RCC
Rogue Community College
Student Employment Services

STUDENT EMPLOYMENT HANDBOOK

A Guide to Hiring Student Employees

2021-22

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STUDENT EMPLOYMENT HANDBOOK

INTRODUCTION
Research shows that student employment is a primary factor in student retention and success. Students who work are more likely to earn a degree and earn grades comparable to their nonworking peers. Working part-time can also be crucial in developing a strong work ethic and elucidating career goals.

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

SES encourages hiring departments to engage in a relationship with their Student Employees (SE)by:
- Developing SE career readiness competencies outlined by the National Association of Colleges and Employers (NACE)
- Mentoring SEs to balance class and work schedules
- Providing feedback to create a successful work experience for SEs as they maximize their skills
- Providing letters of recommendation to SEs for future jobs, degree programs, and scholarships

On-campus student employment is intended to be a productive learning experience. Students are encouraged to explore job opportunities that relate to their academic and occupational goals.

Rogue Community College is an Open Institution
Rogue Community College (RCC) does not discriminate in any programs, activities or employment practices on the basis of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender identity, marital status, veteran status, disability, age, pregnancy or any other status protected under applicable federal, state or local laws.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Chief Human Resources Officer (CHRO)
Jamee Harrington
jharrington@roguecc.edu
541-956-7017
Redwood Campus, Josephine Building

The following people are responsible for coordinating Title IX (sex-based discrimination), Title II (ADA reasonable accommodations), and Section 504 (discrimination against individuals with disabilities):

Lead Title IX Coordinator
Marco Vasquez
MVasquez@roguecc.edu
541-956-7124
Redwood Campus Wiseman Building Rm 15A
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Deputy Title IX coordinator for Students
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Sean Taggart
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541-956-7061
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Andrew Childress
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541-956-7431
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ADA Coordinator for Employees and Applicants
Kathryn Averyt
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541-956-7346
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For further policy information, visit the pages linked above as well as our student rights, freedoms, and responsibilities page.

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

STUDENT EMPLOYMENT GUIDELINES

Student Employment (SE) Eligibility Requirements
SEs must be enrolled in a minimum of six credits, maintaining a minimum cumulative GPA as required by the position (i.e., Level 1 positions = 2.0; Level 2 positions = 3.0).

In an effort to offer on-campus student employment for students during a period of non-attendance, SEs may work if they are not enrolled during summer term only. SEs who are working for a department during spring term and are pre-enrolled in fall term for six credits or more may continue working in the same department without taking summer courses. Cumulative GPA requirements still apply.

If a student is new to RCC and plans to attend fall term, they may apply and begin work during summer term as long as they enroll in six or more credits for the upcoming fall term. To encourage applicants, the cumulative GPA for new students will not be considered until the following term.

SE Position Categories
Pay rates and minimum GPA requirements differ for the two levels of SE positions:

Level 1: usually semi-skilled in nature, require a moderate level of judgment but no extensive training or experience. Cumulative GPA must be 2.0. Position examples:

- Clerical Assistant
- Computer Lab Aide
- Library Aide
- Student Affairs Assistants

- Building and Grounds SEs

Level 2: perform skilled duties (e.g., academic tutoring, coaching, and mentoring) that require independent judgment and specific training. Cumulative GPA must be is 3.0. Position examples:
- Peer Math Coach – Math Marvels
- TRIO/SSS Peer Tutor
- Peer Tutor – Academic Success
- Peer Assistant – Counseling
- Peer Assistant –SES
- Peer Assistant – TRiO-ROC

Positions that May Require SEs to be 18 Years of Age or Older
Some positions may require an SE to be 18 years old or older to work in order to operate power tools and oxy/fuel torches, assist with mixing chemicals/reagents, and/or require the SE to work for periods of time without direct supervision. Departments with these positions include (but are not limited to):
- Automotive Technology
- Instructional Media
- Diesel Technology
- EMS
- Facilities
- Science Lab
- Welding

SES may be contacted to determine if a specific SE position has a minimum age requirement.

SE Pay Rates
Effective July 1, 2021, hourly pay rates for SE positions are:
- Level 1 Positions: $13.25
- Level 2 Positions: $13.75

Pay rates should be increased accordingly as state minimum wage changes. For the 2021-22 fiscal year, the hourly minimum wage in Josephine and Jackson Counties is $12.75.

Student Employment Funding
SE positions may be funded by FWS, Learn & Earn, or grants for specific departments.

Federal Work Study (FWS) Program
FWS is a program supported by federal financial aid and awarded to RCC by the US Department of Education. To obtain FWS, students must meet student employment eligibility requirements (refer to Page 4). They also must have received an award from Financial Aid (FA) and must be making reasonable progress toward a degree or certificate. To a practical extent, RCC should provide FWS jobs that complement and reinforce each recipient's educational program or career goals. FWS SEs are subject to earning limits that dictate the total number of allowable work hours. Those who expend their financial aid award may continue their employment as Learn & Earn students as long as funds are available.

Learn & Earn Program
Learn & Earn positions are similar to FWS but are funded by the RCC general fund dollars. This program is designed to provide departments and programs with part-time SEs while providing students with experiential-based learning and additional income. This is made available as temporary employment to

help support students financially as they attend school, providing an opportunity for on-the-job learning experience. For eligibility requirements, refer to Page 4.

Cooperative Work Experience (CWE)
SEs may earn academic credit while being employed in an on-campus CWE capacity. For more information, contact the CWE Dept.

Eligibility Appeals
SEs who appeal their continued employment due to a low cumulative GPA must meet with their coordinator or supervisor to write a letter and create a plan to bolster their GPA to meet requirements. The appeal letter and plan must be submitted to the Student Employment Program Coordinator and Director of Student Engagement by e-mail or in person. Specific examples of appeals may include:

- Students who have a transcript of coursework more than three years old that does not meet minimum requirements may request that this previously earned GPA not be counted towards employment eligibility. For this appeal to be considered, the student must have at least six credits of recently completed coursework with a GPA of 2.0 or 3.0 as applicable to their position.
- SEs whose cumulative GPA falls below 2.0 or 3.0 may appeal the decision to end their employment. Research shows that students engaged in on-campus work activities are more likely to be successful in completing their program of study than non-working students or students working off campus. Again, the appeal process is an effort to assist students in overcoming barriers to their success.

Every effort will be made to expedite the appeal decision. SES will notify the SE, coordinator, and supervisor via e-mail with the decision. If the appeal is denied, the SE will not be allowed to continue working. If approved, the SE may continue working; they will have one term to improve their GPA to meet the minimum requirement. If after one term the SE's GPA has increased but still does not meet the requirement, the SE may continue working as long as progress continues. If the GPA does not increase, the SE will not be allowed to continue working.

SEs falling below six credits during fall, winter, and spring terms are not eligible to continue working and may not appeal the decision to end their employment if it is related to insufficient enrollment of credits during these terms. Neither being on a waitlist for a class nor auditing a class constitutes enrollment. If an SE loses their FWS due to their satisfactory academic progress (SAP), they must appeal to reinstate their award through FA. They may switch from FWS to Learn & Earn while their file is being reviewed.

Work Schedule & Employee Status Limitations
SEs cannot work more than 20 hours per week while classes are in session for RCC to legally remain in compliance, nor can they work during their scheduled class meeting times. SEs may not be employed during a period of non-attendance unless it is during summer term or during a post-term break and they meet the required number of enrollment credits in the following term. SEs may not displace other types of college employees (ORS 653.070) or be employed by RCC as both an SE and any other type of college employee (e.g., temporary staff, classified staff, or part-time faculty). This is based on IRS and Social Security regulations regarding employees, Bureau of Labor and Industries (BOLI) statutes, FWS requirements, and student status. Strict guidelines govern who can qualify to be paid as a SE; having other jobs at a college can jeopardize that standing for students.

However, depending upon department budget availability, SEs may work up to 40 hours per week during the breaks between terms if they are registered for six or more credits in the following term. SEs may also be employed in multiple RCC departments as long as their hours do not exceed 20 hours/week during the term or 40 hours/week during breaks between terms. Further, SEs may earn CWE credit (as

appropriate upon approval), and they may work remotely off campus if the department has a Telecommuter Agreement on file. This agreement must be approved by the department manager, the division VP, and Human Resources (HR). The hiring department must show a supervision plan utilizing Zoom, Microsoft Teams, or another approved methods to maintain communication with the SE.

Note: SEs cannot work from home or unsupervised off campus unless their work must be done after hours or on weekends or holidays in order to provide an essential service or function. Such exceptions must be reflected in the job description, subject to approval by the department dean or director and then reviewed and approved by the Director of Student Engagement and HR. SEs may need to sign a statement acknowledging extra accountability if engaged in off-campus employment.

Federal and State Wage and Hour Mandates
SEs are non-exempt employees and are subject to federal and state wage and hour laws. Coordinators and supervisors are responsible for ensuring SEs comply with them, including (but are not limited to):

- **Meal Periods:** Employees must be provided an unpaid meal period of not less than 30 continuous minutes during which they are 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.
- **Rest Periods:** Employees must be provided a paid rest period of 15 minutes for every four-hour segment of work or major part of four hours worked in one work period and be relieved of all duties while resting.
- **Volunteering:** Federal and state regulations prohibit employers from accepting voluntary services from paid employees (including SEs). For more information on volunteering at RCC, contact HR.
- **At-Will Employment:** SEs are "at-will" employees, so their employment can be terminated, with or without cause, and with or without notice, at any time, at the option of RCC or at the option of the SE. Prior to terminating a SE with cause, contact SES for assistance. The existence of college rules, policies, and procedures does not nullify or in any way change an employee's at-will status.
- **Safety:** Student coordinators and/or supervisors are responsible for providing students with all safety and personal protective equipment required to perform their assigned tasks.

HIRING STUDENT EMPLOYEES

Hiring Strategies
Criteria for hiring an SE must match the screening requirements indicated in the job posting. All applicants are to be examined and evaluated at the time of review. Students should be considered for SE positions based on 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 of the job as well as veteran status; this helps SEs in developing job-related skills for their professional resume. Efforts should be made to provide students with flexible, progressive learning opportunities that support their goals.

SE Criminal Background Checks
SEs who have been given a contingent offer of employment will be subject to a criminal background check. If the background check is successful, the hiring process will continue. If the background check is not successful, the CHRO will review and determine if the applicant is eligible for employment. If a student is denied employment, SES will be notified and will reach out to the student to assist with the appeal process. If the appeal is approved, the student will be allowed to move forward in the hiring process. If their appeal is denied, the student is no longer eligible. SES will notify the hiring department if a student with a contingent offer makes an appeal.

Job Posting / Applicant Tracking Website
NEOED is a web-based recruitment and hiring system that allows RCC to track applicant data, retain required records, and maintain consistent and non-discriminatory hiring practices. All SE position vacancies will be posted here, and all applicants must create a user account/profile and apply online for current SE job opportunities.

Supervisors and student coordinators will use NEOED to view referrals (i.e., applicants) to job postings and manage them as they review applications (i.e., changing applicant statuses throughout the process). NEOED is designed to facilitate faster processing of information, up-to-date access for posting information, garnering larger and more qualified applicant pools, and efficient screening of applicants prior to interview and selection.

Creating a Job Description
All SE positions at RCC must have a job description prior to opening in NEOED. If the position will be scheduled off campus, a Telecommuter Agreement must be approved prior to posting it. For new positions meant to be remote, a Remote Work Request form must be completed. HR can assist.

When creating a job description, the hiring department should consider the level of responsibility delegated, required qualifications, and how the SE will be trained. The SE's primary purpose at RCC is to study; they must never be hired to replace other types of college positions. However, SEs may take on a variety of tasks to support their department. Ideally, their work experience will be meaningful with several opportunities to learn and develop skills. **Thoughtful consideration of learning opportunities and training will enrich the SE's overall experience.**

It is important that job descriptions are detailed, thorough, consistent, and accurately reflect the work and skills required. Writing a clear job description with the specific skills is imperative; as students scroll through available jobs on NEOED, the job description can serve as a useful screening tool to better ensure that a good match for the position is obtained. SES assists with job description formatting and verbiage, updating existing job descriptions, and developing original job descriptions. SES and HR review and enter all job descriptions into NEOED, ensuring they list appropriate duties and have appropriate verbiage prior to posting the position.

Student Employee Interview/Selection
Only those who have been given the authority to hire SEs will have access to review applications, interview candidates, and make selection decisions. Supervisors must have final approval of new SE hires before a position is conditionally offered. Applicants must be interviewed in an appropriate, non-discriminatory, and consistent manner, making an effort to put the student at ease during the interviewing process. The hiring criteria must be based upon the screening requirements indicated in the announcement of position opening. All applications for continuous SE positions must be reviewed and evaluated. NEOED provides easy access to manage position referrals (applicants). For each step of the hiring process, supervisors or coordinators can assign an action to each referral using the "Actions" drop down to choose the appropriate category. Then, they must notify SES upon deciding the referral will (not) be considered for the position. SES will send e-mail notifications to the students not being considered, allowing them to move forward in their job search.

Interview Questions
Interview each applicant in an appropriate, non-discriminatory, and consistent way. All questions asked must be the same for each candidate. SES can assist if hiring departments need help in creating interview questions, which may be:

- **Informational**: Ascertain the facts of an applicant's education and work experience.
- **Situational:** Ascertain an applicant's response to a hypothetical or real-life situation and their ability to analyze and solve problems or make decisions.
- **Behavioral:** Ascertain the nature of the applicant's past behavior, particularly in capacities similar to what they may encounter on the job, which may be a good indicator of future performance.

Inappropriate Interview Questions
Interview questions must be legal and job related. Questions used to gain information that may later be used in a discriminatory manner when making a hiring decision must not be used. Refer to this list for examples of questions that may not be asked, noting that it does not include all subjects to be avoided during an interview. SES may be contacted with any questions about interviewing SEs. All interview questions, notes, and score sheets must be submitted to SES upon completion of interviews.

Veterans' Preference
Any veteran or disabled veteran discharged from U.S. military service under honorable conditions may be eligible for special consideration at each step in the screening process. Oregon law requires public employers to grant a preference to qualified veterans or disabled veterans who successfully complete an application for employment if they meet the minimum qualifications for the position. RCC will consider evidence of transferable skills presented by veterans when it comes to minimum qualifications for the position. The applicant must self-identify and provide proof of qualified veteran status by attaching a Certificate of Release or Discharge from Active Duty (DD form 214 or 215) to the application.

When reviewing applications in the pool, if an applicant has an attached DD Form 214 or 215, it must be reviewed to see if the "character of service" or a similar box states "honorable." If so, and if the candidate meets minimum qualifications for the position, they must receive an interview. Qualified veterans must be given preference during the interviewing and selection process. Interviewers should contact SES to receive training on the application of veterans' preference points.

Hiring Process
Students who want to be considered for on-campus student employment must complete the online application on NEOED. Departments are responsible for reviewing all applications carefully, interviewing qualified applicants, and checking references prior to making a conditional offer of employment.

The hiring department is responsible for managing applications in NEOED by selecting the appropriate "Actions" as each application is reviewed. A supervisor must approve the student applicant prior to making a conditional offer, verifying that they meet the aforementioned eligibility criteria. The hiring department will then initiate and complete Section I of the SE Hiring Form and send to SES to begin the hiring process. SES will notify the student via e-mail to complete criminal background check release forms that are to be returned to the HR. When the background check is complete, required hiring forms have been filled out, and the newly hired SE has attended a new student orientation with HR and SES, HR will send a cleared to work e-mail to the hiring department. **SEs may not begin working until the department receives this e-mail from HR**.

Big Interview
SES will gladly assist any RCC student or alumni, especially prospective SEs, with searching for open positions, crafting resumes and cover letters for applications, and providing free interview practice. To this end, SES annually purchases Big Interview, a customizable virtual interview preparation platform. Every RCC student and staff member may register with a free account using their RCC credentials, and SES may add any staff member as an organizational admin. SES and other staff members may build practice interview assignments for students and subsequently score them with meaningful feedback. For Big Interview questions, the point of contact is Katie Christian (katie@biginterview.com).

New SE Orientation

First-time SEs are required to attend a new student orientation with HR and SES prior to starting work (in addition to completing all necessary paperwork). New SEs will sign an SE Acknowledgement and Agreement form and review workplace expectations with SES to establish a foundation for their work at RCC. **It is the responsibility of the student coordinator and/or supervisor to build on that foundation through job training; explanation of relevant college policies, procedures, and departmental expectations; and establishing a professional relationship through mentoring**.

Requirements regarding COVID-19 (e.g., self-screening, masks, and any contact tracing measures) will be reviewed in the student orientation.

Student Employment Services Training for Student Employees

Beginning in Fall 2021, new and existing SEs in all divisions will be **required** to complete the SES-designed training in BlackBoard Learn. The purposes of the training are **(1)** to expand their RCC knowledge base, **(2)** to cultivate professionalism, and **(3)** to make them aware of the valuable skills that they will acquire via Student Employment. SES will administer the training, enroll SEs in the course, and maintain records of which SEs have completed the training. For questions about this, contact SES.

In professionally developing SEs, SES recognizes the eight career competencies from the National Association of Colleges and Employers (NACE). These data reflects current industrywide demands in the US workforce. **To help fulfill the SES mission of preparing students for the workforce, several of these competencies should be incorporated in all SE job descriptions and enacted in the SE's actual duties,** as this will make SEs more qualified and confident in pursuing their post-RCC career goals.

Coordinators will also be **required** to engage with the training prior to hiring new SEs, including completing the training evaluation form. Further, they should inform SES when new SEs need to be enrolled in the course and when their SEs have completed the training.

SEPARATION FROM EMPLOYMENT PROCEDURES

SES follows Oregon BOLI Wage and Hour regulations and rules set by the HR Department. SES must immediately be notified if an SE has a change in their employment status. If the SE voluntarily resigns their position or is involuntarily terminated, it is imperative to submit the SE Separation Form to SES as soon as possible accompanied by their letter of resignation.

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. So, it is important that strict deadlines are followed in the event of a separation of employment in order to ensure the payment of final wages is made in compliance with Oregon law. An SE's final paycheck will be mailed. Final paycheck rules may be found in the Oregon Bureau of Labor and Industries Wage and Hour Laws Handbook (2009):

- **When an employee quits without notice**: the final paycheck is due within five days (excluding Saturdays, Sundays, and holidays).
- **When an employee has given at least 48 hours' notice** (excluding Saturdays, Sundays and holidays): the final paycheck is due on the final day worked.
- **When an employer terminates employee or termination is by mutual agreement:** the final paycheck must be paid no later than the end of the first business day after the termination.

If a department is considering an involuntary separation of employment, they should contact SES immediately, and they may need to be referred to HR. A department manager must be involved in the

involuntary separation of employment of an SE. A reasonable attempt to resolve any issues pertaining to job performance or working relationships should be made. If necessary, SES can assist.

If an SE voluntarily resigns their position, they must submit a letter of resignation and update their timecard recording all hours worked, which must be approved by the coordinator or supervisor. The SE Separation Form must be received by SES before a final paycheck is issued. A copy of the form may be given to the SE. Not getting the SE's signature on this form should not delay the processing of the form.

Behaviors That May Result in Discipline/Separation from Employment
Examples of on-the-job behaviors that may lead to disciplinary action, including the possibility of immediate dismissal, include (but are not limited to): excessive tardiness or unexcused absences; insubordination; carelessness resulting in injury to people, property, or public relations; failure to follow safety procedures and/or rules; inappropriate conduct (e.g., profanity, sexual harassment, sexual misconduct); discourteous attitude towards others; breach of confidentiality; theft; physical violence; inebriation or impairment due to alcohol or drugs; falsification of timecards and/or other records; felony conviction or other crime relevant to type of position held.

Disclaimer: The reasons listed are not all-inclusive. RCC retains the right to terminate those who, at the employer's discretion, have either engaged in misconduct or have not performed acceptably, and the right to terminate SEs without cause or for funding/budgetary reasons or other reasons allowed by law.

Pre-Separation Considerations
Before deciding to terminate an employee for cause, coordinators and supervisors should consider:

- **Is the decision to terminate premature?** Decide if alternatives to separation are more appropriate (e.g., giving an SE a last chance or creating a written plan to improve performance).
- **Did the SE have an opportunity to improve poor performance?** If the SE's performance is poor, it may be used as a teachable moment. Coordinators should communicate with the SE about poor performance and provide an opportunity to improve, ensuring that they have proper training and clear expectations.
- **Does the SE have a legitimate explanation for their actions or poor performance?** If poor performance continues, or a more serious issue of misconduct occurs, before deciding whether to separate the SE from employment, conduct a thorough investigation of the events in question and get their version or explanation. Consider whether a neutral third party would find the SE's explanation plausible.
- **Does the punishment fit the crime?** Consider whether a neutral third party would agree that separation is fair given the nature of the conduct or the extent of the performance problems.

Separation from Employment Conversation Tips
If separating an SE is determined to be the solution, supervisors should apply these tips:

- **Be candid.** Let the SE know the specific reason(s) for their separation of employment.
- **Respect the SE's feelings**. Do not do anything to embarrass them during the separation process. When possible, avoid escorting them from the workplace in front of other students and staff. SEs who perceive humiliation are more likely to challenge their separation from employment.
- **Respect the employee's privacy**. Confidentiality must be maintained at all times. 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 overseeing the student likely do not have a legitimate need to know.

- **Avoid inconsistent post-separation statements**. Do not make post-separation statements on the separation form or reference letter that are inconsistent with or contradict the reason for separation. Such statements will create credibility problems for RCC.
- **Maintain relevant documents**. An employer should appropriately document and retain all relevant documents, including poor work samples, supporting the decision to separate the SE.

RESPONSIBILITIES FOR STUDENT COORDINATORS AND MANAGERS

SES reviews workplace expectations with all new SEs. The responsibility for adherence to the SE guidelines rests with coordinators and supervisors, who set the tone and can make the employment experience a valuable one for their SE. The following information delineates these responsibilities.

School vs. Work

It is critical to support SEs' academic achievement and success. The main purposes of FWS and Learn & Earn are to provide students with income to help them stay in school and to gain work experience, preferably related to their career goals. Reasonable flexibility should be exercised with SEs' work schedules; they may request and should be granted time away from work to do extra studying.

Direct Guidance

If approved by the department supervisor, student coordinators will oversee SEs' day-to-day activities. SE hiring, separation from employment, and any disciplinary action must always be approved by a supervisor before taking action. If a coordinator or supervisor is not present during a SE's shift, arrangements must be made for an alternate person to oversee them (e.g., RCC director, faculty, or classified member) and identify that person and their contact information to the SE.

Student employment provides students with the opportunity to learn work-related skills, so a greater degree of strategic coaching, training, and feedback is highly desirable. At minimum, SEs must always have an RCC staff person they can contact when necessary. For reasons related to best practices concerning supervision and college liability, SEs are generally not permitted to work unsupervised or at non-designated worksites/times. For more on this and possible exceptions, contact SES.

Everyone should treat all SEs fairly and equitably, develop a good working relationship with all SEs, and affirm a job well done. Correct inappropriate behavior as soon as possible, explaining to the SE why the behavior was inappropriate or incorrect and how to remedy the situation. It is important to clearly communicate expectations and steps for improving performance and maintain appropriate documentation. Coordinators and supervisors should discuss the situation and seek input on how to proceed. If the problem continues, SES can intervene.

When a manager reassigns responsibilities of a student coordinator, contact SES with the updated information. SES will connect with the new student coordinator and provide necessary training.

Conflict of Interest

An RCC employee may not oversee an SE who is a relative or someone with whom they have a relationship that may create an actual or potential conflict of interest according to Oregon Government Ethics Law. For instance, SEs may not be supervised by someone with whom they are in a financial engagement outside of RCC (e.g., landlord/tenant, cohabitant living situation, and lender/borrower).

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 RCC employee 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.

Student Illness
If an SE reports to work and says they are ill or is visibly ill, a coordinator or supervisor may send them home to rest, using their best judgment based on if the SE appears sick and is either unable to work or presents a possible risk of exposure to others. One may not ask specific questions as to the employee's illness, yet one may ask general questions such (e.g., Are you feeling well?).

Student Access to College Computer Network
Based upon an SE's job description, some are given access to department drives and various applications as part of their SE duties. All new SEs are provided FERPA information during their new student orientation meeting as well as in the SES training; they also complete a "Mandatory Training" on FERPA: Confidentiality of Records through Safe Colleges. Each hiring department is expected to provide additional confidentiality training as it relates to confidential information in that particular realm.

Upon hire, all SEs will gain access to an RCC e-mail and the RCC Network. It is the hiring department's responsibility to request access to specific drives or programs. SEs may have access to confidential information and resources, so coordinators and supervisors must train them on when to appropriately access and use those systems for the purposes of accurately completing required departmental job duties. SEs will be required to agree to the acceptable use policy.

Performance Feedback/Coaching
Providing constructive feedback is vital to an SE's ongoing development. Feedback clarifies expectations, helps SEs learn from their mistakes, builds confidence, and encourages professional experiences. SES recommends that coordinators schedule informal check-ins with their SE(s) **once a term** to provide employment feedback, share appreciation for the SE's good work, provide a deeper understanding of the position, answer the SE's questions, and address their concerns. Additionally, SES recommends periodically checking in with SEs regarding their classes (e.g., how they are doing, if they have registered for the next term). Assisting SEs in the balance between class and work schedules will help them succeed. To facilitate these important conversations, SES has the Workplace Expectations Feedback Form as a guideline and can provide other materials if needed.

Timecards
Coordinators and supervisors must ensure that their SEs accurately record their hours worked "in and out" in ADP's Time and Attendance system. SEs are advised by SES to record hours worked on their timecards each day they work. Mistakes are often made when SEs either pre-complete or post-complete their timecards. Further, SEs do not receive pay for time off or campus closures; if scheduled to work during a campus closure, the SE will only be paid for actual hours worked.

According to state law, it is the employer's responsibility to make sure timecards are completed timely and accurately. SEs should not enter times in and out for 15-minute breaks, as these are paid breaks, yet they must record time out for lunch and absences other than paid breaks. Federal and state regulations require employees be provided with an unpaid 30-minute meal break if the work segment is six 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. The hiring manager will designate who is responsible for approving timecards. The approver must access and approve the SE's timecard in ADP Time and Attendance **no later than the 20th of the month** (due dates may vary). A list of paydays and timecard due dates can be found on the HR website or provided by SES. Timecard approvers must compare the

SE's recorded hours to their work schedule and note any holidays and college closures. When coordinators or supervisors approve timecards, this designates that timecards have been reviewed and approved for all hours and days worked.

Paydays
SEs are paid monthly on the last working day of the month. Wages are based on the hourly rate assigned by the hiring department. SEs may either receive a regular paycheck mailed to them or sign up for direct deposit. All paychecks and paystubs are sent directly to the SE the day before payday. It is the SE's responsibility to make sure their correct address is updated in ADP. If an SE feels that their paycheck is incorrect, they must contact the HR-Payroll Specialist to resolve the situation as soon as possible.

ALLOCATION PROCESS
Upon approval of the SE budget, the Director of Student Engagement and the Student Employment Program Coordinator will meet with divisional VPS to discuss student employment allocations for each division. Each VP will meet with their leadership team to determine allocation distribution to their respective departments. If a department wants additional allocations, they should approach their manager/dean, who will make the request to the appropriate leadership team. This process creates greater flexibility within divisions. Divisional leadership will consider all department requests and make decisions to transfer funds within the division to best meet the needs of the division. Each division also determines how to manage and reallocate unused funds.

Budget/Allocation Management
SES will track SE expenditures for each division by departments that employ them and record on a spreadsheet to be sent out to divisions and updated each month. Awarded allocations for each department by division will be also recorded on the spreadsheets. Each department is responsible for tracking their SE expenditures. In addition, it is important to be aware of the current SE budget, the value of each allocation, and to understand the allocation process. An SE's time should be managed appropriately given departmental needs and budget. For 2021-22, the allocation amount is $1,521.

INCIDENT REPORTING
It is essential that an SE immediately report any job-related accident or illness. An incident report form must be completed by the person involved and/or any witnesses (as appropriate) for all incidents involving injury or damage to people or property. The coordinator or supervisor must complete an incident report for incidents involving inappropriate behavior or violations of the student conduct code or RCC policies or procedures. If the SE is injured on the job and needs medical treatment, the HR-Employee Benefits Coordinator must be contacted.

FORMS
Pertinent Student Employment forms mentioned in this handbook are accessible via the SES website.

SUPERVISOR AND COORDINATOR E-MAIL DISTRIBUTION GROUPS
SES (i.e., the Director of Student Engagement and the SES Coordinator) currently owns four e-mail distribution groups in Outlook: **(1)** Student Supervisors, **(2)** Student Affairs Student Employee Supervisors, **(3)** Academic Affairs Student Employee Supervisors, and **(4)** Operations and Finance Student Employee Supervisors. These e-mail groups may be used to disseminate announcements and updates that all SE coordinators and supervisors need to know (i.e., the main group, Student Supervisors, comprises the three divisional groups). Within these groups, SES may also add or remove members as staffing changes occur. To update ownership of these groups (e.g., if SES staff changes), contact RCC Information Technology-Networking Services (IT-NS). Finally, there is also an SE e-mail distribution group, so **the SES Coordinator should constantly add and remove SEs as needed.**

NATIONAL STUDENT EMPLOYMENT WEEK

Like thousands of other colleges and universities, RCC/SES annually recognizes SEs during National Student Employment Week (i.e., sponsored by NSEA) and at RCC's Honors Night Celebration by selecting an Outstanding SE of the Year (OSEOTY) for each campus. National Student Employment Week is usually celebrated in April (e.g., April 5-11 in 2022).

At RCC, SES loves showing recognition and gratitude to our SEs, and there are budget-friendly ways to do so. While planning for this in February or March, communicate with the Director of Student Engagement to discuss the budget. **E-mail all departments with SEs a few weeks in advance** to remind them of National Student Employment Week to allow them time to plan their individual recognitions.

Outstanding Student Employee of the Year (OSEOTY)

At every Honors Night in April, an OSEOTY from each campus is recognized. Below is the recommended planning process timeline, which should begin at least two or three weeks prior to the event:

- Send a narrative of the OSEOTY to individuals coordinating Honors Night.

- Invite at least five employees from different divisions and classifications to participate on the OSEOTY Committee, reading and scoring nominations by a firm deadline.

- Determine if a certificate and award will be presented to the student(s). Our Marketing Dept. creates certificates; awards are ordered via Nice Badge in Grants Pass. Previously, SES has ordered a small, blue acrylic star. Nice Badge will etch the RCC logo, the student's name, and "Outstanding Student Employee 2021-22" for a price of approximately $34.50 each.

- E-mail supervisors and coordinators to advise them about the OSEOTY award, linking to the form where they can nominate their students on the SES website. Give a timeline, allowing at least two weeks for the form to be open. SES will check for responses and send reminders as needed.

- Convene with the committee to review nominations, or send nominations to individual members to score. The committee may need to meet to discuss scores.

- Send a congratulations letter or e-mail to the recipient(s) of the OSEOTY award along with their nomination letter, inviting them to attend Honors Night. Each recipient may invite guests to the event but must RSVP. Send letters to non-recipients as well, including copies of their nominations.

- Let the Honors Night organizer know about the RSVPs if necessary, and decide who will present the awards Honors Night or via virtual event.

EXTERNAL EMPLOYER COLLABORATION

In addition to the RCC Student Employment Program, the focus of which is on-campus SEs, SES collaborates with external employers and recruiters throughout Jackson and Josephine Counties and beyond. Besides individual employers and their respective organizations, SES partners with local agencies, namely Rogue Workforce Partnership and WorkSource Rogue Valley (i.e., specific contacts being Joe Spagnualo, Tammy Schroeder, and Joe Miller), which are affiliated with the Oregon Employment Department. This collaboration may involve event or program planning and promotion, but it primarily entails sharing job openings and paid training opportunities throughout the Rogue Valley via Community Jobs and LinkedIn. **It is highly recommended that SES constantly remind RCC faculty and staff about these platforms and encourage engagement; this will help students locate and use them.**

Community Jobs
Community Jobs is a local board housed on the SES website. It is a platform for employers to create free accounts to post their job openings for free. The SES Coordinator administers Community Jobs (i.e., reviewing new jobs and employers, assisting employers with account questions, and directing employers to the platform). **The SES Coordinator should screen any new employers and jobs to verify their legitimacy.** This is typically accomplished via Googling the employer to confirm that they have a functional website, a professional e-mail, a professional physical location (i.e., if not an online business), and client reviews. If SES hires an SE, screening these employers and jobs could be among their duties.

In the future, RCC may opt to use another job posting system, two potential examples being Handshake and JobX. The SES Coordinator and the Director of Student Engagement should collaborate to determine the best option in this regard, considering costs, utility, ease, etc.

LinkedIn Group
With assistance from Marketing, SES has established a LinkedIn group called Rogue Community College Student Employment Services. This group is meant to function as a professional networking space for RCC students and alumni, faculty and staff, and external employers and recruiters. Along with Sara Bristol of Marketing and Bob Bagwell of Business Technology, the SES Coordinator acts as a manager of this group, allowing them to invite and add new members. The SES Coordinator may also post job lists on behalf of employers or recruiters (e.g., weekly WorkSource Rogue Valley-sponsored job openings); however, employers and recruiters are also capable of doing this themselves.

While the SES LinkedIn group has grown, it is still fledgling because more RCC students and alumni need to join to increase its effectiveness. It is acceptable—and encouraged—for students and alumni to post about their career goals and any opportunities that they seek, which could capture the attention of employers and recruiters. **As LinkedIn is new to the RCC culture, the SES Coordinator should promote this group as much as possible.**