



**ST JOHN'S**  
**College**

# **Campus Employment Handbook**



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# Table of Contents

## I. Purpose of the Campus Employment Programs

## II. Administration of the Campus Employment Program

## III. How the Campus Employment Program Works

A) About the Jobs and How to Apply

B) Pay, Work Hours, and Hiring Procedures

C) Scheduling: Work and Academics

D) Student Responsibilities

E) Supervisor Responsibilities

F) Job Descriptions

G) Payroll Procedures

H) Progressive Discipline Policy: Warnings and Terminations

I) Work-study Waitlist

J) Workman's Compensation Insurance

## IV. Sexual Misconduct and Harassment Policies

## V. Sources of Information

# Campus Employment Program Handbook

## I. Purpose of the Campus Employment Program

The Campus Employment Program (CEP) facilitates employment opportunities at St. John's College for eligible students. The purpose of the CEP is to allow students to earn money to offset the expenses of being at the college so that they can pursue their education. In addition to financial support, the CEP is intended to provide meaningful job experience and training; therefore, the CEP is not designed to allow students to study while they work. CEP positions are real jobs.

Three types of employment exist under the CEP: 1) Federal Work-study (FWS), 2) International Work-study (IWS), and 3) Campus Employment. FWS and IWS 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.

The CEP is intended to assist students with educational expenses and students are strongly encouraged to use their earnings responsibly. However, work-study earnings cannot be credited directly to a student account. Students may determine how their earnings are used.

Students have the option of receiving their pay in two ways: direct deposit or paper check. Direct deposit means that earnings will be sent directly to a student's account. Exceptions for direct deposit are only granted by filling out the direct deposit waiver form that can be found on the ADP homepage or by contacting the Business Office. If an exception is granted, paper checks will be distributed to the student's mailbox each pay period. It is the student's responsibility to make sure they collect their check or to ensure that they have properly set up their direct deposit. Because banking institutions may change, we require those with direct deposit to confirm their banking information in ADP at the start of each Academic Year.

**Note: Payroll direct deposit is not connected with Student Account refunds.** Students will still be required to submit their direct deposit information to Student Accounts separately. Student Accounts may be contacted at [studentaccounts@sjc.edu](mailto:studentaccounts@sjc.edu).

## II. Administration of the Campus Employment Program

The Financial Aid Office administers the Campus Employment Program and determines Federal and International Work-study eligibility, and also maintains 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. Wages are disbursed bi-weekly on Fridays. Hours must be approved bi-weekly by 10 a.m. on the Monday preceding the Friday that pay is disbursed. Students must submit their time entry in ADP prior to 8 a.m. that same Monday in order to be

paid on time for each pay period. A time sheet must be submitted to Payroll if students do not enter their hours in ADP on time, which may result in delayed pay. Pay statements may be found in a student's ADP account. The pay statement details the hours worked and the net pay for each period. Pay statements are used as documentation of the direct deposit or check. **To arrange direct deposit, students must enter their information into ADP or contact the Financial Aid Coordinator.** 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**

Work-study awarded students should watch for job postings on campus and in their email. The first week of April, current students should approach supervisors directly to apply for positions in the following academic year. For incoming students, some supervisors hold positions open and will hire in the fall. However, a student may reach out to [annapolis.financialaid@sjc.edu](mailto:annapolis.financialaid@sjc.edu) at any time with inquiries.

Supervisors interview students directly and will notify the Financial Aid Office as positions are filled. Supervisors are required to hire students who have been awarded FWS and IWS before others; exceptions for job-related "mastery" must be approved by the Financial Aid Director. A waitlist of interested work-study students will be maintained; those students will be contacted as positions become available. 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.

While employing work-study-awarded students is a priority, CEP positions are not guaranteed. There are not enough positions for every work-study student. Hiring is at the supervisor's discretion.

#### **B. Pay, Work Hours, and Hiring Procedures**

Undergraduate students may work no more than 10 hours per week while class is in session and may typically earn up to \$3,300 for the entire academic year. Any (rare) exceptions must be approved by the student's supervisor, the Assistant Dean's office, and Financial Aid. Students may work up to 35 hours a week during academic breaks. If a student chooses to work during a break, they may reach their maximum pay sooner and may have to stop working. International students must abide by any applicable F1 visa restrictions. Graduate students may work up to 35 hours a week. Students may not begin work until their supervisor is given notice of approval by Financial Aid.

Students are paid only for hours worked and are not paid for holidays.

##### **1. Compensation:**

The undergraduate wage, no exceptions, is **\$15/hour** as of January 1, 2024.

Graduate students are paid at a rate of **\$16/hour** as of January 1, 2024.

## 2. Spring Semester and Hiring for the Next Academic Year:

During the spring semester, supervisors will accept applications for the following academic year. Students may apply for positions in more than one office and have multiple interviews, but only one job may be accepted. Any exceptions must be approved by Financial Aid or the Business Office. All hiring requests for returning students must be submitted to the Financial Aid Office by hiring supervisors **by the Friday of the second week of April**. The Financial Aid Coordinator will in turn prepare the student contracts and have them available **by the Friday of the fourth week of April**. All contracts for returning students must be returned to the Financial Aid Coordinator signed by students and supervisors **by the Friday of the second week of May**. Electronic copies of contracts may be requested by the student from the Financial Aid Office. Contracts detail the pay rate and start date and affirm that the student has read and agreed to the Campus Employment Handbook and other policies on the contract.

## 3. Mandatory Forms

Each student worker must complete a W-4, MW507, and I-9 form along with required identification documents and have the forms on file with the Financial Aid Office before starting work. **Students may not begin work without submitting all mandatory forms.**

These forms may be found in the Financial Aid Office or at the 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)

**I-9** (Employment Eligibility Verification): [www.uscis.gov/i-9](https://www.uscis.gov/i-9)

*Note: Students must provide acceptable documentation for the I-9 form. Students should not write anything past the “employee signature” line on page 1.*

**Social Security numbers:** Students must supply the Financial Aid Office with their Social Security number via their hiring forms. International students, in order to be eligible to work in the United States, must apply for a Social Security card. The Student Services department will coordinate a group visit to the Social Security Office early in the school year. If a student is unable to attend, they must go to the Social Security Office on their own. Supervisors may take their student worker. **STUDENTS MAY NOT BEGIN WORK WITHOUT PROVIDING OR APPLYING FOR A SOCIAL SECURITY NUMBER.** Students must provide the Financial Aid Office with a copy of a letter from the Social Security Office stating that they have successfully applied before they begin work. **Once a student receives their Social Security Card, they must provide it to the Financial Aid Office within two weeks of their first day of employment in order to continue working for the Campus Employment Program.**

**Tax form assistance:** St. John’s employees may not give official tax advice regarding forms W-4 and MW507. If a student needs assistance (especially with exemptions), they must seek outside advice or contact 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 and should consult with a tax professional to determine their eligibility for a refund.

#### 4. Special Event Hiring

Students may be hired temporarily for special events (such as Croquet or Commencement, or for academic breaks). Students must be approved by the Financial Aid Office prior to working for these events. A student must be currently employed in a Campus Employment position in order to work short-term or receive approval for an exception. **Supervisors must provide a final list of student hires to the Financial Aid Office no later than one week before the event.** The temporary student worker must have the required hiring forms completed with the Financial Aid Office three days before the event is to occur. All procedures with regard to the normal hiring process apply.

#### C. Scheduling: Work and Academics

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 the department's attendance policy and the consequences of violating this policy. **If the student is unable to meet the agreed schedule, it is the student's responsibility to notify their supervisor before the absence occurs.** Violations may result in action up to termination.

Students must arrive at work promptly. Some supervisors on campus rely on their student employees to keep their offices open, such as the Library. In every department, a student's reliability and punctuality are crucial.

Job responsibilities must be balanced with academic work. The student's schedule should permit adequate time to reach work after class and to allow for mealtimes. Students are expected to report to work at scheduled times, even during academically demanding periods. Any exceptions must be preapproved by the supervisor.

Since the academic workload at St. John's is so demanding, supervisors are expected to keep work hours up to 10 per week. If a student works a special event or in a second CEP position, hours must be split between jobs. **Any time over 10 hours of work per week must be preapproved.**

In the event that a student works more than the mandated 10 hours per week and exceeds 24 hours for one pay period (two weeks), then Maryland Sick and Safe Leave may be accrued. This is dependent on verification of circumstances and current policy by the Business Office. 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.

A student employee is allowed to use earned Sick and Safe Leave under the following conditions:

- To care for or treat the employee's mental or physical illness, injury, or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury, or condition;
- For maternity or paternity leave; or
- The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is being used;
- to obtain medical or mental health attention; (2) to obtain services from a victim services

organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.

Employees are permitted to use earned Sick and Safe Leave in increments in certain amounts established by their employer. Employees are required to give notice of the need to use earned Sick and Safe Leave when it is foreseeable. An employer may deny leave in certain circumstances. A family member includes a spouse, child, parent, grandparent, grandchild, or sibling.

## **D. Student Responsibilities**

Work-study positions are real jobs and not a guaranteed benefit. Therefore, work-study students **must**:

1. Set a regular schedule with their supervisor 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. Perform tasks in an appropriate and timely manner;
6. Dress, speak, and act appropriately for the job or office;
7. Adhere to all policies and procedures specified in the Student Handbook, and as explained by individual supervisors;
8. Maintain strict confidentiality, especially with regard to information about other students or alumni\* (see note below);
9. Communicate effectively with supervisors and co-workers about assigned tasks and on-the-job problems;
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. 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 (the Dean and Director of Financial Aid and the Financial Aid Coordinator).*

**Resignations:** Student employees should notify their supervisors at least 10 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, and 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. Students will have access to a copy of their own evaluations.

## **F. Job Descriptions**

**Supervisors must provide current job descriptions to the Financial Aid Office for every work-study position.** These must be on file before hiring occurs.

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 it is for an undergraduate or a graduate student.

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 electronic ADP 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 timecard, the supervisor can either fill it in for them or let the student not be paid on that payroll at their discretion. If time entry is missed in ADP, a paper timesheet must be submitted to Payroll and pay will be delayed.

### **Tax Requirements:**

Student employees must file a W-4 and the MW507 Maryland tax form with the Financial Aid Office. Campus earnings are taxable. Students should consult with a tax advisor to determine their filing requirements. **St. John's employees may not give tax advice.**

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 academic breaks, including summer while not in classes, earned wages are no longer exempt from FICA/Medicare withholdings and wages may be reduced.

## W-2 and 1042 Forms:

Each year, student employees will receive a Form W-2 that provides details of the prior year's earnings, taxes withheld and other miscellaneous data. W-2 forms will be distributed to student mailboxes in January each year. W-2 forms are also accessible in ADP by navigating to the home page and selecting "Myself" – "Pay" – "Annual Statements". ADP keeps five years of records.

Employees and/or students that are foreign nationals may receive a Form 1042-S. A Form 1042-S is a year-end federal tax document given to a non-resident alien who received wages that were exempt from federal and state tax withholding by a tax treaty and/or received a non-qualified taxable scholarship. In certain instances, foreign nationals may receive both a W-2 Form and a Form 1042-S for the same tax year. If you receive a 1042-S, please contact the Business Office with any questions.

## 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 their 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 their verbal warning and the supervisor must document the content and date of the warning, with a copy given 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 their 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 their 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 they 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 their 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. Workmen's Compensation Insurance**

Workmen'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**

Employees agree to abide by college policies on sexual misconduct and harassment, found here: <https://www.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 in the Financial Aid Office at (410) 626-2502 or [annapolis.financialaid@sjc.edu](mailto:annapolis.financialaid@sjc.edu).

Questions about pay may also be directed to Payroll or the Business Office.

Questions about Workman's Compensation Insurance may be directed to the campus Human Resource's office.

### **Banking Options**

There are several options for banking in Annapolis and we recommend finding a bank with a local branch if you do not already have an account to use for direct deposits. One such bank is M&T Bank on West St. (the address is