

TABLE OF CONTENTS

I.	Introduction	pg. 2
II.	The Work-Study Program Process	pg. 3-4
III.	Types of Positions Available	pg. 4
IV.	Monitoring Work Study Student Earnings	pg. 4-5
V.	Responsibilities of the Student Employee	pg. 5
VI.	Responsibilities of the Supervisor	pg. 5-6
VII.	International Student Employee Information	pg. 6
VIII.	College Policies and Work Study Employment	pg. 7-13
IX.	Handbook Receipt and Acknowledgment Form	pg. 14

I. INTRODUCTION

This guide has been prepared for students who have received awards under the Federal or College Work-Study Programs as part of their Johnson College Financial Assistance Package.

This program offers employment to students who need assistance with expenses while enrolled at Johnson College, and is intended to assist students in obtaining work-study positions.

The Financial Aid Office, Human Resources, and Payroll Offices are available to assist you in clarifying any information contained in this guide. The Financial Aid Office and Human Resources/Payroll is located in Richmond Hall.

Robin Walker, *Coordinator of Student Employment* (ext. 8915)

Matthew Peters, *Director of Financial Aid* (ext. 8914)

Robin Walker, *Financial Aid Counselor* (ext. 8915)

Diane Dolinsky, *Human Resources Coordinator* (ext. 8907)

Kayla Shirley, *Staff Accountant* (ext. 8922)

Regular office hours are Monday through Friday 8:30 a.m. — 5:00 p.m.

Please note that the *Coordinator of Student Employment* is the main point-of-contact for the student employment process.

Each year the Financial Aid Office awards work-study monies to Johnson College students. In order to receive a work-study award, students must apply for financial aid **each year** and must meet federal eligibility requirements including the academic progress policy. If a student receives a work-study award, the amount of the award is not credited directly to the student. Instead, students must work to receive a bi-weekly paycheck. Eligibility does not guarantee a work-study position.

Work-study employment at Johnson College has several purposes:

- to give students an opportunity to improve their skills
- to give students an opportunity to gain practical work experience
- to help carry out the daily operations of the College.

II. THE WORK-STUDY PROGRAM PROCESS

Obtaining Work-Study Positions

To obtain a work-study position, please follow this procedure:

1. Discuss job preferences with the *Coordinator of Student Employment* who will arrange an interview and provide a prepared Employment Contract.
2. If you are new to work-study at Johnson College, you will need to complete payroll paperwork. If you have previously held a work-study position and already submitted these forms, you may not need to do so again.
 - a. 1-9 form (Employment Eligibility Verification Form)
 - b. W-4 (IRS form W-4)
 - c. present 2 forms of ID (such as driver's license and social security card).
3. Interview with the hiring supervisor. If hired, the supervisor will sign your Employment Contract.
4. Return your Employment Contract and payroll paperwork to the Financial Aid Office after your supervisor has signed it.
6. PLEASE NOTE: You may not begin your work-study assignment until all paperwork has been completed and returned to the Financial Aid Office and Human Resources Coordinator Office.
7. Pay Schedule: Payments are made every other Friday and cover the previous two-week pay period IF timesheets have been submitted. Timesheets must be received according to the College's established pay schedule, which is provided to all student employees by Diane Dolinsky, *Human resources coordinator*. Timesheets and paperwork received after the payroll deadline will be paid the following payday.
Paychecks: Paychecks are available after 9:00 a.m. on payday on the 1st floor of Richmond Hall. A photo ID must be presented when picking up paychecks.

Multiple Work-Study Positions

Students may hold only one work-study position at a time. In the event that a student wishes to change positions, he or she must resign from their current position by informing the supervisor.

Changing Work-Study Positions

After accepting a work-study position, students are expected to assume the responsibilities associated with the position for the contracted time period. In some cases, it may be necessary to change positions. If this is the case, it is recommended that the student give the original employer two weeks notice.

A new Contract must be obtained from the Financial Aid, *Coordinator of Student Employment*, signed by the new supervisor, and returned to Financial Aid Office.

III. TYPES OF POSITIONS AVAILABLE

Nearly every department at Johnson College employs student workers. Please see the *Coordinator of Student employment* to review the position openings which contain a description of job duties. These are available for review by scheduling an appointment with the *Coordinator of Student Employment* in the Financial Aid Office.

IV. MONITORING WORK-STUDY STUDENT EARNINGS

Monitoring work-study student earnings is a shared responsibility between the student employee, the supervisor, and the Coordinator of Student Employment.

Federal work-study regulations and Johnson College policies do not permit an “over award” situation. A student may not be allowed to work over his work-study amount awarded on his financial aid package.

Hours worked and earnings should be closely monitored by the student employee and the supervisor. The Staff Accountant and the Coordinator of Student Employment tracks earnings on a bi-weekly basis. When a student is near the award amount, a report will be sent to the supervisor and the student indicating the amount used and the available balance in the student’s work-study award.

When the student has earned the maximum work-study award, the student may be separated from employment. Additional funding may be available for students to continue working beyond their contracted amount depending upon program funding availability.

Time Reporting

All work-study students must complete a bi-weekly timesheet, have it signed by the supervisor, and submitted to Human Resources Coordinator by the supervisor, according to the established Johnson College payroll schedule.

Timesheets may not be faxed. Original signatures of the student employee and the supervisor are required and may not be filled out in pencil. Students are not permitted to carry their timesheets to payroll for processing. This is the responsibility of the supervisor.

V. RESPONSIBILITIES OF THE STUDENT EMPLOYEE

Once a schedule has been agreed upon, it is the responsibility of the student employee to:

1. Arrive at work on time, ready to perform position-related activities.
2. Notify supervisor in a timely manner if he or she is unable to arrive at work on time.
3. Be considerate and reliable. Student workers represent Johnson College and must maintain the same standards expected of all faculty and staff.
4. Dress appropriately. In positions requiring regular contact with the public, attire conveys a degree of professionalism. The student is expected to meet departmental standards.
5. Perform work to the best of her/his ability and act in the best interests of the College.
6. Refrain from all personal activities, such as reading, phone calls, social networking, or class work or club activities during hours of employment; and refrain from using, for personal reasons, office equipment such as postage meters, copying machines, and telephones.

VI. RESPONSIBILITIES OF THE SUPERVISOR

Supervisors are responsible for clearly explaining position responsibilities, performance expectations, pay rates, and work schedules to prospective work-study students. Additionally, if there are special position requirements, students should receive enough training and supervision to ensure adequate performance. Important office policies and procedures must be clearly communicated to work study students. To avoid confusion and work-related problems, each work study student must be assigned by the employer (Financial Aid Office) to one person who is responsible for supervision, direction, and evaluation of the student. Work study students should be treated in the same manner as other employees. They are to be held fully accountable for their actions and are subject to disciplinary action.

Students are primarily at Johnson College to learn; therefore, students are responsible for maintaining their class work and not letting their positions interfere with academics. Employers should be conscious of this fact and not place unusual demands on students' time which might cause them to neglect their class work.

Work Schedules

Work study students should develop a regular, predictable schedule from the signing of the Contract to the end of the semester, taking into consideration mid-term week, scheduled holidays, and finals week. Students may be dismissed by the supervisor for failure to maintain the set schedule.

Employers are required to pay work-study students for every hour worked. Therefore, the employer must monitor students' earnings and schedules. Supervisors are responsible for timely reporting to Payroll the number of hours worked by the student.

Students may not work more than 10 hours per week or less than 2 hours per week.

Job Performance

Supervisors are strongly encouraged to provide the student worker with specific information about performance expectations that will guide students in their work development. In addition, supervisors are responsible for returning a performance evaluation form to the *Coordinator of Student Employment*.

Discipline

Work-study students should be held responsible for duties, responsibilities, and expectations outlined by the supervisor. If a student fails to meet these criteria, the following procedures should be followed:

1. A verbal warning for first-time or minor offenses.
2. A written warning for repeated or more serious offenses. This should be given in a face-to-face meeting, with time for the student to respond.
3. A written notice of termination for on-going problems. This should be given in a face-to-face meeting, with time for the student to respond.

Each warning or notice should be given in private; a copy should be sent to the *Coordinator of Student Employment*. These warnings should be specific, clearly stated, and given in a timely manner. Prior to hiring, this process should be outlined to each work study student.

VII. INTERNATIONAL STUDENT EMPLOYEE INFORMATION

International students are eligible to participate in the work study program. Any International non-citizen student interested must first contact the Financial Aid Office to request work study funding. They then may apply for a position with the Coordinator of Student Employment. Once hired, the student is required to apply for a social security number and has six weeks to provide a copy of the social security card. If after six weeks a social security card is not provided, the student must stop working until the card can be provided.

VIII. JOHNSON COLLEGE POLICIES AND WORK-STUDY EMPLOYMENT

The following college-wide policies cover all employees, including student employees. Individuals hiring and taking other actions regarding work-study students must comply with these policies.

AFFIRMATIVE ACTION

Johnson College is committed to the fundamental principles of equal opportunity and equal treatment for every current and prospective employee. It is the policy of Johnson College not to discriminate against any employee or applicant for employment on the basis of an individual's sex, race, religion, national or ethnic origin, pregnancy, age, marital status, sexual orientation, disability, or status as a Vietnam veteran. Johnson College's commitment to equal employment and equal opportunity applies not only to the initial recruitment and selection of employees but is also an integral part of Johnson College's operational policies regarding training, promotion, transfer, compensation, and all other terms and conditions of employment.

Johnson College will take affirmative steps to expand the applicant pool and attract diverse members to the College community. Employment agencies, community service organizations, and employees of the College are encouraged to refer qualified individuals to the Human Resources Office.

In order to further the commitment of equal opportunity and equal treatment, Johnson College will comply with the principles and practices of affirmative action. A Vice President of the College has been designated to ensure that the affirmative action policy of Johnson College is adhered to when hiring and employment decisions are made. The Vice President will not only monitor these policies but will also make reports to senior management on a periodic and continuing basis.

Johnson College is dedicated to addressing discrimination complaints in a prompt and consistent manner. Persons who feel they have been discriminated against are encouraged to bring complaints to the attention of his or her department head or supervisor as soon as possible in order to address and correct improper treatment.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Johnson College to employ, retain, promote, terminate, and otherwise treat any and all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any age, race, religion, color, sex, national origin, ancestry, sexual orientation, marital status, pregnancy, and disability or Vietnam era veteran status.

In establishing this policy, Johnson College recognizes the need to initiate and maintain affirmative human resource measures to ensure the achievement of equal employment opportunities in all aspects of our workplace settings, conditions, and decisions. It shall be the responsibility of each employee to abide by and carry out the letter, spirit, and intent of Johnson College's equal employment commitment.

It is prohibited for Johnson College and any employee of Johnson College to refuse to hire, train, promote, or provide equitable employment conditions to any employee solely on the basis of such person's age, race, religion, color, sex, national origin, ancestry, sexual orientation, marital status, pregnancy, and disability or Vietnam era veteran status, except where business necessity, or a bona fide occupational qualification can reasonably be established.

Johnson College will also make reasonable accommodations for the known disabilities of an otherwise qualified individual who is an applicant for employment, or an employee, unless undue hardship to the College would result. Any applicant or employee who requires accommodation should contact the College's Human Resources Office.

It is prohibited for any employee, independent contractor, or other agent of Johnson College to engage in the following types of discriminatory conduct:

1. Race, National Origin, Ancestry, and Religion

- Making statements or jokes, or committing acts regarding a particular race, national origin, ancestry, or religion that are regarded as derogatory, offensive, prejudicial, or harassing.

2. Sex/Sexual Orientation/Sexual Harassment/Marital Status

- Intimidating or interfering with an employee's work or work environment, through unwelcome, offensive, or harassing sexual comments, questions, or acts (implicitly or explicitly), including prejudicial statements or acts regarding gender, pregnancy, sexual orientation, or marital status.
- Any employee(s) who believe they have been harassed by a co-worker, supervisor, or agent of the employer, should promptly report the facts of the incident or incidents and the names of the individuals involved to their supervisor, or in the alternative, to the Human Resources Office. Supervisors must immediately report any incidents of sexual harassment to the Human Resources Office. The Human Resources Office will investigate all such claims and take appropriate corrective action.

If you have any questions concerning this policy, please feel free to contact the Human Resources Office at your convenience.

EMPLOYEES WITH DISABILITIES ACCOMMODATION

Purpose

To provide a reasonable work place accommodation for employees and applicants with disabilities as provided under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Who Is Covered?

Every full- or part-time employee or applicant is invited to declare his or her disability to be eligible for reasonable accommodation, inclusive of student employees.

Policy

Johnson College will reasonably accommodate all employees and applicants with disabilities, where to do so does not impose what would reasonably be considered to be an “undue hardship” on the College. Johnson College is under no obligation to provide reasonable accommodation unless an individual properly identifies himself or herself as a person with a covered disability and supplies the necessary documentation. An accommodation which creates an “undue hardship” for the employer is not required by federal law. However, what constitutes either a reasonable accommodation or an “undue hardship” is contingent upon a number of variables. Johnson College will determine what constitutes a reasonable accommodation and reserves the right to request additional medical examinations, evaluations, or other appropriate information at the College’s expense. The Human Resources Office is responsible for the management, implementation, and coordination of this policy. All employment accommodations or employment decisions made due to disability must be reviewed by the Human Resources Office and approved by the Chief Financial Officer. All information relating to an accommodation request is considered confidential.

Procedures

1. The employee or applicant notifies either the Human Resources Office or the appropriate supervisor (who is required to notify the Human Resources Office) of his or her disability.
2. Upon notification, the Human Resources Office will provide the employee or applicant with the *Reasonable Accommodation* form and the *Employee Disability Verification* form to be completed in order to declare a disability.
3. The completed *Reasonable Accommodation* form, *Employee Disability Verification* form, job description, job specifications, and essential functions will be reviewed to determine special accommodations to ensure the employee can perform or continue to perform (if the disability occurs following employment) his or her job responsibilities. The appropriate supervisor, the Human Resources Office, President’s Cabinet member, and the Chief Financial Officer will meet to discuss accommodation requests.
4. Once a decision is reached and approved by the Chief Financial Officer, a letter is sent to the employee to be signed and returned to the Human Resources Office for filing.

5. In compliance with applicable laws and regulations, all documents pertaining to a disability request or signed by the employee or physician are placed in a confidential file and may be opened only by the employee or the Human Resources Office.

ALCOHOL AND CONTROLLED SUBSTANCES

It is the policy of Johnson College to provide and maintain a safe and healthy work environment for all employees. In order to accomplish this purpose, each employee is responsible for supporting and complying with all college policies, as well as local, state, and federal laws that promote a safe and healthy work environment, including the requirements of the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

The use, possession, and distribution of alcoholic beverages are prohibited upon Johnson College property, unless specifically authorized by the Cabinet. Additionally, the unlawful manufacturing, distribution, dispensation, possession, or use of a controlled substance on College property is prohibited.

Violation of this policy will result in disciplinary action which may include termination of employment and referral for prosecution to an appropriate law enforcement agency.

Johnson College employees who begin work while impaired, or who become impaired while at work, are in violation of this policy, and are subject to immediate disciplinary action including termination of employment. Johnson College reserves the right to require an employee who is suspected of being under the influence of alcohol or illegal substances to submit to a drug or alcohol test at a qualified medical facility of the College's choosing. The College will arrange for the transport of the individual to and from the medical facility. An employee who refuses to submit to drug or alcohol testing will be subject to disciplinary action, which could include termination of employment.

If an employee is suspected of being at work under the influence of illegal drugs or alcohol, the Human Resources Office must be contacted immediately, before any action is taken. The Human Resources Office, in consideration with supervisory personnel, will determine appropriate action to be taken.

Johnson College will also make reasonable accommodation for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant, or an employee, unless undue hardship would result, any applicant or employee who requires accommodation should contact the Director of Human Resources.

HARASSMENT

Policy Statement

It is the policy of Johnson College, in accordance with the Civil Rights Act of 1964, as amended in 1991, and the Pennsylvania Human Relations Act, to maintain an environment that is free of harassment (including sexual) in which to learn and work. It is recognized that harassment, based on a person's race, sex, sexual orientation, gender identity or expression, religion, national origin, ancestry, color, age, or disability, or any other unreasonable interference with performance of any kind directed at a person enrolled or employed here, including harassment of a sexual nature, is unacceptable and will not be tolerated.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's race, color, national origin, ancestry, religion, age, gender, sexual orientation, gender identity or expression, or disability. Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual, or electronic material, or offensive physical actions.

Philosophy

In keeping with the Mission Statement of the College, we encourage student interaction with faculty and staff in order to examine goals, evaluate abilities and explore options. Our College is a community of learners where emphasis is placed on self-awareness and consideration for the lives and feelings of others. While the College setting provides an atmosphere of freedom of expression, especially in the classroom, we must assure that the rights of individuals be preserved and that no conduct diminishes, uses, or abuses other persons.

Sexual Harassment Defined

Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct was made either explicitly or implicitly a term or condition of an individual's employment or of education or advancement of a student,
- Submission to or rejection of such conduct by an individual was used as a basis for employment decisions or education or advancement affecting such individual,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment, or
- Such speech or conduct when it is persistent, pervasive, and not germane to the matter at hand, is reasonably regarded as offensive and impairs the academic or work opportunity of students, colleagues, or co-workers.

Policy Statement

The College prohibits sexual harassment of its employees, applicants for employment, and students by any employee, student, non-employee, or applicant. This policy applies to all employees, students, contracted services employees, and the Board of Directors of Johnson College. The College will not tolerate, condone, or permit sexual harassment, whether engaged in by fellow employees, supervisors, students, or non-employees who conduct business with the College. The College recognizes sexual harassment as unlawful discrimination.

No person shall threaten or imply that an employee's or student's refusal to submit to sexual advances will adversely affect that person's employment, educational opportunities, compensation, advancement, assigned duties, or any other term or condition of employment, career development, or scholarship. Examples of sexual harassment include, but are not limited to, sexual propositions, innuendos, suggestive comments, sexually oriented jokes, lewd drawings or pictures, or unwelcome physical contact such as patting, pinching, or brushing against another person.

Employees who have complaints of sexual harassment should and are encouraged to follow the reporting procedures described in the next section, and students should follow the reporting procedures as described in the Student Handbook. The College will neither retaliate against any individual who makes a report of sexual harassment, nor permit any employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment will be subject to appropriate disciplinary action, up to and including termination or expulsion.

Reporting

All employees are responsible for helping to enforce this policy against harassment of any nature. Any employee who has been the victim of prohibited harassment should immediately notify their supervisor so that the situation can be promptly investigated and remedied. If it is the supervisor who is responsible for the harassment or reporting the situation to the supervisor fails to remedy the situation, complaints of harassment should then be reported to the Human Resources Office. **All charges will be investigated.** If it becomes known that a student has been harassed in violation of this policy, or if it is believed that discrimination is present in a classroom setting, the incident or belief should be reported to the Vice President of Academic Affairs (or equivalent) and the Human Resources Office, who will jointly investigate.

Student employees (part- or full-time) should address their concerns to both their employment supervisor and the Vice President of Academic Affairs (or equivalent), as the situation may warrant. The Human Resources Office and/or the Vice President of Academic Affairs (or equivalent) will attempt to resolve such problems fairly and informally in a professional and confidential manner.

Johnson College has a **zero tolerance** policy for harassment of any kind.

If a complaint is found to be valid, appropriate disciplinary action will be initiated, which could include immediate termination of employment.

Any individual who raises a concern related to harassment is entitled to have the issue addressed in a prompt and responsible manner and may do so with out reprisal, criticism, or negative consequences. The individual can expect that the investigation of such concerns will be handled fairly, objectively and with the appropriate level of confidentiality and discretion, and his or her rights will be respected. The rights of those who have been accused of harassment will also be respected.

Student Assistant Handbook Receipt and Acknowledgment Form

The Student Assistant Handbook describes important information about the Work-Study Program. I understand that I should consult the Coordinator of Student Employment or the Financial Aid Office regarding any questions about the content or any questions not answered in the handbook.

I understand that the policies, rules, and procedures described in the Handbook are subject to change or may be revised based on the College's particular circumstances of a given situation. I acknowledge receipt of a copy of the Handbook and understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I understand that failure to comply with the policies, rules, and procedures in the Handbook may result in the termination of employment and that the availability of positions is not guaranteed.

Please keep a copy of this form for your records and return a copy to the Coordinator of Student Employment, Robin Walker, 1st Floor, Richmond Hall.

Student's Signature

Student's Printed Name

Date