Western Nevada College

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Financial Assistance Office – Student Employment

Student Employment Handbook
Updated Fall 2021

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Overview of Student Employment

The guidelines, policies, and procedures in this document are designed to assist student employees and supervisors to create a holistic learning experience in approved on and off campus student employment positions. Through part-time employment students earn money to help finance their college education and gain valuable work experience that enhance leadership development, life skills, and the learning environment. Student employment positions should also assist students explore academic and career goals. In addition, student employment positions help meet the staffing needs of the college.

Additional benefits include:

- Increasing a student's sense of community and belonging at Western Nevada College. Students who make a connection to campus often do better scholastically and are more likely to persist to a degree.

- Students with little or no employment history may establish a work record and learn fundamental skills such as punctuality, communication, cooperation, time management, etc.

- All students gain valuable employment skills through processes of interviewing, hiring, training, supervision, relating to co-workers and the public, meeting expectations and achieving goals.

- Students with a defined career objective gain related experience that enriches their educational program. Students with otherwise limited exposure and opportunity for networking may also make valuable contacts with professionals in their chosen fields.

Student Employment Definition

A student employee is a part-time employee enrolled in a degree seeking program at Western Nevada College. Student employee positions are temporary, hourly appointments, and should not displace employees or replace permanent employees.

The Two Types of Student Employment

NOTE: Unless otherwise noted, regardless of the type of student employment – to be eligible all students must be making Satisfactory Academic Progress (see p.5) and be enrolled in a minimum of 6 credits during standard academic periods. In addition, Supervisors of <u>ALL</u> student employment types are required to follow the guidelines in this document.

Department/Institutional Funded Positions
Department funded student employment positions are funded 100% by the employing department or a designated college account.

Regent Service Program (RSP)
RSP funds are provided by the State of Nevada. These funds are not awarded as part of the student's financial aid package. Employment under the Regents Service Program (RSP) does not require the need determination made in the FAFSA process, but students must meet at least one of the eligibility criteria for the RSP program. They include:

1. Head of Household
2. Single parent who has never attended college or has had a break in enrollment of two or more years
3. First person in their immediate family to pursue a certificate or degree beyond high school
4. Not receiving support from parents or family
5. Has unusual family or financial circumstances

These funds are reserved for specific student positions that comply with all the requirements for RSP (most commonly "peer mentor" type positions on campus). Students are required to complete the Regent Service Program Application annually. This application is available from the Student Employment Coordinator in the Financial Assistance Office upon request.

General Student Wages/Work Study Overflow
General student wages funds provided by the institution to provide on campus student employment in support of WNC's operational mission.   Students' paid through these funds do not have to demonstrate financial need. These funds are also not awarded against their financial aid package. These funds are mostly used to sustain student employees during the summer when they are not being paid on work study funds.

General Improvement Funds (GIP)
GIP funds are Institutional funded programs designed to help provide on-campus employment in support of WNC's operational mission. Eligibility is restricted to students who are enrolled at least half time and making satisfactory academic progress. Students paid by GIP funds do not have to demonstrate financial need. Supervisors of GIP funded student employees are required to follow the guidelines outlined in this document. These funds are mostly designated to specific departments (Child Development Center, Café, Student Life, etc.)

Work Study Funded Positions
WNC has 5 types of work study programs. Work study funds are awarded based on the student's eligibility as determined by the Free Application for Federal Student Aid (FAFSA). Work Study funds are limited and awarded out based on submitting the FAFSA early and some programs give priority to continuing student employees in already established positions.

Federal Work Study Program (FWS) – Program 1
FWS funds are provided by the federal government. FWS funds are awarded on a first-come, first-served basis. Funds are awarded out automatically to eligible students as part of their financial aid award package. As funds are limited, students who complete the FAFSA prior to the April 1st priority funding

deadline have the best chance of initially being awarded work-study funds. All federal work study students must demonstrate financial need based on their FAFSA information. Federal regulations state that 7% of FWS be allotted towards community service-based jobs. At least one of the community service positions must be focused on literacy.

Nevada Student Employment State Work Study Programs (Need & Non-Need) – Programs 2 & 3
State work study funds are provided by the State of Nevada. Priority for state work study awards are given to eligible continuing student employees who have completed the FAFSA prior to the April 1st priority funding deadline. 20% of the state-based work study can be awarded to students who do not have financial need, thus this program is split into two types of work study. Any remaining state work study funds are awarded out to students who have signed up on the Work Study Waiting List located in the Financial Assistance Office.

Institutional Fee Generated Access Western Student Employment Programs (Need & Non-Need) – Programs 4 & 5
Institutional work study funds are provided by the college. Priority for institutional work study awards are given to eligible continuing student employees who have completed the FAFSA prior to the April 1st priority funding deadline. 20% of the college-based work study can be awarded to students who do not have financial need, thus this program is split into two types of work study. Any remaining institutional work study funds are awarded out to students who have signed up on the Work Study Waiting List located in the Financial Assistance Office.

Student Employment Eligibility

Fall & Spring Semester Eligibility
In order for an individual to be hired on a student position, all of the following criteria must be met:
- Enrollment in at least 6 credits each regular semester
- Be in a degree seeking program
- Meet all Satisfactory Academic Progress Requirements:
  - 67% completion rate in the last enrolled semester
  - 67% cumulative completion rate
  - 2.0 cumulative grade point average on a 4.0 scale
  - Have not exceeded the maximum number of credits allowed (90) or received two degrees
  - OR be on an approved appeal and on probation with an Academic Plan
- Be a U.S. citizen or permanent resident eligible to work in the United States

Summer Eligibility
In order for an individual to be in an active student position in the summer, all of the following criteria must be met:
- Enrollment in the required 6 summer credits
- Meeting all Satisfactory Academic Progress Requirements (or on probation with an Academic Plan)
- Be a U.S. citizen or permanent resident eligible to work in the United States
  OR

- Successfully have completed the spring semester and enrolled in the required 6 credits for the fall semester (summer enrollment in this case is not required)
- Meeting all Satisfactory Academic Progress Requirements
- Be a U.S. citizen or permanent resident eligible to work in the United States

Changes in Student Eligibility
If a student's eligibility for student employment changes the position must be terminated immediately. If the student's eligibility is on a hold after fall grades and they submit an appeal – you can postpones terminating until the appeal decision is confirmed. The student must not work until this has been cleared.

Work Study Awards

Awarding Process
WNC awards work study funds during the fall and spring semesters only. Work study is not awarded for the summer session. Awards are based on a student's eligibility, enrollment status, student budget, and available funding. Federal regulations require that students only earn their award amount. Students are awarded work-study on a first come first serve basis. To maximize the chances of receiving a work study award, students should strive to complete the Free Application for Federal Student Aid (FAFSA) prior to the April 1st priority funding deadline.

Work-study awards can only be earned during the dates specified by their costing allocation information in Workday. Federal work study can be earned between 8/16 through 5/15. State and Institutional work study can be earned between 8/16 through 6/15. To the best of their ability and as long as funds are available, the Financial Assistance Office will help to sustain student wages during the summer after work study awards have been exhausted. Department funds are often used during these periods as needed.

Award amounts can vary based on the student's financial need and the availability of funds. The standard target amount is $6000 per year – but again, that varies for many reasons.

Work-Study Waiting List
Students who are not initially awarded work-study should stop in to the Financial Assistance Office or call 775.445.3264 and ask to be added to the Work Study Waiting List. Students on the waiting list will be awarded work study funds as funding becomes available. Students on the waiting list are reviewed and awarded not by where they are at on the list, but by greatest need, interest and department requests among other considerations.

Monitoring Work-Study Awards
Both supervisors and student employees should keep records of submitted payroll information and monitor earnings to circumvent exceeding the work-study award.   The total work study award can be obtained from the students Financial Aid Summary in their MyWNC account or from the Scholarship & Student Employment Coordinator.

As funds are earned throughout the year, the Student Employment Coordinator will notify supervisors when a student's work study funds are getting low. In addition, starting in the Fall 2021 academic year, Workday will also have a notification to also let supervisors know that work study funds are exhausted.

When a student earns all of the allocated fall funds, the student must stop working until the spring semester begins. Any unearned funds from the fall semester can be carried forward and be earned in the spring. Unearned awards cannot be carried forward to the summer or to another academic year. The Scholarship & Student Employment Coordinator will work with supervisors to adjust student awards as needed to ensure that the majority of award funds are earned.

Supervisors and students should calculate the number of hours a student is eligible to work during the academic year. The following formula can be used:

Total Award / Hourly Wage = Total Number of Hours Available to Work

Revised Allocations
Student awards may increase or decrease from changes in the student's enrollment status, financial need, or student budget. Also any adjustment to the student's hourly pay rate, retroactive pay, or employment in another work-study position will change the student's award amount. Appropriate adjustments to the student's schedule should be made by the student and supervisor to remain within the award amount.

Position Creation and Hiring Process

Developing a Student Employee Position

Employer Eligibility
Employers must meet the following requirements before they are eligible to participate in the various student employment programs. These guidelines are dictated by the Department of Education.

Civil Rights Compliance:
No person in the United States shall, on the basis of race, color, creed, religion, national origin, disability, sexual orientation, age, or sex, except where is a bona fide occupational qualification, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity funded by Federal financial assistance.

Non-Profit Status:
In order to be considered non-profit, an organization must be incorporated as such under State law. An organization's non-profit status is its classification by the Internal Revenue Service as a tax-exempt organization. Agencies, which may employ students under this program, would include almost any federal, state, county, or municipal office, agency or program or any private non-profit service organization, agency, program, or corporation.

Work Performed Is In The Public Interest:
The services to be performed on and off campus by students, especially within the Regents Service Program (RSP), must provide broad benefits to the population at large in order to be considered in the public interest.

Displacement of Regular Worker Prohibited:
Employment under the Federal Work-Study, Nevada Student Employment Program, Western Student Employment Program, Regents Service Program, State Student Wages, or General Improvement Funds must not result in the displacement of employed workers or impair the program's ability to create new and expanded job opportunities. Employers are cautioned against the use of students in jobs that traditionally and customarily have been filled by the employment of full-time personnel from outside the organization.

Religious Worship:
Federal Work-Study positions must not involve the construction, operation, or maintenance of that part of any facility, which may be used for sectarian instruction or as a place for religious worship. The particular position to which the student is assigned must not involve in any way the sectarian instruction or the religious activities of an organization.

Political Involvement Prohibited:
Work provided under the program must not involve any partisan or non-partisan political activity.

Dues and Fees Prohibited:
No employer may solicit, or permit to be solicited, any of the following, from any student as a condition or prerequisite for the student's employment:
- Fees
- dues of any kind
- compensation of any kind commission of any kind
- a gift or gratuity of any kind

For example, if a student is required to belong to a union and pay dues as a condition for employment, then the employer, not the student, must pay the dues while they are employed under any student employment program.

Supervision Must Be Adequate:
The employing organization must be a responsible employer with professional direction and staff, and must provide adequate super vision for student employees.

Compensation Must Be Appropriate:
Employment under the program should provide adequate and appropriate compensation, as are appropriate and reasonable considering factors as type of work performed, geographical region, proficiency of the employee and applicable Federal regulations.

Work Should Contribute to Student's Development:
Every effort will be made to assign students to jobs in areas of their major academic interests, so that the tasks may contribute to the student's educational development.

Job Classifications (Note: The State of Nevada 2019 legislation approved minimum wage in the state of Nevada to increase by $.75 every July until the hourly rate reaches $12.00 in 2024. At the time of this revision, minimum wage is $9.75 as of July 1, 2021)

Student Employee I Range 1	$9.75 to $12.00 per hour
Duties:	Duties at this level are routine. The positions are closely supervised and do not require decision making. Very specific written and oral instructions are provided. No previous experience or specific skills required. Employees will be trained to perform the duties of the position.
Qualifications:	None
Examples:	Filing, answering phones, shelving books, and typing rough drafts from notes, copying, washing laboratory glassware, stocking shelves, and manual tasks involving light physical effort.

Student Employee I Range 2	$11.50 – $13.50 per hour
Duties:	Duties are less routine and somewhat varied. These positions perform responsible tasks that require the employee to make some decisions. Employees are given general instructions as necessary and are expected to use limited judgment in completing tasks.
Qualifications:	Adequate skills to perform specific duties without detailed supervision and some job related experiences is required.
Examples:	Finish typing projects according to prescribed formats, basic word processing, reviewing documents for completeness, data entry, cashiering, posting, simple hardware/software maintenance under supervision, library research, and situations requiring some judgment. Also positions requiring manual skills and arduous physical work.

Student Employee I Range 3	$13.00 to $15.00 per hour
Duties:	Require specialized knowledge and tasks that are varied and nature. Positions require decision making and judgment to complete assigned tasks.
Qualifications:	Specialized training to include computer skills, word processing and data analysis, or tutoring experience, etc.

Examples:	Providing research support for library patrons, detailed support roles for department, preparing lesson plans and providing tutor support in Elementary School setting, providing computer support consistent with Computing Services policy and procedure, peer mentoring, program development, etc.

Hiring Procedures

Student Process (Note: Steps 1-2 can be skipped if work study is not a factor for a position)

1. Complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov to determine financial need for work-study and student employment programs. (Not all position are need based, see student employment types for more information.)

2. If not awarded work study initially, request to be added to the Work Study Waiting List in the Financial Assistance Office.

3. Visit the WNC online Job Board at www.wnc.edu/human-resources/jobs/student-employment/ to view available positions if you do not already have a position lined up. Jobs listed that say "Work Study" in the title require students to have awarded work study funds.

4. Contact the appropriate person listed on the job listing to schedule an interview.

5. Once you have been awarded work study OR if a department is hiring through their own departmental funds, the supervisor hiring you should email the Student Employment Coordinator to confirm eligibility for student employment.

6. If approved, the Student Employment Coordinator replies to the email and copies WNC Human Resources. Human Resources provides a link for the new student hire to apply for the position in Workday.

7. After the student applies, the supervisor completes the Incoming Employee Form.

8. All remaining hiring processes and onboarding will be coordinated through Human Resources.

On Campus Supervisor Process

1. Submit a Job Description & Job Rec information in order to have your position listed on the Student Job Board and prepared in Workday.

2. Interview students – consider the following:

   a. If your department is not covering the student wages, confirm the student has been awarded work study funding.
   b. Provide a clear description of the position, the required tasks, and your expectation of students employees.

   c. Evaluate the student based on experience, knowledge, skills, ability, and goals. Consider the students ability to work with others in the department.

   d. Discuss the hourly rate of the position, based on the required tasks, the student skills, abilities, and prior work experience.

   e. Discuss the student's school schedule and the potential hours the student would be available to work.

3. If you offer a student a position, email the Student Employment Coordinator your intent to hire including the name and student ID if possible.

4. The Student Employment Coordinator will confirm the student is eligible to participate in student employment and also see if they qualify for work study funds.

5. If the hire is approved, the Student Employment Coordinator will respond to your email copying HR. This email will provide information that will be needed for the Incoming Employee Form.

6. HR will reply including the link for you to have the student apply.

7. Once the student has applied, complete the Incoming Employee Form with provided information.

8. HR will complete the remaining hiring and onboarding processes.

Off Campus Supervisor Process

1. Work with the Student Employment Coordinator to develop an Off Campus Agreement including:
   - Memorandum of Agreement
   - Position Description
   - Schedule I
   - Schedule II

2. Complete and return all required documents by US mail or deliver to the Financial Assistance Office.

3. Review the job description and identify elements that would make a student successful in the position.

4. The Student Employment Coordinator will refer students to supervisors when students show an interest in the position.

5. Interview students – consider the following:

   a. Provide a clear description of the position, the required tasks, and your expectation of student employees.

b. Evaluate the student based on experience, knowledge, skills, ability, and goals. Consider the students ability to work with others in the department.
c. Discuss the hourly rate of the position, based on the required tasks, the student skills, abilities, and prior work experience.
d. Discuss the student's school schedule and the potential hours the student would be available to work.

9. Consult with the Student Employment Coordinator to determine the student's work-study award amount.

10. Email the Student Employment Coordinator with your intention to hire a student.

11. The Student Employment Coordinator will assist the student with applying for the position and Human Resources will finalize hiring process.

12. A timesheet form is routed to the Supervisor as well as due dates to be submitted for payroll.

13. The Student Employment Coordinator collects time sheets each pay period from off campus supervisors and enters time into Workday to be included in the payroll process.

Rehiring a Student Employee/Continuing Employment
Student employment is based on the student's eligibility for a particular academic year. An academic year runs from July 1st to June 30th annually. Students who wish to continue their employment in the next academic year should apply early. As funds are limited, students who complete the financial aid application process prior to the April 1st priority funding deadline have the best chance of initially being awarded work-study funds.

If students are not initially awarded work-study funds they should contact the Financial Assistance Office to be added to the work-study waiting list.

All student employment is based on the availability of funds each academic year. Students who wish to return to department, state wages, or GIP, or other non-need based program positions should consult with the student employment coordinator and the supervisor concerning the continued availability of funding.

All student employees must meet the general student employee eligibility requirements and satisfactory academic progress requirements to continue their employment from year to year (See Student Employment Eligibility on p. 6 for specifics)

Payroll Procedures

Record Keeping, Timesheets, and Audits

Departmental Records

Federal regulations require that actual hours and days worked by students should be documented and signed by the supervisor and the student. This is currently captured in the Workday system electronically.

Student Time Calendars
Time Calendars are built into the Workday system. Students clock in and out during each shift they work. Once hours are submitted, they are routed to the supervisor for approval. All students, regardless how they are paid, uses the "Student Hours Worked" clock in function.

Payroll Time Submission
Submitted hours are routed each pay period from the student to their Supervisor in Workday. Once the hours have been reviewed, the Supervisor approves them and they are routed directly to the BCN Payroll Office. If a Supervisor will be on leave during a payroll submission, they are to delegate that task to their Manager so the student will be paid on time.

Audits
In Workday, the Student Employment Coordinator can access time calendars and keep an eye on things remotely. We no longer need to do actual departmental audits as we did in the HRS system.

Payroll Periods, Paydays, Payroll Cutoff, & Late Pay

Payroll Periods and Paydays
Students employees are paid on the 10th and 25th of each month. Hours earned from the 1st to the 15th of the month are paid on the 25th of each month. Hours earned from 16th to the end of the month are paid on the 10th of the next month. If a payday falls on the weekend or a holiday, the payday will be the last workday before the weekend or holiday.

Cutoff Schedule
Payroll cutoff schedules are available in Workday on the student's work calendar. These dates are called "Lock Out" dates. It is imperative that each student employee submits their hours to their supervisor by the proper due date.

Late Pay
Late payroll submissions will be held until the next payroll cutoff date. The student will miss a paycheck. A special check request can be made *only if extenuating circumstances exist*. The Financial Assistance Office-Student Employment will maintain strict adherence to the established payroll deadlines.

Paychecks and FICA

Paychecks
Students employees are paid on the 10th and 25th of each month. Paychecks will be sent to the student's address listed in the HR system unless the student has set up direct deposit with the Scholarship & Student Employment Coordinator. If the student needs to change their address they can update that information in Workday.

FICA
FICA is a social security and Medicare taxes on employee wages. Both the employer and the employee make a matching contribution.

During the Fall/Spring a student employee is exempt from FICA if:
- The student is eligible for student employment
- Has international student status

During the summer, a student employee is FICA exempt, if:
- Is enrolled for at least 1 credit and meets the summer school eligibility requirements
- Has international student status
- As summer payroll is processed, the Student Employment Coordinator will confirm if students are enrolled in at least 1 credit. Student who are not enrolled and are thus not exempt from FICA will be sent to BCN Payroll. The Student Employment Coordinator will notify BCN Payroll of student not meeting the 1 credit requirement

If a student is employed on another type of contract in addition to the student employment contract the student is not exempt from FICA.

Student Employee & Supervisor Expectations

Student Employee Responsibilities

Students are expected to perform their assignments in a responsible and mature manner. They are required to comply with the directions of their supervisors and to conduct themselves in a manner consistent with their responsibilities. Students who fail to perform in a satisfactory manner will be removed from their assignment and may be removed from the program. Student employees are requested to adhere to the following guidelines:

Punctuality:
Student employees must be on time. They must call their supervisor if unforeseen circumstances arise that will cause them to be late.

Absences:
Student employees should notify supervisors in advance of times they will be unable to work. If an extended absence is anticipated, the duration should be given to the supervisor. The supervisor is responsible for approving all time off.

NOTE: Time management is important. As a student employee, you are expected to balance your work and school demands appropriately. Your supervisor does not have to approve time off to study for exams, etc.

Dress Code:
As employees of the college, how student employees dress reflects upon WNC. Although there is no

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formal dress code, attire must be appropriate for the workplace. At time of hire, student employees should discuss appropriate dress for their position with their supervisor. Supervisors have the final say on what is appropriate in their workplace

As a rule, the following clothing is not considered appropriate for the workplace:
- Halter Tops, spaghetti straps, mid-drifts
- Clothing that is soiled or that contains advertisements for alcohol or drug products, or contain a logo or message that may be interpreted as offensive or oppressive

Remember, your work as a student employee is more than a "dress rehearsal" for after graduation.

Office Policies:
Student employees should discuss office policies and procedures with their supervisor before beginning work.

Guests:
Student employees should not invite friends into the office during work hours to visit.

Work Assignments:
The first priority of the student employee is to gain experience that fosters a positive work ethic. If student employees do not have something to do, they should ask their supervisor for additional work or find something that needs to be done.

Respect:
Proper respect should be shown to College employees, other student employees and students. It is expected that all employees will be courteous and helpful to others.

Confidentiality:
Work-related information is confidential and should not be discussed with others in or outside of the department where a student is employed.

Emergency Situations in the Work Area:
When emergency situations occur, the student employee should immediately notify their supervisor. If the supervisor is not available, the student should contact Public Safety personnel at 775-230-1952.

Supervisor Responsibilities

Supervisors' are responsible for the following policies and procedures.

Request Positions and Hire Students:
- Prepare a job descriptions and request student positions with Student Employment
- Interview and hire student employees
- Complete any necessary onboarding tasks that are routed to you in Workday.
- If a department no longer wants a position to be advertised they must request it be removed.

Monitor Work-Study Awards and Set Student Schedule:

- Monitor the students work hours in relation to the work-study award
- Ensure that the student works within the published guidelines, no more than 20 hours per week when classes are in session, no more than 8 hours a day when classes are in session. No more than 28 hours a week when classes are not in session
- Set ground rules for scheduling student hours, absences, and other schedule changes
- Ensure students do not work when they have a scheduled class.

Payroll:
- Submit student hours on time in Workday
- If something doesn't look right (hours are not calculating correctly, etc.) contact the Student Employment Coordinator for assistance.

Communicate with the Scholarship & Student Employment Coordinator:
- Notify the Student Employment Coordinator of any changes in your student employee's enrollment level
- Notify the Student Employment Coordinator when positions are available, have been filled, or the job description changes in any way

Supervision:
- Be clear about the responsibilities of the positions
- Provide the student employee with on-going feedback
- Supervisors or a designated supervisor must be present when a student is scheduled to work

Other Student Employment Policies

Benefits
Student employees are covered during work hours by worker's compensation insurance for work related injuries. Student employees are not eligible to receive or employment benefits such as paid holidays, vacation and sick leave, retirement benefits, differential pay, etc.

Concurrent Employment
In some approved cases, a student may work in more than one position on campus. This will only be approved when a student is on work study and both positions maintain the same pay rate. An agreement will be prepared by the Student Employment Coordinator and signed by both supervisors and the student. A set schedule will need to be agreed upon so the student is not working more than the allowed 20 hours per week. The employee will reside under the initial position if one had already been active. If not, it will be decided who the lead supervisor will be and the position will be created under that organization. Hours from the co-supervisor should be confirmed via email so the lead supervisor will know what is accurate when approving hours for a pay period. This is a "Shared Student Employee Agreement".

Other than the above scenario, multiple positions for students will be discouraged. Multiple positions will be set up with only department paid accounts on a case by case basis. The Financial Assistance Office cannot guarantee that one position will not override the other and everything will be accurate on the accounting end. It will be up to the department to monitor this closely and request payroll adjustments through the budget office should issues arise.

Employee/Employer Conflicts

Student employees and supervisors both share the responsibility of addressing problems during the terms of a student's employment. The following guidelines can be successful in dealing with potential conflicts:

- Recognized and address the problems as they arise. Work with the student or supervisor to deal with issues before they begin to snowball.
- Review the job descriptions and requirements to ensure that both parties have clear understanding of the expectations.
- Consult the Scholarship & Student Employment Coordinator for assistance.
- If the issue persists after verbal warnings, notify the student in writing the corrective action that needs to be taken.
- Keep clear records and documentation.
- Consult the Student Employment Coordinator prior to a termination (See Termination for more information)

Equal Opportunity Employment

WNC is an Equal Opportunity Employer. The college does not discriminate on the basis of national origin, race, color, religion, age, gender, sexual orientation, disability, or veteran status. It is our policy to comply fully with the nondiscrimination provision of all state and federal regulations with regard to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation.

Evaluation Process

Currently there is no formal or required evaluation process for student employees. If a department does evaluate their student employees (which is encouraged), a copy of that evaluation should be submitted to the Scholarship & Student Employment Coordinator to be added to the student's employment file.

FERPA

Student Employees are protected by FERPA guidelines due to their student status. For further clarification of FERPA guidelines contact WNC Admissions & Records or go online to http://www.wnc.edu/studentservices/admissions/privacy.php.

Hours

Banking Hours

It is imperative that the time indicated on the students Time Calendar reflect exactly the actual hours worked by the student. The practice of "banking" hours, i.e., paying a student in one pay period for work performed in another period (either previous or in the future) is absolutely prohibited.

Breaks

A student scheduled for a 4 hour consecutive work period is entitled to a 15 minute break. The supervisor should approve the time of the break. Students working more than 6 hours must take an unpaid break of at least 30 minutes. This must be reflected on the Time Calendar by clocking in and out for each time block worked. Students may not work more than 8 hours in one day, or no more than 20 hours in any week when classes are in session.

Overtime
No overtime is authorized.

Volunteering Time
It is important to note that the Fair Labor Standards Act of 1938, as amended, prohibits a covered employer from accepting voluntary services from any paid employee. Therefore, any student who is employed under a work-study program must be paid for all hours worked. Any hours in excess of the maximum allowable per pay period, as defined by the Student Employment Coordinator, will be charged 100% to the supervisor's department, or to the elementary school employer in the case of reading and math tutors. If you are not a hired student employee and want to learn more about volunteering at WNC, contact Human Resources.

Work Hour Limitations / Variable Workday Schedule
Students cannot work more than 8 hours in one day, or no more than 20 hours in any week when classes are in session. When classes are not in session students can work 8 hours in one day, or no more than 28 hours in one week.

Supervisors are required to work around the student's class schedule and student employees are prohibited from working during scheduled class times.

Termination
The employer may terminate a student employee when there is a breach of behavior by the student, inadequate performance, or any other seriously unsatisfactory performance situation. Examples:
- Repeated failure of the employee to comply with an agreed work schedule.
- Unwillingness of the employee to adequately accomplish the assigned tasks.
- Insubordination or lack of cooperation that would be considered a distraction to other workers.

The supervisor initiates the termination in Workday and the Student Employment Coordinator is notified and adjusts the dates associated with the costing allocation(s) for that student. The termination process requires a reason to be listed directly in the system. You may also choose to include comments. The Student Employment Coordinator may reassign the student to a new position or withdraw future student employment funds from the student's financial aid award package. Funds that are withdrawn will be reallocated to other students within the student employment programs. The funds follow the student and are not guaranteed to be used by a "replacement" student hired in that student's place.

Wage Rates
Pay rates for students are recommended in the Job Classification section of this document. WNC observes the established Federal minimum wage and Nevada minimum wage.

Raises:
Students are eligible to receive a raise for satisfactory performance or a change in their job description. Supervisors should consult with the Scholarship & Student Employment Coordinator when planning on issuing a raise. Once terms have been agreed upon, the Student Employment Coordinator will initiate the compensation change in Workday where it will be routed through the approval process for the department.

Working for Instructors

Work-Study students may be assigned to assist an individual instructor if the work involved is the type for which the institution would normally support under its own employment program. This is appropriate as long as the work performed by the student is in line with the instructor's official duties and is considered work for the institution itself and does not violate the Family Educational Rights and Privacy Act of 1974, as amended.