

CONCORDIA COLLEGE

STUDENT EMPLOYMENT



HANDBOOK

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MOORHEAD MINNESOTA

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Student part-time employment is both a means to achieve an education and is an education in itself. Student employment is a two-way street involving the student's responsibility to the employer and the employer's responsibility to the student. The purpose of this handbook is to establish and clarify those responsibilities.

The employment of students at Concordia College is designed to meet the following objectives:

- To provide personnel for college operations. The college is well served by students working in a variety of job placements.
- To serve as an educational tool for students. Employment can and should be a valuable supplement to the student's academic experience. Through work, students gain understanding of their own skills and interests; exercise creativity and initiative; and develop confidence in their abilities.
- To establish good work habits and attitudes, such as dependability, efficiency, punctuality and thoroughness, that carry on beyond college years. Students are accountable for meeting work schedules and performing according to the standards and needs of their jobs.
- To offer opportunities for the student worker to obtain more responsible, challenging positions. Opportunities exist for advancement to positions involving management and supervision, where students may learn leadership skills and acquire excellence vital to professional achievement.
- To provide opportunities for students to help meet educational expenses.

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EQUAL OPPORTUNITY FOR EMPLOYMENT

Concordia College is fully committed to the goal of equal opportunities for all without regard to race, color, national origin, sex, marital status, handicap, age or status due to the receipt of public assistance; except when any such characteristic is a bona fide occupational qualification. The College has pledged to seek out and eradicate any discrimination in all of its activities and programs. Concordia is committed to following all applicable federal and state statutes and to cooperate with local, state and federal government agencies in an effort to assure equality.

POLICY ON SEXUAL HARASSMENT

(Refer to Concordia College Handbook section in current Concordia College Directory.)

POLICY ON SEXUAL VIOLENCE

(Refer to Concordia College Handbook section in current Concordia College Directory.)

BIAS POLICY

(Refer to Concordia College Handbook section in current Concordia College Directory.)

POLICY ON VIOLENCE AND WEAPONS

(Refer to Concordia College Handbook section in current Concordia College Directory.)

FINDING A JOB

Available positions for employment are advertised at the Concordia Job Shop located in Academy 110. The Job Shop is a liaison between employers and students. Periodically check the job boards across the hall from the Job Shop or talk to a Job Shop staff member for current job openings.

OFF-CAMPUS WORK STUDY

Concordia maintains contracts with certain off-campus agencies which employ students under either federal or state work study. These agencies are nonprofit and operate in the public interest with no political or religious involvement. Positions within the agencies are open to those students who have either a state or federal work-study award, provided the position offers some relationship to the individual's academic and/or career objective. The Financial Aid Office maintains a listing of eligible off-campus work-study employers.

NON-IMMIGRANT INTERNATIONAL STUDENTS

The maximum number of hours worked per week for a non-immigrant international student on an F-1 visa is 20 hours per week during the academic semester. That total includes work performed from all departments on campus. International students may work more than 20 hours per week during regular vacation periods and over the summer.

PAYROLL PROCEDURES

The student must be enrolled at least half-time, 1.5 credits, at Concordia College in order to be considered a student employee. Graduates are not eligible for student employment.

Before beginning on-campus work-study employment or any off-campus employment, the student and employer must complete the Student Employment Certification Form (Appendix A).

The following procedures and policies apply if a work award has been granted:

1. After hiring a student worker, the employer needs to request a work certification form. This request is done online at www.nt.cord.edu/workcert/ws_validate.asp. There is an instruction page at this site explaining the online process. A link can also be found from the Concordia Financial Aid Web site to this address. After the information is entered, print the form while the student is with you. Both the student and supervisor need to sign the work certification form. The signed form is to be sent to the Financial Aid Office.

The Payroll Department receives a copy of the work certification form from Financial Aid. Payroll will then send out timecards to the appropriate departments. The Payroll Department must receive the work certification form from Financial Aid by the 25th of each month in order to process the student pay record for that month.

2. The certification form indicates the amount and source of the award. Students are allowed to work up to but not over the award amount if employed with an off-campus work-study employer.
3. If an increase in the award is desired for off-campus work-study employment, a request for an increase should be made immediately with the Financial Aid Office. All requests will be given due consideration.
4. For on-campus employment, the student may exceed the awarded amount and be kept on the payroll with other than state or federal funding. However, earnings in excess of the awarded amount may affect the subsequent year's financial aid award.
5. The employer will indicate on the work certification form the appropriate hourly rate according to the student employment variable wage scale.

SOCIAL SECURITY

Federal law requires that any person seeking employment in the United States must have a Social Security number. To apply for a Social Security number or to replace a lost card, an application may be completed at the Social Security Administration Office in the Federal Building, 657 2nd Ave N, Fargo, N.D.

Taxability of Student Wages

Student wages are taxable and reportable to federal and state tax agencies. Each student will receive a W-2 form in January to use in the filing of federal and state income taxes. Earnings are exempt from Social Security taxes during the regular school year if the employee is a full-time student. This exemption results in a savings

of nearly 8 percent of earnings compared to the same earnings off campus. However, Social Security taxes must be charged for summer work.

W-4 Forms

All new employees must complete a W-4 form. If a student returns to work the following academic year, the prior W-4 form remains in effect. If a student is absent from work one academic year, they should complete a new W-4 form. Many departments on campus will provide students with W-4s on their first day of work. If not, W-4 forms are available at the Payroll Department, located in the Outreach Center.

I-9 Forms

The Immigration Reform and Control Act became effective June 1, 1987. This law requires all employers to complete employment eligibility forms on all personnel hired after Nov. 6, 1986. Employees must provide documents which establish both their identity and eligibility to work in the United States (Appendix D).

All Student employees must complete an I-9 form on their first day of work or within 3 business days. Payroll checks cannot be distributed until an I-9 form has been completed. Failure to do so may result in termination. Many departments on campus will provide students with I-9's on their first day, if not, I-9 forms are available at the Office of Human Resources, located in the Outreach Center.

All three forms (work certification card, W-4 and I-9) must be on file in the Payroll Department/Human Resources Office before a payroll check will be issued.

Reciprocity Exemption From Minnesota Tax Withholding

Students whose permanent addresses are in the states of North Dakota, Wisconsin or Michigan wishing to exempt themselves from the withholding of Minnesota income tax from their paychecks should file Minnesota Form MW-R, Affidavit of Residency, each calendar year. Blank forms and instructions are available in the Payroll Department.

WORKLOAD RECOMMENDATIONS AND SCHEDULING

It is recommended that students not exceed 10 hours of work per week. The primary concern for students, while at Concordia, should be to concentrate on their programs of study. It is possible to hold more than one on-campus job. However, students must remember their responsibilities to their classes and to each employer.

Most positions require the student be available to work during a particular time period. The employer will generally need to know the student's class schedule at the time of application in order to select an individual who is available to work when needed.

In some instances, hours for student employment are more flexible, and the employer may be able to hire a student before the student has received a class schedule.

GENERAL EMPLOYMENT EXPECTATIONS

Students, in accepting employment, agree to perform their assignments in a responsible and mature manner. Students are expected to meet the performance standards required of a given position. The supervisor is expected to make job expectations clear and to provide the training necessary for each student employee to become proficient.

In order for the college to operate in the best interests of all concerned, it is necessary for employees to conduct themselves in an appropriate manner, to comply with the directions of their supervisor, and to follow the policies and rules established by the department or unit.

A student who accepts a job is always expected to give regular, punctual and efficient performance. The student is expected to remain on the job for the period of time agreed upon when hired.

Recommended procedures for supervisors to follow when employment expectations are not met are covered in this handbook under Performance Evaluation and Disciplinary Procedures.

PERFORMANCE EVALUATION

Employers are encouraged to conduct performance evaluations at least once a year. The purpose of performance evaluations is to promote mutual understanding between the student employee and the supervisor concerning job expectations. The performance evaluation lets the employee know where he or she stands with respect to perceived job performance. Effective evaluation is not simply a grading system, but is a means of measuring the student's development as a worker. During the performance review, the supervisor and student employee should identify areas of strength as well as areas of needed improvement.

Supervisors should not wait for the formal performance evaluation to discuss marginal or unsatisfactory performance. Performance problems should be addressed as soon as they are noted. If informal attempts to correct problems are not successful, then a formal problem-solving conference is recommended, and a written action plan should be formulated. If this is done, there will be no surprises when performance evaluation takes place; rather, performance evaluations will become a part of an effective supervisory program.

A Student Employment Evaluation Form is available from the Job Shop (Appendix B). The form is designed to stimulate dialogue between the supervisor and the student employee. Many student employees may be inexperienced and new to their jobs. The rating category, "developing," can be used to indicate a new employee is progressing satisfactorily toward competence. The developing employee is aware of what is expected, asks appropriate questions, and shows a willingness to grow in the job. This rating could also be used for a proficient employee who is learning new responsibilities.

An employment record backed by good performance evaluations can be a valuable asset to students when they graduate and begin looking for employment. Supervisors who conduct performance evaluations and maintain records on their student employees are in a better position to provide meaningful references for student employees.

OPPORTUNITIES FOR INCREASED RESPONSIBILITY

Most students start employment in an entry-level position with minimal requirements. Opportunities exist to obtain more responsible, challenging positions.

Examples of positions carrying more responsibility are student manager positions with the dining service and summer conferences program. Such positions offer opportunities for personal growth and education.

DISCIPLINARY PROCEDURES

When an employee's performance does not meet expectations and informal attempts to correct the situation are not successful, or when problems requiring disciplinary action are identified, the following procedures are recommended:

1. A problem-solving conference is scheduled. The supervisor and student employee identify and outline the steps necessary to resolve the problem. The supervisor will prepare a conference report to document the meeting. The student and the supervisor keep a copy of this form. At this time a review should be scheduled to ensure the problem has been resolved.
2. If the problem remains unresolved after establishing an action plan, the second step is a written warning stating that the student shall be terminated from employment if the problem remains unresolved. A copy is kept by the supervisor.
3. The third step is dismissal. The student is formally notified by the supervisor of the termination and of the last day he/she is expected to report to work. A report of the dismissal should be kept in the department's files. This step is taken only after the supervisor confers with the head of the department.
4. In severe circumstances, the supervisor, with the approval of the department head, has the option to dismiss the student employee without following the above process. Some of the possible reasons for immediate dismissal could include, but are not limited to, theft of college property, unexcused absence of three or more days, reporting to work under the influence of alcohol or drugs or using such substances during working hours, and gross insubordination.

ABSENCES

Absence from scheduled work is a serious matter. Legitimate reasons do arise for students to be absent, but responsibility for the situation belongs to the student employee.

The student must secure approval for absences from work (including academic breaks) in advance. The student must notify the supervisor of unexpected absences due to illness or emergencies as soon as possible.

If excessive absences occur, the supervisor may find it necessary to terminate the student's employment or to take other appropriate disciplinary action.

PROBLEMS ON THE JOB

The college recognizes that job-related difficulties and misunderstandings do arise. If a student is unhappy with a policy or has any work-related problems, it is hoped that the difficulties can be resolved as soon as possible. Most problems can be solved

informally if there are good channels of communication between supervisors and employees.

If a student has questions about employment or a grievance, the first step is to discuss it with the immediate supervisor. If the problem cannot be resolved at that level, contact should be made with the director, department head, or other appropriate staff member.

JOB CHANGE/RESIGNATION

A high turnover rate makes it difficult for the college to function smoothly and to provide good service to its students. Student employees are expected to remain on the job for the length of time agreed upon with the employer.

As a general guideline, the student ought to remain on the job for a minimum of one semester. The student is expected to give a two-week notice to the employer when terminating employment.

Students who change departments on campus will begin employment in the new department at minimum wage.

DRUG-FREE WORKPLACE ACT OF 1988

This federal law requires that the manufacture, distribution, dispensing, possession or use of a controlled substance by college employees is prohibited. Those doing so will be subject to disciplinary action up to and including required participation in a rehabilitation program or termination.

WORKERS' COMPENSATION

As a Concordia College employee, you are covered under the provisions of the Workers' Compensation law of Minnesota and are accorded the rights and privileges of this statute.

If you are injured, even slightly, while on the job, you must notify your supervisor immediately so that your injury may receive proper treatment. Your supervisor must fill out a "First Report of Injury" form immediately and send it to the Environmental Health and Safety coordinator.

Workers' Compensation provides compensation for medical treatment and partial salary compensation if you are unable to work due to the injury. Claims should be submitted to the Environmental Health and Safety coordinator in the Outreach Center.

MINNESOTA EMPLOYEE RIGHT-TO-KNOW ACT

The Employee Right-To-Know Act is intended to ensure that employees are aware of the dangers associated with hazardous substances or harmful physical agents that they may be exposed to in their work places. If your job requires you to be routinely exposed to products, compounds or work processes which contain or generate hazardous substances or harmful physical agents, you are entitled to receive training and specific information to enable you to perform your work safely. Your supervisor will contact you concerning any necessary training. Concordia College has information about hazardous substances and harmful physical agents you may encounter available to you in Product Safety Manuals located in certain work areas. Your supervisor can advise you on access to the proper manual if your job requires it.

STUDENT EMPLOYMENT COMMITTEE

A standing Student Employment Committee is responsible for monitoring student employment policies, ensuring policies are properly implemented, and making recommendations related to student employment to the president of the college. The committee also reviews requests related to the variable wage scale and makes the final determination on such requests.

The committee consists of one representative each from the Office of Human Resources and Payroll Department, who are responsible for coordinating the college's student employment program. In addition, there is one representative each from Physical Plant and Dining Services management; and other representatives from support staff whose responsibilities include supervising student employees; and one student representative to be selected by Student Association.

RATE OF PAY

Wages on campus are based on a variable wage scale. Any exception to the variable wage rate, including students being paid with grant monies or by stipend, must be approved in advance by the Student Employment Committee.

To be eligible for a step increase, the student must return to the same department and must have worked at least 60 hours during the previous semester. If the student meets these criteria and the supervisor rates job performance as satisfactory, then the student will advance to the next step and receive a 10-cent pay increase. These increases will take place in September, January and May if the student works during the summer.

These raises are not automatic. They are a privilege granted to employees if they have good work records with the employer.

Certain student employment positions that entail significant management responsibilities are eligible for a higher rate of pay. Increases are granted in 10-cent increments according to the same criteria that apply to the basic variable wage scale. Some of the criteria to qualify for the higher rate includes supervising a crew of workers on a shift, hiring and training of other workers, responsibility for performance evaluation, and regularly making independent judgments on procedures and policies.

The Student Employment Committee has the responsibility for determining if a student position qualifies for the student manager pay rate. A supervisor who wishes to have a student position evaluated may contact the Human Resources director for information on how to present a request to the committee.

Off-campus work-study wages vary depending on the employer.

TIME CLOCK/TIME CARD PROCEDURES

The use of time cards enables the college to pay its employees accurately and to maintain federally required wage and hour records (Appendix C).

The actual daily hours worked by the student during the pay period must be recorded and totaled on the time card. Hours should be recorded to the nearest quarter hour. The student employee and the supervisor must certify the accuracy of the time card by reviewing and signing it on the last day of the month. Banking of hours is not permitted.

Time cards are due in the Payroll Department, Outreach Center, the first of every month. Time cards that are turned in late may result in delay of payment for one

month. Payday is the 16th of each month. Paychecks will be sent to each student's campus PO box during the academic year.

Pay advances may be requested in unusual or emergency situations. They are approved by the payroll supervisor in the Payroll Department.

OVERTIME

Under certain conditions it may be necessary for a student to work overtime (in excess of 40 hours per week), particularly if the student is employed on a full-time basis during the summer or during breaks. All overtime must be approved by the supervisor prior to the time the work is performed. Overtime pay is equal to 1¹/₂ times the hourly rate.

If a student has more than one on-campus employer, the student must ensure that hours worked in all on-campus positions do not exceed 40 hours per week.

SUMMER EMPLOYMENT

There are opportunities on campus for full-time summer employment. Students need to make arrangements at the time employment is accepted for any vacations they might wish to take during the summer period, which is 16 weeks in duration. Only returning students or students enrolled for the following academic period are eligible for on-campus summer employment. Graduates are not eligible for student employment.

If a student has more than one on-campus employer during the summer, the student must ensure that hours worked in the on-campus positions do not exceed 40 hours per week.

Non-academic year paychecks are available to be picked up on payday at the Payroll Department, Outreach Center. Paychecks not picked up on payday will be mailed to the student's permanent address.

CONCLUSION

Concordia College is appreciative of the vital contribution made by its student employees, which helps the college to function and fulfill its mission. The work experience can be a valuable part of the student's education. In order for this to happen, it is necessary for both the student and the employer to clearly understand and agree upon the basic responsibilities of employment. This handbook has outlined some of these responsibilities. The Student Employment Committee sincerely hopes the information and guidelines provided will be useful. Any comments or suggestions for improvement of future editions are welcome.

Please refer to the Concordia College Directory and Handbook for additional information on policies and administrative structure.

Appendix A

Student Work Cert Submission: Step 3

Student Name	ID Number 00099	Sequence 1
Period of Eligibility 08/26/2004 to 05/05/2005	Award Type	Award \$
Approved by Fin. Aid: No	Fall Credits: 4.25	Spring Credits: 0.00
Submitter: Your Name	Submit Date: Jun 25 2004 8:31AM	

TO BE COMPLETED BY THE EMPLOYER

<u>Department/Agency</u> Your Department	<u>Account No.</u> 01-001- 000-340	<u>Supervisor</u> Your Name
<u>Student's Job Description</u> Student Work Study Position		
<u>Rate of Pay, if not hourly</u>	I CERTIFY THAT THE ABOVE NAMED STUDENT HAS BEEN EMPLOYED AND THAT EMPLOYMENT WILL BE CONSISTENT WITH CONCORDIA'S STUDENT EMPLOYMENT POLICIES AND PROCEDURES.	
	SUPERVISOR'S SIGNATURE:	
	DATE:	

TO BE COMPLETED BY THE STUDENT

STUDENT CERTIFICATION: I understand that my acceptance of employment under the Work/Study program is conditional upon my either being enrolled on a full-time basis or intending to enroll in a full-time course of study this coming Fall semester. I further understand that any earnings from all employment cannot exceed the amount for which I have been certified unless approval is obtained from the Financial Aid Office and that my employment must cease once the award amount has been earned. I also understand that I must maintain satisfactory academic progress, as defined by Concordia College, to remain eligible for financial aid.	
STUDENT'S SIGNATURE:	DATE:

Appendix C

CONCORDIA COLLEGE, MOORHEAD, MINNESOTA

STUDENT MONTHLY TIME RECORD

Time cards are due in the Business Office the first of every month. Late timecards will be paid the following month. Unsigned timecards cannot be processed for payment. Please display time worked in fractions or decimals not hours and minutes. Please report any errors in the spelling of your name or social security number.

SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.	WEEKLY TOTAL
TOTAL FOR THE MONTH							

Approved by: _____

Supervisor's Signature

Student: _____

Signature

Appendix B

STUDENT EMPLOYMENT EVALUATION FORM

Name of Employee _____ Evaluation Period _____

Job Title _____ Name of Employer _____

Please schedule a conference with the student employee to discuss overall performance. Evaluate the employee on the performance factors indicated. Use the following rating categories:

- 1 — Marginal: Does not meet some basic expectations
- 2 — Developing: Progressing toward meeting expected job standards
- 3 — Competent: Fully meets the level of performance expected on the job
- 4 — Exceptional: Goes beyond the expectations of competent performance

PERFORMANCE FACTORS	1	2	3	4	COMMENTS
1. QUALITY OF WORK: Is completed work accurate, neat and effective? Are procedures followed?					
2. QUANTITY OF WORK: Are tasks accomplished efficiently?					
3. COOPERATION: Does the employee accept supervision, get along with co-workers and follow policies?					
4. INITIATIVE: Does the employee see what needs to be done and take action independently?					
5. MEETING WORK COMMITMENTS: Is the employee punctual and reliable? Are work assignments completed on schedule?					
6. OVERALL RATING: An explanation should be provided if a student is evaluated as marginal or exceptional overall.					

In what areas are you most pleased with this employee's performance?

In what areas could the employee improve? Be specific.

EMPLOYEE COMMENTS:

Agree with evaluation

Do not agree

Does this work experience enhance your overall educational experience at Concordia? If so, how?

This evaluation has been reviewed and discussed with the employee.

Signature of student employee

Date

Signature of supervisor

Date

Appendix D

LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Eligibility	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Eligibility
<ol style="list-style-type: none">1. U.S. Passport (unexpired or expired)2. Certificate of U.S. Citizenship (INS Form N-560 or N-561)3. Certificate of Naturalization (INS Form N-550 or N-570)4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization5. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)6. Unexpired Temporary Resident Card (INS Form I-688)7. Unexpired Employment Authorization Card (INS Form I-688A)8. Unexpired Reentry Permit (INS Form I-327)9. Unexpired Refugee Travel Document (INS Form I-571)10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)		<ol style="list-style-type: none">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, sex, height, eye color, and address2. 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, sex, height, eye color, and address3. School ID card with a photograph4. Voter's registration card5. U.S. Military card or draft record6. Military dependent's ID card7. U.S. Coast Guard Merchant Mariner Card8. Native American tribal document9. Driver's license issued by a Canadian government authority <p data-bbox="405 1240 657 1312">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none">10. School record or report card11. Clinic, doctor or hospital record12. Day-care or nursery school record		<ol style="list-style-type: none">1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)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 seal4. Native American tribal document5. U.S. Citizen ID Card (INS Form I-197)6. ID Card for use of Resident Citizen in the United States (INS Form I-179)7. Unexpired employment authorization document issued by the INS (other than those listed under List A)

