

Lewis-Clark

S T A T E

C O L L E G E

Connecting Learning to Life

Student Employee Handbook



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PURPOSE OF THIS HANDBOOK

If you are looking for on-campus work or are already employed in a student position on campus, this handbook is a reference for you. This handbook will explain Lewis-Clark State College's student employment policies. Please keep in mind that not every topic is covered in the handbook. If you have a question or concern about a topic not found here, please refer to the [website](#) or contact Human Resource Services at 792-2269 for assistance.



Note: Except when otherwise specified, this information applies to both work-study positions AND to student employment positions that are not subsidized by the work-study program.

STUDENT EMPLOYMENT RESOURCES

The following is a list of departments on campus who would be happy to assist you:

★ Associated Students of LCSC	792-2256
★ Career & Advising Services	792-2313
★ Controller's Office	792-2202
★ Financial Aid Office	792-2224
★ Human Resource Services	792-2269
★ International Programs	792-2321
★ Native American/Minority Student Services	792-2812
★ Payroll	792-2204
★ Registrar's Office	792-2875
★ Student Activities	792-2804
★ Student Counseling & Disability Services	792-2211
★ Student Health Services	792-2251
★ TRiO Academic Services	792-2300

- ★ **Affirmative Action Office**, Administration Building, Room 102, 792-2269
Affirmative Action has college-wide responsibilities with regard to non-discrimination, diversity, and sexual harassment. This office welcomes students, staff, and faculty who have complaints related to sexual harassment and discrimination.
- ★ **Career & Advising Services**, Reid Centennial Hall, Room 110, 792-2313
Career & Advising Services provides a wide array of opportunities for students who are undecided about their academic/career choice or want to confirm the choice they have made.
- ★ **Financial Aid Office**, Reid Centennial Hall, Room 208, 792-2224
The Financial Aid Office provides students, who would otherwise be unable to pursue post-secondary education, with access to financial resources. These resources include grants, scholarships, loans part-time work-study employment and veteran education benefits.
- ★ **Human Resource Services**, Administration Building, Room 102, 792-2269/2204
The Human Resource Services' Office is where you will find information on benefits, policies, new hire forms, full-time employment opportunities, equal employment/affirmative action, employee records, employee relations, compensation, and payroll issues.
- ★ **International Programs**, International Programs Office, Room 19, 792-2321
The International Programs Office consists of four entities. The Internal Student Services Office recruits, admits and retains international students. The Institute of Intensive English provides English as a second language instruction for international students. Study Abroad provides domestic students opportunities throughout a contractual agreement with International Programs, sister school relationships and summer study tours. The International Club contributes to social development and integration of international students.
- ★ **Payroll**, Administration Building, Room 102, 792-2204
The Payroll Office is responsible for dispensing your I-Time Password to log your hours onto the State Controller's Office website. This office is also where you would turn in or change your direct deposit information for your paychecks.

WHO QUALIFIES FOR STUDENT EMPLOYMENT?

★Student Employee Defined

The IRS definition of an eligible “student” employee is an individual who is currently enrolled at least half-time and whose primary purpose is to receive an education. A full-time student is enrolled in 12 credits per semester. To be eligible for student employment classification, a student must be enrolled in six or more credit hours per semester. Full and half-time students are eligible for the FICA (Social Security) exemption, meaning that you and your on-campus employer will not have to pay the 7.65% withholding if you are enrolled in at least six credit hours at any point during the payroll period (unless you are a permanent employee of the college). Students enrolled in fewer than six hours must be classified as part-time student employees. Permanent employees of the college are not considered to be student employees, regardless of the number of credit hours they take. Student employees are not eligible for non-statutory benefits.

International students are allowed to work 20 hours or less per week. The Social Security Administration has made a few changes in assigning Social Security numbers (SSN) to international students attending a university on an F1 visa. As of October 13, 2004, an F-1 student requesting a social security number for on-campus employment must prove he or she either has an on-campus job or has been offered an on-campus job. Students must also show evidence of that employment, or a social security number will not be assigned. The student can provide this evidence with two documents: First, a letter from your employer on the employer’s letterhead that provides employment verification. Second, a letter from the International Programs Office stating the student’s name, name of employer, and the nature of the employment.

★Student employees fall into one of the two wage-earning types:

1. *Work-Study Student Employees*

A work-study student is one who is awarded work-study, enrolled in at least six credit hours, and employed in a designated work-study position. During periods of enrollment, a work-study student may not work more than 20 hours per week. When classes are not in session, students may work up to 40 hours per week.

2. *Irregular Help Employees* (Employees not eligible for work-study and not a regular benefit-eligible employee of Lewis-Clark State College). These individuals can only work 1,385 hours in a one-year period and cannot work more than 20 hours a week in a continuous 5 month period.



★**IMPORTANT:** If you change your registration status, withdraw from classes, or are dropped from classes, it is your responsibility to inform your supervisor immediately. If a student no longer qualifies for the student exemptions, an automatic adjustment will be made and the exemptions will be withheld and an employer match will be collected. This could have a significant fiscal impact on your employer’s budget and your employment.

WORK STUDY INFORMATION

★College Work-Study Opportunities

Lewis-Clark State College offers three work-study programs for on campus employment opportunities.

Federal and Atwell Parry (Idaho) Work-Study are awarded to students who demonstrate financial need through their annual FAFSA application and want to work on campus. It awards you a set dollar amount per semester. You will earn at least Federal minimum wage, cannot work in excess of 20 hours per week when classes are in session, and are paid by the hour through the State payroll system.



JOB Work-Study is for students who are either not eligible to file a FAFSA (International Students) or students who have no financial need. The funding for this program is very limited so students need to request JOB work-study as early as possible. Request forms are available in the Financial Aid Office.

When you are awarded, you will be sent an e-mail to your LCMail account outlining the terms and conditions of your award. It is your responsibility to find an on-campus job and complete all necessary paperwork for employment. Job postings are available in the Financial Aid Office, Career & Advising Services and on the [Financial Aid website](#). Fall positions are posted by August 1, Spring positions by January 1, and Summer positions by May 1.

★Irregular Help Employment

It may be an option for your employer to hire you as a non-work-study employee (i.e. paying you out of their budget if that is financially possible) if you are not eligible for work-study. Contact your supervisor to discuss possibilities.

FINDING EMPLOYMENT (WORK-STUDY AND NON-WORK-STUDY)



Work-study and non-work-study positions are added, modified, or removed as employer needs change. Virtually any area is a potential site for student employment. How to find these job openings is outlined below.

★What are my chances of getting on-campus work?

You are not guaranteed a job. However, you can improve your chances of getting hired. Some variables affecting your job hunt are discussed below. If you cannot find a job, you may try contacting departments directly for information on hiring in their areas.

1. *How do you interview?*

Interviewing well includes adjusting your demeanor and attire so that they are appropriate for the position that you are applying for. Be polite, arrive on time, and express a willingness and enthusiasm to work and learn. Career & Advising Services offers many resources on interviewing, resumes, and other career-preparation services.

2. *What jobs do you apply for?*

You decide which jobs you apply for. You may want to apply for jobs based on your individual personality traits, work experience, physical/mental aptitudes or skills and/or prior education and interests. Where would you best fit in? Keep in mind that there are more opportunities in some areas than others. For example, the library has many positions available, due to the size and required staff to keep it running efficiently. However, not all departments have opportunities available like that.

3. *What hours are you available to work?*

Departments usually are very flexible in working with your class schedule. Depending on their needs on campus, many departments operate only Monday through Friday between 8:00 a.m. - 5:00 p.m. Some departments prefer that you are able to work at least a three-hour increment during a shift.

4. *Are you available for more than one semester?*

Your potential length of employment may be more important to some departments because of training involved in the position. Are you available through the entire academic year? Different departments on campus may or may not be open during the summer.

If you have work-study, your award amount may limit the length of your work, depending on your rate of pay and the hours you work. To estimate the number of weeks that you can work, divide your award amount by your expected hourly wage, and then divide that amount by your expected number of work hours per week.

WHAT IS THE JOB MARKET LIKE?

★On-Campus

On-campus employment opportunities fluctuate; more positions are typically available at the start of the fall semester. Most employers on campus prefer to hire work-study students because it has less impact on their budget. However, the number of jobs versus the number of work-study students fluctuates. You will notice more job announcements requesting work-study students than irregular help student workers. There are a limited number of irregular help employment opportunities on campus for students that do not have work-study.

★Off-Campus

The Lewis-Clark Valley job market may vary year to year, thus affecting the number of students competing for on- or off-campus work. A list of off-campus jobs may be found at Career & Advising Services. The local job service may also have a current list of jobs at www.jobservice.us.

HIRING PROCESS

★Students with a Work-Study Award

The following steps describe the basics to using your work-study award on-campus:

1. *Search the job descriptions for a position that interests you.* The Financial Aid Office maintains a list of part-time positions available on campus; positions are also posted on their [website](#). Career & Advising Services also has a list of positions available. Keep in mind that on-campus employers are flexible and willing to work with a student's schedule. Many employers are eager to hire work-study students and provide a positive experience for them.
2. *Contact the employer listed on the job description.* Ask for information on how to apply for the position. Often supervisors will give you a short interview in person. Others may also ask for an application or a resume.
3. *Pick up a work authorization form from the Financial Aid Office.* The work authorization form is proof to the employer that you have work-study money. The benefit to the employer is that they are reimbursed up to 70% of your wages through the work-study program. After your prospective employer fills in the needed information, the work authorization form needs to be returned to the Financial Aid Office.
4. *Your supervisor will have you complete paperwork to set up your payroll account.* It is your supervisor's responsibility to ensure that these forms are completed and submitted. You will not be able to get paid until your I-9, W-4, and Personnel Record Card are in, so it is in your best interest to make sure these forms are turned into Human Resource Services. You will then work out a schedule with your supervisor and begin orientation for your new job.

★Students without a Work-Study Award

1. *Search the job descriptions for a position that interests you.* Career & Advising Services has a list of positions available. Keep in mind that on-campus employers are flexible and willing to work with a student's schedule. You may also want to contact individual departments and ask if they are hiring.



2. *Contact the employer listed on the job description and ask for information on how to apply.* Usually employers will give you a short interview in person. Others may also ask for an application or a resume.

3. *Your employer will have you complete paper work to establish your payroll account.* It is your supervisor's responsibility to see that these forms are completed and submitted. You will not be able to get paid until your I-9, W-4, and Personnel Record Card are completed and turned in, so it is in your best interest to make sure these forms are turned into Human Resource Services. You will then work out a schedule with the employer and begin orientation for your new job.

★Forms Required for the Hiring Process

If you are eligible for student employment and an employer on campus wants to hire you, there are four forms that must be completed. Both work-study and irregular help paperwork includes an I-9, W-4, Personnel Record Card, and Authorization Agreement for Direct Deposit. These forms are available on the intranet under “forms” or you can pick them up at Human Resource Services.

- **The I-9 Form**
The I-9 is a federally required document that verifies your eligibility to work in the U.S. It must be completed on or before your first day of employment. You will also need documents that will establish both identity and employment eligibility or documents that establish identity and documents that establish employment eligibility.
- **The W-4 Form**
Work-study and non- work-study earnings are subject to federal tax withholding. The W-4 (Employee’s Withholding Allowance Certificate) is used to stipulate marital status and number of dependents in order to correctly withhold those taxes from your pay. It is important that you file a W-4 with Human Resource Services to insure accurate withholdings. You may be able to claim exemption from withholdings based upon meeting criteria indicated on the W-4. Exempt status expires February 15th of each year. You must complete a new W-4 if your exempt eligibility status continues.
- **Authorization Agreement for Direct Deposit**
Direct deposit is mandatory at Lewis-Clark State College. This form authorizes Lewis-Clark State College to initiate the direct deposit of your paycheck into your account. With this form, you will also need to provide a voided check from your checking or savings account or a printed statement from your bank containing your bank’s routing number and your account number.
- **Personnel Record Card**
The Personnel Record card is a form that is needed to establish your employment. A Personnel Record Card is required for every job you have on campus, even if you have more than one at the same time. Without this form, there will be no record of your employment, and you cannot get paid.

*If you have more than one position on-campus or if you have worked on-campus within the last year, Human Resource Services may still have these documents. You may be asked to update these documents if you have been terminated from the payroll system for more than 1 year.

ON-CAMPUS WORK ISSUES

★Where do students work?

Work-study and irregular help student employees work for the college itself, which may include work sites at the various off-campus locations. Individual departments, or areas within a



department, may or may not be eligible to employ student employees. Each area determines if it can afford to hire students (work-study or irregular help) within their budget. Irregular help employment opportunities are limited due to the greater fiscal impact on employer budgets.

★Can I work year-round?

Some students do work year round. Whether a student job is available year-round depends not only on the need of the department but also the availability of funding. Work-study funds are limited and there may not be discretionary funding to support a position year round. Other factors that must be considered are the size of your award and the rate at which you earn.

Work-study recipients can calculate the estimated number of hours per week that you can work, by dividing the award amount by the expected hourly wage. Then, divide that amount by the number of weeks in the semester. The results will be the average number of hours per week; keep in mind that a student cannot work more than 20 hours per week. If you find that your award will not last as long as you would hope, you may want to contact the Financial Aid Office. Under some circumstances, your award amount may be increased. It is also highly recommended that you calculate your award balance each payday.

★How many hours per week can I work?

Work-study employees cannot work more than 20 hours per week during regular enrollment periods, and 40 hours per week during summer and official breaks. Students who are enrolled during the summer are restricted to working no more than 20 hours per week while classes are in session.

★Can I work at more than one job at a time?

Yes. Students may work at more than one job at once. Personnel Record Cards are required for each position. However, the combined total of hours cannot exceed 20 per week for the work-study employees.

★Wage Related Questions

1. *What wage will I earn?*

Idaho's minimum wage is \$7.25 per hour. Many positions pay above this rate in light of skills required, level of responsibility, etc. Any existing pay raise schedules are set by individual supervisors and are not mandated by the college. Students must be paid on an hourly basis on campus (no commissions, bonuses, fees, gifts or contributions are permitted as a condition of employment).

2. *How do I record hours worked?*

Different departments chose to have their employees report their time in different manners. Most departments require their employees to log on to the [Idaho State Controller's website](#) and report their time in I-Time. Some departments require their employees to write down the hours they worked and then the employers report it in I-Time. Either way is fine as long as accurate hours are reported on I-Time in the end.

3. *Where do I pick up paychecks?*

Your first paycheck will be mailed to your home address. Every paycheck after that will be directly deposited into your account once payroll has received your direct deposit information.

4. *Will my earnings affect my eligibility for financial aid next year?*

The Financial Aid office is required to monitor your earnings from all sources, comparing your income to your calculated financial need. However, work-study earnings are exempt when determining financial aid eligibility. This guarantees that financial aid funds are distributed fairly to all students in need.

Your earnings this year (whether from work-study or non- work-study employment) will not affect your aid this year. However, you will indicate your income when you apply for financial aid for next year, so the level of your earnings may affect your eligibility for aid next year.

5. *When will I receive my W-2?*

The W-2 is an official record of the total amount of your wages for the calendar year. It also shows federal, state, and Social Security (FICA) taxes withheld. W-2 statements can be found on the same website as your direct deposit, or they are mailed to each employee in the beginning of February of the year following the end of the tax year by the State Controller's Office. It is important that Human Resource Services has the most current mailing address where you would like to have your W-2 mailed. If you have any questions regarding your W-2, please call 208-334-2394.

6. *Performance Reviews (Evaluations)*

Although there are no college-wide requirements for reviewing and evaluating your performance, supervisors are encouraged to periodically review your performance. As an employee, you are encouraged to regularly note your accomplishments and your suggestions for improving the work place, so that you too may participate in the performance review.

Your performance review may be a time when suggestions for improving your performance are given. It is recommended that you take a positive look at those suggestions, focusing on goals and planning for future achievements. Your present employment is a step toward your career.

★Employment Termination Information

What are good reasons for the termination of my employment?

You may wish to terminate your employment for a variety of reasons, or you may become ineligible for employment. In the Lewis-Clark State College Supervisor's Handbook for Student Employment, the following reasons for the termination of your employment are given (after your employer has made his/her expectations clear and has given you ample opportunity to improve):

1. Unacceptable job performance,
2. Violation of college work rules and regulations,
3. Excessive absenteeism; or
4. Malicious behavior (This is cause for immediate dismissal).

How do I quit my job?

If you choose to terminate your employment, common business etiquette suggests that you give your supervisor at least two week's notice. It is your supervisor's responsibility to complete appropriate separation paperwork.

PERSONAL BELONGINGS/THEFT

It is recommended that you not leave valuables such as wallets, purses, or briefcases unattended at your place of employment. Consult your supervisor for particulars related to your work area. If there is a theft, it should be reported to your supervisor and to Campus Security at 792-2226.



BENEFITS QUESTIONS

★Will I get a raise or promotion?

Although some departments have schedules for raises contingent upon performance reviews (evaluations), there is not a college-wide structure for student raises or promotions.

★Am I eligible for other paid leave?

Student employees are not eligible for sick leave, vacation pay, severance pay, or retirement plans. Students are also not eligible for unemployment insurance. Unemployment insurance law disqualifies students from eligibility because their student status makes them unavailable for a full-time work search.

★Am I eligible for health care benefits?

If you are a full-time student, you may want to inquire about health benefits offered to you at the time of registration. Some health services are available to students through the Student Health Services (located in Sam Glenn Complex, Room 42) on campus. For information about these health services, please call 792-2251.

★Is there overtime pay?

Work-study employees are not eligible for overtime pay (time and ½). Students are authorized to work up to (and no more than) 40 hours a week during official breaks between semesters when classes are not in session. Non-work-study students are eligible for overtime pay (time and ½) when you work a holiday or over 40 hours a week.

★What rest breaks will I get?

The length and amount of breaks you take are up to your supervisor.

★May I study at work?

Student employees, just as regular employees, are not permitted to engage in leisure or classroom reading, homework, or other personal activities during the hours of employment. Although you are primarily a student, as an employee, you have a commitment and responsibility to Lewis-Clark State College.

DEMEANOR

On the job, you may come in contact with other students, staff, and visitors. It's important for you to remember that, as an employee, you represent your department and the college. This is a state-operated institution and with that comes the responsibility to treat the public with due respect and consideration.



★Is this a "real" job?

Yes. You will be working with career employees, and there are definite and real functions that need to be fulfilled. The level of decision-making and authority that you are assigned will not necessarily match your potential, but instead, the job description that you have been hired into.

★What am I expected to wear at work?

You are expected to dress neatly, cleanly, and within reasonable limits appropriate to your work environment. You should clarify specifics with your supervisor.

★Confidentiality and Privacy

Lewis-Clark State College limits student information that employees can release without written permission or subpoena (in accordance with the Family Education Rights and Privacy Act). The release or misuse of confidential information is grounds for immediate dismissal. Consult your supervisor when in doubt; he or she can identify the privacy status which the student has requested.

STUDENT EMPLOYEE RIGHTS

★College Policy Regarding Discrimination

It is the policy of Lewis-Clark State College to provide equal employment opportunities without regard to race, color, sex, national origin, religion, marital status, age, or disability. Lewis-Clark State College is in compliance with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (A.D.A.) of 1990 as amended.

It is unacceptable for any employee of Lewis-Clark State College to fail or refuse to hire, to discharge, or to otherwise discriminate against you with respect to compensation or terms, conditions or privileges of employment on the basis of the aforementioned protected groups. If you feel that you have been unfairly discriminated against, or if you have questions regarding these issues, contact the Affirmative Action Officer (792-2269) in Human Resource Services, Room 102 in the Administration Building.

★College Policy Regarding Sexual Harassment

Harassment on the basis of sex is a violation of the Civil Rights Act of 1964 and RCW 49.60 Title IX of the Education Amendments of 1972 has been applied in the protection of student employees in educational institutions.

What is sexual harassment?

Sexual harassment is defined as offensive, unwelcome sexual advances, and other verbal or physical conduct of a sexual nature that is so sufficiently severe or pervasive so as to alter the conditions of employment. Gender harassment may include remarks that are directed at members of one sex in general that express contempt or stereotyped assumptions about abilities and ambitions. Examples of sexual or gender harassment are: pressure for sexual activity, subtle or overt; inappropriate brushes, touches or physical aggression; obscene gestures; sexual innuendos, verbal sexual abuse disguised as humor; disparaging remarks about your gender; or derogatory remarks made about the abilities or roles of your gender.

What if I believe I have been sexually harassed?

Any student who believes that he or she has been sexually harassed or harassed because of his or her gender by any college student, staff or faculty, should talk to the Affirmative Action Officer (792-2269).

In serious cases, such as sexual assault, contact Campus Security at 792-2226 or the Lewiston Police Department at 746-0171.

CONFLICT MANAGEMENT AND GRIEVANCE PROCEDURES

★Suggestions for Dealing with Conflicts in the Workplace

You may be faced with work-related problems, and it is your responsibility to resolve them. One method for problem solving is listed below. Talking confidentially with your supervisor or a trusted friend may help you see a situation more objectively. Arrange a time to do this in a private, quiet setting. Focus on the positive.

1. *Identify the problem* - Define the problem succinctly in your own mind. Try to pinpoint a specific behavior or procedure that you think needs to be changed.
2. *Brainstorm for options* - List all possible solutions, whether or not they seem realistic.
3. *Evaluate those options* - Which one is most logical? Are there departmental or college guidelines that cover the issue?
4. *Pick the best solution.*
5. *Set goals* - It helps to break a solution or goal into component parts to be tackled one at a time.
6. *Keep a record* - Give yourself due credit for progress made, especially at the time of your performance review.

STUDENT EMPLOYMENT GRIEVANCE PROCEDURE

In the event of a student employee feeling unjustly treated with regard to pay rate, termination, or other employment related circumstance, that student should follow the steps outlined below.

1. *Seek recourse directly with the employer.* Be clear about your complaint and your expectations of what should happen.
2. *However, if you believe that you have been sexually or racially harassed,* you should seek the advice and assistance of the Affirmative Action Officer. The Affirmative Action Office is located in the Administration Building, Room 102. You may also call 792-2269 to set up an appointment.
3. *If you are unsatisfied with your meeting with your supervisor,* you may ask the Human Resource Services Director to review your case.
4. Based on the information presented by the student and the employer, the Human Resource Services Director will attempt to seek a mutually agreeable solution or decision.