

Supervisor Handbook

Cayuga Community College Student Employment

2021 – 2022 Academic Year



Student Employment Contact Information

Student Financial Services

(Eligibility Information for Student Employment)

Lisa Jo Greenfield

Student Employment Coordinator

Auburn Campus

197 Franklin Street

Auburn, NY 13021

315.294.8619

Fax: 315.252.2185

Lisa.greenfield@cayuga-cc.edu

financialservices@cayuga-cc.edu

Preface

This handbook will provide many of the answers to questions asked by students. Should students or supervisors need further information concerning this program, please feel free to visit student employment on our website or you can contact the Student Financial Services Office at 315-294-8470.

Introduction

The Cayuga Community College Student Employment Program is designed to provide financial assistance and hands-on work experience to students through part-time employment. It provides students with the opportunity to earn money to assist with their college expenses while integrating classroom education with actual work experience.

The Cayuga Community College Student Financial Services Office offers two services to students. The Federal Work-Study Program (FWS) and the Campus Work-Study (CWS) Program. The difference between the two programs is the source of funding. However, no matter what student employment program the student is assigned, the policies and procedures of operation are the same under both programs. Certain eligibility exceptions do apply for students hired under CWS.

Students will be placed in jobs directly connected to their degree program whenever possible. All jobs, regardless of placement, afford students an opportunity to gain valuable experience they can use on their resume. A student's supervisor is a potential reference when seeking employment after leaving Cayuga Community College.

Supervisors have a crucial role in the success of the Cayuga Community College Student Employment Program. The primary responsibility of the supervisor is making the student employee's work experience as rewarding as possible.

Student Employee Terms of Employment

Cayuga Community College acknowledges the important contribution of student workers in all positions and makes every effort to be equitable in the administration of the Student Employment Program. In turn, student employees are expected to conduct themselves in a mature fashion, taking their job responsibilities seriously.

Federal Work-Study (FWS) / Campus Work-Study (CWS) Programs

The Federal Work-Study program is a federal aid program administered by the College. The funds for FWS employment are provided 75% by the Federal Government and 25% by Cayuga Community College. The College is also obligated to expend 7% of its FWS funds on community service positions and at least one of these positions must be a literacy program. At Cayuga the Pre-school, The Cube and Telcom Department all fall under the category of community service as defined by federal regulations.

Student eligibility for the FWS program is determined by the Student Financial Services Office on the basis of documented student need and the availability of resources. Financial need is derived

from the completion of the Free Application for Federal Student Aid (FAFSA). Since this is a federally-funded program and demonstrated financial need is a requirement, this program is restricted solely to students who are awarded FWS as part of their financial aid package. A FWS award does not guarantee a student a job.

The Cayuga Community College Campus Work-Study (CWS) Program is administered by the College and funded solely by institutional resources. Institutional funds are used to compliment the FWS program. Generally, CWS funds are dedicated to departments who need students with specific skills for the positions they have available. For example, the Center for Academic Success hires tutors and note-takers who require refined study skills and academic excellence. And, the radio station must have highly trained, skilled students to manage the radio station.

Every year the College determines the total budget for student employment. This is why students are allowed to earn a limited amount of student employment funds and why requests for more students cannot always be met by the Student Financial Services Office. The current standard FWS job award is \$3500 for the academic year and students can work a minimum of 5 hours and a maximum of 15 hours per week at minimum wage. Some exceptions to the award amount do apply.

Federal Work-Study (FWS) Program

Student eligibility for the Federal Work-Study Program is determined by the Student Financial Services Office on the basis of documented student need and the availability of resources. Financial need is derived from the completion of the Free Application for Federal Student Aid (FAFSA). Since this is a federally-funded program and demonstrated financial need is a requirement, this program is restricted solely to students who are awarded FWS as part of their financial aid package. A FWS award does not guarantee a student a job.

Eligibility Requirements

To be eligible for the FWS Program students must:

- File the Free Application for Federal Student Aid (FAFSA)
- Complete federal verification requirements if needed
- Demonstrate financial need
- Be a U.S. citizen or a permanent resident of the United States
- Be matriculated, enrolled, in good academic standing, maintaining satisfactory progress toward a degree
- Not be in default on any student loan or owe repayment on a federal grant
- Not possess a BA degree

Note: International Students are not eligible to participate in our FWS program.

FWS awards / eligibility can be reduced or cancelled by the Student Financial Services Office at any time based on changes to a student's financial aid resources and /or status at Cayuga.

Campus Work-Study (CWS) Program

This student employment program is administered by the College and funded solely by institutional resources. Students who were not awarded Federal Work-Study as part of their Financial Aid package may apply for available campus jobs using the student employment application. Once the application is processed the student will be added to a waitlist. Students with financial aid need will be given first preference.

Eligibility Requirements

To be eligible for the CWS Program, which is not solely based on financial need, students must:

- Be selected by a supervisor and approved by the Student Financial Services Office
- Be in good academic standing
- Be enrolled in a course at Cayuga
- Not be in default on any student loan or owe repayment on a federal grant

Note: International Students may be eligible to participate in our CWS program.

CWS awards / eligibility can be reduced or cancelled by the Student Financial Services Office at any time based on changes to a student's status at Cayuga.

Cayuga Community College FWS / CWS Job Policies and Procedures

Students awarded FWS are required to accept their FWS award in their myCayuga account. Once accepted, the student will receive an auto-generated email to their Cayuga email address with a link to the Student Employment Application. Students with accepted awards must complete and submit the application to the Student Financial Services Office. The Student Employment Coordinator will review applications and place students in jobs. Every attempt is made to place a student in a job that is commensurate with their degree program. A placement email detailing the hiring process and providing specific information on the position is sent to the student and supervisor. Note: being placed in a job does not guarantee a student will be hired for the position.

CWS students do not have to accept an award in myCayuga. CWS students are selected by supervisors or Student Financial Services Office and are approved by the Student Employment Coordinator. A Student Employment application can be obtained from the Student Financial Services office, completed and submitted to the Student Employment Coordinator.

For both FWS and CWS positions signed authorization cards are required as part of the hiring process. Once a supervisor's signature is obtained, the student is required to schedule an appointment with a representative of Cayuga's Human Resources Office. The student will need to bring the signed authorization card and Student Employment packet with them to HR for completion. This packet contains the forms required for student employment and must be completed in its entirety and submitted **BEFORE** a student can start working. **Supervisors and students will be notified once a student is able to start working via an auto-generated email from the College.**

Students are not allowed to work during class time as dictated by federal regulations. If a student has any scheduling conflicts and is not able to work their scheduled hours the student should notify their Supervisor and the Student Financial Services Office.

Maximum Work Hours / Maximum Award

FWS student employees are assigned during the academic year to work a minimum of 5 hours with a maximum of 15 hours per week. The number of hours is based on the amount of the financial aid award granted to the student. A student is awarded a maximum dollar amount that can be earned in an academic year. The current standard job award is \$3500. The amount listed in the Financial Aid package, visible in students myCayuga account, is the earnings limit. A student should not exceed this limit without prior authorization from the Student Financial Services Office.

For CWS students, the number of hours per week is not based on a financial aid award and could fluctuate depending on the department in which a student works. They are also guaranteed to work a minimum of 5 hours with a maximum of 15 hours per week.

If a student misses any time because of sickness, holiday, campus closing, or any other reason, the student cannot be paid. The student may be allowed to make up hours missed. The student is also not paid for mealtime or lunch breaks.

Students are not allowed to work during class time, as dictated by federal regulations. There are no exceptions. In addition, regulations require a student to show a ½-hour break after working 6 straight hours.

Supervisors and students are encouraged to review scheduling of employment hours to ensure the student will be able to receive the maximum hours available to the office or department in which the student is employed. The Student Financial Services Office will periodically review students' earnings. Students and their supervisors will be notified if they are in jeopardy of over earning their awards and if their award can be increased in any way to prevent over-earning.

Academic Progress

Continued employment is contingent upon maintaining satisfactory academic progress throughout the school year. Students will be evaluated at the end of each term. If they are no longer eligible for work-study as a result of unsatisfactory academic progress the Student Financial Services Office will terminate the employee and notify the supervisor of the action that was taken.

Application Information

FWS awards must be accepted via the student's myCayuga. Once accepted, the student will receive an email with a link asking them to complete the FWS application and submit it to the Student Financial Services Office. These applications are kept on file and used to assist the student in obtaining a position.

Students who were not awarded FWS as part of their Financial Aid package may apply for CWS jobs using the student employment application which can be obtained in the Student Financial Services Office. Once the completed application is submitted to the Student Financial Services Office, students will be reviewed and placed on a waiting list if there is not an open position at the time. If a position becomes available, the student will be notified through their myCayuga account.

No student is guaranteed a job and it should be understood that the College is obligated to award available employment funds to its eligible FWS aided students first.

All student employees should complete their FAFSA by April 15th annually and enroll by July 1st. This affords both prospective and returning student employees a greater opportunity for employment.

Available Positions / Job Descriptions

A master list of available jobs can be obtained in the Student Financial Services Office. Additionally, specific job descriptions for each available position informing students of the specific purpose, duties, qualifications, hourly pay rate, department name, supervisor's name, email address and phone are available in the Student Financial Services Office, and on the job description provided to the student once placed in a job.

Community Service Jobs

Students who are interested in Community Service jobs will need to contact the Student Financial Services Office. Some campus Community Service jobs will require formal interviews and security clearance. All require a FWS award.

International Students

International students must follow Cayuga's policies and procedures for student employment and may only be employed under the Campus Work-Study (CWS) program. Federal regulations prevent international students from displacing a US citizen or lawful permanent resident.

If hired in a CWS position, international students must be in full compliance. A valid F-1 Visa, Passport, I-20, I-94 and social security number are required. Official correspondence from the College's Chief International School Officer will be provided to the student who is required to take it to the Social Security Administration to obtain a social security number.

Finals Week / Intersession Employment

Only currently employed students are allowed to work during finals week and / or Intersession. Students who would like to work during Intersession must be in good academic standing and enrolled in the upcoming spring semester. Intersession employment requires prior approval from the Student Financial Services Office. If a supervisor would like their employee to work during finals week and / or Intersession, they must submit a request to the Student Financial Services Office.

Requesting Student Workers

Returning Students: Prior to the start of each academic year supervisors will receive an email requesting a list of names of returning students they would like authorized to work in their department in the upcoming academic year. Each supervisor must reply with a list of names in order of preference by the said deadline. To assist the supervisors, the Student Financial Services Office will review the student's eligibility and notify the supervisor if the requested student(s) will be eligible for authorization.

Note: If a supervisor does not want a student to return to their department for future employment, the supervisor should notify the Student Financial Services Office as soon as possible.

Returning students who are interested in continuing their employment must file a FAFSA and enroll in classes for the upcoming fall semester to be considered eligible. Supervisors should remind their student employees of these requirements.

New Students: New students will be awarded FWS by the Student Financial Services Office if they meet the established eligibility requirements. The Student Financial Services Office determines the criteria for the selection of FWS students and verifies student eligibility. Once a student is selected for FWS they will have a visible award in their myCayuga account which they are required to accept if they wish to pursue student employment. If a supervisor would like to request a specific student, they should contact the Student Financial Services Office to verify if the student is FWS eligible.

Supervisors are limited to the number of students they can employ in their department. Once the budget is determined for the academic year, each department is advised of their department specific budget.

There is no guarantee that a supervisor's specific request for a returning or new student will be authorized. However, the Student Financial Services Office will make every effort to authorize as many of these students as possible. Due to the number of jobs available on campus and, the College's budgetary constraints, the Student Financial Services Office is obligated to provide employment to financially needy students first. This, of course, limits our flexibility in meeting all requests.

Scheduling Student Workers

As a guide, supervisors should schedule their student workers according to the number of hours they have been assigned in their department. **Over scheduling of hours beyond the Student Financial Services Offices' approval will jeopardize the student's existing or future aid eligibility.**

Students are not allowed to work during class time as dictated by federal and college policy. In addition, regulations also require a student to show a ½ hour non-paid break after working 6 straight hours.

A set schedule that the student can follow is recommended. The Student Financial Services Office is not responsible for students who cannot work their set number of hours per week due to class scheduling conflicts. If a student is not able to work their hours per week in the job they accepted, the student should notify the Student Financial Services Office. In turn, if a job will not be available for the full term or 5 to 15 hours per week, the supervisor must provide specific start and end dates to both the student and the Student Financial Services Office. Students depend upon the income earned from their FWS job to fund educational costs.

While some students pose scheduling challenges due to their classes and extracurricular activities, we are required to provide a job opportunity to them. There is never a guarantee of a job.

Training Student Workers

Supervisors should assist their student employee(s) in having a successful job experience by training each student to perform the duties detailed in the job description. Informing each student of the job expectations, as well as any special requirements in working for the department, at the beginning of employment, eliminates any misunderstanding on the part of the student. Supervisor's should also review the payroll schedule and instruct their worker (s) on how to enter hours and submit for pay biweekly.

Student Evaluations

Supervisors are encouraged to complete a Student Employment Performance Review and spend time with the employee(s) providing valuable feedback on the student's performance. This information will prove valuable to the student and should be used as a tool to teach the student about their own performance and skills. The employment review forms are available in the Student Financial Services Office. Copies of completed student evaluations should be submitted to the Student Financial Services Office and will become a part of the student's permanent employment records.

Payroll Procedures

Falsification of timesheets is a dismissible offense and, students are advised that unless they are a note-taker, federal regulations prohibit them from working during class time.

Students are paid the current minimum wage per hour and FWS jobs are 5 to 15 hours per week unless additional hours are approved by the Student Financial Services Office. Any student, FWS or CWS may not work more than 20 hours per week in total of all jobs combined.

Students are paid on Fridays on a biweekly payroll schedule starting on Saturday and ending two weeks later on a Friday. Payroll schedules are available in both the Student Financial Services Office and are included in all Student Employment packets.

The student is responsible for keeping account of their hours and recording time to the nearest quarter hour (ex: 2.25= 2 hours and 15 minutes). Students enter their time digitally on the WEB through their myCayuga account and must electronically submit their time to their supervisor **before 10 am** on the Monday after payday.

It is the supervisor's responsibility to monitor the student's record of hours and review the hours submitted for approval for accuracy. Students are NOT allowed to work during class time, on holidays, scheduled breaks or anytime the College is closed due to unforeseen circumstances such as inclement weather. Students who are currently employed may be able to work during Intersession and / or finals week with prior approval from the Student Financial Services Office.

Supervisors must return any timesheet that is incorrectly filled out (digital or paper) to the student for corrections ***prior to 10 am*** on the Monday after payday. If a timesheet is returned for correction after 10 am, the student will not be able to access it digitally to make any necessary corrections. Any timesheet received after the deadline date could result in the timesheet not being processed until the following payroll period.

Supervisors should only approve paper timesheets when a student fails to submit their web timesheet on time. **PAPER TIMESHEETS ARE STRONGLY DISCOURAGED AND STUDENTS ARE ADVISED NOT TO USE THEM UNLESS ABSOLUTELY NECESSARY.** Repeated submission of paper timesheets may delay a student's paycheck. Note: paper timesheets must be completed in ink and submission of the original timesheet is required. Faxed timesheets and timesheets completed in pencil will NOT be accepted.

Paychecks are mailed to students or, a student may elect to set up direct deposit. Students with direct deposit will have their first paycheck mailed to them. All subsequent paychecks will be direct deposited. If there are any discrepancies or if a check is incorrect, it should be brought to the attention of the Payroll Office.

Students may have any portion of their paycheck directly deposited into a savings and/or checking account by filling out a form provided in the Student Employment Packet. Students can enroll in Direct Deposit through their myCayuga account and instructions can be obtained in the Student Financial Services Office.

Student employment is not covered under unemployment insurance.

W-2 Wage and Tax Statement

Students will receive a statement of their total earnings for the previous year. W2's are mailed to the student's permanent physical residence by the due date of January 31st. Students should verify the accuracy of their permanent physical address by logging into their myCayuga and viewing their Personal Information. If the address listed is incorrect, the student must go to the Registrar's Office to update it.

Student employment wages are subject to State and Federal Income Tax and may be subject to Social Security Tax. As a result, student employees should include wages earned on their federal income tax forms.

Lost Check Policy

If a student loses a paycheck, the student should notify the Payroll Office as soon as possible to have a replacement check issued. A Stop Payment form, which can be obtained in the Payroll

Office, must be submitted to start the process. There may be a waiting period and / or fee to process lost checks.

Job Switching Policy

Students are not allowed to switch jobs once they have been hired unless extreme circumstances are present. After careful review of the circumstances, the Student Employment Coordinator will make the final decision as to whether or not a student will be granted authorization to switch positions. If a student voluntarily leaves a position, they will be placed at the bottom of the active student employment waitlist and are not guaranteed a new position.

Terminating a Student Employee

The Cayuga Community College student employment program's goal is to make every aspect of the student employment process educational for the students including any disciplinary action that may occur. Supervisors are strongly encouraged upon hiring a student to discuss any policies they may have, specific to their job, with the student upfront. This will help to minimize future disciplinary actions.

The student employment program treats all student employees as responsible adults. Student employees are responsible for familiarizing themselves with, understanding, and abiding by the policies contained within the Student Employee Handbook, and with all College policies and requirements. Failure to follow policies and procedures resulting in unsatisfactory performance will warrant disciplinary action. Violations of student employment policies should be addressed properly.

It is the supervisor's responsibility to discuss with their student employee(s) unsatisfactory work performance and any violations of the student employment policies in private. Concluding the discussion of the violation, the supervisor must notify the student as to any action that needs to be taken. Each individual supervisor has the right to terminate a student at any time.

If there are extenuating circumstances, which prevent a student from carrying out their job responsibilities, the student should discuss any difficulties with their immediate supervisor. If there can be no resolution at that level, the student should then go to the Student Financial Services office to discuss the problem.

If it is necessary to terminate a student employee, the supervisor must provide written notification to the student advising them of their termination and the reason why. A copy of the written notification must be immediately submitted to the Student Financial Services Office so that the student's job can be terminated in Banner and another student may be assigned to the position.

Immediate termination of employment may occur under serious conditions. Terminations should be discussed in person with the student and appropriately documented in writing. Examples of serious conditions which are grounds for immediate termination include, but are not limited to, the following:

- Workplace violation
- Theft of College property

- Sexual harassment
- Insubordination
- Breach of confidentiality

Termination of employment may occur for any of the following reasons in addition to those previously listed:

- Failure to comply with all Student Employment and College policies
- Failure to perform job duties
- Failure to report to work or call in if not able to work
- Excessive or unexcused absenteeism or tardiness
- Failure to meet Satisfactory Academic Progress Standards
- Changes in enrollment status / cost of attendance
- Additional financial aid was awarded making the student ineligible for the FWS program
- All necessary paperwork was not completed

If a student is terminated from a position, the Student Financial Services Office will review the circumstances surrounding the termination and decide as to whether or not the student may seek another position. If re-authorized for hire, the student will be placed at the bottom of the active student employment waitlist and is not guaranteed a new position.

Resignation

Students must notify their supervisor and the Student Financial Services Office as soon as possible if they plan to resign from their student employment position so that another student may be assigned to the position.

Nepotism

Employment of Family Members and Household Members Policy: **(please note exception process)**

RESOLVED, that the College adopt the following Employment of Family Members and Household Members policy effective August 1, 2017:

In order to avoid conflicts of interest and to ensure College employees are judged objectively and employed on the basis of individual qualifications, the following policy applies to all full and part-time employees, student workers, temporary employees and contractors. An employee and the immediate family member and household member of the employee cannot:

- Work directly or indirectly for each other where there is direct or indirect management decision oversight, compensation or performance decision oversight by either person, including a matrix reporting relationship.
- Report to the same manager, including where there is a matrix-reporting relationship

The definition of family member includes spouse, parent, child, stepparent, stepchild, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew, aunt, uncle, legal guardian.

Written exception requests should be addressed to the functional area Vice President stating the nature of the exception, rationale for an exception and proposed provisions to avoid a conflict of interest. (e.g. when the policy is in conflict with a collective bargaining agreement) Decisions will be made in consultation with Human Resources and the President. EOE/AA and job posting guidelines apply.

Summer Employment

Summer employment requires approval from the Student Financial Services Office before the end of the spring semester. If a supervisor would like to hire summer employees they must request the number of employees and desired number of hours they would like their student employee to work. The maximum number of hours a student can work is 20 per week. If the budget allows, the jobs will be authorized for hire. Requests for specific students are welcome and will be reviewed and approved if at all possible provided that the supervisor submits a request for summer employees prior to the deadline established by the Student Financial Services Office.

All student employees seeking summer jobs must obtain a Campus Work Authorization card with the supervisor's signature. Summer jobs are considered new positions and the students must be re-built in Banner. **Additional employment paperwork may be required.** Students are not allowed to begin working until they are cleared by the Student Financial Services Office. Supervisors will be notified via email by the Student Financial Services Office via auto-generated email when a student can start their employment.

Summer Employment Eligibility Requirements

To be eligible for the Summer **CWS** Program students must meet **either or both** of the following criteria:

- Be enrolled for the upcoming fall semester
- Be enrolled in a course during the summer session

Student Employment Packet Enclosures

All students, both FWS and CWS must complete all forms before the first date of employment or they will not be allowed to start working.

W-4 Form

All student employees must have a completed W-4 form on file with a representative of the College's Human Resources Office. Cayuga Community College does not withhold FICA or Medicare from FWS students' earnings if they are enrolled in more than 6 credits. The amount of Federal and State Tax withholding is based on the completion of the W-4 form.

I-9 Form

All student employees must have a completed Employment Eligibility Verification Form (I-9) on file in the Human Resources Office and are required to show proof of work eligibility. A list of specific documents that are designated as acceptable proof can be found in the instructions for the I-9 form or in the Human Resources Office. Both the I-9 form and the appropriate form(s) of identification must be completed with the Human Resources Office prior to the first date of employment.

NYS IT 2104 FORM

All student employees must have a completed NYS IT 2104 Employee Withholding Allowance Certificate on file in the Human Resources Office.

Notice and Acknowledgement of Pay Rate and Payday Section 195(1) of the NYS Labor Law

All student employees must have a completed **Notice and Acknowledgement of Pay Rate and Payday Section 195(1) of the NYS Labor Law** on file in the Human Resources Office. Students must complete and submit this form to the Human Resources Office prior to the first date of employment.

Web Time Entry

Timesheet policies and payroll schedules

FERPA Policy

Family Education Rights and Privacy Act

Confidentiality Agreement and Security Policy for Students

Cayuga Community College regards security and confidentiality of data and information to be of the utmost importance. Students who have access to any student record while performing their employment duties must complete a Cayuga Community College Confidentiality Agreement and Security Policies.

FERPA Policy

Family Education Rights and Privacy Act

Cayuga Community College Authorization and Release for Pre-Employment Background Check

Cayuga Community College Workplace Sexual Harassment Prevention Policy

Cayuga Community College Consensual Relationship Policy

Cayuga Community College Drug Free Workplace

Confidentiality Agreement and Security Policy for Students

Cayuga Community College regards security and confidentiality of data and information to be of the utmost importance. Students who have access to any student record while performing their employment duties must complete a Cayuga Community College Confidentiality Agreement and Security Policies for Students. Students must complete and submit this form to the Human Resources Office prior to the first date of employment. These forms will be kept on file in the Human Resources Office.

Acknowledgement of Ability to join the NYS Retirement System

All student employees have the option to join the New York State Employees' Retirement System. Students are required to sign the acknowledgement statement that is attached to the student employment packet. All student employees must complete and submit this form to the Human Resources Office prior to the first date of employment. If a student chooses to join the NYS Retirement System they must work with the Human Resources Office.

Cayuga Community College Direct Deposit Authorization Form

All student employees may have any portion of their paycheck directly deposited into a savings and/or checking account at the Financial Institution of their choice. Direct Deposit forms can be obtained in the Student Financial Services Office or Human Resources Office.

Student employees are strongly encouraged to have their paychecks direct deposited. Direct Deposit is secure, convenient and fast. This option expedites the payroll process allowing students to have access to their money earlier than a traditional check and it helps to prevent loss of paychecks.

NOTE: Effective dates is not immediate. Accounts need to be pre-noted first. Direct deposit advice will be emailed to students in a password protected pdf attachment.