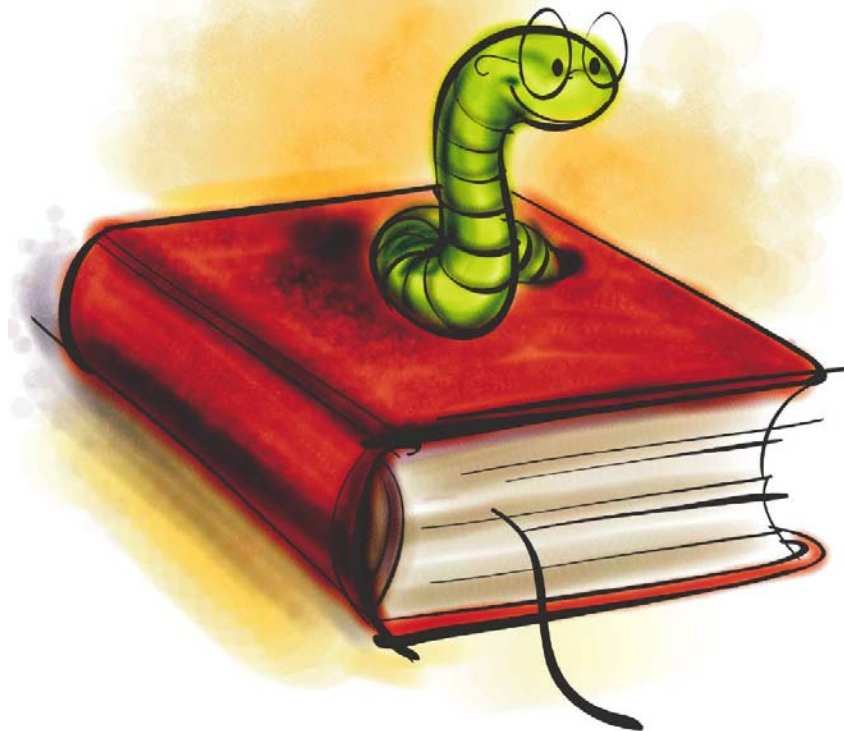


STUDENT WORK-STUDY HANDBOOK

2009 - 2010 Edition



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I. JOB RESPONSIBILITIES

Your signature on the student employment contract indicates that you agree to abide by the policies listed on the contract and in this handbook and that you accept the obligations that go along with your work award. These include:

A. ATTENDANCE

You are expected to be reliable and punctual in attendance. Find out from your supervisor the department's policy regarding absences. Notify your supervisor in advance if it is necessary for you to be absent from your job. Unexcused absences will jeopardize your job and future student employment.

B. PERFORMANCE

A good attitude and spirit of cooperation is essential to a successful work experience. The quality of your work and the responsibilities you carry are important to your employer and Central Lakes College. The knowledge and training you receive from your job are also a direct reflection of the effort you put into your work.

C. CONTRACT OBLIGATIONS

The work award listed on a student's award letter is an estimate of what he/she can earn from July 1st through June 30th of the current fiscal year. Students are paid only for hours worked. The award listed or the amount of hours per week a student is allowed to work can be modified at any time by the Financial Aid Office. Government funding, availability of jobs, and other resources are potential reasons a student may not be able to earn his/her full work award. Work-study eligibility can also be reduced if other funding comes in after you have started working. You are responsible for monitoring your earnings to be sure you are on schedule for completing your work contract. Contracts may be terminated during the year for the following reasons:

- 1) You have earned the maximum amount permitted by your work contract.

- 2) If you decide your job is conflicting with studies, and you want to quit your job, it is your responsibility to notify your supervisor and the Financial Aid Office. You are expected to give a two-week notice unless other arrangements have been made with your supervisor. The Financial Aid Office does not automatically assume responsibility for replacing any unearned portion of your work contract. Quitting your job will also jeopardize opportunities for future student employment.

3) Your student employment job could allow you access to many types of information. Remember information gained while doing your student employment job must be kept confidential.

4) If your job performance is not satisfactory your supervisor, after discussing the situation with you, they may wish to terminate your employment with the department. If you feel the dismissal is unjustified, see the Financial Aid Office to discuss the situation within one week of your termination.

5) The Financial Aid Office does not assume responsibility to reinstate students who quit or are terminated from their jobs.

D. RESOLVING PROBLEMS

If you are having problems with your job (i.e. work schedule, job expectations, not getting enough hours to earn your work contract, etc.) please discuss them with your supervisor. If the two of you are unable to resolve the problem, contact the Financial Aid Office.

II. EMERGENCY PROCEDURES

The following numbers should be called when your student employment supervisor is not immediately available to give assistance:

A. ON CAMPUS WORK-STUDY STUDENTS

Fire 9-911
Police 9-911
Ambulance 9-911

B. OFF-CAMPUS WORK-STUDY STUDENTS

If you are working in an off-campus student employment position, you are required to establish with your supervisor the procedures to be used for emergency situations, who to contact, etc.

Contact Person _____
Telephone Number _____

Contact Person _____
Telephone Number _____

C. INJURIES/WORKER'S COMPENSATION

Injuries sustained by a student-worker employee in the performance of his/her duties are covered by Worker's Compensation. The Worker's Compensation Law requires the prompt filing of a "First Report of Injury". In cases of injuries suffered on the job. Fines are assessed for late reporting and will be charged to the employee's home department. Employees are responsible for notifying their supervisor of an injury and for assisting the supervisor in the prompt and accurate completion of First Report of Injury form. Forms are available in the Human Resources Office. **DO NOT DELAY SEEKING EMERGENCY MEDICAL ATTENTION IN ORDER TO REPORT AN INJURY.** Any serious injuries should be verbally reported to the HR Office immediately. Injury reports must be filed within 48 hours of the occurrence of a serious injury, and within six days for all other injuries. For work related injuries, the following steps should be taken:

- 1) Report the injury to your supervisor as soon as possible. In the event your supervisor is not available, contact the Human Resources Office at 855-8055 on the Brainerd Campus or at 894-5104 at the Staples Campus.
- 2) In the event of a medical emergency, seek treatment at the nearest medical facility **IMMEDIATELY**. You, your supervisor, or the Central Lakes College Worker's Compensation Coordinator must contact the CorVel information line, a Minnesota Certified Managed Care Plan, within 48 hours of your initial emergency medical treatment. If you need additional medical care, CorVel will assist you in choosing an approved medical provider. **CorVel 24-Hour Information Line: 1-866-399-8541**
- 3) For non-emergency medical care, report your injury to your supervisor or the Human Resources Office. Upon reporting your injury you will be provided with a Patient Identification Card and Managed Care Instruction Brochure. Contact the following facility, which has been designated to provide you with an initial appointment within 24 hours of your request for care:

Brainerd Medical Center
2024 South Sixth Street
Brainerd, MN 56401
218-828-7100

Lakewood Health System
49725 County 83
Staples, MN 56479
218-894-1515

****Note - when calling to schedule your appointment, be sure to identify your employer as the "State of Minnesota" for the scheduler.**

- 4) As soon as possible after the injury occurs, the supervisor should report the incident to the Human Resources Office:

Ellen Maier, Worker's Compensation Coordinator, Brainerd Campus
Phone: 218-855-8055 emaier@clcmn.edu

KaAnn Drone, Worker's Compensation Coordinator, Staples Campus
Phone: 218-894-5104 kdrone@clcmn.edu

Every student employee will be given our **Notice of Enrollment in a Certified Managed Care Plan for Worker's Compensation Injuries and Illness** with their timesheets. There are also copies available in the Financial Aid Office.

II. PAYROLL PROCEDURES

A. PAPERWORK TO BE COMPLETED

Students receive an hour's pay for an hour's work and cannot be compensated for sick days, vacation, or holidays. Students will be paid every other Friday according to the payroll calendar in your student employment packet. Before you can start working, you must have completed and returned to the Financial Aid Office the following items:

1. Student Employment Contract: must be signed by both student and supervisor.
2. Completed W-4 withholding information
3. I-9 and documentation to establish identity and/or employment eligibility
4. Other forms may be required.

B. TIME SHEETS/PAYMENT

When the necessary paperwork is completed, a paper time sheet will be sent to your supervisor and you may begin working. Subsequent time sheets will be completed electronically.

- 1) At your designated work station, look for a desktop icon labeled **work study time sheet**. Click there and then log in using your student ID as your ID and password. Once you log in, click on "clock in", then log out. At the end of your shift, log in again and then click on "clock out". Do this at the beginning and end of every shift. Clocking in and out tracks your time on an electronic time sheet that will be printed out at the end of the pay period.
- 2) You must clock in and out for breaks during your shift. Anytime you work more than 8 consecutive hours, a $\frac{1}{2}$ hour break is *required*. Again, remember to clock in and out for your breaks.
- 3) Each time sheet is for a two-week pay period. Time sheets are due by 4:30 on the last day of the pay period (the last day of the time sheet). At the end of the pay period, your supervisor will print out your time sheet. After you and your supervisor have signed the time sheet, it gets submitted to the Financial Aid Office for processing and payment.
- 4) Off campus work sites will use paper time sheets that can be mailed or faxed to the financial aid office. They are still due by 4:30 on the last day of the pay period.

5) You will be paid every 2 weeks provided a time sheet has been submitted by the due date to the Financial Aid office. Late time sheets are paid with the upcoming payroll batch.

Payment for your work will be made every other Friday according to the calendar in your student employment packet. We strongly recommend that you receive your paycheck via Direct Deposit. This is the fastest and most reliable way to receive your paycheck, and direct deposit ensures that your account will be credited on payday. Direct Deposit forms are available at the Financial Aid Office. If you choose to have your check mailed to you it will be mailed to your LOCAL address. Be sure you have given a local address to the Registration Department if it is different than your permanent address. Also, be sure that your name is on your mailbox and you are registered with the post office at that address. *If this is not done, it may cause a significant delay in receiving your check.* The earliest date a check would be re-issued is two full weeks after the original date.

C. TIME TRACKER

Time tracker is the software program used to create your electronic time sheets. Aside from the electronic time sheet, Time Tracker also allows students to monitor their hours and funding up to the last time they clocked out. Clicking on the HOURS tab and selecting dates will show you the dates and times worked during that pay period. Clicking on the BALANCE tab will show a pie chart and dollar amount of earnings to date and remaining eligibility. Clicking on the PASSWORD tab will allow you to change your password. If you forget to clock in or out, let your supervisor know right away. They have the ability to make corrections on your time sheet.

IV. RENEWAL JOB APPLICATION

In order to be considered for student employment, you must complete the required financial aid application, Free Application for Federal Student Aid (FAFSA), each year. Work awards are not automatically renewed, since your eligibility is based on your financial need, past job performance, and available student employment funding.

V.OFF-CAMPUS STUDENT EMPLOYMENT

A limited number of positions are available with various non-profit employers in the area. Since off-campus employers view the student as a representative of the college, these student employees carry a special responsibility. Students working in this capacity can gain valuable experience, often in their career related field. The student is employed and paid by Central Lakes College. Off-campus supervisors may fax work-study time sheets to the college at this number: 855-8252

VI.SUMMER STUDENT EMPLOYMENT

Applications for employment during the summer are available from the Financial Aid Office. A limited number of positions are available. The Financial Aid Office determines your eligibility for summer employment based on your financial need for the coming academic year. You may work if you will be taking at least 6 credits for the upcoming fall term and/or you are taking at least 6 credits for summer term. (Students not attending fall term may only work through July.) You must have completed both the previous year's and upcoming year's FAFSA and have a completed Financial Aid file before a student employment position will be available for you. Students are expected to save a certain amount of their summer earnings to pay for tuition, room, books, fees, etc., for the coming year. Positions are filled in May and early June.