

Student Worker Guidelines

(Federal Work Study and Work Arrangement)

Definitions

Federal Work Study (FWS): Student's must file a FAFSA, must have a high school diploma or GED, must be a U.S. Citizen or eligible non-citizen, must have unmet financial need, and must be enrolled in at least 6 credit hours each semester in order to qualify for FWS.

Work Arrangement: Student's must file a FAFSA to see if they qualify for FWS. Students not qualified for FWS may be employed as Work Arrangement.

- Work Arrangement positions are limited.
- Enrollment of at least 6 credit hours per semester is required for Work Arrangement.
- International and High School students will always be work arrangement.

General Guidelines

- Students must have a United States bank account.
- Before seeking a job, students must complete a FAFSA and meet with the Financial Aid office to determine Work Study eligibility. (International and high school students are exempt from this requirement.)
- Student workers MUST complete the onboarding processes in Paycom before beginning work.
 - The student and supervisor will receive an email once processes are complete and only then may the student begin working.
- **A student worker found falsifying timesheets will be terminated immediately and the student will no longer be eligible for employment at HCC.**
- Student workers are **limited to working 20 hours per week during the school year** (the first day of the fall semester through the last day of the spring semester) and **no more than 28 hours per week during the summer** (the last day of the spring semester through the first day of the fall semester).
 - Students may work for no more than two supervisors. Hours worked per week are still limited to 20. Students and supervisors must work together to ensure the weekly hours do not exceed 20 between the two positions.
- **Work hours must be between 7:00 A.M. and 11:00 P.M.**
- A high school student may be a student tutor after they have completed 30 college credit hours and have a GPA of 3.00 in their college coursework.
- Failure of a student to abide by these guidelines will result in a documented warning. After 3 documented warnings within the current school year, the student may lose the privilege of working on campus.

Class Time and Working

Working during scheduled class time is strictly prohibited, even if the class has been cancelled.

Exceptions to this rule are holidays and all-day events, such as Spring Break or Art Day when offices are open but all classes have been cancelled. If you work during scheduled class time or academic activities, you will face disciplinary actions, including possible termination. Supervisors are required to report any instances to the financial aid office. During semester finals week, the posted finals schedule will be followed instead of the usual class schedule.

As part of HCC's responsibility to our students, we are required to work around your class schedule since you are primarily attending HCC to obtain a degree. Supervisors are expected to provide additional time off for studying and other academic activities and scholarship requirements. If you change your class schedule, you are required to notify your supervisor immediately.

Required Grades

Since you are attending HCC in order to further your education and obtain a degree, you are expected to remain in good academic standing to continue working. After each semester, financial aid will review your academic standing. As long as you maintain Satisfactory Academic Progress (SAP) (a cumulative GPA of 2.00 and a 66.67% completion rate), you will continue to have the option to work. If you are placed on SAP Warning, SAP Probation, or SAP Financial Aid Ineligible, you may lose the option to be employed in a student worker position. If you are struggling in your classes, speak with your supervisor as early as possible so he/she may help you find balance between your studies and work.

Confidential Information

College staff shall not use confidential information acquired in the course of employment to further their own or others' economic or personal interests. Student workers are required to abide by the Family Educational Rights and Privacy Act (FERPA) regulations and will sign a separate form acknowledging this responsibility.

Code of Conduct

While representing HCC as public servants, we strive to serve with a professional presence of respect and kindness. You are expected to demonstrate the highest standards of personal integrity and honesty in all public and private activities in order to promote the public's trust in HCC.

Behavior and Language

Being a student worker at HCC is a real job. Arrive on time, act professionally and treat others as you want to be treated. Flirtatious behavior, physical affection, and foul language will not be tolerated. Personal discussions should be kept to a minimum to limit distractions and potential for errors. If a student worker is aware of an error, he/she should bring it to the attention of their supervisor immediately.

Attendance

Please notify your immediate supervisor by call or text as soon as you know you are not able to work. If you text and do not receive a response, follow up with a phone call to make certain your supervisor is aware of your absence. If you do not request time off and do not arrive as scheduled three times, you may be terminated.

Dress Code

As an employee of HCC, you are expected to represent the college in a presentable manner. Students may wear the clothes he/she wears to class. Each supervisor may set their own dress code based on their area. Students not adhering to the dress code will be sent to change clothes or not allowed to work that shift. After three incidences, you may be terminated.

Internet Usage

During working hours, the internet should be used only for office related duties unless specific permission is given by your supervisor. Using the internet for personal use during work hours without supervisor permission may result in termination after the third incident.

Personal Cell Phone Usage

Though personal cell phones may be used for business purposes, to ensure the effectiveness of time spent at work, student workers are required to leave cell phones in bags, purses or pockets. On the rare occasion of an emergency or anticipated emergency that requires immediate attention, the student worker may ask their supervisor to carry a cell phone on vibrate mode.

Sexual Harassment

Sexual harassment by anyone will not be tolerated at HCC. Examples of actions or behaviors that may be considered sexual harassment include, but are not limited to:

- Unwelcome suggestive comments about physical appearance;
- Unwelcome "humor" or "jokes" that are sexual or sex-based;
- Unwelcome touching;
- Requests/demands/threats for sexual favors.

Sexual harassment violations will trigger an investigation into the allegation and may result in possible termination as well as sanctions against the student by the College as per the HCC Student Handbook. If you experience or witness harassment, you may file a report by going to www.highlandcc.edu and click "Report" at the bottom of the page.



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This page must be fully completed before returning it to the financial aid office.

Acknowledgement and Agreement

I, _____, have read and agree to the above guidelines and the job description
Student Printed Name
for Highland Community College’s student worker program. I understand if I choose not to follow the
guidelines, I may be terminated as a student worker.

Signature of Student Worker Date

Student Phone Number Social Security Number

I, _____, have read and agree to the Student Worker Guidelines for
Supervisor Printed Name
Highland Community College’s student worker program.

Signature of Supervisor Date

Employment Information

Name of employing department \$8.25 (Tutors are \$9.25)
Hourly rate of Pay

Approximate work schedule (between 7 A.M. and 11 P.M.)

Average number of hours student is expected to work per WEEK (must not exceed 20 hours)

Job duties

To be completed by Financial Aid personnel:

Work Study Work Arrangement _____ FAID personnel initial

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Highland Community College is accredited by the Higher Learning Commission (hlc.commission.org), a regional accreditation agency recognized by the US Department of Education. Highland Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the College's compliance with its nondiscrimination policies or Title IX may be referred to the Vice President for Student Services or Human Resources Manager at 785-442-6000. Inquiries concerning the College's compliance with Section 504 and its policies may be directed to the Vice President of Academic Affairs at 785-442-6000.



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Student Worker

STATEMENT OF UNDERSTANDING

Family Educational Rights and Privacy Act (FERPA)

I understand by virtue of my employment with Highland Community College I may have access to records which contain personally identifiable information, the disclosure of which is prohibited by the Family Educational Right and Privacy Act of 1974.

I acknowledge that I fully understand the intentional disclosure by me of this information to an unauthorized person could subject me to criminal and civil penalties imposed by the law.

I further acknowledge such willful or unauthorized disclosure also violates HCC policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Printed Name of Student Worker

Signature of Student Worker

Date

Witnessed By:

Signature of Supervisor

Date

Student Worker Checklist

Once you have agreed with a supervisor on a job position, you must complete all the steps below *before* beginning work.

- Review, complete, and sign the Student Worker Guidelines with your supervisor.
- Take the completed Student Worker Guidelines to the Financial Aid office in the David Reist Administration Building and complete additional paperwork.
 - Bring your student ID with you.
- Watch your HCC email account for an email from Paycom.
Once the email from Paycom is received, complete the online steps.
- Upload two forms of identification into Paycom.
Acceptable forms of ID:
 - U.S. Passport or Permanent Resident Card
 - Driver's License or other state issued ID with a photo
 - Signed Social Security Card
 - Original or certified copy of Birth Certificate
- Once all hiring processes are complete, you and your supervisor will receive an email from the Payroll office stating you may begin work.