

Student Employee Guidelines

(Federal Work Study and Work Arrangement)

Definitions

Federal Work Study (FWS): Student's must file a FAFSA, must have a high school diploma or GED, must be a U.S. Citizen or eligible non-citizen, must have unmet financial need, and must be enrolled in at least 6 credit hours each semester in order to qualify for FWS.

Work Arrangement: Student's must file a FAFSA to see if they qualify for FWS. Students not qualified for FWS may be employed as Work Arrangement.

- Work Arrangement positions are limited. All Work Arrangement positions MUST receive approval from the Vice President for Administrative Services in advance of hiring student employees.
- Enrollment of at least 6 credit hours per semester is required for Work Arrangement.
- International and High School students will always be work arrangement.

General Guidelines

Students must have a United States bank account and valid I-9 documentation (i.e. passport, driver's license, social security card, and/or birth certificate). For additional information on acceptable I-9 documents you may visit <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.

- Before seeking employment, students must complete a FAFSA and meet with the Financial Aid Office to determine Work Study eligibility. (International and high school students are exempt from this requirement.)
- Student employees MUST complete the onboarding processes in Paycom before beginning work.
 - The student and supervisor will receive an email once processes are complete and only then may the student begin working.
- **A student employee found falsifying timesheets will be terminated immediately and the student will no longer be eligible for employment at HCC.**
- Student employees are **limited to working 20 hours per week during the school year** (the first day of the fall semester through the last day of the spring semester) and **no more than 28 hours per week during the summer** (the last day of the spring semester through the first day of the fall semester).
 - Students may work for no more than two supervisors. Hours worked per week are still limited to 20. Students and supervisors must work together to ensure the weekly hours do not exceed 20 between the two positions.
 - If a student is working for two departments, time working for one department will be tracked via PayCom and time for the other department will be tracked via a paper timesheet. The Payroll Office will determine the method of time tracking for each department.
- **Work hours must be between 7:00 A.M. and 11:00 P.M.**
- The Financial Aid Office will provide supervisors with updated information regarding each student employee's remaining Federal Work-Study (FWS) eligibility and available funding on a monthly basis. Supervisors are responsible for monitoring this information and ensuring that students do not exceed their awarded FWS funding. Any wages earned after a student has exhausted their FWS award will be charged to the employing department's budget.
- Students who are approaching the limit of their FWS funding and wish to continue working may request a review of their eligibility for additional FWS funds through the Financial Aid Office. Continued employment

under the FWS program is contingent upon the availability of additional funding and the student's eligibility to receive it.

- An enrolled high school student may be a student tutor after they have completed 30 college credit hours and have a GPA of 3.00 in their college coursework.
- Failure of a student to abide by these guidelines will result in a documented warning. After 3 documented warnings within the current school year, the student may lose the privilege of working on campus.

Class Time and Working

Working during scheduled class time is strictly prohibited, even if the class has been cancelled. Exceptions to this rule include holidays and all-day events, such as Spring Break or Art Day, when offices remain open but classes have been cancelled. Students may not work during scheduled class times or required academic activities. Any violation of this requirement may result in disciplinary action, up to and including termination of employment. Hours worked during a scheduled class time or academic activity are not eligible for payment through Federal Work Study funds and will be charged to the employing department's budget. Supervisors are required to report any such instances to the Financial Aid Office. During finals week, the official finals schedule will be used in place of the student's regular class schedule when determining eligible work hours.

Federal Work Study employment is intended to complement a student's educational experience, and academic responsibilities must remain the student's primary priority. Work schedules must be arranged around class attendance, required academic activities, and other educational commitments. Supervisors are expected to provide reasonable flexibility to support students' academic success.

Students are required to provide their supervisor(s) and the Financial Aid Office with a copy of their class schedule each semester. Any changes to a student's class schedule must be reported promptly, and an updated schedule must be provided to both the supervisor(s) and the Financial Aid Office to ensure compliance with Federal Work Study employment requirements.

Required Grades

Federal Work-Study employment is contingent upon a student's ability to maintain satisfactory academic progress while enrolled at HCC. At the conclusion of each semester, the Financial Aid Office will review each student employee's academic standing. Students who meet HCC's Satisfactory Academic Progress (SAP) standards, including a cumulative GPA of at least 2.00 and a completion rate of at least 66.67%, remain eligible for employment.

Students placed on SAP Warning, SAP Probation, or SAP Financial Aid Ineligible status may lose eligibility for student employment. Student employees experiencing academic difficulties are encouraged to communicate with their supervisor as early as possible so that appropriate adjustments or resources may be considered to support their academic success.

Confidential Information

Student employees may have access to confidential information as part of their employment responsibilities. Confidential information obtained through employment at HCC must not be disclosed, shared, or used for personal benefit or the benefit of others. All student employees are required to comply with the Family Educational Rights and Privacy Act (FERPA) and will be required to sign a separate acknowledgment of their responsibility to maintain the confidentiality of student and institutional information.

Code of Conduct

Student employees are representatives of HCC and are expected to conduct themselves in a professional, respectful, and ethical manner at all times. Employees are expected to demonstrate integrity, honesty, and

accountability in their interactions with students, employees, and members of the public. Conduct that undermines the mission, reputation, or operations of the College may result in disciplinary action, up to and including termination of employment.

Behavior and Language

Student employees are expected to maintain a professional work environment through appropriate conduct and communication. Respectful interactions with coworkers, supervisors, students, and visitors are required at all times. Behavior that is disruptive, unprofessional, or inappropriate, including flirtatious conduct, excessive displays of physical affection, or the use of offensive language, is not permitted. Personal conversations should be limited during work hours to minimize distractions and maintain productivity. Student employees who become aware of an error or concern related to their work responsibilities should notify their supervisor promptly.

Attendance

Regular and reliable attendance is an essential job responsibility. Student employees who are unable to report to work as scheduled must notify their immediate supervisor as soon as possible. Notification may be made by phone call or text message; however, if a text message is sent and no response is received, the student employee is responsible for following up by phone to ensure the supervisor has received the notification.

Failure to report for a scheduled shift without prior notification may result in disciplinary action. Students who fail to report to work as scheduled on three occasions without appropriate notification may be subject to termination of employment.

Dress Code

Student employees are expected to present themselves in a manner that reflects positively on HCC and is appropriate for their assigned work environment. Individual departments may establish additional dress and appearance standards based on operational needs and workplace safety considerations.

Students who do not comply with departmental dress code requirements may be required to change clothing before beginning work or may be sent home for the scheduled shift. Repeated violations of the dress code may result in disciplinary action, up to and including termination of employment.

Internet Usage

College technology resources are provided to support the performance of assigned job duties. During scheduled work hours, internet usage should be limited to work-related activities unless prior approval has been granted by a supervisor. Unauthorized personal use of the internet during work hours may result in disciplinary action. Repeated violations may result in termination of employment.

Personal Cell Phone Usage

Personal cell phones should not interfere with the performance of assigned job duties. Unless authorized by a supervisor for business purposes or emergency situations, student employees are expected to keep personal cell phones stored in a bag, purse, pocket, or other designated location during work hours.

In the event of an emergency or anticipated emergency requiring immediate communication, a supervisor may authorize a student employee to keep a cell phone accessible while working.

Sexual Harassment

HCC is committed to maintaining a work and educational environment free from sexual harassment and other forms of unlawful discrimination. Sexual harassment by any individual will not be tolerated.

Examples of conduct that may constitute sexual harassment include, but are not limited to:

- Unwelcome comments regarding an individual's physical appearance;
- Unwelcome sexual or sex-based jokes, comments, or humor;
- Unwelcome physical contact;
- Requests, demands, or threats related to sexual favors.

Reports of sexual harassment will be reviewed and investigated in accordance with College policies and procedures. Violations may result in disciplinary action, up to and including termination of employment and sanctions under the HCC Student Handbook.

Individuals who experience or witness harassment are encouraged to submit a report by going to www.highlandcc.edu and click "College Incident Reporting" at the bottom of the page.



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This page must be fully completed before returning it to the Financial Aid Office.

Acknowledgement and Agreement

I, _____, have read and agree to the above guidelines and the job description
Student Printed Name
for Highland Community College's student employee program. I understand if I choose not to follow the
guidelines, I may be terminated as a student employee.

Signature of Student Employee

Date

Student Phone Number

Social Security Number

I, _____, have read and agree to the Student Employee Guidelines for
Supervisor Printed Name
Highland Community College's student employee program.

Signature of Supervisor

Date

Employment Information

Name of employing department

\$8.25 (Tutors \$9.25)

Hourly rate of Pay

Approximate work schedule (between 7 A.M. and 11 P.M.)

Average number of hours student is expected to work per WEEK (must not exceed 20 hours)

Job duties

To be completed by Financial Aid personnel:

☐ Work Study

☐ Work Arrangement

_____ FAID personnel initial

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Highland Community College is accredited by the Higher Learning Commission (hlc.commission.org), a regional accreditation agency recognized by the US Department of Education. Highland Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the College's compliance with its nondiscrimination policies or Title IX may be referred to the Vice President for Student Services or Human Resources Manager at 785-442-6000. Inquiries concerning the College's compliance with Section 504 and its policies may be directed to the Vice President of Academic Affairs at 785-442-6000.



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Student Employee

STATEMENT OF UNDERSTANDING

Family Educational Rights and Privacy Act (FERPA)

I understand by virtue of my employment with Highland Community College I may have access to records which contain personally identifiable information, the disclosure of which is prohibited by the Family Educational Right and Privacy Act of 1974.

I acknowledge that I fully understand the intentional disclosure by me of this information to an unauthorized person could subject me to criminal and civil penalties imposed by the law.

I further acknowledge such willful or unauthorized disclosure also violates HCC policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Printed Name of Student Employee

Signature of Student Employee

Date

Witnessed By:

Signature of Supervisor

Date

Student Employee Checklist

Once you have agreed with a supervisor on a job position, you must complete all the steps below *before* beginning work.

- ☐ Review, complete, and sign the Student Employee Guidelines with your supervisor.
- ☐ Provide your supervisor and Financial Aid Office a copy of your class schedule. (You must provide an updated schedule each time you add/drop courses and each semester.)
- ☐ Take the completed Student Employee Guidelines to the Financial Aid office in the David Reist Administration Building and complete additional paperwork.
 - o Bring your student ID with you.
- ☐ Watch your HCC email account for an email from Paycom.
Once the email from Paycom is received, complete the online steps.
- ☐ Upload two forms of identification into Paycom.
Acceptable forms of ID:
 - o U.S. Passport or Permanent Resident Card
 - o Driver's License or other state issued ID with a photo
 - o Signed Social Security Card
 - o Original or certified copy of Birth Certificate
- ☐ Once all hiring processes are complete, you and your supervisor will receive an email from the Payroll office stating you may begin work.