

Student Employee Supervisor Guidelines

Mission: To provide students with the ability to obtain an education while gaining useful and professional workforce experience for post-education success. As a supervisor you offer a place for student learning and growth outside of the classroom and help your students learn how to balance work and academic responsibilities. By supporting your students in this way, you will foster their transition to a more independent life.

Supervisors must comply with these guidelines in order to employ student workers. Failure to comply may result in a documented warning issued by the Vice President for Administrative Services. After three documented warnings during a single academic year, a supervisor may lose the privilege of employing student workers for the remainder of that academic year.

Work Arrangement positions are limited and dependent upon departmental funding. Prior approval from the Vice President for Administrative Services is required before hiring a student in a Work Arrangement position.

By signing below, you acknowledge and agree to the following responsibilities:

- Review the Student Employee Guidelines with each student worker and obtain the student's signature acknowledging receipt and understanding of the guidelines.
- Ensure student workers do not begin employment until all required onboarding processes have been completed through Paycom. Both the student and supervisor will receive notification when onboarding requirements have been completed. Students may not begin work until this notification has been received.
- Obtain and maintain a current class schedule for each student worker and ensure work schedules do not conflict with scheduled classes, final examinations, or required academic activities.
 - o If a student modifies their class schedule during the semester, the supervisor must obtain an updated copy of the revised schedule.
 - o Supervisors must not permit students to work during scheduled class times or required academic activities except during approved College closures, holidays, or other approved exceptions.
 - o 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.
- Monitor student work hours to ensure compliance with College employment limits.
 - o Student workers may not work more than 20 hours per week during the academic year (the first day of the fall semester through the last day of the spring semester) or more than 28 hours per week during the summer (the day after the spring semester ends through the day before the fall semester begins).
 - o Students may work for no more than two supervisors. Supervisors share responsibility for ensuring the student's combined work hours do not exceed the allowable weekly limit.
 - o Students may only work between the hours of 7:00 a.m. and 11:00 p.m., except in rare circumstances approved by the appropriate administrator.
- Support the student's academic success by providing reasonable flexibility for studying, academic obligations, scholarship requirements, and other educational commitments.
- Provide appropriate supervision, training, and direction to student workers and clearly communicate job responsibilities, performance expectations, workplace procedures, and departmental standards.



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- Ensure student workers maintain a professional work environment and comply with College expectations related to conduct, attendance, dress, confidentiality, internet usage, and appropriate workplace behavior.
- Ensure student workers understand and comply with FERPA and other confidentiality requirements. Student workers should only access information necessary to perform their assigned job duties.
- Review monthly Federal Work-Study funding information provided by the Financial Aid Office and monitor student earnings to prevent students from exceeding their authorized Federal Work-Study award.
 - Any wages earned after a student has exhausted available Federal Work-Study funding will be charged to the employing department's budget.
- Accurately review, verify, and approve student time records in a timely manner.
 - 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.
 - If paper timesheets are used, both the student and supervisor must sign the timesheet before it is submitted to the Financial Aid Office.
 - Supervisors must not approve hours that were not worked or otherwise falsified time records and must immediately report suspected timesheet fraud to the Financial Aid Office.
- Address attendance concerns promptly and ensure students notify the supervisor when they are unable to report for scheduled work shifts.
- Report concerns involving student conduct, harassment, discrimination, workplace safety, or policy violations through the appropriate College reporting channels.
- Notify the offices of Payroll and Financial Aid when a student worker's employment ends and provide the reason for separation.

Signature of Supervisor

Date

Printed Name of Supervisor

Department

This signed acknowledgment form must be submitted to the Financial Aid Office before a student employee may begin working.

Supervisors are required to complete and sign this form once each academic year, regardless of the number of student employees they supervise during that year.