

# **STUDENT EMPLOYMENT HANDBOOK**

## **A GUIDE FOR**

## **STUDENTS AND SUPERVISORS**

### **FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

Fayetteville Technical Community College is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, religion, color, national origin, sex, marital status, age, or handicap in its admissions policy, educational programs, activities, or employment policies.



## CONTENTS

|  |    |
|--|----|
| Equal Employment Opportunity .....                 | 3  |
| Student Employment Eligibility .....               | 3  |
| Financial Aid Work Awards .....                    | 4  |
| Definition of Funding Types .....                  | 4  |
| On Campus Student Employment Process .....         | 5  |
| Community Service Student Employment Process ..... | 6  |
| Summer Student Employment .....                    | 6  |
| Time Sheets .....                                  | 7  |
| Example Time Sheet .....                           | 11 |
| Student Employee Termination .....                 | 12 |
| Student Employee Conduct .....                     | 13 |
| General Information .....                          | 14 |
| Prohibited Student Worker Responsibilities .....   | 15 |
| Confirmation of Student Receipt of Handbook .....  | 16 |

## **EQUAL EMPLOYMENT OPPORTUNITY**

Fayetteville Technical Community College is committed to a policy of equal employment opportunity and nondiscrimination in providing education services and business-related activities.

## **STUDENT EMPLOYMENT ELIGIBILITY**

Only current Fayetteville Technical Community College students who have completed the Free Application for Federal Student Aid (FAFSA) for the academic year are eligible for on-campus or Community Service employment through the Federal Work Study Program. It will take approximately one (1) week to receive the FAFSA application after completion. Once a student has completed and submitted the required information to the Financial Aid office, it will take 4-6 weeks to process information and award the student. Students must be enrolled in a minimum of six (6) credit hours each semester for consideration.

Students not qualifying for the Federal Work Study program may still be employed under the institutional work study program. Students must be enrolled in a minimum of six (6) credit hours each semester for consideration.

**NOTE:** Students exempt from completing the FAFSA include workers funded through the Special Populations office and International students with F-1 status. If a student works in an area of the College in addition to the Special Populations office, a FAFSA form must be completed. All students must still meet the eligibility requirements.

**Temporary Employment:** Students employed in a non-student position at the College are handled by the individual offices they are working in.

The College will not hire student employees into situations where the possibility of favoritism or conflicts might exist; therefore, students may not be employed within the same department where a relative is employed. A relative is defined as a parent, parent-in-law, sibling, sibling-in-law, child, spouse, aunt, uncle, grandparent, grandchild, niece, or nephew. This policy also applies to step-relatives.

High school students attending Fayetteville Technical Community College do not qualify for the Federal Work Study Program.

## FINANCIAL AID WORK AWARDS

A student's financial aid award package may include a Federal Work Study (FWS) award amount. For the current academic year the federal program (FWS) pays 100 percent of the student's wages.

The work study amount is a dollar amount that a student MAY earn during the regular academic year. For the Federal Work Study Program, the academic school year begins July 1 and ends June 30. Students working during the months of June and/or July will be paid from institutional work study funds if available. There is no guarantee that a student will earn the amount of the work award or find a job. Students may work a **maximum** of 20 hours per week during the academic school year. The student employment contract specifies the amount a student can earn while in work study. **Supervisors should note the amount of the work award before signing the contract.**

**Students awarded a federal work study award do not have the option of declining the award to replace it with institutional funds in order to increase loan eligibility.**

The Financial Aid Office is required to monitor earnings for students with federal work study awards. The amount of a work study award may change if the student changes level of enrollment or receive additional scholarships, loans, or gift money. Students are notified if a change is made to the federal work study award. The Financial Aid Office will notify supervisors when work study students are close to earning their maximum award.

## DEFINITION OF FUNDING TYPES

**Institutional:** The student's wages are paid 100 percent by state or institutional funds.

**Federal Work Study (FWS):** The student's wages are paid 100 percent from federal work study funds. The College has a Title III waiver for the current year; therefore, a department match is not required.

When the student has earned the full amount of the federal work award, a supervisor has the following options:

1. Continue to employ the student under institutional funding (provided funding is available);
2. Terminate the student from employment and hire a new work study student;
3. Continue to employ the student under institutional funding at reduced hours and hire additional work study students to cover the hours needed.

**In all cases, once the student has earned the maximum Federal Work Study award amount, the wages earned can no longer be paid from that funding source.**

## ON CAMPUS

### STUDENT EMPLOYMENT PROCESS

Students working on campus must be enrolled for and maintain at least six credit hours. The hourly rate is \$8.40 per hour for on campus employment and \$8.90 per hour for off campus employment.

The work study program is designed to prepare students for the workforce, encourage responsibility, provide a comprehensive view of a strong work ethic, and provide valuable work experience within a student's field of study. In turn, the student contributes to the successful operation of the College and /or local community service agencies. **Students hired in these positions should not be considered or given comparable responsibilities as permanent part-time and/or full-time employees.** These positions should not replace permanent positions as outlined in the federal regulations. For more information on student employment, contact:

**Sophia Butler**  
**Financial Aid Technician/  
Work Study Coordinator**  
**(910) 678-0023/ butlers@faytechcc.edu**

All students interested in working through the student employment program must have a work study application on file with the Financial Aid Office. Applications are available through Web Advisor e-Forms library.

Staff interested in hiring a student worker must contact the Work Study Coordinator with the request. The request must include a title for the position and a description of the duties for the position. Applications will be made available for review upon request from a supervisor. Supervisors will be responsible for scheduling interviews for prospective candidates. Once a decision is made to hire a candidate, the Work Study Coordinator must be notified to determine eligibility, process work authorizations, and collect all required signatures. Staff directly supervising student workers and person responsible for the funding source must sign the work authorizations forwarded from the Work Study Coordinator.

**Any staff interested in hiring student workers must attend at least one work study professional development meeting per academic year. All current supervisors will need to attend a work study professional development session to receive any updates for the academic year. (UPDATED 1/2/2008)**

The Financial Aid Work Study Coordinator will collect all payroll deduction forms from the student and forward them to the payroll department.

International students will need their I-20 and Passport. International students must apply for a social security card.

**NOTE:** If more than one supervisor hires the same student, a separate contract must be written for each worksite.

**STUDENTS WILL NOT BEGIN WORKING UNTIL ALL REQUIRED FORMS HAVE BEEN COMPLETED AND SIGNED.**

## **COMMUNITY SERVICE**

### **STUDENT EMPLOYMENT PROCESS**

A portion of the Federal Work Study allocations to the College must be used for Community Service Jobs off campus. Students must have FWS eligibility for these positions and must be enrolled for and maintain at least six credit hours. The current rate of pay for Community Service positions is \$8.90 per hour. Students interested in working in a Community Service position must contact the Financial Aid Work Study Coordinator. Once a student is selected for employment, the Work Study Coordinator will determine eligibility, process work authorizations, and collect all required signatures. Off campus supervisors are also required to sign an off campus contract with FTCC.

The Financial Aid Work Study Coordinator will collect all payroll deduction forms from the student and forward them to the payroll department.

International students are not permitted to work in off campus Community Service positions.

**NOTE:** If more than one supervisor hires the same student, a separate work authorization must be written for each worksite.

**STUDENTS WILL NOT BEGIN WORKING UNTIL ALL REQUIRED FORMS HAVE BEEN COMPLETED AND SIGNED.**

## **SUMMER STUDENT EMPLOYMENT**

Summer work study is available for students enrolled in at least six (6) credit hours depending on availability of funds. If a student is not enrolled for the summer, they must sign a work study contract stating they intend to register for at least six (6) credits for the next school term. Earnings for June 1 through June 30 will be charged to work study funds. Work authorizations for employment are required for summer employment.

**Student employees are not allowed to work more than eight (8) hours in one day, more than 20 hours per week during the fall and spring semesters, more than 28 hours per week during the summer semester, and cannot work during their scheduled class periods.**

## **TIME SHEETS**

**All students must complete and submit a time sheet for hours worked to the Financial Aid Office no later than the 1st day of each month. If a student is working for more than one department, a time sheet must be submitted from each department. Late time sheets will be processed with the following month's payroll and result in a delay of receiving a pay check.**

Student employees are required to sign and date the time sheet. The person responsible for supervising the student employee will also be required to sign and date the time sheet. The signature of the supervisor represents verification that the employee has worked the hours indicated on the time sheet.

- **FALSIFYING HOURS ON TIME SHEETS ARE GROUNDS FOR IMMEDIATE TERMINATION OF THE STUDENT AND POSSIBLE SUSPENSION FROM THE COLLEGE.**
- **SUPERVISORS SIGNING FALSIFIED TIME SHEETS WILL BE PROHIBITED FROM HIRING STUDENT EMPLOYEES.**

## **STUDENT WORKERS AND CLASS SCHEDULE (UPDATED 1/2/2008)**

**If an instructor cancels or dismisses class early, student workers are NOT allowed to clock in when they are scheduled to be in class (NO EXCEPTIONS). Supervisors must have a copy of student's current class schedule at all times.**

**SUPERVISORS MUST CHECK STUDENTS CLASS SCHEDULE AGAINST MONTHLY TIME SHEET BEFORE SUBMITTING TIME SHEET TO THE FINANCIAL AID OFFICE.**

- **If student worker's class schedule changes, the student worker is responsible for submitting a revised schedule to the Supervisor and the Work Study Coordinator.**

- Student worker must be enrolled in at least six (6) credit hours to work. Student worker contracts will be terminated if his or her enrollment status falls below six (6) credit hours.
- If student worker's GPA falls below a 2.0, according to Financial Aid SAP Standards, the contract will be terminated. Please refer to the SAP Standards at [www.faytechcc.edu/financial-aid/important-policies/satisfactory-academic-progress/](http://www.faytechcc.edu/financial-aid/important-policies/satisfactory-academic-progress/)

Student employees are paid the last day of each month. Students will receive their pay the last working day of the month following the month they have worked. This means if you are a new hire you will receive the first check one month after beginning work. There are no advances on pay earned. Time sheets are located on FTCC's web site at: <http://www.faytechcc.edu/student-fill-in-forms-2/#T> (click the appropriate link).

**TIME SHEETS MUST BE SIGNED BY THE STUDENT AND SUPERVISOR ON THE LAST DAY OF THE MONTH.**

## **Work Study Time Sheet**

### **SECTION 1: POLICY**

- **All time sheets must be turned in no later than the 1<sup>ST</sup> of each month.**
- **Due to time constraints any time sheets turned in after the 1<sup>st</sup> of the month, will result in payment being delayed one month.**
- **All time sheets must be signed by the supervisor and the employee BEFORE submitting to the Job Center.**
- **All supervisors must keep a record of when work study students sign in and out on a daily basis. This time should reflect the time sheet submitted at the end of the month. Per the payroll office, all time should be recorded in 15 minute increments. If arriving late or leaving early, student should check with supervisor for allowable time to record on time sheet.**
- **No work study time sheet should reflect more than 80 hours in one month unless prior approval has been established. Approval must be made by Associate Vice President of Student Services.**
- **Work Study time sheets for the current academic year can be submitted by the supervisor through campus mail (Attention: Financial Aid Office)**
- **If a work study submits his/her time sheet to the Job Center, they must make sure they hand the time sheet to a staff member in Rm. 128 in the Tony Rand Student Center.**
- **WORK STUDY TIME SHEETS SHOULD NOT BE PLACED IN THE FINANCIAL AID DROP BOX.**



## **SECTION 2: HOW TO COMPLETE A WORK STUDY TIME SHEET (SEE ATTACHED TIME SHEET)**

- A. Name Line: enter Last, First, Middle Initial**
- B. Each student employee will receive a copy of his/her contract with a contract number and budget code assigned. Enter contract number here.**
- C. Each student employee will receive a copy of his/her contract with a contract number and budget code assigned. Enter budget code here.**
- D. Datatel #: Enter your student ID number (ex. 1234567)**
- E. Location: Enter the department you are employed with (Student Center, VCC, Library, etc.)**
- F. Job Title: If supervisor designates a job title, write title on this line; otherwise, write "Work Study" as job title.**

## **SECTION 3: ENTERING TIME ON TIME SHEET**

- G. Enter your dates beginning on whatever day the first Monday of the month begins. For instance, if the first day of the month is on a Saturday, the first day you will enter on your time sheet will be "3" because the first Monday of that month is the 3<sup>rd</sup>.**
- H. You can enter time on your time sheet one of two ways: (1) Regular time-Enter your time, press space bar, enter "a" (a.m.) or "p" (p.m.). Ex. 8:00 a or 2:00 p, (2) Military time-Enter your time as if it were a 24-hour clock and press TAB key to move to next cell. Ex. 08:00 17:00**
- I. Any time not entered correctly (ex. 1:00 p) will result in "#VALUE" in the Time column.**
- J. The TOTAL HOURS box should reflect total hours worked for the whole month. If any time is entered incorrectly on the time sheet, the total hours will not be calculated properly.**
  - Hourly rate cell is already set (hourly rate cannot be changed).
  - Monthly amount will reflect gross earnings (total will automatically adjust).
- K. Employee must sign and date on last day of the month.**
- L. Supervisor must sign and date on last day of the month.**

## **SECTION 4: ACCESSING TIME SHEETS FROM FTCC WEBSITE**

To access a blank copy of the time sheet from the website, please follow these steps:

1. Click on the “Current Students” link at the top of the FTCC homepage.
2. Scroll down to the **Quick Links** section near the bottom of the page.
3. Under the Academic column, click on the “Student Forms” link
4. On the Forms page, click the “T” on the alphabet list. This will take you directly to all of the forms beginning with that letter.
5. Click the “Excel” link to the right of the appropriate form to open the file.

Once the file is opened you may save a copy to your computer, or print a blank form for making copies.

**SEE ATTACHED TIMESHEET ON NEXT PAGE**

|           |         |      |                   |  |  |
|-----------|---------|------|-------------------|--|--|
| Name      |         |      | Contract Number:  |  |  |
| (Last)    | (First) | (Mi) | Budget Code:      |  |  |
| Datatel # |         |      | For The Month of: |  |  |
| Location  |         |      | Job Title         |  |  |

| Day                      | Date | MORNING |      | AFTERNOON |      | NIGHT |      | Total Time Worked |
|--------------------------|------|---------|------|-----------|------|-------|------|-------------------|
|                          |      | Start   | Stop | Start     | Stop | Start | Stop |                   |
| M                        |      |         |      |           |      |       |      |                   |
| TU                       |      |         |      |           |      |       |      |                   |
| W                        |      |         |      |           |      |       |      |                   |
| TH                       |      |         |      |           |      |       |      |                   |
| F                        |      |         |      |           |      |       |      |                   |
| SA                       |      |         |      |           |      |       |      |                   |
| SU                       |      |         |      |           |      |       |      |                   |
| <b>Total First Week</b>  |      |         |      |           |      |       |      |                   |
| M                        |      |         |      |           |      |       |      |                   |
| TU                       |      |         |      |           |      |       |      |                   |
| W                        |      |         |      |           |      |       |      |                   |
| TH                       |      |         |      |           |      |       |      |                   |
| F                        |      |         |      |           |      |       |      |                   |
| SA                       |      |         |      |           |      |       |      |                   |
| SU                       |      |         |      |           |      |       |      |                   |
| <b>Total Second Week</b> |      |         |      |           |      |       |      |                   |
| M                        |      |         |      |           |      |       |      |                   |
| TU                       |      |         |      |           |      |       |      |                   |
| W                        |      |         |      |           |      |       |      |                   |
| TH                       |      |         |      |           |      |       |      |                   |
| F                        |      |         |      |           |      |       |      |                   |
| SA                       |      |         |      |           |      |       |      |                   |
| SU                       |      |         |      |           |      |       |      |                   |
| <b>Total Third Week</b>  |      |         |      |           |      |       |      |                   |
| M                        |      |         |      |           |      |       |      |                   |
| TU                       |      |         |      |           |      |       |      |                   |
| W                        |      |         |      |           |      |       |      |                   |
| TH                       |      |         |      |           |      |       |      |                   |
| F                        |      |         |      |           |      |       |      |                   |
| SA                       |      |         |      |           |      |       |      |                   |
| SU                       |      |         |      |           |      |       |      |                   |
| <b>Total Fourth Week</b> |      |         |      |           |      |       |      |                   |
| M                        |      |         |      |           |      |       |      |                   |
| TU                       |      |         |      |           |      |       |      |                   |
| W                        |      |         |      |           |      |       |      |                   |
| TH                       |      |         |      |           |      |       |      |                   |
| F                        |      |         |      |           |      |       |      |                   |
| SA                       |      |         |      |           |      |       |      |                   |
| SU                       |      |         |      |           |      |       |      |                   |
| <b>Total Fifth Week</b>  |      |         |      |           |      |       |      |                   |

|  |   |                       |         |
|--|---|-----------------------|---------|
| I hereby certify that the above report is a correct report of total hours worked by me each workday during the period month indicated in the course or position. | I approve this statement, certify that employee worked hours indicated, and is entitled to payment for such time worked at the rate indicated | <b>TOTAL HOURS</b>    |         |
|  |   | <b>HOURLY RATE</b>    | \$ 8.40 |
|  |   | <b>MONTHLY AMOUNT</b> |         |

(EMPLOYEE'S SIGNATURE) (DATE) (SUPERVISOR'S SIGNATURE) (DATE)

STUDENT EMPLOYEE TERMINATION

**For Supervisors**

Student workers who are not performing at expected levels, who have attendance issues, etc., may be terminated at any time by the supervisor. A termination notice must be completed and sent to the Financial Aid Office immediately. It is the supervisor's responsibility to notify the student worker of the termination. The termination form can be printed from our website at [http://www.faytechcc.edu/financial\\_aid/Workstudy.asp](http://www.faytechcc.edu/financial_aid/Workstudy.asp)

A record of all terminations will be kept on file in the Financial Aid Office and a copy sent to the Payroll department.

EXAMPLE:

|  |   |  |
|--|---|--|
| <b>STUDENT EMPLOYEE TERMINATION NOTICE</b>       |   |  |
| <b>To be completed by Department / Employer:</b> |   |  |
| _____ is no longer employed.                     |   |  |
| Student Name                                     |   |  |
| _____  | _____                                       |  |
| Department / Employer                            | Last Date Student Worked in this Department |  |
| Reason for termination: (Check all that apply)   |   |  |
| <input type="checkbox"/> Attendance              | <input type="checkbox"/> Quit               | <input type="checkbox"/> Funding Reasons |
| <input type="checkbox"/> Performance             | <input type="checkbox"/> Other _____        |  |
| _____  | _____                                       |  |
| Supervisor's Signature                           | Date  |  |

## STUDENT EMPLOYEE CONDUCT

Student employees are required to conduct themselves in the following manner:

1. **PUNCTUALITY:** Student employees must be on time. If unforeseen circumstances arise which may cause them to be late they must notify their supervisor.
2. **ABSENCE:** Student employees are responsible for calling their direct supervisor in the event of unforeseen absence.
3. **PROCESSES:** Student employees should discuss office policies and procedures with their supervisor.
4. **WORK ASSIGNMENTS:** The first priority of a student employee is to gain experience that fosters a positive work ethic. If assigned tasks are completed, student employees should contact their supervisor for additional assignments.
5. **RESPECT:** Proper respect should be shown to College employees, other student employees, and students. It is expected that all employees will be courteous and helpful to others.
6. **CONFIDENTIALITY:** Work related information is confidential and should not be discussed with others. Any information (files, student and employee information) a student may come in contact with during employment is strictly confidential. Information should not be discussed outside work under any circumstances. Any violation of confidentiality will result in termination of employment. A confidentiality agreement must be signed by each student employee.
7. **EMERGENCY SITUATIONS IN THE WORK AREA:** The student employee should notify their immediate supervisor first. If the supervisor is not available, the student should notify the Campus Security Office.
8. **CELL PHONES:** Student employees are expected to refrain from cell phone usage while working.
9. **DRESS CODE (Men and Women):** **Women** should not wear spaghetti strap shirts (if worn student must wear shirt or sweater to cover straps), excessively tight shirts, shirts revealing the navel, or clothing revealing undergarments. Pants should not be low cut, skirts and shorts should be knee length and without holes. **Men** should not wear any shirts with offensive language and/or graffiti. Pants and/or shorts should not be sagging, revealing undergarments, torn, or ripped. Student employees should also refrain from wearing excessive face piercings. **(UPDATED 8/31/2009)**

**10. HOMEWORK: Student employees are not allowed to complete homework, study for tests, and/or use the internet for personal usage when they are schedule to work. (UPDATED 1/2/2008)**

**If rules of conduct are broken, student employees will be held accountable for their actions resulting in possible termination and/ or suspension from the College.**

## **GENERAL INFORMATION**

### **PAY**

The current pay rate is \$8.40 per hour for on campus employment and \$8.90 per hour for off campus employment. Current pay rate became effective August 1, 2015.

### **WORK HOURS**

Student employees are permitted to work up to 20 hours per week during the current academic year, and up to 28 hours per week during the summer semester.

If part of the work week falls during a period when classes are not in session (ex. Spring Break), between semesters, a student may work up to 28 hours per week if funding is available.

**Student employees are not permitted to work more than eight (8) hours in one day and are not allowed to work during scheduled class time even if the class is cancelled or dismissed early. (UPDATED 1/2/2008)**

Breaks are given at the discretion of the department.

Student employment is monitored each pay period to ensure students are not working more than the maximum number of hours per week. Exceptions must be requested in writing from the student employee's supervisor to the Associate Vice President of Student Services. The Financial Aid Office will be notified by the Associate Vice President of Student Services of all approvals. Additional hours must be approved before they are worked.

### **ELIGIBILITY**

Students must maintain a minimum of six (6) credit hours and a 2.0 GPA according to the [Financial Aid SAP Policy](#) in order to be employed by the College during the current academic year. Student employment is routinely monitored to ensure that students are maintaining a minimum credit hour enrollment and GPA.

Student Worker's must be supervised by a full-time or part-time FTCC employee at all times. Under no circumstances are student workers allowed to work without supervision. No student worker is allowed to work without a completed current work authorization. Work authorizations will be issued for the current academic year. If funding is available student workers may be issued work authorizations for the summer semester.

## **PROHIBITED STUDENT WORKER RESPONSIBILITIES**

- 1. Posting student grades to Datatel**
- 2. Cash reconciliation**
- 3. Posting payments to student accounts**
- 4. Interpreting financial aid eligibility**

## CONFIRMATION OF STUDENT RECEIPT OF HANDBOOK

I, \_\_\_\_\_ have received a copy of the Student Work Study Handbook and understand it is my responsibility to read the information and abide by all policies and procedures related to the program.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Date