

PREFACE

The Wells College Student Employment Program is to provide financial assistance and hands-on work experience to the student through part-time employment. It provides students with the opportunity to earn money to assist with their college expenses while integrating classroom education with actual work experience.

This handbook will provide many of the answers to questions asked by students. Should students or supervisors need further information concerning this program, please feel free to contact the Office of Experiential Learning and Career Services at 315.364.3379 or by email at careers@wells.edu.

Student Employment Contact Information

Experiential Learning and Career Services

(Student Employment Questions, Employment Paperwork)

Learning Commons, Long Library
170 Main Street Aurora, NY 13026

315.364.3379

Fax: 315.364.3423

careers@wells.edu

Financial Aid

(Eligibility Information for Student Employment)

Macmillan 207

170 Main Street Aurora, NY 13026

315.364.3289

financial-aid@wells.edu

Business Office

(Paycheck Information)

Macmillan 218

170 Main Street Aurora, NY 13026

315.364.3222

dsalico@wells.edu

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1. **INTRODUCTION**

The student employment program involves a part-time campus or community service job, which provides students valuable work experience to assist in their future goals. Sometimes jobs will be directly connected to a student's major, sometimes not; but in all cases, placements give students experience in a work situation that can be put on their résumé. A student's supervisor is a potential reference when seeking employment after leaving Wells.

The Office of Experiential Learning and Career Services offers two services to students: the Federal Work-Study Program (FWS) and the Wells Student Employment (WSE) at Wells College. The difference between the two programs is the source of funding. However, no matter what student employment program the student is assigned, the policies and procedures of operation are the same under both programs.

2. **FEDERAL WORK-STUDY**

This is a federal program administered by the College authorized originally by the Economic Opportunity Act of 1964 and as later transferred to the Higher Education Act of 1965, as amended. The funds for Federal Work-Study employment are provided 75% by Federal funds and 25% by College funds.

Student eligibility for the Federal Work-Study Program is determined by the Financial Aid staff on the basis of documented student need and the availability of resources. Financial need is derived from the completion of the Free Application for Federal Student Aid form (FAFSA). Since this is a federally-funded program and demonstrated financial need is a requirement, this program is restricted solely to financial aid students.

3. **WELLS STUDENT EMPLOYMENT**

This student employment program is administered by the College and funded solely by institutional resources. Wells College recognizes the limited availability of jobs for students in the local area and is committed to providing as many on-campus jobs to students as possible.

Since there are not enough federal funds to provide all aided students with employment, the Wells Student Employment funds are used to make up the difference in providing employment to eligible aided students not covered under the Work-Study Program. This amounts to approximately two-thirds of the College's total student employment budget. The College is obligated to award available employment funds first to its eligible aided students.

4. **ELIGIBILITY REQUIREMENTS**

To be eligible for student employment/work study, students must:

- A. File the Free Application for Federal Student Aid.
- B. Be a U.S. citizen or a permanent resident of the United States.
- C. Be enrolled or accepted for enrollment on at least a half-time basis.
- D. Be matriculated, in good academic standing, and be maintaining satisfactory progress toward a degree.
- E. Not be in default on any student loan or owe repayment on a federal grant.
- F. Complete federal verification requirements, if needed.
- G. Comply with the Federal Immigration Reform and Control Act of 1986 in which employees certify their eligibility to work. Students will need to complete an I-9 form before or on the first date of employment.
- H. Complete a federal W-4 Form.
- I. Complete the Wells College Student Employment Application, which can be obtained through the Office of Experiential Learning and Career Services and successfully interview for available employment opportunities.

Note: *International Students, because they are not matriculated, are not eligible for federal work study or Wells student employment.*

5. **APPLICATION and INTERVIEW PROCESS**

Students interested in either the Federal Work Study (FWS) or Wells Student Employment (WSE) programs must apply for their position of interest directly. Job openings will be posted on the Globe by the Office of Experiential Learning & Career Services under the student employment tab. Job descriptions and earning will be posted for student review.

Supervisors can select those candidates they wish to interview and contact them directly. Interviews can take place on-campus during the academic year, during Wells WarmUp, or by phone/Skype.

6. **NOTIFICATION OF EMPLOYMENT OFFERS**

Once a supervisor has contacted those they wish to hire, an e-mail must be sent to the Office of Experiential Learning & Career Services with the student's name and job title. The Office of Experiential Learning & Career Services will contact the student and let them know what paperwork they need to complete. Students will not be allowed to work until the Office of Experiential Learning & Career Services notifies the supervisor that the student has completed the required paperwork.

After confirmation that a student is ready and eligible to work, supervisors should send a thank you note along with information that the job has been filled, and is now closed, to all applicants that interviewed as well as those who applied.

A. Prior to Starting Work

The Office of Experiential Learning & Career Services will process all new hire paperwork and check for employment eligibility. Students are only allowed to have one job on campus per semester. Along with only having one campus position, students must complete a W-4, I-9, Wage Rate Form and return the Student Employment Handbook Recognition Form.

B. W-4 Form

All students who work on-campus must have a completed W-4 form on file with the Office of Experiential Learning and Career Services or the Financial Aid Office. Students will only need to complete this form once during their time at Wells College. The College does not withhold federal, state, or Social Security taxes from students' earnings. This form allows students to exempt the withholding of federal income tax since they are enrolled as full-time students. Students must complete and submit this form before or on the first date of employment.

Example W-4 Form

Form W-4 (2011)		Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.		Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.	
Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.		Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependents) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.		Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.	
Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2011 expires February 16, 2012. See Pub. 505, Tax Withholding and Estimated Tax.		Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.		Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.	
Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends).		Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using		Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the amount you are having withheld compares to your projected total tax for 2011. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).	
Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.					
Personal Allowances Worksheet (Keep for your records.)					
<p>A Enter "1" for yourself if no one else can claim you as a dependent A _____</p> <p>B Enter "1" if: • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$300 or less B _____</p> <p>C Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and your spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld. C _____</p> <p>D Enter number of dependents (other than your spouse or yourself) D _____</p> <p>E Enter "1" if you will file as head of household on your tax return (see instructions on page 2 for household above) E _____</p> <p>F Enter "1" if you have at least \$1,900 in child or dependent care expenses for 2011, or you plan to claim a credit for child care expenses for 2011. (See instructions on page 2 for details.) F _____</p> <p>G Child Tax Credit (including additional tax credit for child care expenses) G _____</p> <p>• If your total income will be less than \$90,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three or more eligible children. • If your total income will be between \$90,000 and \$119,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have three or more eligible children G _____</p> <p>H Add lines A through G and enter the total. (Note. This may be different from the number of exemptions you claim on your tax return.) ► H _____</p> <p>For accuracy, complete all worksheets that apply. • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.</p>					
Cut here and give Form W-4 to your employer. Keep the top part for your records.					
Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2011	
► Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.					
1 Type or print your first name and middle initial. Last name		2 Your social security number			
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.			
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ► <input type="checkbox"/>			
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5			
6 Additional amount, if any, you want withheld from each paycheck		6 \$			
7 I claim exemption from withholding for 2011, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here. ► 7					
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ►		Date ►			
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)		10 Employer identification number (EIN)	
Wells College: 170 Main Street, Aurora, NY 13026					
For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form W-4 (2011)					

C. I-9 Form

All first-time student employees must have a completed Employment Eligibility Verification Form (I-9) on file in the Financial Aid Office. Students will be required to show proof of work eligibility, please review the I-9 instructions and bring the appropriate form(s) of identification to Experiential Learning and Career Services. Students must complete and submit this form before or on the first date of employment. I-9 documentation including instructions is located on The Globe under the Student Employment Center- Student Employment Handbook and Forms.

Example I-9 Form

OMB No. 1615-0047; Expires 06/30/08

Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-9, Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last		First	Middle Initial	Maiden Name
Address (Street Name and Number)			Apt. #	Date of Birth (month/day/year)
City		State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen or national of the United States

A lawful permanent resident (Alien #) A _____

An alien authorized to work until _____ (Alien # or Admission #)

Employee's Signature _____ Date (month/day/year) _____

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge and belief the information is true and correct.

Preparer's/Translator's Signature _____ Date (month/day/year) _____

Address (Street Name and Number, City, State, Zip Code) _____

Section 2. Employer Review and Certification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B OR one document from List C as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative _____	Print Name _____	Title _____
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) _____		Date (month/day/year) _____

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable) _____ B. Date of Rehire (month/day/year) (if applicable) _____

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Document Title: _____	Document #: _____	Expiration Date (if any): _____
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative _____	Date (month/day/year) _____
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Form I-9 (Rev. 06/05/07) N

Acceptable Documents to Verify Employment for the I-9 Form

LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Eligibility	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Eligibility
	OR	AND
1. U.S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i>
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i>
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	4. Voter's registration card	4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	5. U.S. Military card or draft record	5. U.S. Citizen ID Card <i>(Form I-197)</i>
	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States <i>(Form I-179)</i>
	7. U.S. Coast Guard Merchant Mariner Card	7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i>
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	
	For persons under age 18 who are unable to present a document listed above:	
	10. School record or report card	
	11. Clinic, doctor or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Form I-9 (Rev. 06/05/07) N Page 2

D. Notice and Acknowledgement of Wage Rate and Designated Payday-Hourly Rate Plus Overtime- Labor Law Section 195(1)

All student employees must have a completed New York State Notice and Acknowledgement of Wage Rate and designated Payday-Hourly Rate Plus Overtime form (Labor Law Section 195(1)) on file in the Office of Experiential Learning and Career Services. Students must complete and submit this form prior to starting the position.

E. Student Employment Handbook Recognition Form

Once the Office of Experiential Learning & Career Services has received a student's name from the supervisor, an e-mail will be sent to the student outline what they need to do before starting work. A copy of the Student Employment Handbook will be attached to the e-mail along with the Recognition Form (attached) and directions for return.

7. PAYMENT AND PAYROLL PROCEDURES

Student employment payment is by the hour based on an hour's pay for an hour's work. If a student misses any time because of sickness, holiday, campus closing or any other reason, the student cannot be paid or given credit for the time missed. The student is also not paid for mealtime or lunch breaks.

A. Maximum Work Hours

A student employee is assigned during the academic year to work an average number of hours per week. The number of hours is based on the amount of the financial aid award granted to the student. Most students are assigned the average 7.3 hours per week. Depending on where a student works, the number of hours per week may fluctuate due to the availability of work. For example, students assigned to the Admissions Office will work more hours per week in the fall semester than during the spring semester since more campus visits and events occur in the fall for high school students interested in Wells. However, it is the recommendation of the Student Employment Program that no student work more than a 12-hour week while school is in session.

B. Maximum Award

A student is awarded a maximum dollar amount that can be earned in an academic year. The average job award is \$1850. Supervisors and students are encouraged to review scheduling of employment hours to ensure the student will be able to receive the maximum hours available to the office or department the student is employed. The Office of Experiential Learning and Career Services will periodically review students' earnings and notify all students who are in jeopardy of

over earning their awards. On-Campus supervisors may check students' earning reports anytime by logging into the Globe and visiting the Student Employment Center page. Off-Campus positions including Aurora Free Library and Peachtown should contact Experiential Learning and Career Services for this information.

C. Pay Rates

Most students will be paid an hourly rate of \$8.00 per hour. Exceptions to this rate scale are supervisory positions, children's swim, and lifeguards which pay \$8.25 per hour, Community Service Positions (\$10.00/hour) and Resident Assistants & Hall Directors (who receive a salary of \$2300 for the academic year).

D. Timesheets

Students must log their hours electronically through ADP. At the start of each shift, students will need to sign into ADP and click the timesheet button and again at the end of their shift. Should a student fail to correctly log their hours, only their supervisor can go into the system and change, add or delete errors.

Supervisors must also approve their employee timesheets weekly through ADP.

E. Paychecks/Direct Deposit

Students will be issued their paychecks according to the dates listed on the payroll schedule. If there are any discrepancies or if a check is incorrect, it should be brought to the attention of the Business Office. Students may cash their checks at the Cashier's Window in the Business Office during the scheduled hours, the Cayuga Lake National Bank (with a college ID), or any bank in which they have an account.

Students may have any portion of their paycheck directly deposited into a savings and/or checking account by filling out a form provided by the Office of Experiential Learning and Career Services or the Business Office. A voided personal check or routing number for a savings or checking account is needed to complete the form. The completed form must be turned in to the Business Office.

Example Paychex Form

PAYCHEX Employee Direct Deposit Application

EMPLOYEE INSTRUCTIONS:

1. Complete the employee required information section below
2. Complete the Direct Deposit Section
3. Sign the bottom of the form
4. Return this form to the Financial Aid Office

EMPLOYEE - REQUIRED INFORMATION

PLEASE PRINT

Employee Name: _____

Social Security Number: _____/_____/_____

Complete for DIRECT DEPOSIT

I would like my wages/salary deposited to the following bank accounts:
(Attach only a voided check, bank letter, or specification sheet.)
(DEPOSIT TICKETS NOT ACCEPTED)

_____ Checking account	_____ Savings account
Bank Name: _____	Bank Name: _____
Bank Routing #: _____	Bank Routing #: _____
Account #: _____	Account #: _____

I WISH TO DEPOSIT (Check One)

_____ Entire	_____ % of Net
_____ % of Net	_____ % of Net
_____ Specific Dollar Amount \$ _____	_____ Specific Dollar Amount \$ _____

I hereby authorize WELLS COLLEGE to deposit any amounts owned me by initiating credit entries to my account at the financial institution indicated below. I authorize BANK to accept and to credit any credit entries indicated by Wells College to my account. In the event that Wells College deposits funds erroneously into my account, I authorize Wells College to debit my account for an amount not to exceed the original amount of the erroneous credit.

For my convenience, I request that Paychex directly deposit my wages/salary earned from my employer, into my bank account. I understand that deposit of my earnings into my account by Paychex may be an advance of funds on behalf of my employer, which is subject to the successful collection of these funds by Paychex from my employer's bank. If, within 30 days of Paychex making the deposit into my account, my employer does not make available to Paychex the funds that were advanced to make the deposit into my account, I authorize Paychex to charge my account to recover said advance. I agree to hold PAYCHEX harmless from Loss and to indemnify it, limited to the amount of the deposit.

Any dispute arising out of or in connection with this agreement, if not otherwise resolved, shall be determined by arbitration in Rochester, New York, in accordance with the Rules of the American Arbitration Association and it is the expressed desire of both parties that the prevailing party be awarded costs and attorney's fees and that the award be entered as judgment in any jurisdiction in which the non-prevailing party does business.

This authorization is to remain in full force and effect until Wells College and BANK have received written notice from me of its termination, in such time and in such manner as to afford Wells College and BANK a reasonable opportunity to act on it.

Employee Signature: _____ Date: _____
(Return to the Financial Aid Office)

F. W-2 Wage and Tax Statement

Students will receive, upon their return to campus for the spring semester, a statement of their total earnings for the previous year. Students who will be off-campus spring semester will be mailed their W-2s by January 31st. Student employment wages are subject to Federal Income Tax but are not subject to Social Security Tax and thus should be included as wages earned on their federal income tax forms.

G. Lost Check Policy

If a student loses a paycheck, the student should notify the Business Office as soon as possible to have a replacement check issued. There may be a 7 to 10 day waiting period to process lost checks.

8. STUDENT JOB EVALUATIONS

Supervisors will evaluate all student employees and provide them feedback on their job performance at least once during the academic year. Supervisors are required to review the evaluation and feedback with the students they supervise. A student's return to any position is based upon job performance.

9. STUDENT EMPLOYEE TERMS OF EMPLOYMENT

Wells College acknowledges the important contribution of student workers in all positions and makes every effort to be equitable in the administration of the Student Employment Program. In turn, student employees are expected to conduct themselves in a mature fashion, taking their job responsibilities seriously.

A. Attendance

Students should arrange a work schedule that does not conflict with their academic schedule. If students must be absent from work, they must notify their supervisor in a timely fashion and arrange for a trained substitute, if needed.

B. Disciplinary Action, Written Warning, and Termination Procedures

The Wells College Student Employment Program's goal is to make every aspect of the student employment process educational for the students including any disciplinary action that may occur while a student is employed.

The Student Employment Program treats all student employees as responsible adults. Student employees are responsible for familiarizing themselves with, understanding, and abiding by the policies contained within the student employee handbook, and with all college and department/office policies and requirements. Failure to follow policies and procedures or unsatisfactory performance will result in disciplinary action. The following are college wide disciplinary action procedures for student employees:

- 1.) The first step in any disciplinary and/or dismissal process is a verbal warning (**first offense**) with verbal warning documented and submitted to the student, a copy retained by supervisor, and a copy to be filed with the Office of Experiential Learning and Career Services. [Note: All verbal warnings are kept on file only for one academic year unless otherwise noted.]
 - The following items are to be addressed during the individual meeting and documented in a letter to be given to the student concluding the meeting. This letter is kept on file with the supervisor and the Office of Experiential Learning and Career Services for one academic year and is destroyed at the end of the academic year. If a student only receives a verbal warning, the student will begin each academic year with a clean student employment record.
 - i. Date and time of conversation.
 - ii. Reason for conversation.
 - iii. Policy in violation and where the policy is documented (e.g. Student Employment Handbook, departmental expectations).
 - iv. Reason the violation occurred based on student conversation.
 - v. Plan of action with student so violation can be resolved for the future.
 - vi. Schedule a follow-up date with the student employee to review progress developed in the verbal written warning letter.

Violations of student employment policies or expectations should be addressed within 72 hours of the violation. Discussion of violations should be done in private between the student and supervisor. Concluding the discussion of the violation, the student should receive a copy of a letter discussing the meeting and any consequences or actions that need to be taken should be sent within 24-48 hours to the student.

- 2.) The second step is a written warning (**second offense**). A second offense for the same infraction must be accompanied by a written action plan and letter of probation. The employee is required to meet with the Student Employee Supervisor and together a plan will be developed with specific actions to be accomplished to correct either the behavior or performance along with a timetable.
 - The following items should be addressed during the individual meeting and documented in letter. Letter is given to the student in violation, copy kept with supervisor, and a copy sent to Experiential Learning and Career Services. All students' second step letters are kept on file for seven years.
 - i. Date and time of conversation.
 - ii. Reason for conversation.
 - iii. Policy in violation and where the policy is documented (ex. Student Employment Handbook, departmental expectations).

- iv. Reason the violation occurred based on student conversation.
- v. Plan of action with student so violation can be resolved for the future.
- vi. Probation information including length of probation and any special requirements during the probation period. Probation can be up to two semesters in length.
- vii. Schedule a follow-up date with the student employee to review progress developed in the written (probation) warning letter.

Violations of student employment policies or expectations should be addressed within 72 hours of the violation. Discussion of violations should be done in private between the student and supervisor. Concluding the discussion of the violation, the student should receive a copy of a letter discussing the meeting and any consequences or actions that need to be taken should be sent within 24-48 hours to the student.

3.) The third step is a final warning (**third offense**) and may result in termination of employment.

- The following items should be addressed during the individual meeting and documented in letter. Letter is given to the student in violation, copy kept with supervisor, and a copy sent to Experiential Learning and Career Services. All students' third step letters are kept on file forever.
 - i. Date and time of conversation.
 - ii. Reason for conversation.
 - iii. Policy in violation and where the policy is documented (e.g. Student Employment Handbook, departmental expectations).
 - iv. Reason the violation occurred based on student conversation.
 - v. Plan of action with student so violation can be resolved for the future. If probation is extended please include the date of extended probation and if terminated state the date of termination will be in effect.
 - vi. Schedule a follow-up date with student employee to review progress developed in the final warning (probation or termination) letter.

Violations of student employment policies or expectations should be addressed within 72 hours of the violation. Discussion of violations should be done in private between the student and supervisor. Concluding the discussion of the violation, the student should receive a copy of a letter discussing the meeting and any consequences or actions that need to be taken should be sent within 24-48 hours to the student.

- 4.) Immediate termination of employment may occur under more serious conditions. Terminations must be discussed in person and documented to the student. Termination letters must be sent to students and a copy to Experiential Learning and Career Services within 24 hours of termination. **Students who are issued an immediate termination may also have student conduct charges submitted to Community Court.** Examples of serious conditions include, but are not limited to, the following:
- Workplace violence
 - Theft of college property
 - Sexual harassment
 - Insubordination

In addition, termination of employment may occur for other reasons, including, but not limited, to the following:

- Failure to comply with college and/or office policies (including the policies detailed in this handbook)
- Failure to perform job duties
- Failure to report to work or call in
- Excessive or unexcused absenteeism or tardiness

Violations of student employment policies or expectations should be addressed within 72 hours of the violation. Discussion of violations should be done in private between the student and supervisor. Concluding the discussion of the violation, the student should receive a copy of a letter discussing the meeting and any consequences or actions that need to be taken should be sent within 24-48 hours to the student.

Note: Students terminated from their student employment position may not reapply for another student employment positions for the period of 2 full academic semesters (fall/spring term).

C. Earnings Limits

The amount listed in the Financial Aid Award Letter under Student Employment is the earnings limit. A student should not exceed this limit without prior authorization from the Financial Aid Office. This is a regulation for the use of federal funds and must be adhered to by the College.

D. Resignation

Students must notify the Office of Experiential Learning and Career Services if they plan to resign from their student employment position so another student may be assigned. This is required not only when students resign positions, but also if the student is off-campus for the fall or spring term.

E. Academic Progress

Continued employment is contingent upon maintaining satisfactory academic progress throughout the school year.

10. SUPERVISOR RESPONSIBILITIES

Supervisors have a crucial role in the success of the Wells Student Employment Program. The primary responsibility of the supervisor is making the student employee's work experience as rewarding as possible. It is important that the supervisor understands their responsibilities in accepting Wells Student Employment students.

A. Requesting a New Position and Requesting Current Students to Return

If a supervisor wishes to create a new position, he/she should contact the Office of Experiential Learning and Career Services. A Job Description Form will be sent to the supervisor and must be completed before a student employee can be hired. The job description should be specific in order to attract qualified students. It should give the student a detailed list of duties and responsibilities that will be required to perform.

If a department/office has used the Student Employment Service before, a Supervisor's Student Employment Return Form will be sent to them during the spring semester. This form will list the positions supervised in the previous year and the names of the returning students who worked for the department/office during the year. The completion of this form is essential in the reassigning of student employees for the following year.

B. Student Employee Hours Assignments

As a guide, supervisors should schedule their student workers according to the number of hours per week they have allocated by Experiential Learning and Career Services. Over scheduling of hours beyond the Experiential Learning and Career Services approval will jeopardize the student's existing or future aid eligibility.

C. Payroll Procedures

Supervisors must monitor the student's record of hours worked, check the timesheet for mathematical accuracy, and electronically approve timesheets through ADP.

D. Student Employee Training

Supervisors should assist the student in having a successful job experience by training each student to perform the duties detailed in the job description. Informing each student of the job expectations, as well as any special requirements in working for the department, eliminates any misunderstanding on the part of the student at the beginning of employment. Student employees should feel comfortable in their

surroundings; ensure that there is work for when they are there. Idleness can lead to boredom and absenteeism.

E. Student Employee Dismissal

Supervisors are required to use the Disciplinary Action, Written Warning and Termination Procedures outlined in this handbook and the Student Employee Handbook prior to terminating any student employee.

Problems that cannot be resolved should be brought to the attention of the Office of Experiential Learning and Career Services. Students may be dismissed from the job, if, after they receive their first verbal and one written warning, they do not show improvement. Any work related violation of the Wells College Honor Code a student employee is found responsible for is cause for immediate dismissal.

11. OFF-CAMPUS STUDY PROGRAMS

Wells College offers a variety of academic opportunities to students desiring to take a semester, month, or year at another college or university. Students who elect to take advantage of this opportunity should understand that they forfeit the semester or full-year employment funding. They cannot earn their total job award in one semester, as the award is calculated for a full academic year.

12. SUMMER EMPLOYMENT

Wells College Student Employment funds are allocated for the academic year only. There is no funding available from this program for summer employment. However, there are certain departments, which can hire student workers for the summer. These departments will notify the Chief Operating Officer of their openings and students can apply through that office.

13. OFF-CAMPUS EMPLOYMENT/COMMUNITY SERVICE JOBS

Students who are interested in Off-Campus Community Service jobs will need to contact the Office of Experiential Learning and Career Services. Some Off-Campus Community Service jobs will require an interview. All Off-Campus Community Service jobs require self-transportation.

14. STUDENT EMPLOYMENT CENTER GLOBE PAGE

Supervisors are encouraged to become familiar with the Student Employment Center at <http://global.wells.edu>. This page includes the Supervisor's Handbook, Student Employment Handbook, Payroll Schedule, Job Descriptions, listing of job vacancies, and downloadable forms such as timesheets and the Supervisor Employee Request Form.

15. STUDENT EMPLOYEE- STUDENT EMPLOYMENT HANDBOOK RECOGNITION FORM

All student employees should review the Student Employment-Student Employee Handbook before their first scheduled day to work to familiarize themselves with the policies and information outlined in the handbook. **All student employment handbook recognition forms should be returned to Experiential Learning and Career Services after the student has reviewed the material.**

[A copy of The Student Employee- Student Employment Handbook Recognition Form is located at the end of this manual.]

16. STUDENT EMPLOYEE'S STATEMENT OF UNDERSTANDING OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), 1974, AS AMENDED

Students who have access to any student record while performing their employment duties must complete a Student Employee's Statement of Understanding of the Family Educational Rights and Privacy Act (FERPA). These forms should be kept on file in the office or department in which the student is employed. This file is good for one academic year.

[A copy of the Student Employee's Statement of Understanding of the Family Educational Rights and Privacy Act (FERPA) is located on page 23.]

Student Employee-Student Employment Handbook Recognition Form

I, _____ (student name), acknowledge that I have received and had an opportunity to examine the Wells College Student Employee-Student Employment Handbook. A copy of this handbook has been given to me to retain for future reference or I have been provided with the electronic Web site address (https://global.wells.edu/ICS/Students/Student_Employment_Center.jnz?portlet=Handouts_2008-08-07T09-53-18-920), and I agree to familiarize myself with its contents and comply with the information provided. I understand that the information contained in the Wells College Student Employee-Student Employment Handbook represents guidelines only and that Wells College may modify those guidelines or amend or terminate any policies, procedures or employee benefit programs at any time. I accept responsibility to keep myself informed of any changes made to the handbook. I understand that the Wells College Student Employee-Student Employment Handbook and personnel policies do not constitute a contract of employment between me and Wells College. I agree that upon termination of my employment at Wells College, Wells College will owe me only my accrued but unpaid wages.

Student's Name (Print): _____

Student's Legal Signature: _____

Date Signed: _____

Student's Parent or Guardian (if under 18): _____

Parent or Guardian Signature: _____

Date Signed: _____

E-mail Address: _____

Phone: _____

Supervisor's Name (Print): _____

Supervisor's Signature: _____

Date Signed: _____

STUDENT EMPLOYEE’S STATEMENT OF UNDERSTANDING OF
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
(FERPA), 1974, AS AMENDED

I, _____ (*Student Name*), understand that by virtue of my student employment position with the Wells College _____ (*Department/Office*),

I may have access to educational records containing personal identifiable and highly confidential information about current and former students. I also understand that the Family Educational Rights and Privacy Act (1974, as amended) prohibit the unauthorized disclosure of such information. I have read and understand Wells College’s FERPA Policy (under “access to Records” in the 2012-2013 College Catalog). I understand that my disclosure of educational records to any unauthorized person could subject Wells College and me to legal liability, and could result in disciplinary action. If I have questions regarding FERPA or Wells College’s specific policy, I will ask my supervisor, _____.

Student’s Name (Print): _____

Student’s Legal Signature: _____

Date Signed: _____

Student’s Parent or Guardian (if under 18): _____

Parent or Guardian Signature: _____

Date Signed: _____

E-mail Address: _____

Phone: _____

Supervisor’s Name (Print): _____

Supervisor’s Signature: _____

Date Signed: _____