



Rogue Community College
Human Resources Department

STUDENT EMPLOYMENT HANDBOOK

A Supervisor's Guide to Student Employment
Updated November 2009

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STUDENT EMPLOYMENT HANDBOOK

A Supervisor's Guide to Student Employment *Updated November 2009*

Student Employment Mission Statement

Human Resources Student Employment Services supports Rogue Community College by offering employment guidance and coordinating efforts to provide students with educational employment opportunities. Student Employment Services offers experiences that promote learning and foster career development.

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Disclaimer: These policies and procedures are subject to change as a result of college policy, State and federal law amendments.

INTRODUCTION

Each year nearly 200 students earn approximately \$450,000 working at the college. Student employees serve in virtually every office and department at the college and perform a myriad of duties vital to the success of the College.

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 earn grades comparable to their nonworking peers. Part-time work experience can also be a significant factor in development of work ethics and career choice.

Human Resources Student Employment Services (hereinafter "SES") offers program oversight and assistance to currently enrolled students in finding jobs to meet their financial needs and experiential goals. Campus-based job opportunities include Learn & Earn and Federal Work Study (FWS). Community Service job opportunities are available on- or off-campus through FWS 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.

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

All Rogue Community College student employee positions require the student to be enrolled in a minimum of 6 credits at RCC and meet the minimum grade point average required for the position. Most regular positions require a 2.0 GPA, but lab aide / peer tutor positions require a 3.0 GPA.

Student Employee Position Categories

On-campus student employment can be either regular or lab aide/peer tutor. Wage scales are different for the two categories.

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; manual labor; multi-media and computer operations, library assignments and various other positions. Examples of working titles at this level are:

- Clerical Assistant
- Building and Grounds Assistant
- 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
- Peer Assistants*

**Note: Peer Assistant positions require a minimum 3.0 GPA and may have other requirements.*



Rogue Community College

Student Employee Pay Rates

Effective January 1, 2009 hourly pay rates for student employee positions are:

- Regular Positions: \$8.50 to \$8.65
- Lab Aide / Peer Assistant / Tutors: \$9.35 to \$9.50

Student Employment Funding

Student employee positions may be funded by either Federal Work Study (FWS) dollars or through the College's general funded Learn & Earn Program.

Learn & Earn Programs: Learn & Earn positions are similar to FWS, but are funded by The College's general fund dollars. The Learn & Earn program is designed to provide College departments and programs with part-time student employees while providing students with experiential-based learning and additional income. Student employment is not intended to be permanent employment but is made available as temporary employment. These positions are intended to help support students financially as they are attending school and give an opportunity for on the job learning experience. For eligibility requirements, see the Eligibility section.

Federal Work Study (FWS) 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. To be eligible for FWS, students must meet the student employment eligibility requirements (see Eligibility section). In addition, they must have received an award from the Financial Aid department, and be making reasonable progress toward a degree or certificate. 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 earning limits that dictate the total number of allowable work hours. FWS student employees that expend their financial aid award may continue their employment as Learn & Earn students as long as funds are available.

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.

Student Employment Eligibility Requirements

Regular Position Eligibility: RCC students are eligible to apply for a Learn & Earn position if they are enrolled in a minimum of 6 credits, maintain a minimum cumulative Grade Point Average (GPA) of 2.0, and are eligible to work in the United States. Audited classes do not count toward the minimum required credits. Please note: Beginning summer term 2010, students will be required to be enrolled in 6 credits at RCC during summer terms (the same requirement as fall, winter, and spring terms) to be eligible for student employment.



Lab Aide / Peer Tutor Eligibility: Learn & Earn students may also work as lab aides or peer tutors. However, in addition to the minimum eligibility requirements above, these students must maintain a minimum cumulative GPA of 3.0. Other requirements include an RCC faculty letter of recommendation, excellent interpersonal skills, demonstrated ability to work with diverse students, and advanced skills in applicable subject matter (reading, writing, math, or other).

Eligibility Appeals

Student employees whose GPA falls below 2.0 (3.0 for lab aides and peer tutors) and/or who are enrolled in fewer than 6 credits 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, SES 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 achieve satisfactory academic progress, not simply to provide a job. Being on a waitlist for a class does not constitute enrollment.

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

Students working through FWS make their appeal to the Financial Aid Department to reinstate their award. They may also appeal to SES, using the documentation provided to Financial Aid, and ask to be put on Learn & Earn while their file is being reviewed by Financial Aid.

Every effort will be made to expedite appeal decisions. SES 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 may 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.

Work Schedule & Employee Status Limitations

1. Student employees 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.



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 required number of credits for the following term.
5. Student employees may be employed by more than one RCC department, as long as the students' hours do not exceed twenty (20) hours/week or forty (40) hours/week during breaks between terms.
6. 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 if they are enrolled for the following term) and the student is in agreement, it is recommended that you consider terminating the student employee agreement (contract) and hire the student under a temporary contract (maximum hours 599 per year). RCC's Human Resources Department can give you more information on this option.
7. Student employees may not displace other type of College employee (ORS 653.070).
8. Students may NOT be employed by RCC as both a student employee and any other type of College employee (including temporary staff, classified staff or part-time faculty). This is based on IRS and Social Security regulations regarding employees paid as student employees, BOLI statutes, FWS requirements and student status. There are strict guidelines governing who can qualify to be paid as a student employee, and having other jobs at a college can jeopardize that standing for students.
9. Students may earn CWE credit (as appropriate and when approved), while they are employed as student employees.
10. 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 then reviewed and approved by the Director of Human Resources. Students may be required to sign a statement acknowledging extra accountability and responsibility when engaged in an off-campus assignment. A supervisor should be available to be contacted by the student employee during all times the student employee is working.

Federal and State Wage and Hour Mandates

Student employees are non-exempt employees and are subject to federal and state wage and hour laws. Supervisors are responsible for ensuring student employees comply with federal and state wage and hour laws. These regulations include but are not limited to:

1. **Meal Periods (Lunch).** Employees must be provided an unpaid meal period of not less than 30 continuous minutes during which the employee is relieved of all duties for each work period of six hours or more. A meal period is not required for a work period of less than six hours (OAR 839-020-0050).
2. **Rest Periods.** Employees must be provided a paid rest period of fifteen minutes for every four-hour segment of work, or major part of four hours, worked in one work period. During rest periods employees must be relieved of all duties.



3. **Volunteering.** Federal and State regulations prohibit employers from accepting voluntary services from any paid employee (including student employees). In order for a paid student employee to volunteer for the College in any capacity, the following must be true:
 - The work must be at the employee's initiative.
 - The work must be outside normal or regular work hours.
 - The employee must be performing a religious, charitable or other community service without contemplation of payment.
 - The employee must be performing a task outside of the regular job functions performed for the same employer.
4. **At-Will Employment.** Student employees are "at-will" employees. This means that employment can be terminated, with or without cause, and with or without notice, at any time, at the option of the College or at the option of the employee. However, prior to terminating a student employee for cause, please contact Human Resources Student Employment for assistance. Disclaimer: The existence of College rules, policies, and procedures does not nullify or in any way change an employee's at-will status.
5. **Safety.** The student supervisor is responsible for providing student employees with all safety and personal protective equipment required to perform their assigned tasks.

HIRING STUDENT EMPLOYEES

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 Employee Conviction of a Crime

Applicants for Student Employment are required to mark whether they have been convicted of a crime on their application. Online, the screening committee does not have access to view whether an applicant has marked yes in the field "Have you ever been convicted of a misdemeanor or felony crime?" Please contact Student Employment to find out whether the applicant you have selected for the position has stated "yes" in that field and whether the crime is relevant to and a potential disqualifier for the position in question.



Rogue Community College

Job Posting / Applicant Tracking Website (NEW)

<https://jobs.rougecc.edu/hr>

Rogue Community College has implemented PeopleAdmin, an online system that automates the previously paper-driven recruitment and employment application process. PeopleAdmin is a web-based recruitment and hiring system that allows the College to track applicant data, retain required records, and maintain consistent and non-discriminatory hiring practices. All student employee position vacancies shall be posted to this website and all applicants will be required to apply online. You will use this system to:

- Create and submit job postings to Student Employment
- View applicants to your job postings

The system is designed to benefit you by facilitating:

- Faster processing of employment information
- Up to date access to posting information
- Larger and more qualified applicant pools
- Efficient screening of applicant qualifications prior to interview and selection

1. **Create a Job Posting**

Note: There are two ways to create a new job posting by clicking one of the following links under Create Posting:

- **From Previous** (If you have posted the same position in PeopleAdmin in the past, please use "From Previous")
- **From Scratch** (If it's a newly created position post "From Scratch")

When you click "From Previous" the system will allow you to select from postings that have been filled and that you created (or that you were granted access as indicated in Departmental Users with Access on the posting).

2. **Entering Posting Information**

When you click "From Scratch" the position details tab appears. Enter the position details information and click the "Continue to Next Page" button at the bottom of the form.

As positions are filled, jobs will be removed from the website. Supervisors may post their jobs following the directions on the website or ask SES staff to assist them with the job posting process. If there are specific program-based skills or experience required for the position they should be included on the job posting.

3. **Creating the Job Description**

All positions at the College must have a job description prior to opening and filling the position. Consider the level of responsibility delegated to student employees. Remember that their primary purpose here is academic achievement and that student employees are never to be used to replace other types of College positions. However, students may take on a variety of tasks and provide much needed support to department classified staff, faculty and managers.



Ideally, the students' 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.

It is important job descriptions are detailed, thorough, consistent, and accurately reflect the work and skills required. 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 ensure that you get a good match for the position.

For job description formatting, sample language, and assistance in developing a student employee job description, please contact SES. SES will review all job descriptions to ensure it includes appropriate duties and language prior to posting the position.

4. Student Employee Interview / Selection

Only student supervisors that have been given the authority to hire student employees shall review applications, interview candidates and make selection decisions. Student supervisors are responsible to review applications, interview each selected applicant in an appropriate, non-discriminatory, and consistent process, making an effort to put the student at ease during the interviewing process. The criteria utilized by a student supervisor should be based upon the screening requirements indicated on the announcement of position opening.

5. Protected Classes

The following are known as "protected classes" under state and federal law. A student supervisor should never utilize any of these as criteria in screening and/or questioning candidates:

- Race
- Expunged Juvenile Record
- Color
- Religion
- Gender
- Opposition to Health/Safety Practices
- National Origin
- Mental/Physical Impairment
- Age, 18 and up
- Injured Workers
- Marital Status
- Disabled Persons
- Family Relationships

For a more detailed list of federal and state protected classes, visit:

http://www.oregon.gov/BOLI/TA/T_FAQ_Protected_Classes_Chart_2008.pdf



6. Interview Questions

All questions asked must be legally allowed questions and the same for each applicant. Here are a few examples of questions that cannot be asked during an interview:

- Have you ever had, been treated, or hospitalized for any conditions or diseases?
- Have you ever been treated for a mental condition?
- Are there any health-related reasons you may not be able to perform the job for which you are applying?
- How many days were you absent from work because of illness last year?
- Do you have any physical defects which preclude you from performing certain kinds of work? If yes, describe such defects and specific work limitations.
- Do you have any disabilities or impairments which may affect your performance in the position for which you are applying?
- Are you taking prescribed drugs?
- Have you ever been treated for drug addiction or alcoholism?
- Have you ever filed for workers' compensation insurance?

7. Pre-Employment Questions

Pre-employment questions can only be asked by the student supervisor after the selection has been made and prior to making an offer of employment.

- Can you meet the requirements of your designated work hours?
- Can you perform the tasks of this position with or without an accommodation?
- Describe or demonstrate how you would perform this function, with or without an accommodation. (This question can be asked of applicants who have a known disability that might prevent them from performing a job function. If the disability would not interfere with a job function, however, the person could only be asked to demonstrate job performance if all other candidates must do so.)

To review more on interview questions that are and are not appropriate, please visit:

http://www.oregon.gov/BOLI/TA/T_FAQ_Tapreemp.shtml

Hiring Process / Forms

All required forms must be completed before a student may begin work. The student may not begin to work until SES has cleared the student and released them to work.

1. All students are required to complete an online RCC [Employment Application](#) prior to hire.
2. Student Supervisors must review applications carefully and interview applicants prior to offering a student applicant a position as a student employee.
3. Once the selection is made, the student supervisor needs to verify the student is enrolled in 6 credits and has the required GPA.
4. The student supervisor then completes a [Student Worker Agreement](#) and [Begin to Work Form](#), which are signed by both the supervisor and the student. These forms are brought by the student to SES.



5. Students may not begin to work until the *Student Employment hiring packet including: I-9 (must be completed by HR), [W-4](#), [Electronic Resource Policy](#), Code of Responsibilities for Security & Confidentiality of Records and Files, [on-line orientation](#), [Hazmat](#) and [FERPA](#)* are completed. SES will contact the student supervisor when the student has completed the hiring packet and on-line information and is released to work.
6. **NOTE:** Student employees are not eligible to receive keys for college facilities.

New Student Employee Orientation

First-time student employees are required to participate in an on-line orientation prior to starting work. The purpose of this orientation is to familiarize new student employees with college expectations and to begin to establish the foundation for their work at the College. It is the student supervisor's responsibility to build on that foundation through job training, explanation of relevant College policies and procedures, and establishing departmental expectations. The on-line new student orientation provides students with information and training in the following areas:

1. **Student Responsibilities** This covers some of the basic expectations and responsibilities of student employees:
 - Attendance and Work Schedules
 - Attitude
 - Appearance / Dress
 - Competency
 - Conditions of Employment
 - Confidentiality
 - Drug-free Workplace
 - Equipment and Supplies
 - Smoking Regulations
 - Breaks
 - Food and Drink
 - Personal Business
 - Public Relations
 - Quitting and Termination
2. **[FERPA](#)** (Family Educational Rights and Privacy Act). Federal regulations governing the privacy and confidentiality rights of those who attend a postsecondary institution. Please visit: <http://www.roguecc.edu/FERPA>
3. **Payroll / Time Reports**
[Time report](#) procedures, due dates, paydays, and other relevant payroll information.
4. **Student Code of Responsible Behavior** Student Rights, Freedoms, and Responsibilities: <http://www.roguecc.edu/Students/StuRights/StudentRightsFreedomsResp.pdf>
5. **Human Rights Policy.** http://www.roguecc.edu/BoardPolicies/appendix_1.htm



6. **Hazardous Materials and Blood-Borne Pathogen Training**. This training is required for all College employees. General information is available at <http://www.roguecc.edu/Safety>. For additional information regarding safety awareness please contact the Facilities/Operations Department.

TERMINATION PROCEDURE

PLEASE NOTE: Notify the office of SES of any change in the status of your student employee. If he or she quits or is discharged, it is imperative to get submit appropriate paperwork to the SES office immediately.

1. Before discharging a student employee, attempt to resolve any issues pertaining to job performance or working relationships. You may want to use the *Student Evaluation Guidelines* https://www.roguecc.edu/HumanResources/form_student_employment.asp an evaluation tool. If you would like assistance please request an appointment with a SES representative who will work with the student employee and your department to resolve the issue.
2. Student employees are considered "at-will" employees. This means that employment can be terminated, with or without cause, and with or without notice, at any time, at the option of the College or at the option of the employee. Any student employee who consistently does not meet departmental work expectations may be terminated at the request of the employing department. However, prior to terminating a student employee for cause, please contact SES for assistance. Proper documentation and paperwork will be required.
3. If a student employee is terminated or quits, the [Student Employee Termination Information Form](#) must be completed before a final paycheck can be issued. It should be completed by the student employee's supervisor and sent to SES immediately upon notice of termination along with the student employee's final [Time Report](#). The urgency behind submitting the notice of termination to SES is due to the fact that Oregon law requires different due dates for issuance of final paychecks according to the type of termination and/or amount of notice given by the employee. Therefore, it is imperative that student supervisors follow strict deadlines in the event of a termination in order to ensure the payment of final wages is made in compliance with Oregon law.
4. A copy of the *Student Employee Termination Information Form* <https://www.roguecc.edu/humanresources/forms/SES/StudentEmployeeTerminationForm.docs> should be given to the student employee. Sometimes it may be impossible to get the student employees signature on this form. Please do not let this hold up the processing of the form, or you may be responsible for preventing final payment of wages within the required timeframes.
5. SES follows Oregon BOLI Wage and Hour regulations. For further information go to: <http://www.oregon.gov/BOLI/>



Discipline / Termination

SES 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
- Insubordination
- Carelessness or lack of attention that results in injury to property, person, or public relations
- Failure to follow safety procedures, rules or use proper safety equipment
- 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
- 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 reports or other records
- Conviction of a felony or other crime relevant to the type of position held

Disclaimer: The reasons listed are not all-inclusive and Rogue Community College retains the right to terminate employees who, in the employer's discretion, have either engaged in misconduct or who have not performed at an acceptable level. In addition, RCC retains the right to terminate student employees without cause or for funding/budgetary reasons or any other reason allowable by law.

Pre-Termination

Before deciding to terminate an employee for cause, the supervisor should ask themselves the following questions:

1. **Did you give the employee an opportunity to improve poor performance?** If the student employee's performance is poor, you may need to use it as a teaching/training opportunity. Always communicate with the student employee about poor performance and provide an opportunity to improve. Have you provided proper training? If not, you should provide proper training and an opportunity to improve prior to considering termination.
2. **Does the employee have a legitimate explanation for his/her actions or poor performance?** If poor performance continues, or a more serious issue of misconduct occurs, before deciding whether to terminate the employee, conduct a thorough investigation of the events in question and get the employee's version or explanation. Consider whether a neutral third person would find the employee's explanation plausible.



3. **Does the punishment “fit the crime”?** Consider whether a neutral third party would agree that termination was fair given the nature of the conduct or the seriousness of the performance problems.
4. **Is the decision to terminate premature?** Determine whether alternatives to termination are more appropriate, such as giving an employee a “last chance” or placing the employee on a written plan to improve performance.

Termination Conversation Tips

1. **Be candid** when advising the student employee of the reason for termination. Don’t “sugarcoat” the reason in order to avoid hurting the employee’s feelings.
2. **Respect the student employee’s feelings.** Do not do anything to embarrass the employee during the termination process. When possible, avoid “escorting” the employee from the workplace in front of other students and staff. Employees who have been humiliated are more likely to challenge their termination.
3. **Respect the employee’s privacy.** As a student supervisor you are responsible for maintaining confidentiality. After termination, advise only those who have a need to know the reason for the termination, and advise them to not discuss the matter. Co-workers not involved in the supervision of the student likely do not have a legitimate need to know.
4. **Avoid inconsistent post-termination statements.** Do not make post termination statements in a termination form or reference letter that are inconsistent with or contradict the reason for termination. Such written statements, like comments to the former employee, will create credibility problems for the College.
5. **Maintain relevant documents.** An employer should maintain appropriate documentation and retain all relevant documents, including the employee’s poor work product that supports the decision to terminate the employee.
6. **Help the student employee find other employment.** Consider directing the student employee back to SES to look for other job opportunities and, in certain cases, provide a neutral reference to aid the employee in finding another job. Remember, our goal is to help our student employees be successful during their experience at College and after.

STUDENT NETWORK ACCOUNTS

The [Terms and Conditions of Student Accounts](#) is a form that must be completed for each student employee each term and sent to Information Technology. See IT instructions below:

Rogue Community College I/T Department Student employee Account Request/Renewal Policy and Procedure

Policy

All student employees, (who will be using e-mail, network drives or RogueNet System) must have an individual user account due to network security and FERPA guidelines. Please refer to the procedure below for new account setups. All student employee accounts are set to expire at the end of each term. Student supervisors should contact the Help Desk via e-mail before the beginning of each term to re-enable their active accounts. If an account has not been renewed for a period of one year then the account will be deleted from the system.



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Procedure (*New Account*)

1. Fill out a Rogue Net *User Account Request Form*:

<http://learn.roguecc.edu/helpdesk/forms.htm>

- Check the Student Worker check box
 - Name = student name
 - Position = Student Worker
 - Department = department
 - Dean/Supervisor = student's supervisor
 - Work Telephone = department contact phone number
 - E-Mail Distribution Group = requested e-mail groups
 - Network Drives = requested drives (a shared folder on the department drive that both the student and other department workers can access)
 - RogueNet Applications = authorized (by department head) RogueNet applications that the student will be using
 - Originator = originator/student supervisor
2. Turn forms in to local Help Desk location
3. Forms will be scanned and processed and the student supervisor will be informed when the account is available for use.

STUDENT SUPERVISOR RESPONSIBILITIES

The following information delineates responsibilities of the supervisor. SES reviews basic work expectations with all new student employees. The responsibilities serve as a foundation for successful student employee supervision. The responsibility for adherence to the student employee 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 employees' academic achievement and success. The primary purposes of FWS and Learn & Earn are to provide students with an income source to help them stay in school and to gain work experience, preferably related to 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.

Direct Supervision

The student supervisor is responsible for direct supervision of student employees. Supervision of a student employee, unless identified otherwise, is exercised by the RCC employee specified on the individual [Student Worker Agreement \(contract\)](#). If you are not present during a student employee's



shift, it is your responsibility to make arrangements for an alternate supervisor (RCC manager, faculty or classified member) and identify that person and contact information to the student employee.

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 contact SES.

Treat all student employees fairly and equitably, develop a good working relationship with all student employees, and 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. It is important to clearly communicate regarding expectations and steps for improving performance. Appropriate documentation should be maintained.

Try to resolve any problems pertaining to job performance or working relations of a student employee. If you need advice on how to handle a situation, SES is available to help. If the problem is still unresolved, supervisors may request an appointment with a SES representative who will work with the student employee and your department to resolve the problem.

The manager responsible for the department may reassign the supervision of student employees to another RCC employee at any time and for any reason. In addition, if the student supervisor is in any way negligent in their responsibilities as a student supervisor, their supervisory privileges may be removed and the student supervision may be reassigned to another RCC employee. Human Resources Student Employment has the responsibility of working with department managers to address issues when they become apparent.

Supervision Conflict of Interest

An employee of the College may not supervise a student employee to who they are related or with which they have relationship that may create an actual or potential conflict of interest, according to Oregon Government Ethics Law. For example, student employees may not be supervised by someone that they are in a financial relationship with outside of the College such as landlord/tenant, cohabitant living situation, lender/borrower, etc.

Note: Oregon Government Ethics law defines actual conflict of interest [ORS 244.020(1)] and potential conflict of interest. [ORS 244.020(11)] In brief, a public official is met with a conflict of interest when participating in official action which could result in a financial benefit or detriment to the public official, a relative of the public official or a business with which either are associated.

For the purposes of this policy, a relative is defined as a person for whom an employee of the College 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.



Rogue Community College

Student Illnesses

If a student employee comes in to work and is visibly ill, or tells the supervisor that they are ill, the supervisor has the option of sending the student home from work. Supervisors should use their best judgment when deciding to send a student home if they appear sick and either unable to work or present a potential risk of exposure to others. The supervisor may not ask specific questions as to the employee's illness, but may ask general questions such as "are you feeling well?"

Student Access to College Computer Network

Students are sometimes given limited access to department drives and RogueNet applications as part of their student employee duties. All students must complete and pass the online FERPA test as part of their orientation before beginning their employment at RCC. Departments should also do their own confidentiality training as it relates to information encountered in your specific department.

As a supervisor, you are responsible for your student employee's use of RogueNet and other College computer systems. 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. Therefore, it is the supervisor's responsibility to train student employees on how to appropriately use those systems for the purposes of accurately completing required departmental job duties, and to discuss confidentiality of records and what would be considered inappropriate use of College computer systems and data.

Performance Evaluation

As a supervisor, it is critical to communicate with student employees, either formally or informally, on how well they are doing. Regular feedback is important to the success of student employees in giving direction on what they are doing right and what areas need improvement.

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 performance strengths and weaknesses, and to reinforce the supervisor's expectations. Remember, clear communication is critical. Don't beat around the bush or decide to avoid difficult conversations. Student employment is an opportunity to help RCC students build job skills that may be critical for their future success in the job market. Effective supervisor training and feedback provide a more meaningful experience for student employees.

See *Student Employment Evaluation Form* at:

http://www.roguecc.edu/HumanResources/form_student_employment.asp.

Time Reports

1. It is the student supervisor's responsibility to ensure that each student employee has kept track of his/her time "in and out" on the approved and current *Student Employee Time Report Form* ("*time reports*"). Time reports must also include the student employee's current hourly pay rate. All information should be entered on the time report, including the student and supervisor's names.



2. Students are required to maintain time reports as they work rather than completing the whole time report when it is due. Mistakes are often made when students either pre-complete or post-complete their time reports.
3. According to State law, it is the employer's (supervisor's) responsibility to make sure time reports are completed timely and accurately. Ensure that each student employee's work hours are reported accurately. Actual start and end times recorded on the time report must 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 and absences other than paid breaks.
4. Federal and State regulations requires employees be provided with an unpaid 30 minute meal break if the work segment is 6 hours or longer. Paid rest periods must be provided for every four hour segment, or major part of four hours worked in one work period.
5. 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. Supervisors turn in signed and approved time reports to SES. Students may deliver time reports only in a sealed envelope with the supervisor's signature across the sealed flap. Time reports can be faxed by the supervisor to SES, but the original hard copy must follow in a timely manner. Time reports are due to SES 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.
6. **Your signature as a supervisor designates that you have reviewed and approve of all hours and days worked.**
7. The student supervisor is responsible for making sure time reports are submitted to SES by the payroll due date each month. The current payroll schedule designating when timesheets are due to supervisors and when they are due to Student Employment is available at online.
8. **SES staff reviews time reports for accuracy in several areas:**
 - Addition of daily hours worked
 - Ensure that hours are not recorded on holidays, campus closures, or weekends (unless previously approved)
 - Ensure that lunch periods are taken for work segments of six (6) hours or more
 - Calculate total monthly earnings

If a significant change needs to be made to the time report, the student's supervisor will be notified. SES may require a new time report be completed, or may required the supervisor to initial the corrections made on the timecard.

Paydays

1. Student employees are paid once per month on the last working day of the month. Wages are based on the hourly rate assigned by the hiring department.
2. All student paychecks and paystubs will be mailed. Direct deposit is available to students. Student employees should contact Student Employment for a direct deposit form.
 - *Note: Beginning Fall term, 2009, all paychecks and paystubs are mailed directly to the student the day before payday.*
3. It is the student's responsibility to make sure SES has their current address on file.



4. If a student feels that his/her paycheck is incorrect, the student should contact SES to resolve the situation as soon as possible. If additional pay is due to the student employee, a manual check will be processed and disbursed by Payroll within 48 working hours. For further information go to: <http://www.boli.state.or.us/>

ALLOCATION PROCESS

Each year, the College determines the number of student employee allocations by taking the FWS budget amount and the general fund Learn & Earn budget and dividing it by the dollar amount used per term for a student allocation. Currently one (1) student employee allocation is \$1,000, which equates to approximately 10 hours per week for 11 weeks. Some departments may have additional non-general fund or grant dollars available to spend on student employee allocations. This non-general fund money is not distributed through SES. The expenditures of grant dollars are not tracked on the monthly student employment budget spread sheet. Student employee allocations are distributed to departments by SES prior to the beginning of the fiscal year as follows:

1. During spring term, departments are asked to submit their requests for student employee allocations to SES for the following year.
2. Allocation distribution is based on departmental requests, past departmental usage, and allowances for emergent needs.
3. Recommendation for distribution of student-worker funds is made by a committee representing all three campuses with membership from classified, faculty and management. All associate deans are invited to participate in the allocation process.
4. After the committee has determined the allocation award for each department, this information is compiled and communicated back to departments from SES.
 - *Note: Allocations are made without specifying FWS or Learn & Earn funding. Student employees are hired by the department regardless of whether they are FWS eligible. SES processes individual student employees' pay from FWS or Learn & Earn funds as appropriate and as available.*

Budget / Allocation Management

Supervisor Tracking

Student supervisors are responsible for tracking their department's allocations each term. Be certain you are aware of your current student employee budget (\$1000 per allocation) and that you understand the allocation process. If you have any questions, please call SES for assistance. Manage your student's time appropriately, given the needs of your department and the budget that you have.

Term Dates for Allocations

The budget for each term covers that term and the break prior to that term. For example, fall term allocations would be used to pay student employees working the break between summer and fall terms and through the end of fall 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. The only exception is spring term in which case the hours worked through June 30th come out of spring term allocations. Please remember that the student must be enrolled in at least six credits and meet GPA requirements order to work during break periods.

Overspending Allocations

- It is the student supervisor's responsibility to carefully monitor the student's hours, especially during the last pay period of each term.
- Unspent budget at the end of each term does not carry forward from one term to the next.
- If a department allows a student to work more hours than the current term allocations provide for, the funds will be drawn from that department's following term 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.
- The College general fund budget is limited, and overspending a department's budget is not allowed. The budget for student employment is no exception. Departments that overspend their budget and have no funds to pull from in the following term may forfeit their right to continue receiving student employee allocations in the future. Working a student worker without enough funds to cover is not allowed.

Student Employment Tracking

SES tracks departmental expenditures. Each month supervisors receive a spreadsheet showing their expenditures to date. The spreadsheet is organized by campus and department. It is the responsibility of the supervisors to be aware of their current expenditures and manage their students' time so as not to go over their budget. In order to expend funds as fully as possible, budgets are tracked by term. Any amount that is not spent during a term (except spring) will be reallocated to those on the waitlist (see Waitlist Process below).

- Once a term begins, the allocation budgeted for that particular term may not be carried forward to another term.
- Intercampus transfer of allocations is an option within the same department only.
- A department that will not be using their allocation should contact SES as soon as possible for re-allocation. A department cannot "give" their allocation to another department. See below for the approved re-allocation process.

Waitlists and the Re-Allocation Process

The reallocation process is based on requests for new or additional student worker allocations. During the academic year, departments may request student worker allocations for the fall, winter and spring terms by emailing SES. A waitlist opens for the following term at **8:00 a.m.** on the first day of classes for the current term. SES e-mails student supervisors reminding them to submit waitlist requests. Requests are made via email to



SES and time stamped when received. 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 allocations will be redistributed for fall term to departments on the waitlist in the following order: first approved emergency requests then departments on the waitlist in the order of requests received. Allocations are redistributed one (1) allocation at a time until the budget to redistribute has been exhausted or the entire waitlist is satisfied. If the entire waitlist is satisfied and budget is remaining, starting at the top of the list a second allocation is allocated to the departments that requested two (2) in their waitlist request. If there are remaining funds, the process continues for those who have requested more allocations.

If there are more allocations available than requests, SES 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.

Due to the fact that budgets continue to get tighter, the waitlist is typically only partially satisfied with reallocated funding. Therefore, departments in need of additional allocations are encouraged to make their waitlist request as soon as the waitlist opens.

Emergency Waitlist Allocations

If a department has an emergent need for a student employee allocation, the emergency waitlist is available. A department may request emergency allocations if it runs into an unexpected 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 employee help. The process to request an emergency waitlist allocation is as follows:

1. The requesting supervisor contacts his/her department director or associate dean and explores options (apart from student employment) that will address the issue. (For example, hiring temp staff might be an appropriate solution). Please note: intercampus transfer of funds is an option within the same department.
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 SES.
4. The Director of Human Resources approves/denies the request or may request more information.
5. If approved, the request goes to the top of the waitlist, getting priority attention as funding is reallocated following the process outlined above in "Re-allocation Process."
6. Unlike the regular waitlist, approved emergency requestors may receive all allocations they have requested if there are funds available.



INCIDENT REPORTING

It is essential that a student employee immediately report any job related accident or illness to their supervisor. An incident report form must be completed by the person involved, their supervisor and/or any witnesses (as appropriate) for all incidents involving injury or damage to persons or property. Supervisors should complete an incident report for incidents involving inappropriate behavior or a violation of the Student Code of Conduct or other College policies or procedures. If the student employee is involved in an on-the-job injury and requires medical treatment, contact Human Resources at 956-7329 or Kay Logterman, Human Resources & Employee Benefits Coordinator at 956-7346.

The incident report form can be found online at:

<http://www.rougecc.edu/Safety/worddocs/IncidentReport.dot>

FORMS

The following forms may be found on the Student Supervisor page of the Human Resources Forms website:

http://www.rougecc.edu/HumanResources/form_student_employment.asp

- *2009-10 Student Employee Agreement (contract)*
- *Student Begin-to-Work Agreement*
- *RCC Staff Electronic Resource Procedure*
- *Student Termination Form*
- *Student Evaluation Guidelines*
- *09-10 Student Time Report Due Dates*

PeopleAdmin Supervisor Site (to post Student Employee positions and review applications) <https://jobs.rougecc.edu/hr>

PeopleAdmin Job Applicant Site

(to access the student employee job postings, application procedures, and apply online)

- <https://jobs.rougecc.edu>