



SLCCTM
SOUTH LOUISIANA COMMUNITY COLLEGE

STUDENT EMPLOYEE HANDBOOK

Center for Professional Development
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Section I: Introduction to South Louisiana Community College

Welcome:

We are delighted that you have chosen to work as part of the South Louisiana Community College (SLCC) team. Becoming a student employee is a great way to obtain hands-on experience and earn a supplemental income. Employment of our students has always been very important to SLCC and the partnership benefits you, the college and the community.

Remember, you are a student first and your academic success is priority. While employed, you are expected to act in an appropriate and professional manner, take your position seriously, and to communicate your academic needs. The following are guidelines and policies relating to student employment. These guidelines and policies are subject to change and may also be addressed on a case by case basis. If you have questions about these guidelines and policies, please contact studentemployment@solaac.edu.

We wish you a very positive experience as a student employee with SLCC!

Everyday Excellence:

The goal of South Louisiana Community College is to be excellent. Excellence occurs when we are passionate and deliberate about developing quality programs; recruiting and retaining high performing leaders, faculty and staff; and graduating students who will successfully take their next step into the workforce or continuing their education.

As employees of SLCC, we commit to being excellent as we:

- Take pride in the jobs that we do rather than do the minimum amount of work to get by.
- Think about ways the college can improve and make contributions for the best interest of the college.
- Think about the way we can improve that helps the college improve.

We also commit to being excellent by living our Values through our [Standards of Practice](#).

Equal Opportunity:

The College, which includes all offices under its jurisdiction, reaffirms its policy for Equal Employment Opportunity (EEO) not to discriminate against or exclude from participation in any benefits or activities, any person, either an employee or a member of the student body, on the basis of race, color, religion, gender, age, national origin, disability, veteran's status, political belief or affiliation, or any other non-merit factor in any employment practice, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Executive Order 11246: Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974; and the Americans with Disabilities Act of 1990.

Safety and Security:

The Office of Safety and Security's top priority is to provide a safe and secure environment for all students, faculty, staff, and visitors. The team works diligently to make our campuses safe for the SLCC community, and are committed to keeping our campus communities secure.

Services include: campus patrols, security escorts, securing campus buildings, enforcement of college policies and procedures, parking control, lost and found services, crime reporting and investigations, security detail for special events, and security education and training.

If you need help, feel unsafe or if an event has happened that you need to report you can contact Safety and Security by calling 337-521-8914 or call 911.

We encourage you to take some time to review the Safety and Security webpages (<https://www.solacc.edu/about-us/campus-security-safety/index>).

ADA Accommodations:

South Louisiana Community College welcomes applicants with documented needs for accommodation under the Americans with Disabilities Act. Individuals requesting consideration for accommodation or other assistance are encouraged to contact Kimberly Lachney at 337-521-6915.

Section II: Student Employment Basics

What is student employment:

The Department of Education provides funds to colleges in accordance with federal guidelines for the use of providing meaningful, on-campus and community service employment for students. Students who participate have an opportunity to earn money to help with school expenses while gaining valuable work experience.

Participation can be beneficial for students in the following ways:

- Encourage community involvement and work related to a student's field of study
- Gain valuable work experience and build relationships in on- and off-campus communities
- Improve time management, communication, organizational and budgeting skills
- Help to further develop a student's resume and professional experiences
- Provide a reference or recommendation for future employment
- Contribute to South Louisiana Community College's operations, student life, campus, and the local community
- Help pay for education and other related expenses

Student employment guidelines:

- During the current aid year, three student worker employment periods exist:
 - Fall of the current aid year
 - Spring of the current aid year
 - Summer (Session 1) of the current aid year
 - Summer (Session 2) of next aid year
- During the Fall and Spring semesters, student employees may be employed up to 15 hours per week. During summer sessions, student employees may be employed up to 15 hours per week.
- All student employment positions provide payment for hourly wages of actual hours. Student employees are paid an hourly wage of \$8 on campus and \$10 off campus.
- FWS student workers are not permitted to work during institution closures.

Applying for a student employee position:

Students that would like to apply for positions should visit the Financial Aid department to ensure eligibility and to complete an authorization form. Students will receive an electronic invite at the email address reported on their authorization form. This email will contain a link to complete the online employment application to be considered for employment. Students will be required to upload a copy of the authorization and attach it to the online application. After completing the application, students may be contacted by a hiring supervisor to schedule an interview.

Interview Process:

After the student has completed the online application, the hiring supervisor:

- Reviews the application online and if s/he desires, schedules an interview with the student.

- There is no obligation on the part of the hiring department to interview or hire a student just because an interest is expressed.

Hiring Process:

- Hiring for student employment is on a first come first serve basis until slots are filled.
- The hiring supervisor will notify the Financial Aid department of their intent to hire and complete the supervisor section of the student employment authorization form. The Office of Financial Aid will send the completed authorization form to Human Resources (HR). Human Resources will then contact the student for additional steps that must be completed before the student can officially be hired.
- Once given clearance by HR, the actual dates of employment will be established between the hiring supervisor and the student worker according to department needs. Employment dates must fall within the established period for each semester.

Human Resources

- Contacts the student to complete the background check authorization;
- Notifies the hiring supervisor and Financial Aid of the final decision and start date; and
- Notifies the Office of Financial Aid when a student has been fully processed.

Student employment award amount:

Students who wish to apply for student employment must complete the Free Application for Federal Student Aid (fafsa.ed.gov) and indicate on the application an interest in participating in the Federal Work Study (FWS) program. Students must also be enrolled in at least six credits at SLCC during the semester of employment. Additionally, students must be eligible to work in the United States and successfully submit all paperwork required by HR.

Continuing Student Workers must maintain a 2.0 GPA and complete a minimum of 67% of all classes attempted at SLCC to participate, and must maintain this minimum level for continued employment eligibility. Further eligibility is determined by subtracting all forms of offered aid (PELL, Scholarships, Loans, TOPS, GO Grant, etc.) from the Cost of Attendance for each student. If there is remaining need of approximately \$2160.00 or more, the student may be eligible to participate up to the full remaining need, or the maximum hours for each semester, whichever is less.

Wages, Payroll and Hours:

Attendance

It is imperative that student workers attend work on a regular basis, and work their full schedule of hours, as well as being punctual. Just as with attending classes and taking tests, it is important that each student is present and does his or her best on each and every day of work. In the workplace, attendance is a measure of dependability and necessary for professional success. Sporadic attendance and unsatisfactory work performance will not be tolerated.

If a student worker is unable to be present for a scheduled shift, it is the student's responsibility to notify their supervisor. This must be done prior to start of the scheduled shift in accordance with the department's policy on absences.

- The hiring supervisor will take into consideration the student's class schedule, off-campus work, on- or off-campus time commitments, and preferred work schedule when assigning hours.

- The hiring supervisor reserves the right to make adjustments to the student's preferred work schedule, not conflicting with class and other work obligations.
- Changes in a student's work schedule must be made within two weeks of the first day of classes for that particular semester.
- Student employees wishing to change work schedules should contact their hiring supervisor. The hiring supervisor reserves the right to deny schedule changes after the two-week deadline, if such changes will result in inadequate or superfluous staffing.
- All student employees must take into account time for studying, religious worship, co-curricular activities, personal wellness, and meals when setting work schedules. Student employees must manage their time wisely to avoid rearrangement of work schedules to accommodate late projects and late papers.

Timesheets

- Student employees must maintain accurate records of time worked and complete electronic timesheets through LOLA by the respective deadlines.
 - The hiring supervisor, or appointed staff member will provide a department sign-in sheet for student employees. Students should sign in and sign out before and after their scheduled shifts.
- Student employees who fail to sign in and sign out during their respective shifts may be denied approval of payment for hours worked.
- Student employees must be aware of all payroll deadlines. A payroll schedule will be distributed to each student upon hiring employee at the beginning of each semester. Generally, the Human Resource department will remind student employees of deadlines. Regardless of the manner in which information is disseminated, responsibility for meeting payroll deadlines ultimately rests with the individual student employee.
- All time sheets must be completed, reflect actual work hours, and be electronically submitted through LOLA before each payroll deadline. Late and incomplete time sheets will not be processed until the following pay period, resulting in non-payment of wages until the following pay date.
- Paychecks will be distributed bi-weekly via direct deposit. Please consult Human Resources for further information regarding paycheck disbursements.

To access timesheets:

1. Login into Banner.
2. Look under "Self Service Banner" and click "Employee"
3. This will take you to your employee dashboard. Under My Activities, click "Enter Time."

Lunch Break

- Student employees are allowed to take a non-paid lunch break at the discretion of their supervisor.
- Student who may choose to work 6 hours or more should be required to take at least a 30 min to 1-hour lunch break.

Sick Time

- Part-time student employment opportunities do not offer compensatory time, vacation, holiday pay, or sick time.

Avoiding Financial Aid Over award

- Student employees and their supervisors are responsible for monitoring all hours worked to prevent any over awarding of student employment award allocation.
- Any students who go over their allocation will be terminated immediately to prevent any further overage.

End of Employment Period

- Student employees who wish to return to current department next semester are given priority to apply early for the next semester.

Student employees whose hours are exhausted before semester's end must cease working immediately. Notification will be sent to the student and the hiring supervisor via email when the student is nearing their maximum amount of available work hours.

Termination of Employment

- When the hiring supervisor determines job performance or conduct is unsatisfactory, the hiring supervisor will discuss with the student employee which remedial actions must be taken to correct the performance or behavior.
- The hiring supervisor will set a reasonable time period for correction of the specified deficiency. If improvement is not made within this time period, the hiring supervisor will give the student employee a final verbal or written warning.
- If unsatisfactory performance or conduct persists, the hiring supervisor may terminate the student employee. The Office of Financial Aid should be notified ASAP. In turn, HR will be notified immediately of the termination.

Ideally, a student employee should give two weeks' notice to the hiring supervisor as a professional courtesy when vacating his/her position. The student employee should also notify the Office of Financial Aid of the decision to terminate employment.

Grievance Procedures

To provide a fair and consistent system for dealing with work-related difficulties regarding assignments or supervision, grievance procedures have been designed. In case of any misunderstanding or misinterpretation of student employment policy:

1. The aggrieved student should make every effort to informally resolve the problem with the supervisor.
2. If the aggrieved student is dissatisfied with the outcome, or of the supervisor fails to take action, then the student should contact the next level of departmental management to request further action.
3. If the grievance remains unsolved, the student may contact the Human Resources.

Job Performance Evaluations:

Student employees will be evaluated on job performance at the end of each semester. Job performance evaluations will be a REQUIREMENT to be done by each hiring supervisor for all of their student employees.

A copy of the evaluation form can be found on the Center for Professional Development website under Student Employment (<https://www.solacc.edu/about-us/faculty-staff>).

Section III: Workplace Responsibilities

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) pertains to personal records and the release of such information. All student employees must complete the required FERPA training module as part of their orientation process.

Attendance

Student employees are expected to be present during scheduled work hours. If you need to be absent, advance notice to your supervisor is required, except in case of emergency. Repeated tardiness or absence may be grounds for dismissal.

Time Keeping

By law, we are obligated to keep accurate records of time worked by employees via timesheets. Your time sheet is the only document which reflects hours worked and/or hours payable. You are responsible for your time sheet. No one may record hours worked on another's time sheet. Tampering with another's time sheet is cause for disciplinary action, including the possible dismissal of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error recording your time, report the matter to your supervisor immediately.

Arrangements for time off are to be negotiated and approved by your supervisor.

Breaks and Meal Times

Student employee rest periods and lunch breaks are determined by the hiring supervisor. Your supervisor will tell you when you may take your break(s). Time keeping procedures for breaks and meal times is also determined by the hiring department, but must adhere to SLCC employee guidelines. Lunch breaks are unpaid. Please ask your supervisor to point out the appropriate area for taking breaks and lunch.

Call-In Procedure

In case of illness or other reasons for absenteeism, notification should be given to your supervisor as early as possible, and at least 30 minutes before your scheduled shift begins.

If you are going to be late for a scheduled shift, then notification should be given as early as possible, and at least 30 minutes before your scheduled shift begins.

Your supervisor will provide you with the appropriate phone number to call in order to give notice.

Student Employee Dress Code and Personal Appearance

Please understand that you are expected to dress and groom yourself in accordance with accepted business casual standards, particularly if your job involves dealing customers or visitors in person. However, sun dresses, with bare backs and/or shoulders, flip flops, slippers, revealing clothing, men's undershirts, and shorts, for men or women are not appropriate. You are expected to be suitably attired and groomed during work hours or when representing SLCC.

The purpose of the dress code is to contribute to a positive SLCC image of Everyday Excellence, and establish professional standards for student workers transitioning into the workplace. Personal appearance should be a matter of concern for each employee. If your supervisor feels your attire is out of place, you may be asked to leave your workplace until you are properly attired. You will not be paid for the time you are off for this purpose. Your supervisor has the sole authorization to determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate disciplinary action.

For a complete list of appropriate business casual attire, please visit the Center for Professional Development (<https://www.solacc.edu/about-us/faculty-staff>).

Personal Hygiene

- General cleanliness is expected. Every student employee should observe good personal hygiene.
- Good grooming and neatness are expected at all times.
- Perfumes and colognes should be used in moderation.

Inappropriate Language and Behavior

Use of profanity, distasteful humor, slurs, and other potentially offensive or abusive language is unacceptable.

Discrimination, including sexual harassment, is illegal, and will not be tolerated. It is the policy of SLCC that no member of the SLCC community (faculty, staff or students) may sexually harass any other member of the college community, customers, vendors or contractors associated with the college. Anyone who violates this policy will be investigated and subject to disciplinary action, which may include suspension or termination.

Drug and Alcohol Policy

South Louisiana Community College does not permit illegal drug activity and alcohol consumption in the workplace or any campus location. It is expected that all employees will report to work in appropriate physical and mental condition for work.

The unlawful manufacture, distribution, possession, dispensation, or use of controlled substances and alcohol on university work sites, or while conducting university business off premises, is absolutely prohibited.

Smoking

South Louisiana Community College is a smoke-free environment. Smoking is prohibited inside all buildings and facilities. Smoking shall be prohibited within 25 feet of all university building entrances, exits, air intakes and operable windows.

Telephone Use

Personal phone calls should only be made based on need and limited in number and length. If your position requires making long-distance telephone calls, your supervisor will advise you the proper procedure for dialing and documenting calls.

Student workers carrying personal cell phones must have them on vibrate or turned off during working hours. Excessive violations of this usage may be grounds for dismissal. You are highly discouraged from making or receiving cell phone calls while on the job.

Computer and Equipment Use

College computers and all other SLCC owned equipment are to be used solely for the purpose of conducting the business of the college. Student employees must adhere to the same policies regarding the use of information technology and other college resources other SLCC employees.

- Playing games, doing schoolwork or other personal use of SLCC computers is unacceptable while at work.
- Browsing inappropriate or explicit material on university computers is illegal and will not be tolerated.
- Individuals using the SLCC computer system are subject to having all of their activities on the system monitored and recorded by system personnel.
- Anyone using the SLCC computer system expressly consents to such monitoring.
- Printing, copying, and faxing should be confined to work related documents only

Student Employee Expectations:

A student employee is expected to:

- demonstrate integrity, and uphold the SLCC mission, values and embrace the Standards of Practice of Everyday Excellence.
- be reliable and dependable on the job and complete their required duties.
- exercise good judgement and handle personal and/or sensitive information in a confidential manner.
- adhere and comply with all SLCC policies and procedures

Additional Information:

- Student employees are not eligible for compensatory time, vacation, or holiday pay.
- A student employee is prohibited to work more than 19.5 hours per week.
- Student employees must be supervised at all times, and **may not** work when regular college employees are not working or the college is closed. Example: College Holidays

- A student employee may work during periods when the college is open but classes are not in session. Example: Spring Break.
- Student employees are not permitted to perform duties that require them to leave any SLCC campus. No student employees are permitted to drive as part of their work responsibilities.
- A student employees number one priority is their education. Their job duties and work schedule should in no way interfere with their academic studies.
- Student employee funds are awarded by academic year, but are assessed regularly and is subject to change based on students continued financial aid eligibility.
- Food and/or drinks should be kept out of public areas and away from computers.

Section IV: Employee Development, Evaluation and Recognition

Orientation:

Your supervisor will conduct your face-to-face orientation to your department and location. Specific elements of this process may include an overview of the following:

- SLCC and/or department organization chart and employee information
- Introduction to department staff, organizational structure, services and projects.
- Work performance expectations including work schedule.
- Service expectations
- Office location, hours, work attire, policy, etc.
- Office protocol/procedures (i.e. mail, telephone, etc.)
- Work stations, computers, office equipment, supplies

This list is not all inclusive, and is a starting point for you in developing an understanding of the department where you are employed.

Required Training:

The Student Employee Training program includes five required modules that must be completed within 14 days of employee hire date.

- Student Employee Basics
- Customer Service
- Diversity
- FERPA
- Everyday Excellence

These modules are located on the Center for Professional Development (<https://www.solacc.edu/about-us/faculty-staff>). Student employees must present supervisor with certificate of completion acknowledging the condition of employment has been satisfied.

Student Employee Evaluation:

South Louisiana Community College requires each student employee to receive an evaluation for each semester the student works. The evaluation form can be found on the Center for Professional Development website. The intent of this form is to facilitate a conversation with the student to discuss overall performance while working as a student employee.

Student Employee of the Year:

We recognize outstanding student employees each year during National Student Employment week. We also honor student employee supervisors and encourage students to recognize their supervisors by submitting the nomination form located on the Center for Professional Development website.

Section V: Frequently Asked Questions (FAQ)

1. What is Student Employment and how do I find out if I am eligible?

Student employment at SLCC provides part-time employment to students to help meet the costs of their education, encourage community service activities and develop needed skills in preparation for entering the workforce after graduation. Student employment opportunities are based on Financial Aid eligibility, and interested parties must first apply by completing a *Free Application for Federal Student Aid* (FAFSA) www.fafsa.ed.gov.

To be considered, be sure to indicate on your FAFSA that you are interested in the work study program. Funds for this program are limited, so it is important that you complete your FAFSA as soon as possible. Applicants must also be in good academic standing and be enrolled to be eligible.

2. Are there minimum requirements for student employment?

In order to be eligible students, must have a current, completed and fully processed FAFSA submitted. Be enrolled in at least 6 credit hours and maintaining academic satisfactory progress.

3. Are student jobs on campus or off campus?

Student employment opportunities are offered on-campus and at off-campus locations. Student employment positions provide supportive services to various departments on campus and in the community.

4. What is the difference between a student employment job and regular employment?

The primary difference is how the jobs are funded. Student employment opportunities are jobs in which the federal government pays the wages. Regular employment does not use federal financial aid money; the employing department or organization pays 100% of wages.

5. How do I apply for student employment?

Students must complete an authorization form that is in the Office of Financial Aid.

6. Can I apply for more than one position?

Yes, you can apply for more than one position and are encouraged to apply for all positions you might be interested in. as with most jobs, applicants do go through an interview process.

7. How do I find an FWS job?

Usually students will apply for student employment and are chosen by the supervisors. However, sometimes departments will advertise that they are hiring for students to apply within.

8. Will I have to interview for a position?

Yes, students will be called for interviews by their potential supervisors to be sure that they are a good fit for the department or community partner.

9. Am I guaranteed a student employment job if I apply for student jobs?

No, student employment funds are an allotment from the Department of Education and are awarded on a first-come, first-serve basis.

10. Will student employment decrease my Pell Grant or other grants and scholarships?

Student employment opportunities are based on Financial Aid eligibility and will not decrease any of your grants or scholarships. However, grants or scholarships could cause student to have a not be eligible for student employment or not have full eligibility.

11. Can I get a job if I am not eligible for Federal Work Study?

Student employment through the financial aid office are only available for student that are eligible for federal work study. Departments may sometime hire students using their departments budget.

12. Can I work as many hours as I want as a student employee?

Student employees can work up to 15 hours per week unless otherwise specified or approved by the Office of Financial Aid.

13. How many hours can I work during breaks (example: Spring Break)?

Student employees may work during breaks, but still only up to 15 hours a week. Also, student employees must always be supervised. Student employees may not work when regular college employees are not working.

14. Can I work weekends?

Yes; however, student employees must always be supervised, and may not work when regular college employees are not working.

15. How much will I earn as a student employee?

Student employees earn \$8.00 an hour (\$10.00 for Community Work Study) and are paid on a bi-weekly basis.

16. How will I get paid?

You will be paid by the hour for the hours you worked by submitting a timesheet. Payroll disbursements occur bi-weekly (every other Friday).

17. Is Direct Deposit an option?

Yes, direct deposit is an option and the form is available online at <https://www.solacc.edu/about-us/faculty-staff> under the Student Employee tab.

18. How long will the job last?

Student employment positions are available only during current semesters. However, students can continue to work all eligible semesters if the supervisors are willing to rehire.

19. Do I have to reapply each semester for my position?

Yes, at the start of each semester all students must reapply for their position and go through the same hiring processes. Students are not allowed to work unless they receive the final approval from HR.

20. How do I request/apply for FWS for summer semester?

Student must submit an updated summer student employment authorization form. Students who wish to work during the entire semester will have to submit 2 forms, for summer session 1 and 2.

21. Can I keep my job during the summer? Do I have to be enrolled?

Student employees can work during the summer. The summer semester is divided into 2. Students do not have to be enrolled during the summer semester, but they are required to be enrolled during the

upcoming fall semester. Students also are required to have 2 FAFSA's on file, the current year and the upcoming year FAFSA.

22. Can I work multiple student employment jobs?

No. If a student is offered more than one position, the student must choose where he/she wants to work.

23. How do I view my FWS award?

Students can view their award on their LOLA. They will need to follow the following steps:

1. Click the "Financial Aid" tab
2. Click award
3. Award for aid year (*be sure this is the current aid year)
4. Award Overview and scroll to the bottom of the screen

24. Do I have to pay taxes on the money I earn through FWS?

Yes, student employment income is taxable. You will receive a W-2 form from the college at the end of each year. This form will indicate how much you earned at SLCC.