



**SLCC**<sup>TM</sup>  
SOUTH LOUISIANA COMMUNITY COLLEGE

**STUDENT EMPLOYEE  
SUPERVISOR 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 become a part of the South Louisiana Community College (SLCC) team. Student employment is a great way for SLCC students 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.

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](mailto:studentemployment@solaac.edu).

We wish you a very positive experience as a student employee supervisor 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.

### 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.

## 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>).

## 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 but no more than 25 hours, for a maximum of 270 hours. During both Summer sessions, student employees may be employed up to 15 hours per week for a maximum of 60 hours each session.
- 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 (fafa.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.

### Timesheet (Student Employee)

- 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."

### Timesheet (Supervisor)

- On-campus supervisors will approve timesheets using the same process used when approving current employees.
- Student employees are required to receive a signature confirmation from you for their timesheets. This will need to be submitted to SLCC's Office of Financial Aid for the student to be paid for their time worked. We ask that you keep a log of the students sign in and sign out times or the student can print a copy of their timesheet for you to sign. Without the supervisor's confirmation the student employee timesheets will be unable to be approved.

### 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 are 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 are automatically terminated at the end of the academic year. This date is provided to supervisors via email during the hiring process. Termination generally occurs at the end of the spring semester, unless a student's eligibility changes during the authorized 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.
- A supervisor has the right to dismiss a student for unsatisfactory job performance. This includes, but is not limited to"
  - Failure to comply with the agreed upon work schedule
  - Working during scheduled class meeting times
  - Unwillingness to accomplish assigned task
  - Insubordination or lack of cooperation resulting in disturbing work progress.
- 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.

Please contact HR with any questions or further guidance on dismissals.

## **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 if 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. (337) 521- 8947.

## **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>

If you have any questions regarding what attire is appropriate, please contact Human Resources

## 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 employment positions do not offer compensatory time, vacation, holiday pay or sick time.
- A student employee is prohibited to work more than 25 hours total 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 who work on campus are not permitted to perform duties that require them to leave any SLCC campus. No student employees on or off campus 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. Such students are not permitted to work during their scheduled class time.
- Federal Work Study is awarded by academic year, but is assessed regularly and is subject to change based on students continued financial eligibility.
- Food and/or drinks should be kept out of public areas and away from computers.
- Federal Work Study is awarded by academic year but is assessed regularly and is subject to change based on students continued financial eligibility.

## Section IV: Employee Development, Evaluation and Recognition

### Orientation:

The supervisor will conduct a face-to-face orientation to the 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 the employee to develop an understanding of the department where they are employed.

### Required Training:

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

- Customer Service and Student Employee Basics
- Professional Etiquette and Ethics
- The Family Education Rights and Privacy Act (FERPA)
- Diversity in the Workplace
- 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:

As part of our compliance with the federal requirements, SLCC 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 Supervisor Evaluation:

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. The evaluation form can be found on the Center for Professional Development website.

### Student Employee and Supervisor of the Year:

We recognize outstanding student employees each year during National Student Employment week.

## Section V: Supervisor-Specific Information

Supervisors play a vital role in the success of their student employees. This means supervisors should make sure their student employees have what they need, such as clear expectations. Incorporating the following responsibilities into the work routine can enhance supervisory effectiveness.

- Ensure each student employee has completed and submitted all required paperwork. Give the student a copy of the *Required Paperwork for New Student Employees* form.
- Require and confirm that your student employees have completed the Student Employee Training modules, quizzes and thorough review of all materials and resources to be a success.
- Inform your student employee about their responsibilities for time tacking. As the supervisor, you are accountable to ensure the compliance of your student employee to enter their hours appropriately.
- As a supervisor, you must review and confirm the accuracy of time submissions.
- Set ground rules regarding work schedules, job responsibilities and performance expectations. Outline the consequences for not complying with expectations.
- Model good work habits such as punctuality, dependability, fairness, cooperation, honesty and efficiency.
- Provide feedback to your student employees regarding their work performance.
- If your student employee will have access to private or confidential information, be sure they read, understand and sign the Confidentiality Agreement.
- Coordinate with your new employee their availability and start date.

## Section VI: Hiring Process



## Section VII: Frequently Asked Questions (FAQ)

### 1. Who can hire student employees?

Any SLCC department on any of our campuses can hire student employees. Off-campus student employment positions are also available at local no-profit agencies.

### 2. Are there any restrictions to the use of student employee funding?

Yes. Student employees are prohibited from the following:

- Replacing a full-time employees position, regardless of when or why that position was eliminated or otherwise became vacant, including replacing workers on strike.
- Being involved in any Parisian or nonpartisan political activity associated with a candidate or with a contending faction or group in an election for public or party office.
- Being involved in any lobbying on the federal level.
- Being involved in the construction, operation, or maintenance of any facility as is used or is to be used for sectarian instruction or as a place for religious worship.

### 3. How do I hire a student employee?

Submit a request via email to the Office of Financial Aid ([studentemployment@solaac.edu](mailto:studentemployment@solaac.edu)) including the number of student employees you wish to hire and a general job description. You will then be granted access to view the online student employee applications and begin the interview process.

### 4. How many student employees can I hire?

There is not maximum amount of students that any department can hire at this time. However, because the amount of student employees varies each semester, the Office of Financial Aid reserves the right to place limits as needed.

### 5. I would like my current student employee to continue in my department next semester. What do they have to do?

All students must complete the hiring process every semester. However, you may notify the Office of Financial Aid of your intent to hire a particular student once we begin to accept applications for the respective semester.

### 6. When can a student employee begin working?

Each semester has different start and end dates. Please refer to the student employment calendar for each respective semester.

### 7. How many hours can a student employee work?

Student employees can work 15 hours per week.

### 8. How many hours can a student employee 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 be supervised at all times. Student employees may not work when regular college employees are not working.

**9. Can student employees work weekends?**

Yes, however, student employees must be supervised at all times, and may not work when regular college employees are not working.

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