



**Campus Employment  
Handbook  
2018–19**



**sjc** | St. John's  
College

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# Campus Employment Program 2018–19 Handbook

## I. Purpose of the Campus Employment Program

The Campus Employment Program (CEP) facilitates employment opportunities for eligible students. In other words, students are able to earn money to offset the expenses of being at the college so they can pursue their education. CEP is not designed to allow students to study while they work; in addition to financial support, the CEP is intended to provide meaningful job experience and training. These are REAL jobs!

Three kinds of positions exist under the CEP: Federal Work Study (FWS), International Work Study (IWS), and Campus Employment. Federal Work Study and International Work Study positions are awarded as part of a need-based financial aid package. Campus Employment positions are open to all qualifying candidates who meet the general requirements of job descriptions.

Earnings under the CEP are intended to help defray educational expenses, so students are encouraged to use these funds in a responsible manner. Each student may determine how his or her earnings are used. Work-study earnings cannot be credited directly to a student account.

The campus employment student has the option of receiving their way in either of two ways: direct deposit or paper check. It is the student's responsibility to ensure that they have properly set up their Direct Deposit or make sure to collect their check from campus mail. Because your banking institutions may change, we require those with Direct Deposit to confirm their banking information at the start of each semester.

## II. Administration of the Campus Employment Program

The Financial Aid Office works to administer the Campus Employment Program and determines the federal and international awards as well as establishing the CEP waiting list. In addition, Financial Aid manages the ADP Payroll system and ensures students are entered and eligible for pay. Financial Aid also assists in posting job openings and maintaining job descriptions.

The Business Office processes payroll on a bi-weekly basis and payments are issued every other Friday. Each student will receive a pay stub or check delivered to his or her student mailbox. The pay stub details the hours worked and the net pay for each period and are used as documentation of the direct deposit or check transaction. **To arrange direct deposit, students must contact the Financial Aid Coordinator, located in Pinkney Hall.** Students **may not** have campus employment earnings credited directly to their college accounts.

### **III. How the Campus Employment Program Works**

#### **A. About the Jobs and How to Apply**

During the academic year, there are approximately 200 student positions available. In April, students should approach supervisors directly to apply for vacant positions and watch for job postings around campus and in their email.

Supervisors interview students and notify the Financial Aid Office as positions are filled through a hiring memorandum. Some supervisors hold open positions for incoming students and will interview and hire in the fall. A waitlist of work study students will be maintained as students accept their awards; those students will be contacted as positions become available. \*While employing work study awarded students is a priority, there are simply not enough positions for every work study student. See more about the work study waitlist in section I.

If at all possible, students are hired for jobs that are relevant to their interests and experience, but not all students obtain their first-choice jobs.

#### **B. Hours to be Worked and Pay Rates**

Students work no more than 10 hours per week for 32 weeks and earn close to \$3,000 for the entire academic year. If a student chooses to work during a break, they may reach their \$3,000 maximum sooner and may have to stop working.

##### 1. Compensation:

The undergraduate wage for all undergraduates, no exceptions, is **\$10.10/hour**.

GI students are hired at a rate of **\$12/hour** starting in Fall 2018.

Summer rates: Summer rate is announced once the State announces the minimum wage rate.

##### 2. Spring Semester and Hiring:

Supervisors in every department with an opening will accept applications beginning April 1st. Supervisors are required to hire work study students, with any exceptions for “mastery” being approved by the Financial Aid Director, mainly tutor and lab assistants. Students may apply for positions in more than one office and have multiple interviews, however, only one job may be accepted. All hiring memorandums for Academic year 2019-2020 must be submitted to the Financial Aid Office by hiring supervisors, **by mid-April 2019**. The financial aid coordinator will in turn prepare the student contracts and have them available for **pickup by the students during the week of the 20th to 26th of April, and all contracts must be returned no later than 10 May 2019**. Contracts will be scanned, and the original will be kept in the Financial Aid office on file. Electronic copies may be requested by the student if wanted. Contracts detail the pay rate and start date.

Each student worker must have a completed W-4, MW507 and I-9 form on file with the Financial Aid Office before starting work or they will not receive a paycheck that pay period or any subsequent pay periods until the paperwork is completed. These forms are needed in order to add

personnel to the payroll system; without them, an employee cannot be added and will not be eligible to be paid. \*Students new to working for SJC, please complete these documents before leaving school for the summer.\*

There are hardcopy of these forms in the Financial Aid office, or follow the respective links below:

W-4 (Federal tax form): [irs.gov/pub/irs-pdf/fw4.pdf](https://www.irs.gov/pub/irs-pdf/fw4.pdf)

MW507 (State of Maryland tax form): [forms.marylandtaxes.com/current\\_forms/mw507.pdf](https://forms.marylandtaxes.com/current_forms/mw507.pdf)

The form I9 (Employment Eligibility Verification) is done in the financial aid office and students must provide documentation. If you choose to start the form, do not write anything past the “employee signature.” [uscis.gov/sites/default/files/files/form/i-9.pdf](https://uscis.gov/sites/default/files/files/form/i-9.pdf)

Social security numbers: Domestic students must supply the financial aid office their social security number (usually via their W4 and I9). International students, in order to fully complete the I9 form and be eligible to work in the United States, must apply for a social security card. The financial aid counselor will provide names to the Student Services department, which will coordinate a group visit to the social security office early in the school year. If a student is unable to go on that trip, they must go to the social security office on their own. Supervisors may take their student worker if they want. **STUDENTS MAY NOT BEGIN WORK WITHOUT APPLYING FOR A SOCIAL SECURITY NUMBER.** Students will provide the Financial Aid office with a copy of the letter than the Social Security office gave them upon successful application. Only then may they begin work.

Tax form assistance: We are not allowed to recommend how to complete the W-4 or MW507. If a student needs assistance with determining their exemptions, they need to contact an adult family member or a local tax advisor, such as H&R Block. International students who have taxes taken from their pay must file taxes in the United States in order to get that money back.

### 3. Special Event Hiring

Students may be temporarily hired for special events (such as Croquet or Commencement), but the financial aid office must have a final list of student hires no later than one week before the event. The temporary student employee must have the required paperwork in two days before the event is to occur or they will have their pay delayed until the next pay period after they turn in the paperwork.

## C. Work vs Study Scheduling

The supervisor and the student must arrange a work schedule that is mutually agreeable. Students are expected to work all of the agreed hours throughout the academic year. Each supervisor will make the student aware of his/her department’s attendance policy and the consequences of violating this policy. Except in extreme emergencies, if the student is unable to meet the agreed schedule, it is his/her responsibility to notify the supervisor before the absence occurs.

Students must arrive at work promptly. The student’s schedule should permit adequate time to reach work after class and to allow for meal times. Some supervisors on campus rely on their student employees to keep their offices open, such as the Switchboard and Library. In every department, a student’s reliability and punctuality are crucial.

Job responsibilities must be balanced with academic work. Students are expected to report to work at scheduled times, even during academically demanding periods. Any exceptions must be preapproved by the supervisor. Students are paid only for hours worked and are not paid for holidays.

Since the academic workload at St. John's is so demanding, supervisors are expected to keep job hours to an average of 10 hours per week.

In the event that a student works more than the mandated 10 hours per week and exceed 24 hours for one pay period (two weeks), then Maryland Sick and Safe Leave is accrued. (Sick leave allows an employee to be paid while absent due to illness or doctor visits, safe leave is the same but when there are issues of domestic violence.) Students may not use sick and safe leave until they have worked for the college for four months and have accrued at least one hour. Supervisors must approve the use of sick and safe leave prior to it being taken. Supervisors may request verification from the Health Center if absences are frequent or prolonged.

#### **D. Student Responsibilities**

Since these are real jobs, it is emphasized that work-study students must:

1. Set a regular schedule with their supervisor during the first week of their employment and, as much as possible, stay with that schedule;
2. Arrive on time to their job assignments;
3. Call their supervisor if they are unable to work as scheduled;
4. Arrive at work ready and willing to perform to the best of their abilities;
5. Adhere to all policies and procedures specified in the Student Handbook, or as explained by individual supervisors;
6. Maintain strict confidentiality, especially with regard to information about other students or alumni (see note below);
7. Dress, speak and act appropriately for the job or office;
8. Communicate effectively with supervisors and co-workers about the assigned tasks or on-the-job problems;
9. Perform tasks in an appropriate and timely manner; and
10. Complete electronic timesheets each pay period by the deadline (see payroll dates in section VI).

#### **Confidentiality:**

*Each college office has developed Confidentiality agreements. Students will be required to sign and abide by those agreements as part of the terms of their employment. If a student is found to have breached such an agreement, they will be subject to immediate disciplinary action up to, and including, the loss of their work-study eligibility for the current year and possibly subsequent years as well. The extent of the disciplinary action will be gauged by the seriousness of the offense, as determined by the supervisor, the Director of Financial Aid, and, if necessary, the College's Work Study Committee (Dean and Director of Financial Aid and Financial Aid Coordinator).*

Resignations:

Student employees should notify their supervisors at least ten working days prior to leaving a position.

## **E. Supervisor Responsibilities**

The supervisor is responsible for providing adequate training for each student worker. This may include a statement of office policies and procedures, a training session, ongoing training, a manual of duties, or explanations and information on an as-needed basis. The supervisor must also take the time to answer any job-related questions that a student may have. Supervisors are also responsible for ensuring students are registered in ADP and know how to access their timecard.

Since students are expected **to work** while on the job, supervisors are responsible for providing an adequate workload for the students and providing the necessary supervision and feedback. Supervisors will make evaluations of the student's work and performance throughout the year. In the spring, each supervisor will complete written evaluations of their students' work performance. These evaluations should be discussed and signed by both the supervisor and the student, and students have access to a copy of their own evaluations.

## **F. Job Descriptions**

The Financial Aid Office receives job descriptions from supervisors.

Job descriptions include:

1. The title of the position;
2. The supervisor and department;
3. The skills required;
4. The duties of the position;
5. The number of hours per week;
6. Whether the position is open only to students eligible and approved for work-study or to all qualified students regardless of financial need.

Each supervisor should review the job description with a prospective student employee to be sure the student understands the supervisor's expectations.

## **G. Payroll Procedures**

Students will log into ADP and record their in and out times. \*That is the only part a student should be filling out on the timecard.\* Every other week, supervisors must approve the electronic timecards in the ADP system for each of their students. If a student does not fill out a time card, the supervisor can either fill it in for them or let the student not be paid. *\*It is highly encouraged that the supervisor creates a deadline for his or her employees in order to ensure that timecards are approved by the payroll deadline of 10 am on Mondays.*

#### Tax Requirements:

Student employees must file a W-4 and Maryland tax withholding form with the Financial Aid Office. Campus earnings are taxable, so student employees should have taxes withheld if they anticipate earning above the taxable minimum for the year.

Student employees are exempt from FICA/Medicare withholdings if their work is concurrent with enrollment. This means that students do not have to pay a percentage of their earnings for FICA/Medicare taxes during the fall and spring semesters. However, if students work during the summer and do not attend classes, they are most likely not exempt from FICA/Medicare withholdings and their wages will be reduced.

### **H. Progressive Discipline Policy: Warnings and Terminations**

Supervisors are responsible for informing students whose work habits or behavior is not satisfactory and suggesting ways for improvement. The Financial Aid Office is not responsible for counseling, training, mediation or terminations.

The formal steps in the college's Progressive Discipline Policy are:

1. An initial warning is given to an employee if his/her work is unsatisfactory. The supervisor and the student discuss suggestions or directions for improvement.
2. If the student fails to make satisfactory improvement, an official verbal warning is given. The student must be told that this is his/her verbal warning and the supervisor must document the content and date of the warning, with a copy to the Financial Aid Office.
3. If the student's work or behavior continues to be unsatisfactory, the supervisor will issue a written warning. A copy of this warning must be kept on file by the supervisor, with a copy forwarded to the Financial Aid Office to be placed in the student's file. The written warning is intended to give the student a final chance to become aware of and to correct his/her deficiencies. Two weeks is considered a reasonable time between the written warning and a request for resignation or termination.
4. If the student fails to make the necessary modifications within two weeks, the supervisor has the option to terminate the student's employment or to ask for his/her resignation. Termination from a position will result in the student losing their work study award for that year, as it is unlikely they will be able to attain another position.
5. In cases of **extreme irresponsibility or wrongdoing**, i.e., theft, assault, lying, harassment, insubordination, breach of confidentiality, a student can be "terminated for cause" without prior verbal or written warning. In such a case, however, a supervisor must have written documentation to support this action.

Since there is a high demand for student employment on campus, supervisors are encouraged to follow the steps of the Progressive Discipline process. ***Students who are not meeting their work responsibilities do not have to be employed.*** Students on the waiting list are available to fill a vacant position.

Supervisors are also not obligated to re-hire any student. During the evaluation process each spring, the supervisor must notify each student if he/she will not be re-hired for the following year. In this

case, the supervisor does not need to follow the termination procedure, but an explanation of the negative evaluation would be helpful for both the student and the Financial Aid Office.

### **I. Work-Study Waiting List**

Since the number of students qualifying for FWS/IWS awards is greater than the number of jobs available on campus, a waiting list will be established for all students who qualify but do not receive an award. When a student loses his or her job due to the reasons described above, the students on the waiting list will be notified and may apply for the position. Places on the waiting list are established primarily by the date financial aid award acceptance letter is returned. Students' levels of need, access to transportation for off-campus employment, or visa status may be considered as secondary factors.

### **J. Worker's Compensation Insurance**

Worker's Compensation Insurance is available if a student is injured while working in on- or off-campus Work-Study positions. Injuries which occur while students are working in either of these capacities and which require medical attention must be reported immediately to the Human Resources Office.

## **IV. Sexual Misconduct and Harassment Policies**

Please read the college policies on sexual misconduct and harassment at the link below:

[sjc.edu/sexual-misconduct-and-harassment-policies](http://sjc.edu/sexual-misconduct-and-harassment-policies)

### **V. Sources of Information**

Questions about the campus employment program are to be directed to the Financial Aid Coordinator at (410) 626-2502, in the Financial Aid Office.

Questions about pay can also be directed to the Financial Aid Coordinator, or to the Business Office.

Questions about Worker's Compensation Insurance can be directed to the campus Personnel office.

## VI. Payroll schedule for 2018–19

**TIMECARD APPROVAL IS DUE BY 10 A.M. ON DUE DATE**

### Payroll Schedule 2018–19

Pay Period Begins (Monday)	Pay Period Ends (Sunday)	Time Card Approvals Due on (Monday, 10:00)	Payroll Date (Friday)	
August 13, 2018	August 26, 2018	August 27, 2018	August 31, 2018	
August 27, 2018	September 9, 2018	September 10, 2018	September 14, 2018	
September 10, 2018	September 23, 2018	September 24, 2018	September 28, 2018	
September 24, 2018	October 7, 2018	October 8, 2018	October 12, 2018	
October 8, 2018	October 21, 2018	October 22, 2018	October 26, 2018	
October 22, 2018	November 4, 2018	November 5, 2018	November 9, 2018	
November 5, 2018	November 18, 2018	November 19, 2018	November 23, 2018	
November 19, 2018	December 2, 2018	December 3, 2018	December 7, 2018	
December 3, 2018	December 16, 2018	December 17, 2018	December 21, 2018	*
December 17, 2018	December 30, 2018	December 31, 2018	January 4, 2019	**
December 31, 2018	January 13, 2019	January 14, 2019	January 18, 2019	
January 14, 2019	January 27, 2019	January 28, 2019	February 1, 2019	
January 28, 2019	February 10, 2019	February 11, 2019	February 15, 2019	
February 11, 2019	February 24, 2019	February 25, 2019	March 1, 2019	*
February 25, 2019	March 10, 2019	March 11, 2019	March 15, 2019	*
March 11, 2019	March 24, 2019	March 25, 2019	March 29, 2019	
March 25, 2019	April 7, 2019	April 8, 2019	April 12, 2019	
April 8, 2019	April 21, 2019	April 22, 2019	April 26, 2019	
April 22, 2019	May 5, 2019	May 6, 2019	May 10, 2019	
May 6, 2019	May 19, 2019	May 20, 2019	May 24, 2019	*
May 20, 2019	June 2, 2019	June 3, 2019	June 7, 2019	
June 3, 2019	June 16, 2019	June 17, 2019	June 21, 2019	
June 17, 2019	June 30, 2019	July 1, 2019	July 5, 2019	
July 1, 2019	July 14, 2019	July 15, 2019	July 19, 2019	
July 15, 2019	July 28, 2019	July 29, 2019	August 2, 2019	
July 29, 2019	August 11, 2019	August 12, 2019	August 16, 2019	

\* If you want your paycheck mailed during a vacation break, be sure to leave a self-addressed stamped envelope with the Business Office before you leave!

Registration Week: Aug 21–22, 2018  
Long Weekend: October 5–8, 2018  
Winter Break:\*\* December 14, 2018–January 6, 2019  
\*\*payroll due date may change: TBA\*\*  
Long Weekend: February 1–4, 2019  
Spring Break: March 1–17, 2019  
Commencement: May 12, 2019