Hiring Part-time Employees](#)" trainings in Canvas meet this requirement.

The following are additional resources and training to support equitable and inclusive hiring practices and oversight for student employees:
- [Implicit Bias Test](#)
- [Inclusive Team Survey](#) (make a copy and share with your team)
- Inclusive Leadership article: ["Why Inclusive Leaders are Good for Organizations, and How to Become One"](#) by Juliet Bourke and Andrea Titus, Harvard Business Review
- [PRACTICING INCLUSION: Icebreakers and Team builders for diversity](#)
- [Values Exercise](#) for team building

Tips for Interviewing Student Employees

It is highly recommended that supervisors conduct interviews for all part-time positions including work study or student help. Not only does this give you the opportunity to learn about the applicant and their experience and skills, it also gives the applicant the opportunity to learn more about the position and the team. While interviews are often conducted in person, consider offering other options such as Zoom or via phone to promote equitable and inclusive hiring practices. Avoid hiring without an interview just because someone recommended the student to you. Additionally, have at least one other person present to conduct the interview with you and consider using a screening matrix. This helps prevent biases from impacting our hiring decisions. For help creating a screening matrix, contact HR.

Prepare interview questions in advance of the interview and use the same set of questions for all applicants you are interviewing. It is okay to ask follow-up questions based on the responses given by the applicants. During the interview, create a welcoming environment for the applicant. Be respectful, kind, and aware of your body language. For some applicants, this work study or student help position could be their very first job. Help them envision what this position would be like and how they could grow professionally from it, and be sure to give applicants a timeline of when they should expect to hear back from you!

If you are taking notes during the interview, make sure your notes are professional, appropriate, and only relate to the applicant's ability to do the job.

When reviewing applicants with others who were present for the interview, discuss strengths and weaknesses, and acknowledge any biases you may have. Focus on the applicants' ability to perform the duties of the position. Check out this article on types of biases and how to avoid them.

Hiring Student Employees

Below are the steps for supervisors to hire a student employee (work study, student help, international students). The next section goes into more context around the onboarding process.

1. **Verify department funds are available for the position.**
   a. Work study: The department must have received a work study allocation from their Dean or VP. Only students with work study awards are eligible for work study positions.
   b. Student help: funds will be charged directly to the department budget.
2. **Submit a requisition in NEOED** (see NEOED Guide for Creating Student Employee Requisition).
3. **Work with Workforce & Career Services to draft the posting.** Even if you know who you want to hire, we may need to prepare a posting for the student to fill out their application. Work study positions require applicants to attach their work study award form to their application to verify they are work study eligible. Jacob Aguiar, jaguiar@lowercolumbia.edu, or Ariana Muro, amuro@lowercolumbia.edu, will assist you

in getting your job posted and be your points of contact for any questions regarding requisitions and job postings for student employees.

4. **Review applications in the [NEOED](#)** (see [NEOED Guide for Reviewing Part-time Applicants](#)). You will get an email notification from NEOED once applicants are available for review.

5. **Interview students** (see tips for interviewing above). You can call applicants to schedule interviews or notify through NEOED (see [NEOED Guide for Scheduling Interviews for Part-time Employees](#)). There will be templates set up for student notifications.

6. **When you are <u>ready</u> to make an offer, notify HR about the student you want to hire** and HR will move the student to 'Preboarding' in Onboard through NEOED. Please inform the student that **we will be checking their background and to keep an eye out for an account activation email (including in their Junk/Spam folder).** Preboarding is where the student will complete the **LCC Background Check Authorization Form, and where the appropriate employment forms** (see a-c below) are completed. These forms are only good through June 30th of each year and must be renewed and sent to Payroll at the beginning of each fiscal year (July 1st) to continue working, even if the student is not changing positions. Nicole Baker, nbaker@lowercolumbia.edu, is your contact for hiring student employees.

   a. **Work Study Referral Form** – Supervisor will need to complete their portion, and sign. The form then gets routed to Financial Aid to verify eligibility, fill in the award amount, and sign. Lastly the student signs the form. Once complete, the form is reviewed by HR/Payroll. Please note that Federal work study funds are typically exhausted by March or April.

   b. **WorkFirst Work Study Referral Form** – There is a specific referral form for WorkFirst work study students. WorkFirst will complete the eligibility section, then the supervisor must complete the supervisor section and sign. It will then be routed to the student to sign, and then to HR for review.

   c. **Student Help Action Form** – Supervisor must fill out the form and sign. Please be sure to include the full budget number with the Fund Code, Class Field, and Department Code. If you do not know what your department's budget number is, reach out to your Dean/VP for that information. It will then be routed to the student to sign, and then to HR/Payroll for review.

7. Once the background check is complete and HR has approved the hire, the supervisor can offer the position to the student, and send notices to applicants who were not chosen for the position (please reach out to HR if you need assistance).

8. **When the position is accepted, the student will be assigned additional new hire forms to complete via Onboard, and HR will reach out to the student via email to let them know the next steps.** To be cleared to start working, the student must:

   a. **Complete required Onboard tasks/forms.** Two forms are marked as Optional and have the option to "Skip" once opened.

   b. **Complete the "New Student Employee Orientation" course in Canvas.** Course consists of pertinent information from the student handbook, general new hire information, and a short open book quiz they'll need to pass with a 100%.

        c. Bring social security card and I-9 documents to the HR office for verification.

9. **When all steps are complete, HR will let the student and supervisor know what day the student may start working.** <u>It is extremely important that the student does NOT start working until HR has cleared them to do so!!</u>

Note: To ensure timely placement and effective staffing, student employees are expected to complete their onboarding tasks within a reasonable time frame and show steady progress, or they will be considered inactive in the hiring process. HR will remain flexible when students communicate any extenuating circumstances affecting their progress.

More on the Onboarding Process for Student Employees

New hires will have a seamless transition to the Onboard platform through NEOED. When they are moved to Hired, HR will reach out via email to outline the tasks that will need to be completed prior to being cleared to start working. All new hire paperwork will be provided and completed through Onboard, and the [New Student Employee Orientation](#) document will be provided via email in order to complete the Canvas quiz. Student employees will receive a series of tasks with respective due dates in Onboard. Items must be marked as complete by the students. Supervisors will have access to applicable checklist items for new student employees, including tasks for the supervisor to complete as they onboard their new hire and integrate them into the culture and campus community at LCC. Student employees will have portals filled with information, links, and resources that will help them as they onboard into their new role.

In addition to completing the new hire paperwork in Onboard and completing the Canvas quiz, students MUST bring the following documents to the HR Office:
- **Social Security Card** – Per Policy 253, LCC requires that new hires present their social security card upon hire. This ensures the SSN is entered correctly in ctcLink and that we have accurate spelling of their legal name for tax reporting purposes.
- **[Acceptable Form I-9 Documents](#)** – Federal law requires employees to complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer. Form I-9 will be completed electronically in Onboard, **however, student employees must bring original documents to the HR Office to validate their eligibility to work in the U.S.**

Student employee/ctcLink ID#s will match their student ID#. The employee email address and instructions for setting up their accounts will be provided to the employee in Onboard as soon as HR is able to enter them as an employee into ctcLink. Supervisors will have access to this information through the Onboard platform.

In Onboard, students will have a checklist of all the required trainings accessed through Canvas and Vector. The following trainings will be assigned after the hire date:
- Occupational Safety (Canvas)
- Emergency Preparedness (Canvas)

- Diversity, Inclusion, & Belonging (Vector)
- Preventing Harassment and Discrimination: Non-Supervisors (Vector)
- Hazing Awareness & Prevention (Vector)
- FERPA (Vector)
- Cyber Security Awareness for Employees (Vector)

The students will receive a link via email (employee email address) to be able to access the Vector trainings. Occupational Safety, FERPA, and Data Security are due within 30 days of the date assigned; all other trainings are due within 90 days.

Reminders & General Info about Student Employees

International Students:

All students using International Programs funds to work should follow the steps for hiring a student employee above. Student job applications require applicants to answer a supplemental question pertaining to whether they are an international student, which prompts Workforce staff to coordinate with International Programs, if necessary. If an international student reaches out but is not following the proper steps, please contact international@lowercolumbia.edu.

Additional Steps/Reminders for Hiring International Students

There are a few extra pieces to hiring international students.
1. You'll notify students that they are hired as you would for other student positions, but you'll also need to notify international@lowercolumbia.edu that you've hired the international student.
2. International students need a *hard copy* employment offer letter. An offer letter template can be obtained from International Programs. The original letter with a physical signature is needed for the student to obtain their social security card.
3. Once the student has the offer letter, they will make an appointment with International Programs to go to the Social Security Office to order their social security card.
   a. If starting work between January 1 and October 31, International students must have already **applied** for a social security card (or ITIN) prior to starting work.
   b. If starting work between November 1 and December 31, international students must have already **obtained** a social security card (or ITIN) prior to starting work.
4. **Once the student has received their social security card, or an official receipt of their social security card request, they can move forward** with the onboard steps listed in the Hiring Student Employees section above as long as they know what their SSN will be.
   a. If an official receipt of their social security card request is provided to HR, the student will need to provide a copy of their social security card to Payroll in person once they receive it in the mail.

International Programs can only pay for five hours per week per student. If your department would like to hire the students for additional hours beyond the five hours, the funding will have to

come from your own budget for these additional hours. International students are not eligible for financial aid or work study funding and can only be hired as Student Help.

Students should enter hours worked that International Programs is paying for with the TRC code **"10 OEX-OASI Excludable Pay"** in ctcLink.

International students are not allowed to take "off-quarters", and International Programs funds are only available to students enrolled full-time, so please be sure the student is enrolled full-time if you are charging hours to the International Programs budget.

WorkFirst Work Study

The WorkFirst Program supports parents who are receiving Temporary Assistance for Needy Families (TANF). One avenue of support is placing eligible students into WorkFirst work study positions. WorkFirst will work with supervisors for placement and complete the award section of the referral form.

Pay for Work Study & Student Help

Work Study and Student Help employees are paid at an hourly rate of $18.00. Additionally, we have three levels of student tutors: Student Tutor 1 ($18.00/hour), Student Tutor 2 ($18.50/hour), and Student Tutor 3 ($19.50/hour).

Benefits and Leave Information

Student employees are not eligible for medical, dental, or retirement benefits. Student employees are eligible for non-compensable paid sick leave to care for their health and the health of their qualifying family members. Paid sick leave is accrued at a rate of 1 hour for every 40 hours worked. Here are the authorized uses of paid sick leave:
- Employee's mental or physical illness, injury, or health condition
- Employee's preventative care
- Care for a qualifying family member with an illness, injury, health condition, and/or their preventative care
- Closure of employee's place of business or child's school/place of care by order of public official for any health-related reasons
- If the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking

Employees may carry over a maximum of 40 hours from one calendar year into the next. See Paid Sick Leave Procedure for more information. *Note: Students in a Federal or State work study position with a third-party employer are not eligible for paid sick leave through LCC.*

Hours of Work

Student employees are limited to a maximum of 19 hours per week and may not work on holidays or during campus closure days. However, during breaks between quarters, beginning

the Monday **after** finals week, students may work up to 40 hours per week. Please ensure the student employee's funding source (their financial aid allocation and/or your department budget) can support the extra hours, **prior** to increasing their hours.

In order for students to work during an "off-quarter" (typically Summer) they must complete an Intent to Enroll form (see more information below). As mentioned previously, international students cannot take "off-quarters", and therefore cannot ever work extra hours outside of the break between quarters.

There may be exceptions where supervisors can seek approval from their VP and HR for student help employees to work up to 40 hours per week during their "off-quarter". These students must complete an Intent to Enroll form (see more information below). Supervisors must initiate this request with their VP and HR prior to allowing the student help employee to work more than 19 hours per week.

It is the supervisor's responsibility to track and monitor hours for work study employees to ensure they do not work more hours than they were awarded funding (a copy of this Work Study Earnings Spreadsheet can be used to track remaining award amount). In the event they go over the work study award, they will be converted to student help and must be paid out of the department's budget. Additionally, work study pay rates may change in January of each calendar year as minimum wage increases each year. You can reach out to Financial Aid at any time for an updated award amount for your work study student.

Federal work study funds are typically exhausted by March or April. Payroll will notify supervisors when this occurs. Please keep in mind that sometimes there are changes to award amounts throughout the year. **Be prepared to find other funding options, reduce hours, or potentially discontinue employment for the student.**

For WorkFirst work study students, WorkFirst is responsible for paying any wages for hours worked in excess of 19 hours per week.

Intent to Enroll

Work study employees must be enrolled in 6 or more credits to be eligible for work study employment. However, they may be eligible to use work study funding to work in a quarter they are not taking classes, also known as an "off-quarter", as long as they complete the Intent to Enroll form (specific to work study students) and attest that they will be taking 6 or more credits the following quarter. Student help employees may also work during an "off-quarter" as long as they complete the Intent to Enroll form (specific to student help) and attest that they will be enrolled in 1 or more credits the following quarter. Student employees are only allowed one "off-quarter" per academic year (excluding international students, who are allowed none).

Break & Rest Periods

Student employees shall be provided breaks in accordance with Washington State law. The break should be no less than 10 minutes, on LCC's time, for every 4 hours worked. Breaks should be scheduled as close to the midpoint of the shift as possible. Students working more than 5 consecutive hours in a continuous shift must be provided a 30-minute unpaid break near the midpoint of their shift.

Dual Student Positions

Generally, student employees should be limited to one student position at a time. However, there may be instances where a student employee has two positions in different departments. They are still restricted to 19 hours per week combined between the positions. It is the responsibility of the supervisors for both positions to monitor their hours worked and work study allocation, if applicable, to ensure accurate reporting and approval of hours worked in ctcLink.

Accommodations for Student Employees

Lower Columbia College will provide reasonable accommodations required by law to employees with disabilities in order for them to enjoy the same terms, benefits, privileges, and conditions of employment as those similarly situated non-disabled employees. Student employees can request accommodations by contacting LCC Human Resources.

Separation of Student Employees

When a student employee is resigning or separating from their position, the Supervisor must notify Payroll and HR of their separation so that their accounts can be deactivated and their separation processed.

Supervisors must also notify Payroll and HR if the student is transferring to another department as their access and personnel information will need to be updated.

Rehiring Student Employees

A student employee who is separated in ctcLink and has NOT worked within one year will need to follow standard student hiring procedure (apply, background check, new hire paperwork, etc.).

If a student employee is separated in ctcLink, but has worked within one year, do not need to reapply, but will need to complete some new hire paperwork. HR will give guidance on which forms, if any, need completed for a rehire.

Off Campus Work Study Positions

Occasionally, there are opportunities for students to obtain off-campus work study positions, through Federal, State, or WorkFirst funding. If you wish to coordinate such an opportunity for students, or would like to inquire about the current openings, please contact Serena Murray

(smurray@lowercolumbia.edu) in Financial Aid for Federal and State opportunities, or Stefanee Sorgenfrei (ssorgenfrei@lowercolumbia.edu), the WorkFirst Program Manager, for WorkFirst opportunities and eligibility.

Appendix

Work Study - Early Childhood Program Specialist

The Campus ECPS position provides support to the Lead Teacher / Teacher Assistants in Early Childhood classrooms within our Head Start/EHS/ECEAP Programs and the Early Learning Center. Under the direction of other teachers in the classroom, the Campus ECPS will contribute to children's social, emotional, and physical development through activities, free time, field trips, meal/snack times, and outside play.

Work Study - Custodian

The Campus Custodian position helps maintain a safe, clean campus environment by cleaning various buildings, offices, classrooms, showers, restrooms, windows, etc. The Campus Custodian stocks supplies, empties, and cleans waste baskets and recycle bins.

Work Study - Grounds & Nursery Specialist

The Campus Grounds & Nursery Specialist helps maintain grounds and landscapes for LCC's campus. Duties may include lawn maintenance, planting, trimming, weeding, and watering flowers and shrubs, operating a variety of manual tools and equipment.

Work Study - Food Service Worker

Under supervision of the Kitchen Manager, the Campus Food Service Worker prepares, stores, and serves food within the food services at LCC. The Campus Food Service Worker adheres to all food safety and sanitation techniques and campus procedures. The position may post menus, maintain kitchen equipment, maintain inventory, etc.

Work Study - IT Intern

The Campus IT Intern position provides support to the IT Services department. Under the direction of more experienced employees, the Campus IT Intern performs a variety of routine tasks, including deploying and troubleshooting computers, printers, and mobile devices. The Campus IT Intern also responds to service requests and enters notes in the helpdesk system.

Work Study - Office Assistant

The Campus Office Assistant performs a variety of clerical, repetitive, and routine duties to support the department. Duties may include acting as receptionist, answering phones, filing, making copies, greeting the campus community and the public, data entry, and working on entry level projects.

Student Tutor 1, Tutor 2, Tutor 3

LCC has a peer-to-peer tutoring program led by the Tutorial Center Program Coordinator. All new tutors start as level 1. After completion of 10 hours of training (6 of which is tutor-trainer led and synchronous) and 25 hours of tutoring experience OR Western eTutoring Consortium Tutor, tutors move to level 2 and receive the pay increase. After 50 hours of tutor training and 300 tutor hours, tutors move to Tutor 3.

The vision of the Tutoring Center is to be a resource for students by providing a welcoming and collaborative learning environment to foster academic success and lifelong learning. Tutors are current students who have excelled in their coursework and have a passion for helping others achieve academic success by cultivating independent learners. Tutors work with students independently and in groups to help them grasp course content as well as the study skills necessary to succeed in their academic courses.

WorkFirst Work Study

WorkFirst students are TANF-eligible students and may work on or off campus depending on the job. Positions are coordinated through WorkFirst Programs.