



# Central Oregon Community College

## Federal Work-Study Program Student Worker Guide

## **A Quick Message**

We are delighted that you have chosen to be part of the Federal Work-Study (FWS) Program. Employment of our students has always been important to COCC and our departments. Student employment is an integral part of the COCC's community that benefits both you and the College. Studies have shown that balancing part-time employment while pursuing a college education can actually foster quality time management skills, enabling you to achieve more academically.

Part-time employment can also assist you in developing: valuable work skills and habits, money management practices, experience for a resume, professional references, and leadership qualities that will prove beneficial in your career search. Ultimately, being a student employee can be a rewarding lifetime experience.

### **Eligibility**

Your employment as a student worker is interim or temporary and is contingent upon meeting specific criteria.

You must maintain Satisfactory Academic Progress (SAP) to continue eligibility for any federal financial aid including the FWS Program. In the event aid is suspended due to SAP or maximum credits, you will immediately become ineligible to continue earning work-study monies. If the suspension is lifted through a financial aid appeal process, you may then continue to earn monies.

On occasion, your award for work-study may change. Typically this may occur when you receive additional resources such as grants, scholarships, tuition waivers, or cost of attendance update. Financial aid offers are reviewed and revised at anytime during the term for which your eligibility and earning limits may change. If for any reason your original work-study amount changes, you will be notified along with your supervisor via email.

To be eligible to earn work-study monies, you must be enrolled in credit classes at COCC. If you graduate, become dually admitted, withdraw/drop/audit all classes during the term, you will not be eligible to continue earning monies from your work-study award.

## Paperwork & Training

All Payroll and HR paperwork is now completed electronically through PeopleAdmin OnBoard Module TalentE. Once hired, you would receive email notifications from Onboard/TalentEd of all required paperwork and orientation/training. These emails will include specific instructions on how to create your login and other general information on what to expect next. Each requested form will result in a separate task that you will receive as part of the “Welcome Checklist” and is very important to complete within **three** days of your first day of work. The “Welcome Checklist” consists of:

- 0-Welcome - How to complete tasks in Onboard*
- 1-Answer COCC employment Status Question*
- 2-Complete I-9*
- 2-Provide I-9 supporting documents to HR*
- 2-W-4*
- 2-Complete Employee Information & Payroll Form*

After your “Welcome Checklist” is completed, you will receive a second email announcing to complete the “Orientation Checklist”. This checklist will consist of but might not be limited to:

- 2-FOLLOW-UP: Has I-9 been processed?*
- 3-Access your Bobcat Account & Learn about WebTime Entry*
- 3-Review Work Study Handbook and take quiz*
- 3-Learn about payroll resources*
- 5-Review Safety, Security, and Job Injury Information*
- 5-Complete Safe Colleges Trainings*
- 6-Acknowledge Consensual Relationship Policy*
- 6-Acknowledge Information Confidentiality Statement*
- 6-Acknowledge FERPA Policy & Procedure*
- 6-Acknowledge Drug Free Campus Policies*
- 6-Acknowledge Business Procedures & Policies*
- 6-Acknowledge Complaints & Concerns Procedure*
- 6-Acknowledge Technology Services-Acceptable Use Policy*
- 6-Acknowledge Handbook and take quiz*
- 7-Review COCC Strategic Plan (mission/vision/values)*
- 7-Learn about Email System-Access & FAQ*
- 7-Learn about Phone, Voice Mail & Emergency Notification System*

## What We Expect of You

### Professional Excellence

- Be accountable and take pride in your work.
- Maintain professional appearance and demeanor.
- Communicate clearly and honestly.
- Practice excellent customer service.
- Demonstrate strong work ethic.

### Professional Development

- Pursue professional development opportunities.
- Use resources to build work-related skills offered.
- Engage in the performance evaluation process.
- Seek regular feedback throughout the year.

### Professional Readiness

- Consider how working on campus builds on your talents and abilities to elevate your academic, personal, and professional success.

## What You Should Expect of Us

### Professional Excellence

- Be accountable and take pride in our work.
- Maintain professional appearance and demeanor.
- Communicate clearly and honestly.
- Model excellent customer service with those around us.
- Empower you to take initiative.
- Assist in building your job expertise.

### Professional Development

- Provide and encourage participation in professional development opportunities.
- Schedule time to build work related skills through resources.
- Conduct the performance evaluation.
- Provide regular feedback throughout the year.

### Professional Readiness

- Guide you in developing a professional profile, to may include:
  - Cover letter
  - Resume
  - List of references
  - Interview skills

## **Student Responsibilities**

COCC exists for the open interchange of knowledge and philosophies, the development of capacity for critical judgment and the creation of an atmosphere conducive to the independent search for truth and to the gaining of practical experience in our community. Free inquiry and free expression are indispensable to the attainment of these goals. The institution has a responsibility to develop policies which encourage the broadest participation of the college community. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. You should exercise these freedoms with responsibility.

### **Family Educational Rights and Privacy Act (FERPA)**

COCC employees, including student workers, cannot release the following information ("release" includes posting this information in a public site - albeit in print or electronically, leave homework outside of office doors for pick up, in class or other contexts): Social Security Number, date of birth, gender, GPA, grades, cumulative credit hours, current term credits, current or previous term class schedule, copies of transcripts from other institutions, academic standing or eligibility to return to COCC, whether or not student has applied for graduation, accounts receivable balance, financial records of students or parents, student employment records, medical or mental health records, or campus network, email, Student Online Services or other campus issued ID's or passwords. All of these items are protect under the FERPA policy. Please review the FERPA policy in your "Orientation Checklist" for more detailed information.

Since you may come in contact with confidential information during the performance of their duties. This information cannot be discussed or made available to anyone without the proper approval of your supervisor. If it is discovered that confidential information is shared, you may be dismissed from the job immediately.

### **Mandatory Reporting**

COCC is committed to protecting the safety and well-being of children and students under the age of 18 who are on College premises, and/or who participate in College-related programs and activities, both on and off campus. As a student worker you must report when you have "reasonable cause to believe", that any child with whom you come in contact has suffered abuse or that any person with whom you come in contact has abused a child. You must immediately report the suspected abuse, or abuser, to local law enforcement or the local Department of Human Services Office. This topic will be cover thoroughly in your "Orientation Checklist".

## Student Worker ID Badges

All student workers are required to wear their employee badges while working or visiting other departments around campus. If you have not been issued one, please contact your FWS supervisor/mentor.

## Volunteering at Work

The Fair Labor Standards Act of 1938, as amended, prohibits COCC from accepting voluntary services from any paid employees including student workers. Student workers may not volunteer hours at their position.

## Violence in the Workplace

All faculty, staff, students, and visitors must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another individual will not be tolerated. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals should be reported as soon as possible to your immediate supervisor/mentor.

## Workplace Bullying

Repeated inappropriate behavior, either direct or indirect, whether verbal, nonverbal, or physical, directed against others in the workplace is prohibited. This includes the intentional isolation or exclusion of others. The College will not tolerate bullying behavior. Student workers found in violation of this policy will be disciplined up to and including termination.

## Attendance & Punctuality or Changing of Jobs

In the event that you find yourself late or absent for a scheduled shift, it is best practice to contact your supervisor/mentor at least 15 minutes prior to their shift. If emergency situation arises, please contact your supervisor/mentor at an appropriate time.

In the event that you find it necessary to change jobs or stop working, contact your supervisor/mentor. A courteous two week notice is customary prior to leaving but situations may call for a short timeframe. It is the best practice to communicate with your supervisor/mentor any leaves, absences or requests for time off. Communication is the key!

## Dress Code

Use your best judgment regarding appropriate attire and appearance in the workplace. While casual dress is customary on campus, student workers are expected to be neat and clean while on the job. Clothing should be appropriate to the type of work being performed. Check with your supervisor/mentor for appropriate dress code.

## PAYROLL POLICIES & PROCEDURES

### Pay Periods and Timesheets

In order to ensure that your paycheck is ready on time, should submit your electronic timesheet to your supervisor/mentor on the last day worked for the month. Electronic timesheets should be visible within 72 hours after the FWS Referral Contract is signed and sent to the FWS Coordinator. If the timesheet is not visible, contact your supervisor/mentor. Timesheets can only be approved by your supervisor/mentor as they will inspect, approve and submit the timesheets to the Payroll Department electronically for processing by the appropriate timesheet deadline.

### Paychecks, Pay Advances & Overtime

The Payroll Department will run the payroll process and issue paychecks the 15th of each month. All payroll checks will either be postal mailed to the address of file or direct deposited. If you are interested in direct deposit, contact the Payroll Department. **It is extremely important to acknowledge the shared responsibility between you and your supervisor/mentor to monitor earnings.** No hours should be reported before the work is performed and overtime is prohibited. The FWS Program is designed to be a part-time employment (10-12 hours per week) but should not exceed 19 hours per week.

### Pay Rates

Pay rates are based primarily on the level of position that is acquired. All entry level positions begin at minimum wage as determined by Bureau of Labor and Industries. A student worker that elects to return a second year (after three terms) to the same department and position may be hired based upon level two wages. If for a third year (after six terms) the student returns to the same department and position may be hired based upon level three wages. Levels will be subject to supervisor/mentor approval and considered if a performance evaluation is completed and satisfactory.

### Federal/State Taxes and Fringe Benefits

Work-study earnings are taxable by both state and federal governments. Deductions will be taken from the earnings according to state and federal guidelines. The deductions and total earnings will be reported on the W-2s that the Payroll Department mails at the end of January for the prior calendar year.

Fringe benefits such as paid sick leave, vacation pay or holiday pay is prohibited under the FWS Program. Student workers are employed under “an hour’s pay for an hour’s work” arrangement.

## WORK SCHEDULES

Your supervisor/mentor will be flexible in arranging work schedules around course schedules. It is the general understanding that work schedules may change due to class schedules and supervisor needs. However, it is your responsibility to clearly communicate with your supervisor/mentor to determine a mutually accepted work schedule. Keep in mind not to exceed the 19 hours per week limit.

### Class Schedule vs Work Schedule Conflict

Working during scheduled class times is not permitted. If a class is cancelled and your supervisor/mentor agrees to have you work, you must present documentation regarding this cancelled class to your supervisor/mentor. This documentation may be a note or email from the instructor explaining the situation. **Students are strictly prohibited from studying while they are working!**

### Working More Than One Job

You may work more than one job at COCC through the work-study program. The total earnings between the two positions cannot exceed your total offered amount. A *FWS Referral Contract* will need to be signed and submitted for each position. It will extremely important to keep track of your earnings to ensure that you do not exceed your work-study offer.

### Holidays and Breaks

Student workers are allowed to work during general hours of operation which is Monday through Friday 8-5. Working is not permitted during times or days that the campus is closed such as holidays and school closure days. Fringe benefits such as paid sick leave, vacation pay or holiday pay are not permitted under the work-study program. It is permitted to work between terms as long as you are enrolled in each term before and after the break.

### Rest and Meal Periods

Employees who work a specific amount of time are entitled to a break and/or lunch. If you have questions regarding breaks or lunch times, it is encourages to contact your supervisor/mentor or

Hours worked	Allotted break or lunch
2hrs or less	none
2 - 5hrs 59 minutes	15 minute paid break
6 hrs	1 x 15 minute paid break & 1 x 30 minute unpaid lunch
6hr 1 minute—10hrs	2 x 15 minute paid breaks & 1 x 30 minute unpaid lunch

visit the BOLI Meal and Rest Period Rules web site ([www.oregon.gov/boli](http://www.oregon.gov/boli)).



## TERMINATION PROCEDURES

### Supervisor Initiated

If your supervisor/mentor determines that your performance/behavior is unsatisfactory, the supervisor/mentor will need to address the issue with you. A discussion of the negative or unacceptable performance will be required. The supervisor/mentor will need to offer solutions or tools to assist you in correcting the negative or unacceptable performance. This discussion will be considered a first warning. In the event that your performance does not improve and continues to be unacceptable, you may be terminated from the position.

### Student Initiated

Although you may terminate your work-study contract at any time, it is best practice to communicate with your supervisor/mentor when your last day may be. It is a common practice for a 2 week notice; however, it is acceptable for you and your supervisor/mentor to agree upon a shorter period of time.

You must stop working when the earnings limit is reached, drop/audit all classes during the term, or if your financial aid has been suspended.

### Coordinator Initiated

The FWS Coordinator has the right to terminate any student's employment for but not limited to:

- Offer has been earned or exceeded.
- Not meeting Satisfactory Academic Progress standards.
- Maximum credits exceeded.
- Outstanding financial aid documentation or no enrollment for the term.
- Once your work-study offer has been fully earned.

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.