



Rogue Community College

STUDENT EMPLOYMENT HANDBOOK

A Supervisor's Guide to
Student Employment

January 2008

TABLE OF CONTENTS

DEPARTMENT MISSION AND INTRODUCTION	4
STUDENT EMPLOYMENT GUIDELINES	5
Student Employee Job Categories.....	5
Learn and Earn Program and Eligibility Requirements	5
Service-based Scholarships.....	6
Federal Work Study Program and Eligibility Requirements	6
Eligibility Appeals	7
Guidelines for All Student Employees.....	7
Required Forms	7
Scheduled Work Limitations.....	8
Federal Wage and Hour Mandates	8
Other Considerations	9
Special Guidelines for Student Scorers.....	10
Additional Guidelines for FWS Students Only.....	10
HIRING STRATEGIES.....	11
Student Employment Web site.....	11
Process for Hiring Student Workers.....	11
NEW STUDENT EMPLOYEES.....	12
New Student Employee Orientation	12
Online tutorials and Tests	12
SUPERVISION	13
School vs. Work	13
Creating the Job Description.....	13
Student Employee Selection.....	13
New Hires	13
Direct Supervision.....	14
Student Access to Rogue Systems.....	14
Evaluation	15
Time Reports	15
Student Payment	16
BOLI Regulations Governing Payroll	17
Budget Management.....	17
Supervisor Expectations of Student Employees	18
Termination.....	18
Worker’s Compensation.....	19
STUDENT EMPLOYMENT MANAGEMENT	20
Allocation Process	20

Tracking of Budgets and Allocations	20
Waitlists and the Re-allocation Process.....	20
Emergency Waitlist Allocations	21
Allocation Appeal Process	21
Job Description Approval Process	21
Posting of Student Worker Jobs.....	21
Job Development.....	22
 POSTING STUDENT JOBS	 23-29
 FORMS	
2005-06 Student Worker Contract	30
Student Begin-to-Work Agreement	31
Confidentiality Agreement (FERPA).....	32
Release to Work Statement	33
Student Time Report.....	34
Student Worker Work Ethics and Evaluation	35
RCC Staff Electronic Resource Procedure	36-37
Student Termination Form	38

DEPARTMENT MISSION

Student Employment Services connects and serves students, the college, and the community through experiential learning, outreach, and employment opportunities. We are committed to promoting student retention, work ethics, and success through individualized learning, dynamic employer relations, and strong agency partnerships.

INTRODUCTION

Each year, more than 350 students earn nearly \$500,000 working at the college. Student employees serve in virtually every office and department at the college and perform a myriad of duties vital to our success.

Even more important, research shows that employment is a primary factor in student retention and success. Students who work are more likely to earn a degree, and they get grades comparable to their nonworking peers. Part-time work experience can also be a significant factor in development of work ethics and career choice.

Student Employment Services offers program oversight and assistance to currently enrolled students in finding jobs to meet financial needs and experiential goals. Campus-based job opportunities include Learn & Earn and Federal Work Study. Community Service job opportunities are available on- or off-campus through Federal Work Study when funding is available.

Departments should advocate that a student's primary responsibility is to be academically successful. Attending classes should be every student's highest priority. Campus-based employment is intended to be a productive learning experience, and students are encouraged to choose jobs that relate to their academic and occupational goals whenever possible.

Rogue Community College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, sexual orientation, or disability.

STUDENT EMPLOYMENT GUIDELINES

Student Employee Job Categories

On-campus student employment can be of two types, regular or lab aide/peer tutor. Wage scales are different for the two categories (see Appendix A, pg. 28).

Regular employment is usually semi-skilled in nature, requires a moderate level of judgment and does not require extensive training or experience. Typical kinds of work at this level include clerical and reception work; basic record keeping; scoring of student papers; manual labor involving maintenance, repair and custodial tasks; multi-media operations; basic storekeeping; and library assignments such as filing and shelving, discharging and renewing books and periodicals, indexing, searching and retrieving, and reception.

Examples of working titles at this level are:

- Clerical Assistant
- Facilities & Operations Assistant
- Kitchen Aide
- Library Aide
- Registration Assistant
- Student Services Assistants (SSA)

Lab Aides/Peer Tutors perform a variety of skilled duties in support of academic learning. They generally participate in a variety of complex lab aide or tutoring assignments requiring a combination of training and/or experience. This position requires independent judgment following broad guidelines. Lab Aides/Peer Tutors may be assigned technical duties requiring specialized skills in advanced computer and/or network administration services. (See additional information under Eligibility Requirements).

Examples of working titles at this level are:

- TRIO/SSS Peer Tutor
- ICS (Instructional Computing Services) Lab Aide Peer Tutor

The Learn & Earn Program and Eligibility Requirements

Program

Learn & Earn is a program supported by general fund dollars that is designed to provide college departments and programs with part-time student personnel while providing students with experiential-based learning and additional income. Student employment is not intended to be permanent employment but is made available to help support students as they are attending school.

Eligibility

Any RCC student who is eligible to work in the United States may apply for a Learn & Earn position.

Learn & Earn student employees must maintain a minimum cumulative GPA of 2.0 and must be registered for a minimum of 6 credits during fall, winter and spring terms. During summer term, student employees must be enrolled in at least 3 credits. Audited classes may not count toward the minimum.

Learn & Earn students may work as lab aides or peer tutors. These students must maintain a 3.0 GPA. Other qualifications include an RCC faculty recommendation, excellent interpersonal skills, demonstrated ability to work with diverse students, and advanced skills in applicable subject matter (reading, writing, math, or other).

Service-based Scholarships

Service-based Scholarships are a sub-category of Learn and Earn. A limited number of scholarships are funded through the RCC Foundation and provide selected students the opportunity to earn a scholarship through service to the college and the Foundation. The program operates as do other student employment programs with students applying for on-campus jobs in specific departments. What sets this program apart is that the jobs themselves are designed to serve primarily other students, rather than a department. Service-based Scholarships differ from other scholarship programs in that the student earns the scholarship by giving back, by providing a direct, meaningful service to other students and thus to the college as a whole. Examples of some of these positions include Information Booth Greeter, Office of Diversity/ Woman's Resource Center Receptionist, Peer Tutor, Scholarship Awards Assistant, and Placement Test Follow-up Caller. All positions require experience and knowledge of the college and/or specific programs. Criteria used in selecting students for a Service-based Scholarship are the same as for other student worker positions. The Student Employment Department administers these positions which are subject to the same procedures and guidelines as Learn and Earn positions.

The Federal Work Study Program and Eligibility Requirements

Program

Like Learn & Earn, Federal Work Study (FWS) also provides students with experiential learning and additional income. FWS is a program supported by federal financial aid and awarded to the college by the United States Department of Education. Annual awards to the college are based on need and usage.

FWS is awarded to financial-aid eligible students based on their "unmet need." FWS awards may allow students to reduce the amount of loans they are receiving. To prevent an over-award, RCC must monitor each student's earnings on a monthly basis.

Like Learn and Earn student workers, Federal Work Study student employees must be registered for a minimum of 6 credits in each term they intend to work (3 credits for summer term). A cumulative GPA of 2.0 must be maintained for regular jobs, 3.0 for lab aide/peer tutors.

RCC must use a minimum of 7% of our FWS program funds to employ students in community service jobs. The institutional award may be reduced or held constant if this requirement is not met.

Community Service Learning

Community service jobs are defined as those that are designed to improve the quality of life or to address local issues for community residents, particularly low-income individuals. Examples include health care, childcare, literacy training, tutoring, welfare and social services, transportation, housing, public safety, recreation, rural development, and community improvement.

Family Literacy Programs in schools and libraries are also included as community service activities. Family Literacy Program initiatives are based on the philosophy that children are the nation's greatest assets. Eligible college students may be placed as tutors in

elementary schools through 9th grades, pre-schools, childcare centers, after-school programs, and family and community based literacy programs.

Eligibility

To be eligible for Federal Work Study, students must meet the same eligibility requirements stated above for Learn and Earn. **In addition, they must have received an award from the Financial Aid department, and be making reasonable progress towards a degree or certificate.**

Eligibility Appeals

Student workers whose GPA falls below 2.0 (3.0 for lab aides and peer tutors) and/or who are enrolled in fewer than 6 credits (3 credits during summer term) are not allowed to continue working. However, research shows that students engaged in on-campus work activities are more likely than nonworking students or students who work off-campus to be successful in completing their program of study. Therefore, to increase student retention, Student Employment Services strives to help students overcome barriers to their success, including allowing students to appeal the decision to terminate their employment when their cumulative GPA falls below the minimum allowed for their job category.

Students may not appeal the decision to terminate their employment if it is related to insufficient enrollment credits because the purpose of student employment is to help students make satisfactory academic progress, not simply to provide a job. Being on a waitlist for a class does not constitute enrollment.

Students working through Learn and Earn make their appeal to Student Employment Services. Students should write a letter stating the reasons for their appeal and the plan to improve their academic standing.

Students working through Federal Work Study make their appeal to the Financial Aid Department to reinstate their award. They may also appeal to Student Employment Services, using the documentation provided to Financial Aid, and ask to be put on Learn and Earn while their case is being reviewed by Financial Aid.

Every effort will be made to expedite appeal decisions. Student Employment Services will notify the student in writing as to the decision reached. If the appeal is denied, the student will not be allowed to continue working. If the appeal is successful, the student can continue to work. The student will then have one term to improve his/her GPA. At the end of the term, the current GPA will be reviewed, and if it meets minimum requirements, the student will be allowed to continue working. If, after one term, the student's current GPA does not meet the minimum standard, he or she will not be allowed to continue working.

Guidelines for All Student Employees

Eligibility requirements for student employment are very strict, involving federal regulations. Therefore, it is critical that Student Employment Services review each student's eligibility prior to the beginning of his/her employment.

Required Forms

1. No student may begin working without first presenting to Student Employment Services a **contract/placement statement and a "Begin-to-Work Agreement," both signed by the student and the supervisor.** (These forms are included in this handbook

(Appendices B and C, respectively) and are available on the Y Drive under Forms / Student Employment/)

2. Students may not start working until the supervisor receives an email or hard copy of the "Release-for-Work" from Student Employment, as stated in the Begin-to-Work Agreement. The Release-for-Work form indicates the student's documents are in order and that s/he is qualified to be a student worker.
3. Student Employment Services will assist the student in completing W-4, I-9, FERPA Statement/Confidentiality Agreement, and Electronic Resource Procedure.
4. If a student's employment is terminated before the end of the term, a "Student Employee Termination Information" form (Appendix J) and the student's time report must be sent to Student Employment Services for immediate processing.

Scheduled Work Limitations

1. **Student workers cannot work more than 20 hours per week while classes are in session.**
2. Students are not permitted to work during the scheduled time of a class in which they are enrolled.
3. Students, depending upon budget availability, may work up to 40 hours per week during the breaks between terms (including summer) if they are registered for six or more credits in the following term. Student workers may work after spring term up until the end of the academic school year as long as they were registered in 6 or more credits.
4. Student employees may not be employed during a period of nonattendance unless it is a post-term session and the student is enrolled in the next term.

Federal Wage and Hour Mandates

1. Student employees must adhere to federal and state wage and hour laws. Federal and State Regulations require employees be provided with an unpaid 30 minute meal break if the work day is 6 hours or longer. Paid rest periods of fifteen minutes must be provided for every four-hour segment, or major part of four hours, worked in one work period.
2. The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee (including students).
3. Student employees are considered "at-will" employees and may be terminated at any time.
4. The department is responsible for providing student employees with all safety and personal protective equipment required to perform their assigned tasks.

Other Considerations

1. Student employees may not displace other types of college employees. This is a BOLI statute. (ORS 653.070)
2. **Students may NOT be employed by RCC as both a student employee and a regular college employee (temporary staff, classified staff or part-time faculty).** This is

based on IRS and Social Security regulations regarding employees paid as student workers, BOLI statutes, Federal Work Study requirements and other relevant materials. There are strict guidelines governing who can qualify as a student worker, and having other jobs at a college can jeopardize that standing for students. If you have a student employee that you would like to hire for more than the maximum of 20 hours per week (students may still work up to 40 hours a week during breaks between terms) and the student is in agreement, SES suggests that you consider terminating the student worker contract and hiring the student under a temporary contract (maximum hours 599 per year). RCC's Human Resources Department can give you more information on this option.

3. Student employees may be employed by more than one RCC department, as long as the students' hours do not exceed twenty (20) hours in a week or forty (40) during breaks between terms.
4. Students may not volunteer to work in a department in which they are employed as a student worker.
5. Students may earn CWE credit (as appropriate) while they are employed as student workers.
6. Students will not be allowed to work from home or unsupervised off-campus unless the work they are doing must be done after hours or on weekends or holidays in order to provide an essential service or function. All such exceptions must be reflected in the job description, subject to approval by the department's associate dean or director, and individually reviewed and approved by the director of Student Employment Services. Students may be required to sign a statement acknowledging extra accountability and responsibility when engaged in an off-campus assignment.
7. Student employees may not be supervised by RCC employees to whom they are related or for whom they are legally responsible. For the purposes of this policy, a relative is defined as a person for whom a faculty member, manager, or classified staff member, has been assigned legal responsibility in a guardianship capacity, or a parent, child, brother, sister, spouse, aunt, uncle, niece, nephew, grandparent, grandchild, domestic partners or such persons related by marriage.

Special Guidelines for Student Scorers

Student Scorers are students who are employed by some departments to assist in scoring student class work. The following guidelines have been approved by Curriculum Committee and by Academic and Training Council.

1. It is the responsibility of faculty to directly evaluate students' progress and coursework in classes. This does not affect peer reviews, group analysis, and other activities that occur in class situations.
2. It is important that students regularly have coursework returned to them that has been evaluated by an instructor. Instructors, not student scorers, are responsible for communicating with students about their progress in courses.
3. Departments will consider ways to restructure courses so that instructors reduce dependency on student scorers (e.g., grade daily work randomly but have all students do the work, have students self-correct work, etc.).

4. Students will not directly evaluate coursework or assign grades.¹ When student scorers are used, only objective scoring is appropriate.
5. Students are not allowed to take students' papers home for scoring or access students' information via RogueNet. All scoring done by students must be on campus and adequately supervised.²
6. A student orientation to review FERPA guidelines and sign a Student Employee Confidentiality Agreement is required of all students being asked to do scoring. Students must always exhibit academic honesty and ethics while performing this function.³
7. Students are never to see teachers' grade books or have access to students' records.⁴ Ideally, student scorers should not know whose work they are scoring.
8. In keeping with accreditation guidelines, students have a right to know that student scorers are being used in a course. Instructors will indicate the use of student scorers on their class syllabi.⁵
9. Ideally, students will have already taken the course for which they are being asked to score assignments. If not, some evidence of their abilities to oversee such work is required. Students will never have scoring responsibilities in a course for which they are currently enrolled.⁶
10. Student input on formative class work (i.e., peer review) is recognized as a valuable learning experience, and these guidelines are designed to differentiate paid student scoring on summative evaluations from those peer review experiences. These standards do not apply to peer review experiences.

Additional Guidelines for Federal Work Study Students Only

The college must, to the extent practical, provide FWS jobs that complement and reinforce each recipient's educational program or career goals.

Work-Study students are subject to earnings limits that dictate the total number of allowable work hours. FWS student employees that expend their award may continue their employment as Learn & Earn student employees.

A student may earn academic credit as well as compensation for FWS jobs. Such jobs include but are not limited to internships, practicum or cooperative work experiences.

¹ RCC Student Rights, Freedoms, and Responsibilities, Section II.B.

² Student Development Council recommendation.

³ NWCCU Accreditation Standard 3.B.3

⁴ NWCCU Accreditation Standard 3.C.5; RCC Student Rights, Freedoms, and Responsibilities, Section III.

⁵ NWCCU Accreditation Standard 3.D.5; RCC Student Rights, Freedoms, and Responsibilities, II.B

⁶ NWCCU Accreditation Standard 9.A.4

Hiring Strategies

Efforts should be made whenever possible to provide students with flexible and progressive learning opportunities that support their academic goals. Students should be hired for employment by departments on the basis of their skills, experience, and availability. Hiring priority should be given to students whose major and course of study are most closely aligned with the duties and responsibilities of the job. This will assist student employees in the development of job-related skills and their professional resume.

Student Employment Website

Student Employment Services (SES) has developed a user-friendly website where students can search for current Work Study and Learn & Earn job openings.

All open jobs which are available in any term of the current fiscal year should be posted on the website (for complete procedures, see page 21) so that students can see what is available, plan ahead, and have an equal opportunity to apply and compete for positions. Additionally, student worker contracts received in the SES office cannot be entered into our system without a job number, and job numbers can only be obtained by posting a new job or updating an existing job.

Ideally, all jobs for the entire school year are posted during the summer. As positions are filled, jobs will be removed from the website. Supervisors may post their jobs themselves following the directions on the website or ask Student Employment Services staff to post the jobs. If there are specific program-based skills or experience required for the position, these should be in the job listing.

Process for Hiring Student Workers

1. Students must complete a standard RCC application for employment. Each department is responsible for interviewing and screening applicants for the position they are filling. As a learning experience, students should participate in an interview process. All questions asked should be job-related, and all applicants should be asked the same questions. Students also may be asked to submit a resume. These are valuable job search experiences for students, helping to prepare them for future employment opportunities.
2. When the department/off-campus work site decides upon a student to hire, the department/off-campus work site generates a student-worker contract or placement statement and a Begin-to-Work Agreement. The student returns to Student Employment Services with these completed and signed documents and the original application.
3. SES staff will check the student's enrollment status through Admin View to be sure that the student is enrolled in 6 or more credits and has a minimum GPA of 2.0, or 3.0 for Peer Tutor/Lab Aide positions.
4. Then SES staff checks the student's eligibility for Federal Work Study. If the student is eligible, FWS is assigned to the contract. If the student is not eligible, LE is assigned to the contract.
5. SES staff or a student employment worker will assist the student in completing: W-4, FERPA Statement, Student Employee Confidentiality Agreement, RCC Staff Electronic Resources Procedure, and the on-line student orientation, including the Hazardous Materials orientation. The I-9 form will be completed by SES staff. Students also receive information on Expectations for Student Employees, Time Reports, due dates for Time Reports, and Work Ethic Guidelines.

6. If all criteria are met by the student, SES staff will issue a Release-for-Work Form advising the supervisor that the student is ready to being working, whether the student is LE or FWS, and the job code/job title. The Release-for-Work Form may be emailed to the supervisor or sent with the student.

NEW STUDENT EMPLOYEES

When new students are hired by a department, they bring their completed contract and Begin-to-Work Agreement to Student Employment Services. An SES staff member sits down individually with each student and reviews the New Student Employee Packet. At this time, the student completes the W4, the staff person completes the I-9 verifying the student's eligibility to work, FERPA guidelines are introduced and the student signs a confidentiality agreement to abide by, and a statement detailing RCC's electronic resource procedures is reviewed and signed by the student. Additionally, handouts regarding workplace expectations and the student's rights and responsibilities as a student worker are presented. Finally, the student completes several online programs, beginning with an orientation.

New Student Employee Orientation

First-time student employees are required to participate in an on-line orientation. The orientation provides students with information and training in the following areas:

- ❖ Student Responsibilities
- ❖ Payroll Issues
- ❖ Student Code of Responsible Behavior
- ❖ Human Rights Policy
- ❖ Work Ethics and Workplace Expectations

The purpose of this orientation is to familiarize new student employees with college expectations and to establish a resource of knowledgeable and valuable student employees.

Online Tutorials and Tests

In addition to the new employee orientation, all student workers are required to take several online tutorials and pass the online test following the tutorial. Student workers complete these tests in SES prior to starting work in a department.

FERPA (Family Educational Rights and Privacy Act)

This deals with federal regulations governing the privacy and confidentiality rights of those who attend a postsecondary institution.

Hazardous Materials and Blood-Borne Pathogens

To increase safety and health awareness throughout the college, safety information concerning blood-borne pathogens along with the required test; hazards communication information and test; emergency procedures; noise exposure and hearing conservation procedures and general information is available at <http://www.roguecc.edu/Safety/>. Testing is a yearly requirement of all employees, including student employees. For additional information regarding safety awareness please contact the Facilities/Operations Department.

SUPERVISION

The following information delineates responsibilities of the supervisor. Student Employment Services reviews these expectations with all new student employee supervisors at the request of the department or through periodic trainings. These responsibilities serve as a foundation for successful student employee supervision.

The responsibility for adherence to the student worker guidelines rests with the student employee supervisors. Supervisors set the tone; they can make the employment experience a great one for their student.

School vs. Work

It is critical for supervisors to support their student workers' academic achievement and success. The primary dual purposes of Federal Work Study and Learn & Earn are to provide students with another income source to help them stay in school and to gain work experience, preferably related their field of study. Related to this, supervisors need to be reasonably flexible with students' work schedules, understanding that at times students may request and should be granted time away from work to do extra studying. Students who don't maintain at least a 2.0 GPA (3.0 for peer tutors and lab aides) will not be allowed to continue working. On the other hand, supervisors are also teaching work ethics to their student workers and should expect regular and timely attendance and advance notice, whenever possible, of absences.

The following are the responsibilities of the supervisor:

Creating the Job Description

Consider the level of responsibility delegated to student employees. Remember that their primary purpose here is academic achievement and that student workers are never to be used to replace classified staff positions. However, students may take on a variety of tasks and provide much needed support to department classified staff, faculty and managers.

Ideally, the student's time spent working in your department should be a rich experience, with a variety of tasks presented and opportunities to learn and develop skills. Thoughtful consideration of the learning opportunities and training you can make available to the student will serve to enhance the student's overall experience at RCC.

Write a clear job description with the specific skills you need listed. As students scroll through available jobs on the SES website, your job description can serve as a useful screening tool to better insure that you get a good match for the position.

Student Employee Selection

Interview each applicant in an appropriate fashion, making an effort to put the student at ease during the interviewing process. All questions asked should be job-related, and all applicants should be asked the same questions.

New Hires

Make sure all paperwork required for student workers to be hired and paid is completed accurately and submitted in a timely manner to Student Employment Services.

Inform students of all duties and responsibilities and to supply any other information they may need such as line of authority, where and how to report absences or tardiness, break times, etc.

Train student assistants to successfully carry out the duties of their jobs and inform student assistants of any changes in procedures, scheduling, or working conditions.

NOTE: Student employees are not eligible to receive keys for college facilities.

Direct Supervision

Always provide for direct supervision of student employees. Supervision of a student worker, unless identified otherwise, is exercised by the RCC employee specified on the individual hiring contract. If you are not present during a student worker's shift, it is your responsibility to contact and designate an alternate supervisor (RCC manager, faculty or classified member) and identify that person to the student worker.

One of the goals of student employment is to provide students with work-related skills. Therefore, a greater degree of direct supervision, coaching, training and feedback is highly desirable. At a minimum, however, student employees must always have an RCC staff person they can reach if necessary. For reasons related to best practices concerning supervision and college liability, students are generally not permitted to work unsupervised, in non-designated work sites, or at non-designated times. For more on this and possible exceptions, see page 8, Guidelines for all Student Employees, Other Considerations, # 4."

Treat all student workers fairly and equitably; develop a good working relationship with all student assistants; affirm a job well done.

Correct inappropriate behavior as soon as possible. Supervisors should explain to the student why the behavior was inappropriate or incorrect and how to remedy the situation. Appropriate documentation should be maintained.

Try to resolve any problems pertaining to job performance or working relations of a student worker. If the problem is still unresolved, supervisors may request an appointment with a Student Employment Services representative who will work with the student employee and your department to resolve the problem. However, student workers are considered at-will employees and may be terminated at any time.

Student Access to Rogue Systems

Students are sometimes given limited access to department drives and RogueNet applications as part of their student worker duties. All students must complete and pass the online FERPA test as part of their orientation before beginning their employment at RCC. Departments may wish to do their own additional confidentiality training.

As a supervisor, you are responsible for your student worker's use of RogueNet. It is most important that supervisors be aware that student access to RogueNet is a privilege which entails extra responsibilities for the student and the supervisor. Students may have access to confidential matters and resources. If you decide to allow your student worker to have access to any internal RCC systems, SES and RogueNet security policies have certain mandatory requirements for student accounts as follows:

Terms and Conditions of Student Accounts

1. Group Name The supervisor selects the account name (user name), which is usually an abbreviation of the department name.

2. Access

- Multiple students may have access to this account. More than one student may use the account at the same time and access it in both Josephine and Jackson counties.
- In addition to RogueNet, students will also have access to a single Outlook e-mail account under the group or user name.
- The account will have access only to a folder called "student" in your department drive. This folder will look like an H: drive to the students and will be the only network drive/folder they can access.
- These student accounts will only be accessible from 7:00 a.m. to 10:00 p.m., Monday through Friday.

5. Process

- When students are hired, Student Employment Services staff completes paperwork with the student as part of his or her orientation. At this time the student will complete The Student Worker Electronic Resources Procedures Form (ERP). The form is then scanned into Application Extender, becoming part of the student's record. This form is in effect through the end of the academic year.
- The supervisor will then need to complete the RogueNet Student Account Request Form if you want your student to have access. It is submitted to Help Desk.
- These accounts will expire each term. For continuing student workers you may email Help Desk with a request to reactivate the account.
- If the student continues to work into the next academic year (beginning July), a new ERP form will need to be submitted to Student Employment Services.

In addition to the guidelines stated above and as an additional security procedure, SES recommends that you regularly change any departmental passwords to log-in systems to eliminate possible access by students who are no longer working for you.

Evaluation

Let student employees know, either formally or informally, how they are doing. A written evaluation of their work performance is recommended at least once per term. The evaluation process can be used to identify the student's employment strengths and weaknesses, and to reinforce the supervisor's expectations (See Student Employment Evaluation Form).

Time Reports

BOLI issues have required us to track carefully the actual times during which a student is working. The Student Employment Accounting Committee adopted electronic time reports for use beginning July 1, 2004.

See that each student employee has kept track of his/her times in and out on the approved time report form. Students are encouraged to fill time reports out as they work rather than completing the whole time report when it is due. Oftentimes mistakes are made when students either pre-complete or post-complete their time reports.

Ensure that each student employee's work hours are reported accurately. Actual start and end times recorded on the time report should be rounded to the nearest quarter hour. Students should not mark times in and out for fifteen minutes breaks, as they are paid breaks. However, students should record time out for lunch or longer absences. The supervisor's signature on the student's time report verifies hours worked. In addition, **holiday and weekend hours worked**

must be initialed by the supervisor to qualify for payment. Time reports are to be completed electronically, printed out, initialed as necessary, and signed by the supervisor.

Only supervisors may turn in signed and approved time reports to Student Employment Services. Students may deliver time reports only in a sealed envelope with the supervisor's signature across the sealed flap.

Time reports are due to Student Employment Services on the first working day following the 15th of the month. Wages reflect hours worked during the pay period, which begins on the 16th of a month and the 15th of the following month.

Notify the office of Student Employment Services of any change in the status of your student employee. If he or she quits or is discharged, it is imperative to get paperwork changed and termination information to the Student Employment Services office **as soon as possible**. The supervisor may call SES for assistance.

It is imperative that the following process be used for the time reports. If they are not properly completed, student payment may be delayed.

Two time reports, which are available in Excel format, are sent electronically to supervisors. One time report is blank for hand-data input and the other is formatted for data input using the computer.

There are two options for using the time report:

- 1) Download the time report into a file that the student will have access to.
 - ✓ Students can fill in the beginning and ending times for each day worked.
 - ✓ Enter in/out time in hours and minutes **rounding to the quarter hour.**
 - ✓ The spreadsheet will automatically calculate the hours worked for each day and total at the end of the month.
 - ✓ Once the form is completed, print out on white paper.
 - ✓ Clear all entries on the time report after printing and before saving. The only necessary record of the time report is the hard copy.
 - ✓ Student and supervisor sign
 - ✓ Supervisors turn time reports in to Student Employment Services **on the next working day after the 15th of the month.**

- 2) For students who do not readily have access to a computer, print out the blank time report and hand-enter data each day.
 - ✓ Have student fill in beginning and ending times for the day worked.
 - ✓ Students must keep their time report in the department for which they are working. **At no time, should a time report ever leave the department except to be turned in to Student Employment Services at the end of the pay period.**
 - ✓ **At the end of the payroll period, students will enter their time from the hand written copy into the Excel document.**
 - ✓ Enter in/out time in hours and minutes **rounding to the quarter hour.**
 - ✓ The form is formatted to calculate the hours automatically.
 - ✓ Once the form is completed, print out on white paper.
 - ✓ Clear all entries on the time report after printing and before saving. The only necessary record of the time report is the hard copy.
 - ✓ Student and supervisor sign
 - ✓ Supervisors turn time reports in to Student Employment Services **on the next working day after the 15th of the month.**

SES staff will check the time reports for accuracy in several areas: addition of hours worked, that hours are not recorded on holidays, campus closures, or weekends (unless previously approved), and total monthly earnings. If a significant change needs to be made to the time report, the student's supervisor will be notified.

Student Payment

Student employees are paid once per month on the last working day of the month. Wages are based on the hourly rate established by the hiring department.

If a student feels that his/her paycheck is incorrect, the student should contact Student Employment Services to resolve the situation. If additional pay is due the student employee, a manual check will be processed and disbursed through Business Services within 48 hours.

BOLI Regulations Governing Payroll

These regulations apply to all Oregon employers except those in the federal government.

Paydays and Pay Periods

Employers must establish and maintain regular paydays. Paydays may not be more than 35 days apart. *ORS 652.120(1)(2)*

Q. If an employee fails to submit time sheets as required, may the employer delay payment until the information is received?

A. No, it is the employer's responsibility to track hours worked and to pay all employees on regular paydays. Other disciplinary measures may be taken when employees fail to meet expectations.

Final Paychecks

If an employee quits with less than 48 hours notice, excluding weekends and holidays, the paycheck is due within five days, excluding weekends and holidays, or on the next regular payday, whichever comes first. *ORS 652.140(2)*

Example: An employee quits without notice on Monday, one week before Labor Day. The final check must be paid by the Tuesday after Labor Day, unless a regular payday occurs before that date.

If an employee quits with notice of at least 48 hours, the final check is due on the final day worked, unless the last day falls on a weekend or holiday. In that case, the check is due on the next business day. *ORS 652.140(2) &(3)*

Example: An employee gives three days notice that Saturday will be the last day worked. The final check is due on Monday. **Example:** An employee gives two days notice that Friday will be the last day worked. The final check is due on Friday.

If an employee is discharged, the final paycheck is due not later than the end of the next business day. *ORS 652.140(1)*

Example: If an employee is discharged on Saturday, the check is due on Monday by the end of the day. If an employee is discharged on Monday, the check is due by the end of the day on Tuesday. When an employer and employee mutually agree to terminate the relationship, the check is due by the end of the following business day, as in the case of discharge. *ORS 652.140(1)*

When employment is related to state and county fairs, and employment terminates on weekends or holidays, the check is due by the end of the second business day after the termination. *ORS 652.140(3)*

Example: If the last day of the Oregon State Fair is on Labor Day Monday, all employees whose employment ends must be paid by the end of the day on Wednesday.

Collective Bargaining Agreements

The statute allows an exception from the final paycheck requirements if the contract makes provisions for final pay. *ORS 652.140(5)*

Example: A union contract provides that final paychecks will be paid on the next regularly scheduled payday. Therefore, in all cases of termination, the final check is due on the next regular payday.

Budget Management

Be certain you are aware of your current student-worker budget (\$900 per allocation) and that you understand the allocation process (see pg. 19). If you have any questions, please call Student Employment Services for assistance. Manage your student's time appropriately, given the needs of your department and the budget that you have. The budget for each term covers the period of time beginning the day after the last day of classes for the prior term up through the last day of classes for the current term. If you plan to have your student work during the breaks between terms, be aware that the **hours worked during the break will come out of the allocation for the following term** (and remember that the student must be enrolled in at least six credits for the following term to work during the break). Remember that you cannot carry forward remaining budget from one term to the next.

If a department allows a student to work more hours than its allocations provide for, the funds will be drawn from the following term's allocations. If the department does not have more allocations, it may be necessary for the department's own budget to fund the amount in excess. **Thus it is extremely important for supervisors to carefully monitor the student's hours, especially during the last pay period of each term.**

Supervisor Expectations of Student Employees

Student Employment Services reviews general workplace expectations with new student employees. All students are given this information in a hand-out at the time they are hired. Supervisors should do the same with new student employees, adding any guidelines that are relevant to their particular area. These expectations are a basis for evaluation and termination.

Listed below are examples of behaviors which may result in disciplinary action, including the possibility of immediate dismissal:

- Excessive tardiness or absences without a legitimate excuse
- Sloppy or unclean appearance
- Carelessness or lack of attention that results in injury to property, person, or public relations
- Inappropriate conduct including profanity, sexual misconduct, harassment
- Discourtesy or failure to work harmoniously with fellow employees
- Failure to serve the public with courtesy
- Breach of confidentiality
- Theft
- Gross negligence resulting in serious injury to property, person or public relations
- Physical violence or obscene language when dealing with the public or other staff members
- Being under the influence of drugs or alcohol while on duty
- Falsification of time sheets

Adapted from student employment guidelines used by Laramie County Community College at <http://www.lccc.cc.wy.us/cpes/SEPMaterials/StudentExpect.htm>

Termination

Student employees are considered at-will employees and may be terminated at any time. Any student employee who consistently does not meet departmental work expectations may be terminated at the request of the employing department.

When terminating a student, the supervisor must immediately complete a Student Employee Termination Information Form (Appendix J) and provide a copy to both the worker and to Student Employment Services.

It is imperative that the student's final time report and the termination form are delivered immediately to Student Employment Services in order for the student's final check to be cut within 48 hours as required by law.

Worker's Compensation

Student employees are covered during their working hours by workers compensation insurance. It is essential that a student employee immediately report any job-related accident or illness to their supervisor. If the student employee requires formal medical treatment, contact Human Resources immediately.

The cost per hour for worker's compensation insurance is charged to the department as part of the monthly payroll transaction. In the event of a worker's compensation claim, the student employees' timecard is used to verify that an injury occurred during work hours. Additional information regarding workers' compensation is available from Human Resources.

STUDENT EMPLOYMENT MANAGEMENT

Student Employment Services, in conjunction with the Financial Aid Department as appropriate, operates the Federal Work Study and Learn and Earn Programs. The Student Employment Task Force is the formal review and recommendation body for student employment guidelines, policies and procedures, and for the allocation process. The Student Employment Task Force reports to the Student Development Council, which in turn, reports to the Executive Council.

Allocation Process

Federal Work Study allocations are based on the annual institutional award amount divided by the per term amount awarded to eligible students, figured at \$900 or approximately 10 hours per week for 11 weeks. Learn and Earn allocations are based on the annual Learn and Earn general fund budget, not including funds distributed to Auxiliary Services and contracts and grants monies. LE allocations are figured in the same way as FWS allocations (\$900), as stated above.

Student-worker allocations (both FWS and LE) are distributed to departments by Student Employment Services. During spring term, departments are asked to submit their requests for student workers to SES for the following year. Allocation distribution is based on departmental requests, past departmental usage, and allowances for emergent needs. Recommendation for distribution of student-worker funds is made by the Student Employment Task Force, a committee representing all three campuses with membership from classified, faculty and management. All associate deans are invited to participate in the Task Force during the allocation process.

Departments will receive a certain number of student-worker allocations to be used on a particular campus in a specific term. Departments select and hire student workers; Student Employment Services determines out of which fund, FWS or LE, the student will be paid. If the student is eligible for FWS, he or she will be paid out of that account as long as funds are available. Students who are not eligible for FWS will be paid out of LE.

Tracking of Budgets and Allocations

Student Employment Services tracks the departmental expenditures for Federal Work Study and Learn and Earn. Each month supervisors will receive a spreadsheet showing their expenditures to date. The spreadsheet is organized by campus location. Departments are listed alphabetically, and expenditures are shown as either Work Study or Learn and Earn. It is the responsibility of the supervisors to be aware of their current expenditures and manage their student's time so as not to go over their budget.

In order to expend FWS and LE budgets as fully as possible, budgets are tracked by term. Any amount that is not spent during a particular term (except spring) will be reallocated to those on the waitlist. Departments do not carry forward unused allocations from one term to the next. **Each term's start and end dates begin on the day after the last day of classes for the prior term and end on the last day of classes for the current term.**

Waitlists and the Re-Allocation Process

The reallocation process is based on requests for new or additional allocations. During the academic year, departments may request student-worker allocations for only the current term or the following term by emailing SES. A waitlist opens for the following term on the first day of classes for the current term. Waitlists are maintained on a term-by-term basis for the college as a whole.

At the end of summer term, the budget from unused or underused allocations will be redistributed to departments in waitlist order (approved emergency requests, then first come, first served) for fall term. Allocations are redistributed one at a time until we get through the entire waitlist. Then, if

we have dollars remaining, we start again at the top (by the date of the request) and give to those who have requested two allocations. If we still have dollars remaining we go to those who requested three and fill those, and so forth.

If there are more allocations available than requests, Student Employment Services will keep the extras for disbursement during fall term as requests come in. If the allocations are not requested during the term, they will be added to unused allocations at the end of fall term and redistributed to departments for winter term. The same process will occur for winter into spring term.

Emergency Waitlist Allocations

A department may request emergency allocations if it is in a situation that meets the following definition: The department is unable to perform or provide an essential service or component of a class or program due to insufficient student worker help.

The process to request emergency allocations is as follows:

1. The requesting supervisor contacts his/her department director or associate dean and explores possible ways to address the issue.
2. If the director/associate dean agrees that the department is facing an emergency, the supervisor completes the "Emergency Request for Student Workers" Form, signed by the supervisor and the director or associate dean.
3. The form is submitted to Student Employment Services.
4. The Director of Student Employment approves/denies the request or may request more information.
5. Once approved, the request goes to the top of the waitlist, getting priority attention as budget is reallocated following the process outlined above in "Re-allocation Process."
6. Unlike the regular waitlist, approved emergency requests will receive all allocations requested if funds are available.

Allocation Appeal Process

It is not unusual during the allocation process for the demand to exceed the available budget for student workers. While the various bodies involved in the decision-making process try to be as objective and even-handed as possible, at times departments may feel that their needs were not adequately heard. In such cases, the departments should first contact their director or associate dean. The director or associate dean may choose to resolve the issue by making adjustments within their own departments, then notifying Student Employment Services and requesting a specific redistribution of allocations. If the director or associate dean chooses not to redistribute allocations, the appeal may be brought before the Student Employment Task Force for consideration. If the director or associate dean is not satisfied with the decision of the Task Force, the matter may be brought before E Council. The decision of E Council is final.

Job Description Approval Process

Associate deans or directors must approve all student worker job descriptions. Once a job description has been approved, it need not be approved again unless it is modified. It is the responsibility of the supervisor to ensure that the job description has been approved as appropriate. When the supervisor posts the job description to the Student Employment Website, he or she will also name in the blank provided the associate dean or director who approved the job description.

Posting of Student Worker Jobs

Departments are requested to post their available jobs on the Student Employment Services website as soon as possible during the summer and fall for the rest of the academic year to facilitate student planning. Each job will have an anticipated start date. If a department opts not to use a given allocation, the allocation will be returned to Student Employment Services for redistribution.

Job Development

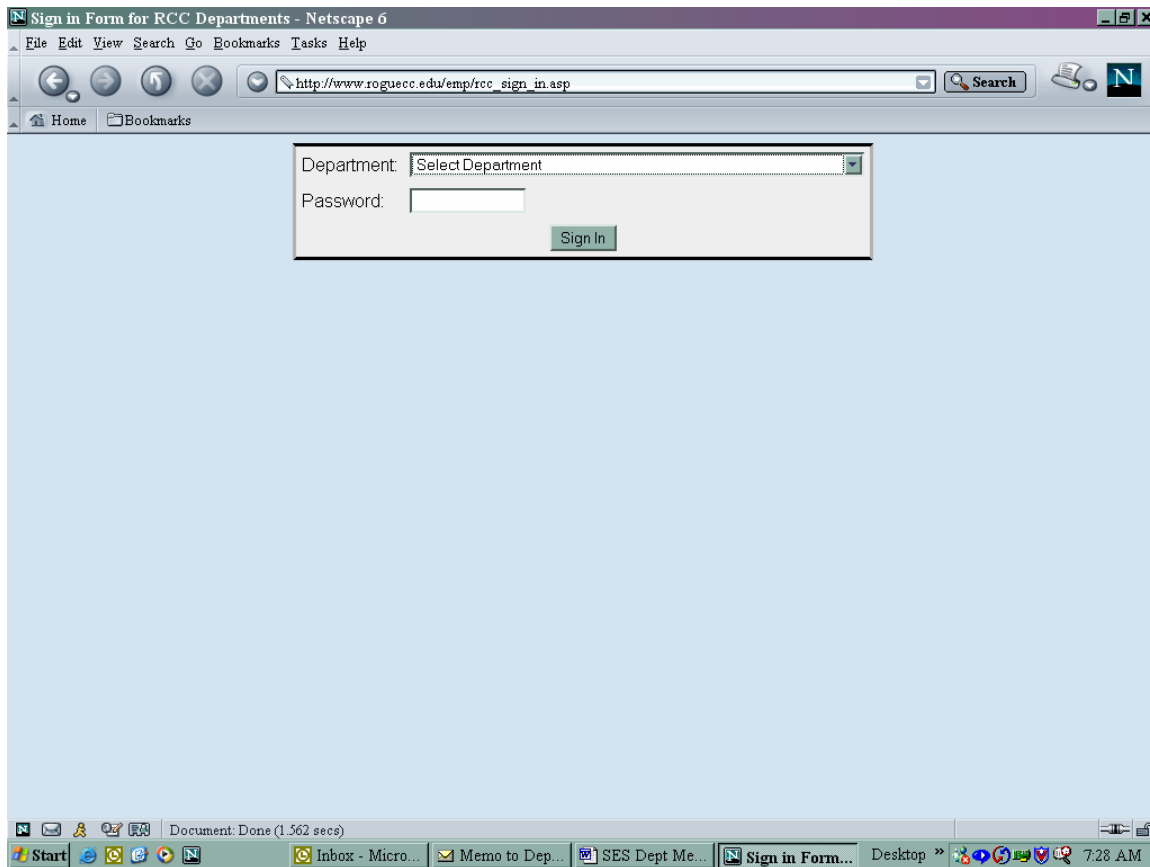
Student Employment Services will gladly assist any campus or department in defining and/or developing jobs. Many RCC students are dependent on the income of campus-based employment to meet their financial needs while attending college. Furthermore, students who have on-campus jobs are more likely to stay in school. It is in everyone's best interest to fully utilize Learn & Earn budgets and Federal Work Study allocations.

POSTING STUDENT JOBS

Log onto the web at: http://www.roguecc.edu/emp/rcc_sign_in.asp

Or log on through RCC's Home Page

1. Log onto the web at: <http://www.roguecc.edu/>
2. Click on Site Map
3. Click on Intranet
4. Click on Student Employment Log-In
5. Use the drop down menu to locate the department
6. **The password is "rcc" (lower case).** In the future departments will be able to change the password to suit their individual needs.
7. Click *Sign In*.



You will be given three choices:

- [Post New Job](#)
- [List Existing Job \(s\)](#)
- [List all \(including closed\) jobs](#)

3345 Redwood Highway, Grants Pass, OR 97527, (541) 956-7500 or (800) 411-6508 TTY (541) 956-7338



Welcome **STUDENT EMPLOYMENT SERVICES (5600) Department**,
to Rogue Community College's Employer Services
This is a free service RCC provides to our students and the community. We do not
screen or endorse any potential job applicants.

- [Post New Job](#)
- [List Existing Job\(s\)](#)
- [List all \(including closed\) jobs](#)

[Sign Out](#) | [Go to RCC Employee Home](#)

[RCC Home](#)

[Site Map](#)

www.rougecc.edu/emp/

[Post New Job](#)

Allows you to post a new job for your department. Use this function only if you are opening a new position (job) that your department has not previously used.

[List Existing Job\(s\)](#)

Shows your currently open existing jobs.

[List all \(including closed\) jobs](#)

Shows all positions both currently open and closed on the web site.

Rule of thumb: Click on List all when looking to open a position. Locate the job that most relates to the department need and update that job.

Post New Job

Starting at the Supervisor's Name field completely fill in all the fields. All jobs must be approved by the department head or associate dean. Your job will be sent to Student Employment Services until the position has been approved. **Under Job Summary, please be specific about the job duties, so that a prospective student worker will have a clear picture about what the job entails.**

Add a New Job

Please fill in the required fields and press the "Post new Job" button to add a new job listing.

*Note: A *(star) denotes information required for this job to be listed.*

* Approved By:

* RCC Department: Student Employment Services (5600)

* Supervisor's Name:

* Supervisor's Phone Number:

* Supervisor's Email Address:

* Building Name:

* Job Category:

* Job Title:

Job Summary:

* Number of Openings:

* Pull Date: mm/dd/yyyy

* Location:

Hours Per Week:

Full-time Part-time Permanent Temporary/Contract

Work Study Position? Service Learning Position?

Learn and Earn (Regular)? Learn and Earn (Lab Aide/Peer Tutor)?

Salary: (Minimum) (Maximum)

Hourly Monthly Salary Annual Salary Contract DOE

Stipend Honorarium College Work Experience Other

Application Procedure Including On-Line Applications

RCC departments have an option of accepting on-line applications. Through the Student Employment Services website, students have access to an on-line RCC Employment Application. Departments may review the pool of on-line applicants exclusively or in conjunction with paper applications received in the department. Student Employment Services encourages the use of the on-line application as it assists students to develop real world job search skills. For more information on this option please contact Student Employment Services.

Application Procedure:

Start Date:

 mm/dd/yyyy

End Date:

 mm/dd/yyyy

Start Time: End Time:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Other Availability Requirements:

Will you accept applications from job seekers who fill out and send you the [online application](#) for employment? Yes No

This job has not been reviewed by an RCC employee; it will not be visible to job seekers until it is reviewed.

Post new Job

[Go to Employer Home](#) | [Go to your current job\(s\) list](#)

When completed, click on "Post New Job".

You will receive the following message:

Your new job titled "**Clerical Specialist**" was successfully posted to the system and given a unique job code of **795**.

Your successfully posted job will be assigned a job number. Departments are encouraged to keep this number as it is required on the student's contract and timecard.

Below the successfully posted message you will see three options:

[Update this job](#) | [Preview this job \(the way a job seeker would\)](#) | [Duplicate this job](#)

Update a Job

Update this Job will take you back to the original job order and allow you to make changes. In this function, you can also **View Applications, Preview the job, and Duplicate the job**. This function will also allow you to add “Skills Requirements” and “Availability Requirements”.

Skills Requirements:

Use the drop down menu to choose skills you require for the job you are posting. When completed, click on Update this Job.

Availability Requirements:

Gives you the option to include start and end dates, work days needed and a space for additional information.

When completed, click on Update this Job.

The screenshot shows a Netscape browser window titled "Job Posting and Modification Page - Netscape 6". The address bar contains "http://www.roguecc.edu/emp/Employers/modi_jobs.asp?JobCode=795". The page content includes three links: "View applications for this job", "Preview this job (the way a job seeker would)", and "Duplicate this job". Below these links is the "Update the Current Job" form. The form contains the following fields and options:

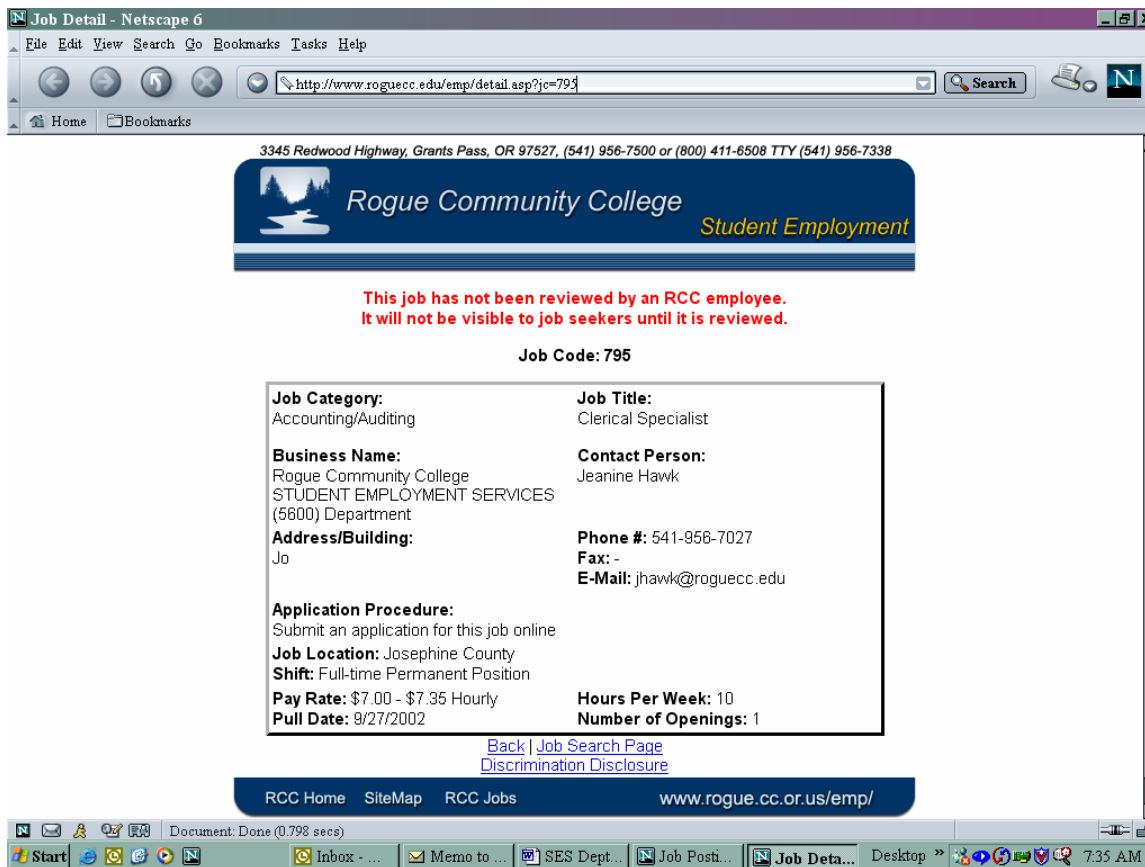
- RCC Department: STUDENT EMPLOYMENT SERVICES (5600)
- Supervisor's Name: Jeanine Hawk
- Supervisor's Phone Number: 541-956-7027
- Supervisor's Email Address: jhawk@roguecc.edu
- Building Name: Jo
- Job Category: Accounting/Auditing
- Job Title: Clerical Specialist
- Job Summary: (empty text area)
- Number of Openings: 1
- Pull Date: 9 / 27 / 2002
- Location: Josephine County
- Hours Per Week: 10
- Employment Type: Full-time Part-time Permanent Temporary/Contract
- Salary: (Minimum) \$7.00 (Maximum) \$7.35
- Payment Method: Hourly Monthly Salary Annual Salary Contract DOE Stipend Honorarium College Work Experience Other

View Applications for This Job

This is where departments may review on-line applications that students have submitted in response to this job listing.

Preview this job (the way a job seeker would)

Click the “Preview this Job” to view the job as a job seeker would. You may see changes that you want to make. If so, use the back button to return to the previous page and click on “Update this job” to make changes.



[Go to Employer Home](#) | [Show all \(including closed\) jobs](#)

Duplicate this Job

This function allows you to duplicate the position for the purpose of making minor edits for an upgraded position (Example: Lab Aid I to Lab Aide II) or to designate Federal Work Study or Learn Earn.

List Existing Job(s) or Go to Your Current Jobs List

This link allows you to view your department's current job listings.

Current Jobs for STUDENT EMPLOYMENT SERVICES (5600) Department

Here is the summary list of your current jobs.

Click on the job title to view more information about the job listing or to update its records.
Jobs that have not been reviewed are not visible to job seekers.

Job ID	Job Category	Reviewed?	Job Title	Openings	Post Date	Pull Date
795	Accounting/Auditing	No	Clerical Specialist	1	08/28/2002	09/27/2002

You have **1** current job(s) posted.
Click [here](#) to post a new job.

[List All \(including closed\) Jobs](#)

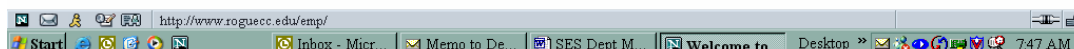
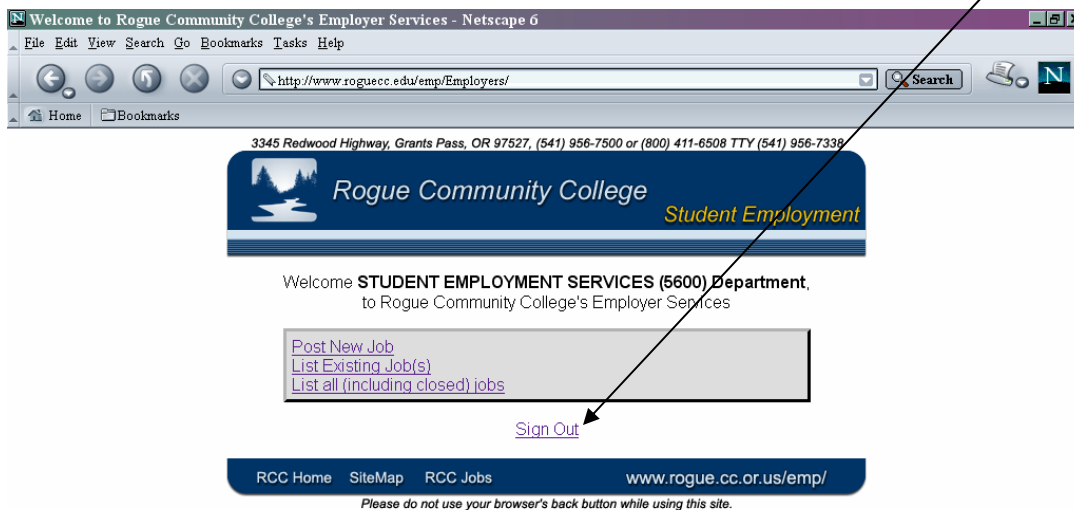
This link allows the department to view all of the department's job listings. Use this link if you are re-opening a position that is currently closed or you may duplicate a closed job and open it as a new job with changes.

All Jobs for STUDENT EMPLOYMENT SERVICES (5600) Department

Here is the summary list of every job you have ever posted to our system.
Click on the job title to view more information about the job listing or to update its records.
Jobs that have not been reviewed are not visible to job seekers.

Job ID	Job Category	Reviewed?	Job Title	Openings	Post Date	Pull Date
50	Clerical	Yes	Student Employment Services Assistant	2 (CLOSED)	06/11/2001	08/11/2001
115	Clerical	Yes	Student Employment Services Assistant	1 (CLOSED)	07/10/2001	08/09/2001
116	Clerical	Yes	Student Employment Services Assistant	1 (CLOSED)	07/10/2001	08/09/2001

When you have completed using the web site, go to *Employer Home* and **sign out**.





New Hire: I-9, W-4 and Begin-to-Work Agreement must be completed at Student Employment Services before work may begin.

Student Name: Social Security #
Mailing Address:
Phone Number: DOB: Email:

Job Title:
Department:
Supervisor/Campus/Building: Phone:
Hours per week (Student employment is limited to 20 hours/week maximum):
Employment period: Start date: End date:

Table with 3 columns: Pay rate (Circle one), \$7.60/hour, \$7.75/hour, \$8.60/hour, \$8.75/hour

Student Signature: Date:
Supervisor Signature: Date:
Department Head Signature: Date:

Student employees must be currently enrolled in a minimum of 6 credits. Regular student workers must maintain a cumulative GPA of 2.0 or higher. Peer Tutors must maintain a 3.0 and faculty letter of recommendation.

PLEASE NOTE: This completed and signed contract must be scanned by the Financial Aid Representative in the ACCESS Center. Submission of this contract to Financial Aid DOES NOT insure eligibility of a Federal Work Study award. Acceptance and use of Federal Work Study may impact your student loan. Please check with Financial Aid for additional information.

Rogue Community College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, marital status, gender, age, national origin or disability.

For Office Use Only
Job ID
FWS LE Peer Tutor
Paycheck Delivery RWC RVC Always Mail
Acct

Table with 7 columns: YR, CR, E, NE, HR, SC and 4 rows: SUM, FAL, WIN, SPR



Student Employment Services

3345 Redwood Highway
Grants Pass, OR 97527-9298
Ph : (541) 956-7091
Fax: (541) 471-3573

117 South Central
Medford, OR 07501
Ph: (541) 245-7560
Fax: (541) 245-7652

Student Begin-to-Work Agreement

I, _____, have been hired in a student worker position at Rogue Community College.

- I understand that I am **not** to begin working until all of the necessary paperwork has been completed and processed and my supervisor receives the “Release for Work” form from Student Employment Services.
- I understand that I must maintain enrollment in at least 6 credits and a cumulative grade point average of 2.0 or better (3.0 if working as a peer tutor) to be eligible to work in a student employment capacity at Rogue Community College. I understand that in order to verify my eligibility to be a student worker, Student Employment Services must be able to view my college records to see that I meet the minimum requirements. I give my permission for Student Employment Services to access these records.
- I further understand that I am not to work from home or unsupervised off campus unless such work is specified in the job description and approved by Student Employment Services.
- I understand and agree that I am employed at the will of the college and that my employment may be terminated at any time by the college without liability for lost wages.

Supervisor Signature

Date

Student Signature

Date

Student Social Security Number

ROGUE COMMUNITY COLLEGE
STUDENT EMPLOYEE CODE OF RESPONSIBILITY
FOR SECURITY AND CONFIDENTIALITY OF
RECORDS AND FILES

Security and confidentiality are matters of concern to all Rogue Community College employees and to all other persons who have access to office facilities. As a student employer, the college is able to extend job opportunities and work experience to supplement students' finances and education. In so doing, the student employee is placed in a unique position of trust since a major responsibility of the college is the security and confidentiality of student records and files. The purpose of the Code is to fulfill the College's responsibility and to clarify your own responsibilities thereto. Since conduct either on or off the job could affect or threaten the security and confidentiality of this information, each student employee is expected to adhere to the following:

1. No one may make or permit unauthorized use of any information in files maintained, stored, or processed by the College.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information which has come to them by virtue of their work assignment.
3. No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with department and college policies and procedures.
4. No one may knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry. No one may knowingly edit out or cause to be edited out any data entry in a record or report.
5. No official record or report, or copy thereof, from the office where it is maintained may be removed except in the performance of a person's duties.
6. No one is to aid, abet, or act in conspiracy with another to violate any part of this code.
7. Any knowledge of a violation of this code must immediately be reported to a person's supervisor.

Consistent with general student personnel policies, violation of the Code may lead to reprimand, suspension, or dismissal from the student job. Violation can also lead to action under the College's Student Rights, Freedoms, Responsibilities Statement and/or State of Oregon statutes pertaining to theft, alteration of public records, or other applicable sections.

I have received a copy of, have read, do understand, and will comply with Rogue Community College's Code of Responsibility for Security and Confidentiality of Records and Files.

Signature

Date

I:CODE.WPD

Student Employee
Release for Work

Date:

Dear <Student Supervisor>:

<Student Worker> has completed all of the mandatory paperwork necessary to begin employment. This student may begin as soon as you receive this e-mail or hard copy from the student.

If you have any questions or concerns, please contact Student Employment Services, 245-7560 at Riverside Campus or 956-7091 at Redwood Campus.

Thank you for your support.

Sincerely,

Student Employment Services



RCC STUDENT EMPLOYMENT TIME REPORT

FOR PERIOD ENDED: _____ 15, _____
(Month) (Year)

(Round in/out times to the nearest quarter-hour)

Date	Hours Worked						
	IN	OUT	TOTAL	IN	OUT	TOTAL	DAILY TOTAL
16			0:00			0:00	0.00
17			0:00			0:00	0.00
18			0:00			0:00	0.00
19			0:00			0:00	0.00
20			0:00			0:00	0.00
21			0:00			0:00	0.00
22			0:00			0:00	0.00
23			0:00			0:00	0.00
24			0:00			0:00	0.00
25			0:00			0:00	0.00
26			0:00			0:00	0.00
27			0:00			0:00	0.00
28			0:00			0:00	0.00
29			0:00			0:00	0.00
30			0:00			0:00	0.00
31			0:00			0:00	0.00
1			0:00			0:00	0.00
2			0:00			0:00	0.00
3			0:00			0:00	0.00
4			0:00			0:00	0.00
5			0:00			0:00	0.00
6			0:00			0:00	0.00
7			0:00			0:00	0.00
8			0:00			0:00	0.00
9			0:00			0:00	0.00
10			0:00			0:00	0.00
11			0:00			0:00	0.00
12			0:00			0:00	0.00
13			0:00			0:00	0.00
14			0:00			0:00	0.00
15			0:00			0:00	0.00
Monthly Total							0.00

STUDENT NAME (please print): _____

SSN: _____

RCC DEPT/SCHOOL/SITE (please print): _____

SUPERVISOR (please print): _____

L & E ACCT #: _____

FWS ACCT #: _____

JOB CODE: _____

PAY RATE (from contract-circle one)

Regular	Peer Tutor/Lab Aide (Learn & Earn only)
\$7.60 \$7.75	\$8.60 \$8.75

TOTAL MONTHLY EARNINGS: _____

Student and supervisor signatures required, thereby confirming that information is complete and accurate.

X _____
Student Signature

X _____
Supervisor Signature

X _____
Date

F
B
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e

Time Reports are due to Student Employment Services at RCC the first business day following the 15th of each month.

* TIME CARDS MUST BE SUBMITTED TO STUDENT EMPLOYMENT SERVICES BY SUPERVISOR

Student Employment Evaluation

The rating categories are:

- 1 - Performance seriously deficient and required immediate improvement
- 2 - Improvement needed for performance to meet expected department standards
- 3 - Performance meets expected department standards
- 4 - Performance frequently exceeds expected department standards
- 5 - Performance consistently exceeds expected department standards

Supervisors should judge “expected department standards” based on the performance as related to job description

<input type="checkbox"/>	RELIABILITY	5	4	3	2	1
--------------------------	--------------------	----------	----------	----------	----------	----------

Is punctual and has good attendance
 Notifies supervisor of absences before start of work day
 Gives adequate notice when requesting time off
 Observes all organization policies & safety rules

<input type="checkbox"/>	PRODUCTIVITY	5	4	3	2	1
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Accepts responsibility to complete assigned tasks on time
 Follows directions: oral, written, multi-step
 Stays on task, even without direct supervision
 Shows neatness & accuracy with detail
 Works hard, seeks additional work if time allows
 Keeps tools and materials organized & in good condition

<input type="checkbox"/>	PROBLEM SOLVING / DECISION-MAKING	5	4	3	2	1
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Recognizes when problems exist and tries to solve them
 Seeks help when needed
 Plans & organizes work to achieve best efficiency
 Communicates suggestions to improve workplace systems

<input type="checkbox"/>	INTERPERSONAL / TEAMWORK	5	4	3	2	1
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Gets along well with co-workers
 Responds to changing job demands, helps others if needed
 Is friendly and polite
 Accepts and responds positively to ongoing performance feedback
 Works with team to satisfy customer expectations

<input type="checkbox"/>	COMMUNICATION	5	4	3	2	1
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Clearly expresses self to others (oral, written, sign)
 Readily asks questions if confused about correct procedures
 Listens well, takes notes when needed
 Observes confidentiality
 Respects cultural and ethnic differences in communication styles

<input type="checkbox"/>	MATURITY / COMMITMENT	5	4	3	2	1
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Is honest, willing to admit mistakes & learn from them
 Is interested in learning more about own job and organization as a whole
 Dresses appropriately for work site, maintains proper hygiene
 Finds appropriate ways to deal with stress
 Strives to improve quality of own work and always gives best effort

Supervisor: _____

Student: _____

Date: _____

RCC Staff Electronic Resource Procedure
Please read document and sign at bottom of next page.

I (**Print name**) _____ agree to the terms and conditions of the following procedure regarding the use of Rogue Community College's electronic information resources. All electronic resources are to be used in a responsible and considerate manner consistent with the institutional goals of Rogue Community College.

Acceptable and Unacceptable Uses

- Refrain from engaging in deliberately wasteful, illegal, or harmful practices. These are not limited but may include chain letters, use of printers as copy machines, distribution or circulation of media known to contain invasive computer software such as viruses and personal use of any Web-based audio or video.
- Unnecessarily using electronic equipment for long periods of time when others are waiting for the resources; i.e., printers, copiers, phones.
- Electronic mailings to *All of RCC* must display approval by the appropriate dean.
- RCC resources shall not be used for political lobbying or campaigning.
- Reasonable personal use is allowed.
- Use of electronic systems to interfere with the work of employees or students, or to disrupt the normal operation of the College is an unacceptable use of facilities.
- The user of any RCC equipment, either on site or remotely, will not use it for personal financial gain.

Harassment

- RCC's harassment policy, as printed in the catalog and schedule, extends to the networked world. For example, sending unsolicited or repeated electronic messages that unreasonably interfere with anyone's education or work at RCC may constitute harassment.
- RCC's policy and state and federal statutes prohibit unwanted sexual behavior, lewd or indecent conduct, and behavior defined as "stalking." Electronic versions of these behaviors are also prohibited.
- Intentional transmission or display of unwanted messages, information, or graphic images which create a hostile school or work environment are inappropriate uses of College electronic resources and violate RCC's policy on harassment, as well as federal and state laws.

Privacy Disclaimer

- All administrative electronic data should be treated as confidential, other than data that has been designated as approved by the president for release to the public. Employees should adhere to any applicable federal and state laws concerning storage, retention, and destruction of data. Institutional data shall be used only for legitimate business of RCC.
- Individual, student educational records are protected by the Family Educational Rights and Privacy Act (FERPA). Disclosure of student records information to any person or agency outside of RCC shall be approved by the Director of Enrollment Services, the records custodian.
- All users will respect the privacy of others by refraining from inspecting, broadcasting, or modifying personal data files without the prior consent of the individuals involved.
- Computer activity, including Internet usage, is monitored by authorized individuals for purposes of maintaining system performance and security. In instances when individuals are suspected of abuse of computer usage, the contents of user files may also be inspected.
- E-mail messages are not necessarily protected from disclosure. It is possible for messages protected by a password or which have been deleted to be accessed by others. All e-mail messages are ultimately considered college property. There shall be no expectation of privacy or confidentiality in electronic communications.
- RCC will make every effort to ensure the integrity of its various systems. Safeguards are maintained; however, no system can ensure absolute system security. Thus, users should not rely on system safeguards to ensure privacy or integrity of information stored or transmitted.

System Respect/Security

- Respect the RCC system. No one shall knowingly introduce invasive computer software such as viruses nor shall users attempt to jeopardize any information systems.
- Loopholes in security systems or knowledge of a special password are not to be used to alter information systems, obtain extra resources, take resources from another user, gain access to systems, or use systems for which proper authorization has not been given.
- Users without proper authorization should never access or attempt to access any computer/network equipment, data, or software. **Access** includes, but is not limited to reading, writing, creating, deleting, modifying or copying of data, or moving, connecting, or disconnecting cables or devices, changing equipment settings, or wiretapping. **Data** includes, but is not limited to printouts, contents of removable media, or other physical computer media and data communications.

- System management techniques should be used by all levels of college staff to ensure that (a) the integrity of information is preserved through access controls and data custodianship assignments; (b) system capabilities can be reestablished within an appropriate time frame upon loss or damage by accident, malfunction, breach of security, or natural disaster; and (c) actual or attempted breaches of security can be detected promptly.

Account Responsibility/Password Security

- Accounts shall be used for authorized purposes only.
- Every computer account issued by RCC is the responsibility of the person in whose name it is issued. It is, therefore, mandatory that the owner of an account notify their supervisor if it appears anyone else is using their account. ***Users may not authorize others to use their accounts for any reason.*** Users are responsible for all usage of their accounts. Users shall take all reasonable precautions, including password maintenance and file protection measures, to prevent use of their accounts by others.

Liability Disclaimer for Lost Data

- RCC will attempt to plan for and advise users of scheduled down time; however, information resources can and will go down at unplanned times, and RCC can assume no liability for any data lost or unavailability of data.
- RCC assumes no liability for lost revenue, lost data, lost output, time delay, system performance, software performance, incorrect advice from a consultant or other damages arising from the use of RCC information resources, either on-site or remotely. Signing this agreement releases RCC from any claim.

Internet Disclaimer

- RCC does not exercise control of material available on the Internet, some of which may be offensive to network users.

Copyright – License

- Copyrighted software is not to be copied from, into, or by using RCC information systems, except as permitted by law and by the contract or license agreement with the owner of the copyright. The use of software on a local or a wide-area network or on multiple computers shall be in accordance with the license agreement.
- All data and software used on RCC information systems must comply with federal and international copyright law.

Sanctions for Misuses

- The college reserves the right to suspend, modify, or terminate any user’s right to access any RCC electronic system for any violation of this procedure. The decision to take any actions and the degree of action is at the discretion of the President in accordance with Human Resource policy.

User Signature

Date

Social Security #

Student Employee Termination Information

INSTRUCTIONS:

If a student employee is terminated, this form must be completed before a final salary check will be released. It should be completed by the student employee's supervisor and sent to Student Employment Services **immediately** along with the student employee's final time report.

Student Employment Services will forward the necessary information to Business Services where the student may pick up his/her final check. If an employee is discharged, the final paycheck is due not later than the end of the next business day (*ORS 652.140(1)*). If an employee quits with less than 48 hours notice, excluding weekends and holidays, the paycheck is due within five days, excluding weekends and holidays, or on the next regular payday, whichever comes first (*ORS 652.140(2)*).

Before discharging a student employee, attempt to resolve any problems pertaining to job performance or working relations. If you would like assistance please request an appointment with a Student Employment Service representative who will work with the student employee and your department to resolve the problem

Name of Student Employee _____
Social Security Number _____

Date of Hire: _____ Date of Termination: _____
Termination was: Voluntary _____ Involuntary _____

Reason for termination:

Student employee comments concerning termination (optional):

Supervisor

Date

Student Employee (optional)
