WALLA WALLA COMMUNITY COLLEGE
STUDENT EMPLOYMENT HANDBOOK
(Employers and Student Employees)
INTRODUCTION

This handbook is designed to guide the student employee and the supervisor through the basic requirements of the student employment program and outline your responsibilities as a student employee and as an employer.

The student employment program at Walla Walla Community College is set up to provide:

1. Employment for students to offset educational expenses while pursuing college education.
2. Work based learning opportunities in career interest areas.
3. Equal access to all students interested in seeking employment opportunities.

There are several categories in which a WWCC student can be employed:

1. Non-work study
2. State work study (SWS)
3. Federal work study (FWS)
4. Co-op Program
5. Student Athlete Employment
6. Summer Employment
7. Off Campus Employment

The handbook will guide you through the policies and procedures governing these programs.

The Career & Employment Services Center at Walla Walla Community College is committed to assisting students with their employment needs. For further information contact our office at:

(509) 527-4373

Career & Employment Services Center
Walla Walla Community College
500 Tausick Way
Walla Walla, WA  99362
# Walla Walla Community College
## Student Employment Handbook

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- Student Evaluation Form
Recruitment

Job Types That are Available

There are several types of student employment available on campus:
- Non-Work Study
- State Work Study
- Federal Work Study
- Co-op
- Student Athlete Employment
- Summer Employment

Student Employment Eligibility

The student must be registered to take 6.0 or more credits during the quarter. They should have at least a 2.0 GPA. If the student is eligible for work study, they must comply with those specific requirements that are outlined in this handbook. (See Types of Student Employment.)

Running Start students are not eligible for student employment except during the summer. Students who are under the age of 18 must submit a “Parental Authorization” form to work. (See Forms.)

Posting a Job Opening

The hiring department will post their student employment job opening electronically through the Career & Employment Services Center (CESC). http://www.collegecentral.com/wallawalla/. The hiring department will provide the following:
- Type of student employment desired
- Skills the student should possess
- Number of hours the student can work
- Work Schedule
- Pay Rate

How Does a Student Apply for a Job?

Students can search for jobs in the community by going to http://www.collegecentral.com/wallawalla/Student.cfm.

For jobs on the WWCC campus, the student can search the link above or come to the Career & Employment Services Center (CESC) and use the available kiosks. Staff is available to assist with this process.
After CESC receives a job posting from a WWCC hiring department, student applications will be reviewed and an initial screening interview will be conducted by CESC staff before referring names to the hiring department. The hiring department will review the referred applications, call students for an interview or request more referrals from CESC.

**What if a hiring department already knows who they want to hire?**

The hiring department must post their job opening with CESC and the student must register with CESC and complete a job application.

**How long does the process take?**

Within a week the student should be contacted by CESC acknowledging the receipt of their application. At this time, the student will be advised of the status of their job search and of the next steps needed to secure a job. If there are currently jobs and students available, the hiring process can be completed quickly.

### Interview Process

#### Student: Preparing for an Interview

Some supervisors will ask that the student bring a résumé and samples of previous work. They may also require that a student perform a series of skills tests, i.e., Excel spreadsheets, word processing, math and/or spelling.

The student should dress appropriately for an interview. The rule of thumb for interviews is to dress a little more formally than you would otherwise. First impressions count. Remember, you are not the only person interviewing for this position.

#### Employer: Preparing for an Interview

Here are some tips that should help with the interview process:

- Prepare an accurate description of the job duties to attract the most appropriate candidates.
- Explain your expectations for the position during the initial interview so the student can assess their ability and interest in performing the work.
- Provide the student with information on what skills they will acquire while working in the job.
- Explain any special work requirements, such as safety issues in a hazardous work environment or legal issues in working with children.
• Outline personnel rules and procedures, such as setting work hours and/or attendance.
• Show the student where the work will be performed and introduce the student to the key people with whom they may be working.
• Let the student know when a decision will be made and how they will be contacted.

**Hiring Process**

CESC will be responsible for providing the “New Hire Employment Packet” to students who have not been employed at WWCC within the last three (3) years. CESC will ensure all of the paperwork is completed. The process for “New Hires” is as follows:

1. After the job has been offered, the hiring department will notify CESC of their new hire and the type of job, i.e., FWS, SWS, non-work study, or student athlete. The position will be closed.

2. The hiring department will provide a NEW Student payroll packet to the student, if needed.

3. The student must be prepared to provide proof to CESC that they are eligible to work in the United States as outlined below. The student cannot work until the documents are provided!

4. Once the packet of paperwork is completed, the student will return the packet to the hiring department who will prepare the payroll authorization and route to the Payroll office for processing.

5. The hiring supervisor will provide a copy of the payroll authorization to the student employee.

**Students: How to Complete the New Student Employment Packet**

The student must read, sign and date all of the employment forms. The packet includes the following:

- Conditions of Student Employment Form. (*See Policy & Procedures.*)
- W-4 Form
- Form I-9
- Employee Personnel Record
- Employee Profile Data Sheet
- Drug Free Workplace Policy (*See Policy & Procedures.*)
- Direct Deposit (Electronic Funds Transfer of Wages). (*See Policy & Procedures.*)
**Student Documentation Requirements**
The student must present original documentation to CESC to satisfy the I-9 requirements. (See back of form for a list of acceptable documents.)

**Don’t Have Documentation?**
If the student is unable to present a required document(s), the student must present an acceptable receipt in lieu of a document(s) listed on the back of the I-9 Form before they can begin work.

- If the document is a Social Security Card, once the student receives their card from the Social Security Office, they must present the card to the Payroll office.

**Purpose of the I-9 Form**
The I-9 Form is to document that each new employee (both citizen and noncitizen) hired is authorized to work in the United States.

The payroll processor in CESC will complete, sign and date Section 2 of the I-9 by viewing the original document(s) that the student presents. A copy will be made of the document(s) which will be attached to the employment packet.

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**Job Appointment Process**

**Number of Hours Student Can Work**
This depends upon the type of student employment. (See Types of Student Employment.)

Providing funding is available, and with supervisor approval, a student may be authorized to work full-time while classes are not in session. The term “not in session” or “breaks” means, Thanksgiving, Christmas, Spring Break, and summer quarter.

If the College is closed for a holiday while classes are “in session” the student may work to make up the missed hours.

Students cannot work more than 516 hours during six (6) consecutive months. This does not apply while classes are “not in session” and during the summer.
Current Student Employees Who Are Already in the Payroll System

Once a student has completed the New Hire Employment Packet and is in the WWCC payroll system, they will not be required to complete the entire new employment packet unless it has been three (3) or more years since they were an employee per the I-9 requirements. However, it may be necessary that the student update their W4 and/or Employee Personnel Record information.

The hiring department will prepare the payroll authorization for employment. A copy of the payroll authorization will be given to the student.

The student must sign another “Conditions of Employment Form” and the “Code of Responsibility for Security and Confidentiality of Records and Files Form”. (See Forms.)

Can a student have more than one job, or have a combination of non-work study and work-study jobs?

Yes, in some cases. There are some limitations to consider if the student is a Work Study student. (See Definitions of Types of Student Employment.)

A student may not exceed an average of 19 hours per week when concurrently employed in either two SWS program positions or in a SWS program position combined with a FWS position. This also goes for non-work study students while classes are in session.

Ensuring a department does not hire a student without realizing they already work for another department can cause problems. This is another reason why all hiring departments should post their job openings and all students complete an employment application even if the hiring department already knows who they wish to hire. Because of this process, CESC will be able to identify those students who are already employed and can advise the hiring department.

The potential hiring department must contact the current hiring department and work out the number of hours each will employ the student. Keep in mind the number of hours this particular student is eligible to work.

Pay & Performance

Wages are based on the type of student employment. (See Types of Student Employment.)

All on-campus student employees are paid on the 10th & 25th of each month.

- Hours worked between the 1st and 15th will be paid on the 25th.
• Hours worked from the 16\textsuperscript{th} to the end of the month will be paid on the 10\textsuperscript{th} of the following month.

Hours will be reported using the electronic Time & Leave Reporting (TLR) system (TLR). The student will electronically submit their hours to their supervisor. The supervisor will submit their approval to the Payroll Office.

• For State Work Study there is one more step. (See Types of Employment.)

If payday falls on Saturday, employees will be paid on Friday. If payday falls on Sunday, employees will be paid on Monday.

Direct Deposit

The College strongly urges all employees to use Direct Deposit. Direct Deposit saves time and money by reducing the time spent preparing checks for mailing and postage costs. It also alleviates any chance of not receiving your check on time. (See Forms.)

Benefits

Worker’s Compensation: Students are covered under Worker’s Compensation for any injuries sustained while employed on campus. If a student is injured while employed on campus, the incident must be reported to the Business Office immediately.

Medical Insurance: The College does not provide medical coverage to student employees. Students may purchase medical insurance on their own. Information and forms are available through the Vice President of Student Services’ office.

Unemployment Benefits: Student employees are not eligible for unemployment benefits based on earnings from student employment.

Retirement Benefits: Students are not eligible to participate in the state retirement program and will be asked to sign a waiver.

Meals & Rest Periods

Labor & Industries requires a 30-minute unpaid meal period, if the student works more than five (5) hours per day. A 10-minute break is also required and must be taken no later than the end of the 3\textsuperscript{rd} hour. The student and supervisor should discuss these times. (See Policy & Procedures.)
Attendance & Attire

It is the student’s responsibility to report to work on time for every scheduled shift. If the student is unable to work due to illness, emergency, or will be late for work, they must notify their supervisor as early as possible before the shift begins. Potential conflicts should be discussed well in advance with the supervisor.

Continued tardiness and failure to provide adequate prior notice of absence as determined by the supervisor are considered grounds for termination.

Requirements for attire are determined at the discretion of the employing department.

Student Evaluations

Supervisors are encouraged to complete a Student Evaluation Form at the end of each quarter. This provides the student a “real life” experience and ensures that they take the job seriously. Also, in case of job performance issues, this tool can be utilized anytime during the quarter. (See Forms.)

Grievances

A student and supervisor are encouraged to discuss any work-related problems. Experience has shown that most minor disagreements can be resolved by honest, non-confrontational discussion of the problem. An attempt should be made to informally resolve the disagreement between the student and the immediate supervisor. If the problem cannot be resolved within the department, the student may make an appointment with CESC to discuss the problem.

Termination

Students are employed “at will” which means they may be terminated at any time for any reason. The student should be treated fairly and courteously. Keep in mind that learning also occurs outside the classroom.

Verification of Employment

Verification of Employment requests received by mail should be forwarded to the Payroll Office, 500 Tausick Way, Walla Walla, WA 99362.
Types of Student Employment

Student Help Employment – Non-State Work Study

Students of WWCC are eligible for a number of non-work study positions in the area, on campus.

Eligibility for Student Help

- The student must be enrolled for at least 6.0 credits each quarter.
- Must maintain at least a 2.0 GPA

Pay

- $9.04 per hour
- The hiring department pays 100% of the salary.
- The student will report their work hours using the TLR system. *(See Hiring Process.)*

Maximum Number of Work Hours While School is in Session

This type of student employment is limited to work up to 15 hours per week during their first quarter. After the first quarter, if their GPA is 2.0 or better, the hiring department can request the hours be increased up to 19 hours per week through the Payroll office.

The student can work up to 40 hours per week while classes are not in session.

Federal Work Study

Eligibility for FWS

Federal Work Study funds are awarded through the Financial Aid office. The student must have completed a FAFSA (Free Application for Federal Student Aid).

- Students must apply for and obtain a position on campus to receive this Federal aid.
- The student must be initially enrolled for at least 12.0 credits the first quarter to be eligible for FWS.
  - If the student drops to half-time (6.0 credits/qtr) they will continue to receive their award.
- Must maintain at least a 2.0 GPA
- Attend Work Study Orientation. For further information contact the Financial Aid office.
How does an eligible FWS become ineligible?

Loss of eligibility of Federal Financial Aid would cause the student to become ineligible for FWS.

Pay

- $9.04 per hour
- The student will report their work hours using the TLR system. *(See Hiring Process.)*
- There is no cost to the hiring department for FWS students.

Maximum Number of Work Hours

FWS students are limited to 10 hours per week while classes are in session.

The hiring department must check with the Financial Aid office before allowing the FWS student to work while classes are not in session due to funding constraints.

Can a FWS student work as a non-state work study at the same time?

Yes. Sometimes if a hiring department hires a FWS but there isn’t enough budget in the program to allow the student to work while classes are not in session, or because of program requirements - cannot work more than 10 hours per week, the hiring department can prepare a second non-work study Payroll Authorization allowing the student to work beyond the FWS limitations.

A FWS student can also work for more than one employer on campus.

Since the student is currently in the payroll system, the hiring department(s) will prepare the payroll authorization(s). *(See Hiring Process.)*

State Work Study on Campus

The Washington State Work Study (SWS) program helps low- and middle-income students earn money for college and gain experience in areas related to their degrees or career interests. Students may find employment either on or off campus.

The State agrees to reimburse the College 60% of the student wages. That means that the hiring department pays only 40% of the student wages. This is a significant savings to the hiring department. The wages will be higher than minimum wage, however.
Due to budget constraints, Financial Aid may decide to allow a department one SWS, where in the past they may have approved more. They are not allowing more than 19 hours per week during any time of year starting July 1, 2011.

Our Financial Aid office provides each WWCC SWS eligible student with an “Award Letter” which provides the maximum dollar amount the student can earn.

The Process

WWCC students must register through the WWCC Financial Aid office which will ensure eligibility into the program by following the criteria set by the Washington Higher Education Coordinating Board.

The following outlines the process:

1. CESC will provide a blank job description form to the hiring department who then must complete the form and return to Financial Aid.

2. Financial Aid will forward the job description to Human Resources who set the salary based on the Washington State Department of Personnel salary schedule.
   a. All State Work Study positions must receive compensation equal to the entry level salary of comparable positions (RCW 28B.12.060).

3. Human Resources will sign and date the form and return it to Financial Aid.

4. Financial Aid files the job description and notifies the hiring department of the student’s salary.

5. The hiring department will post a job with CESC and may specify that they prefer to interview only SWS students. However, the department can leave it open to all types.

6. SWS students must be employed in a position that aligns with their educational goals. Financial Aid and CESC will work together to ensure the appropriate job placement for the SWS student.

7. The hiring department will notify CESC once they hire a SWS eligible student.

The hiring department then follows the procedures outlined in the section entitled “Hiring”, making sure that Financial Aid signs the WWCC Payroll Authorization indicating that they have approved the student’s SWS eligibility. (The Payroll Office must have this approval before they can set the student up in the payroll system.)
Reimbursement to the Hiring Department

The student enters their work hours using the WWCC TLR system. The SWS codes that Payroll use to set-up the student into the system activates the reimbursement.

Can a SWS earn more than the maximum that is awarded?

Yes, however, the SWS student can only maintain their earnings power by being eligible for SWS. If the student depletes the awarded amount they no longer will be considered a SWS student, therefore their earning power disappears. The SWS student then would be considered a non-work study student (regular student help) and will earn $9.00 per hour.

Can SWS students work up to 40 hours per week?

No. Currently the legislation will not allow the State to authorize SWS students to work more than 19 hours per week at anytime as of July 1, 2011.

How would an eligible SWS student become ineligible?

If any one of the following occurs:

- Less than 50% of attempted credits were completed during any one quarter; or
- Two successive quarters of unsatisfactory academic progress occurs; or
- The degree or certificate program at WWCC has been completed or the maximum number of credits attempted toward program completion has been reached; or
- The two programs of study limit have been met.

If continued employment is anticipated, the supervisor should keep the communication line open with the student. Ask the student if they are registered for the next quarter and ask to see a copy of their class schedule.

State Work Study off Campus

A WWCC student can find SWS eligible employment off campus. CESC or the Financial Aid office has access to the HEC Board’s website listing the employers in our area who are SWS eligible.

The off-campus employer is required to complete the Washington State Work Study Program Job Description and submit it to the WWCC Financial Aid office. The Financial Aid office and the WWCC Human Resources office will ensure the job placement is appropriate and determine the salary pay range and sign the form.
The off-campus employer will initially pay 100% of the student wages each month. A "Washington State Work Study Program Time Sheet" must be completed by the student and employer and submitted to the WWCC Financial Aid office, which will process the reimbursement to the employer. The time sheet should be submitted no later than 15 days after the end of the payroll period to ensure reimbursement.

WWCC can also hire a SWS eligible student who comes from another college/university. If a WWCC hiring department hires one of these students, the same process is followed as outlined in the State Work Study - Off-Campus section. However, the Time Sheet will be submitted to the student’s college/university for processing the reimbursement back to the WWCC hiring department.

**Co-op Students**

Cooperative Education (Co-op) is an educational plan designed to integrate classroom study with planned, supervised and evaluated work experience. STUDENTS RECEIVE ACADEMIC CREDIT AND A SALARY. Co-op links students’ academic programs with their career goals and interests. Each year more than 200 WWCC students enter the Co-op program. Through the WWCC Co-op Education Program, employers can meet potential employees and offer them on-the-job experience. Co-op students work part-time at area businesses and attend classes during the day or evening. Nearly every academic major offers the possibility of entering the Co-op program. Interested students should contact Mike Hays, Co-op Coordinator, at 527-4695 for further information.

**STUDENT- ATHLETE WORKERS**

Walla Walla Community College offers financial aid to student athletes through the awarding of jobs.

What is a Student-Athlete Worker?

- Coaches are able to provide a limited number of jobs to their athletes who are otherwise not eligible for Federal Work Study or who do not have any other type of student help job on campus.
- Athletes may talk to their coaches about employment, submit an application through CESC, or use one of CESC’s kiosks to search for employment on or off campus. CESC staff is available for assistance.
- Jobs are routinely going to be provided within Student Services and/or Facility Services departments.
- There will be no cost to the hiring departments.
- Students must attend the Student-Athlete Worker Orientation.
What is the awarded monetary amount?

Coaches can award student-athlete jobs several different ways.

- Student-athletes subject to Northwest Athletic Association of Community Colleges (NWAACC) regulations.
  - If part of the student-athlete’s letter of intent or recruitment offer includes the awarding of a job as part of the athlete’s financial aid package, a $500 or $1000 job will be offered.

- Student-athletes subject to National Intercollegiate Rodeo Association (NIRA) regulations (Rodeo).
  - Rodeo student-athletes are allowed a job award up to $1,200.

Can a student work after $ are gone?

Once the award is depleted, the student must stop work. However, the student could continue to work for the same department (it must be a different job) or another department could hire them as a regular student-help worker, but the department must pay 100% of the salary.

How many hours per week can the student work?

- Hours are limited to 10 hours per week, with the exception of Special Events jobs, which are 15 hours per week.

Pay

- $9.00 per hour.
- Students will submit their work hours by using WWCC’s TLR system. (See Hiring Process.)

How would a student athlete become ineligible?

- GPA drops below 2.0
- Athlete drops below 12.0 credits during quarter
- Becomes ineligible as a student-athlete per the Athletic Code of Conduct.

Summer Employment

Summer employment is offered to students during summer quarter. Student eligibility for summer employment is based on the following established criteria:

- Student hired must be a current WWCC student, but not necessarily enrolled summer quarter.
- Student is planning to be a new WWCC student in the fall. Documentation must be on file with the registrar's office, i.e., application and high school transcript.
- WWCC graduate can work the summer following graduation.
- The 516 hour rule does not apply to summer employment. Therefore they can work up to 40 hours per week.

**Pay**

- $9.00 per hour
- Student will submit their work hours using WWCC’s TLR system. *(See Hiring Process.)*
- Students can work up to 40 hours per week.
- Hiring department will pay 100% of the wages.

**Off-Campus Employment**

All students are eligible for off-campus employment. Information about employment opportunities in the community, surrounding communities and the state are available. Students interested in these employment opportunities need to check with the Career & Employment Services Center (CESC).
POLICY & PROCEDURES
FORMS