



JOLIET
JUNIOR COLLEGE
— 1901 —

Student Employment Procedures Manual

FEBRUARY 2012

**JOLIET JUNIOR COLLEGE
COMMUNITY COLLEGE
DISTRICT 525**

STUDENT EMPLOYMENT HANDBOOK

2011-12 Committee Members

Director of Career Services – Bridgett Larkin-Beene

Director of Financial Aid – David Seward

Human Resources Employee Relations Manager – Judy Connelly

Asst. Director for Facility Services/Roads and Grounds – Richard Rivera

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(Appendix for viewing purposes only. Go to Public Folders – Student Employment to print forms)

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STUDENT EMPLOYMENT MISSION STATEMENT

Educating students is the primary objective of Joliet Junior College, and to that end, on-campus student employment will support the academic mission and process. Joliet Junior College Federal Work-Study and Student Work Scholarship programs are committed to providing students with an opportunity for employment. This employment is often the first job many young adults have and is to be a learning experience as well as a job. Supervisors are responsible for the training of the student including job expectations and safety procedures and are to provide a safe environment for the student worker.

It is our intention that these students not only gain an excellent education, but also have a rewarding work experience.

INTRODUCTION

The purpose of the Student Employment Procedures Manual is to assist supervisors in all aspects of student employment. Posting job listings, hiring a student, work contracts, pay rates, evaluations, terminations and supervisor, student, and Financial Aid Office rights and responsibilities are covered along with other pertinent information.

Because this information is very detailed and because federal regulations change and are added from time to time, there will be a need for changes. This manual will be in the Microsoft Outlook Student Employment Public Folder and updated periodically.

It is the hope of those responsible in writing this manual that student worker supervisors feel more knowledgeable and confident in planning for student employment and in hiring and evaluating their employees.

STUDENT EMPLOYMENT

Student Employment includes:

Federal Work Study and Joliet Junior College Work Scholarship.

Additional information, forms, appendix references, can be found in the public folders under **Student Employment**.

Student employment is administered by these departments:

- **Career Services Office (X2756, 1ST Floor Campus Center)**
Responsible for issuing passwords and approving job postings for supervisors through the College Central Network.

Assists students with instructions to access the web site to look for on-campus employment.

Primary contact for questions regarding Student Employment.
- **Financial Aid Office (X2528, 1st Floor Campus Center)**
Establishes a Wage Tier for Student Worker positions based on the Skill Level Determination Form. Assigns a position job file number that is sent to the supervisor to be retained in their files for future reference.

Processes Work Contracts, I-9 Form Compliance, Work-Study Change Notices, Termination Forms.

Reviews all work authorizations, pay increases, new classifications and titles.
- **Business Office Payroll Department (X2426, 3rd Floor Campus Center)**
Handles payroll schedules, W-4 forms, timesheets, and student paychecks
- **Human Resource Office (X2266, 3rd Floor Campus Center)**
Responsible for any report of accidents, violations of Board Policy and personnel issues that cannot be resolved between the supervisor and the student.

FEDERAL WORK STUDY

Federal Work Study (FWS) is a federal financial aid program designed to provide part-time employment for eligible students. Joliet Junior College (JJC) receives an allocation from the federal government each fiscal year that is used in combination with JJC funds to provide part-time jobs for students. FWS funds are restricted to students who are either citizens or permanent residents of the United States. Foreign students with an F-1 Visa are not eligible for FWS funds.

Students must apply for financial aid and receive a FWS award from the Financial Aid Office in order to work under this program. Students who demonstrate financial need are awarded FWS funds on a first-come, first-served basis until the funds are exhausted. Therefore, it is very important for students to be aware of and adhere to application priority dates. Students who file late for financial aid may not receive a FWS award due to lack of funding, regardless of whether they had a FWS award in the past, have financial need, or have a specific FWS job arranged. To receive maximum consideration for a FWS award, a student should file the Free Application for Federal Student Aid (FAFSA) by May 1 prior to the school year they will be attending. Also, students who accept their offer of FWS are not guaranteed a job. Rather, they are given access to available jobs in order to apply for the jobs that interest them.

Student employees who receive FWS awards may not earn more than the dollar amount of their award. The Financial Aid Office, Payroll Department, supervisors, and students must monitor FWS student earnings to ensure that students do not earn more than their awarded amount. If the FWS amount is exceeded, the student will be changed to JJC Work Scholarship, and a change notice will be sent to the supervisor. Students may not have positions using both FWS and JJC Work Scholarship at the same time. The Financial Aid Office will send a change notice letter to the department supervisor when students have exhausted their FWS funds.

Grant funded programs are limited to Federal Work Study funds when hiring student help. The student must have applied for financial aid and have been awarded Federal Work Study funds before they can be paid. Grant funded programs cannot use Joliet Junior College Work Scholarship Funds.

JOLIET JUNIOR COLLEGE WORK SCHOLARSHIP

If a student has a JJC Work Scholarship designation, it means that the student either has not applied for any type of financial aid, has not received any financial aid that is based on financial need, or has exceeded his or her FWS award.

STUDENT ELIGIBILITY

Enrollment Criteria

Academic Year:

- Currently enrolled students must maintain a minimum of six (6) credit hours at JJC. Students enrolled in split/open entry/multi-semester courses can count those credits only for the semester in which they pay.

Summer Sessions:

- Continuing students who have completed six (6) credit hours in the spring **AND** are enrolled for six (6) credit hours in the fall are eligible to work in the summer.
- Incoming students enrolled for fall (minimum six (6) credit hours are eligible to begin employment in May under JJC Scholarship. If a student has a FWS award letter by July 1, he/she may transfer to FWS at that time.
- JJC May graduates are allowed to continue their employment through the summer.
- JJC students transferring or not returning to school are allowed to continue their employment through the summer.
- Summer only students must be enrolled in six credit hours.
- FWS continuing students are eligible to continue their employment through the summer.
- FWS students transferring in the fall are eligible to continue their employment through the summer. After July 1 student must transfer to JJC Scholarship.
FWS students not returning to school are not eligible to work after the last day of spring classes but may be switched to JJC Work Scholarship to continue their employment through the summer.

Academic Criteria

Educating students is the primary objective of Joliet Junior College, and to that end, on-campus student employment will support the academic mission and process. **Student workers placed on Academic Probation, in accordance with the JJC Academic Standards of Progress Policy, will be suspended from employment.** Students may be considered for rehire after their GPA meets or exceeds the required level to be in “good academic standing”. It will be the **Supervisor’s responsibility** to check each student worker’s academic summary at the beginning of each semester to determine the student is in good academic standing. If the student is on probation, the supervisor will complete the termination form (Appendix 10 in public folders) and submit to the Financial Aid Office.

Good academic standing is defined by cumulative credit hours and corresponding GPA.

<u>Credit Hours Earned</u>	<u>Minimum GPA</u>
0-12	1.75 cumulative or 2.0 semester
13-32	1.85 cumulative or 2.0 semester
33-48	1.95 cumulative or 2.0 semester
49 & above	2.00 cumulative or 2.0 semester

Supervision Criteria

Students may not work for close relatives, such as parents, grandparents, aunts and uncles, cousins, and other individuals living in the household.

Students may not work both as a part-time employee and as a student worker at the same time.

SUPERVISOR PROCEDURES FOR CREATING A POSITION

To create a **new** position for your department you **must complete and email** the forms listed below to Diane Kozielski in the Financial Aid office – **dkozielski@jjc.edu**

Appendix 3 (in Public Folders)– Skill Level Determination form

Appendix 4a (in Public Folders)- Job Opening form

Appendix 4b (in Public Folders)- Job Description form

1. In an effort to create wage consistency among student employment positions across campus, the **Skill Level Determination form** was created . Supervisors must complete this form for each position. After completion, the Financial Aid Office will determine the tier level based on the boxes checked by the supervisor. The supervisor will receive a copy of this form and notification of the tier level assigned to the position.

The Tier level, which is determined for each student employment position, is based upon the individual skill level and the qualifications that are required for each position. Descriptions for each of the Tier Levels are as follows:

Tier Level 1

Minimum special skills or previous training required. These positions consist of routine tasks with minimal responsibility. Employees are well supervised. Students will be trained for these positions.

Tier Level 2

Previous training or experience is necessary for these positions. Employee must possess special skills with some level of competence. Training may be necessary for some aspects of these positions. Some supervision is provided. Employee should have completed some undergraduate education.

Tier Level 3

Special skills are involved, and student employees must have experience in the area with a high level of competence. Independent judgment and a high degree of mental activity and/or manual dexterity are required. Independent research may be an integral part of duties. Advanced technical experience may be required. Student employee's work may provide an important link in a departmental position. This position requires a self starter.

2. The Job Opening and Job Description form should clearly describe the contact information, duties and qualifications of the position. These forms **must** be on file with the Financial Aid Office before you can post the position.

Complete **one Job Opening form and one Job Description form** for each job that you have available. If you have several positions available under a job title, only one Job Opening form and one Job Description form is required. **Keep a copy of these forms available for future posting.**

3. The Financial Aid Office assigns the position a job file number. A copy of the job description with the job file number will be sent to the supervisor to be retained in their files. The job file number should **always** be referred to when communicating with the Financial Aid Office about a position.

4. Once a job file number has been assigned to the job, you will be able to post your position on College Central Network at **www.collegecentral.com/jjc**

Before you post a position:

1. Know your student employment budget line item amount
2. Know the hourly rate of pay
3. Know the number of weeks you will need to employ a student worker
4. Calculate how many hours per week the student can work

Positions not properly posted are in violation of EEOC/AA laws and a student contract will not be issued for any open position not posted through the College Central Network.

Students will not be permitted to work without a completed contract and any student working without a valid contract will not be paid for those hours worked.

PROCEDURE TO POST STUDENT EMPLOYMENT POSITIONS

- Register at www.collegecentral.com/jjc
 - Select the **Employers** icon. Choose the link for **Register Now**.
 - Company name – **Your Department**
 - Company address – Office number and Campus on second line
 - City – (Joliet, Romeoville, Morris)
 - Company Description - Brief description of your department
 - Company Website –your department website
 - Industry – blank
 - EOE status – initial
 - Access ID using your JJC username (ex. mwolfers)
- You will receive an email notification confirming your **Access ID** and informing you of your **Password**.
- To post your position, go to www.collegecentral.com/jjc and choose the **Employers** icon.
 - Click the link for **Online Services** and enter your **Access ID** and assigned **Password**

PLEASE COMPLETE THE JOB POSTING ENTRY FORM AS ILLUSTRATED BELOW

Note: Improper or incomplete postings will cause a delay in your hiring process.

JOB POSTING ENTRY:

Company Name: **pre-populated from registration information**

Company Description: **pre-populated from registration information**

Job ID: **JJC**

Job Title: Example: receptionist, tutor, clerical

Job Description: Please enter complete details

Salary: Include this information

Type of Job: **STUDENT EMPLOYMENT**

Job Location: **ON CAMPUS**

City:

Option of recruiting students or alumni: **STUDENTS**

Degrees Wanted: **None Required**

Majors Wanted: **Any Major**

Job Targets Wanted: Not required

Minimum GPA: Department's choice (reminder: student must not be on academic probation)

Required Skills/Certifications: Taken from job description

Other Job Requirements: From job description

Contact Information

Name: **Your name**

Street: **Office location** (ex. D-1010. Include Campus Center if you are located there.)

City: **Campus location** (ex. Main, North)

State: Illinois

Country: United States

Phone: **Complete phone number** including area code.

Fax: **leave blank**

Email: **Your email address**

Apply Online: **leave blank**

Application Instructions: Please include the following:

After you click Submit to Posting, in the cover letter box include the Job Title and your relevant skills and experience. To be considered for this position, you must submit your Student Employment Application (resume not accepted). (If you have not completed an online Student Employment Application, go to your CCN home page for details.)

Resume Submission Deadline: Default is one month – must be minimum of 4 days

SAVE JOB POSTING

After your job posting has been approved, you will receive an email displaying your records.

Once you have posted a job, you can **Edit, Repost or Expire Job Postings**

- Edit job postings as changes occur.
- Expire jobs when they have been filled so they come off view.
- Repost expired jobs if they are still open or become open again.

THE HIRING PROCESS FOR STUDENTS

1. Students will apply online directly through College Central Network.
2. Students will submit a cover letter indicating job title and department and Student Employment Application to the contact person/department listed.
3. The supervisor will review the cover letter, application and verify the student's academic standing.
4. The supervisor will contact the student regarding an interview. At this time they should request a class schedule and Academic Summary.
5. Students may not work both as a part-time employee and as a student worker at the same time.
6. If hired, students complete a Work Contract, I-9 form (providing two forms of identification), the Family Educational Rights and Privacy Act, Illinois and Federal W-4 forms for Payroll (available in Public Folders – Student Employment).
7. Work Contracts are completed by the student and submitted to their supervisor.
8. Employers (designated supervisors) complete and sign the Work Contract and Section 2 and 3 of the I-9 form. These forms, **along with a copy of the job posting**, are forwarded to the Financial Aid Office.
9. Students may not begin working until all appropriate forms (signed contract, I-9 Form, and W-4 forms) have been returned to the Financial Aid Office.
10. Certify the student employee understands and complies with the Family Education Rights and Privacy Act.
11. Email the Photo I.D. desk, jbaugh@jjc.edu with the following information:
 - Name of student worker
 - Name of department where the student is employed
 - Name and office location of supervisor.
12. Send student to the Photo I.D. desk, D concourse, Main Campus.

SUPERVISOR RESPONSIBILITIES

1. Post all open student worker positions for a minimum of three working days through the College Central Network.
2. Verify the student's academic standing during the interview process. Students on Academic Probation are not allowed to hold a student worker position.
3. Interview and hire student employees. The supervisor is expected to hire the student that is best suited to the positions.
4. Review with the students the written list of job responsibilities and departmental policies for student employees as part of the hiring process.
5. During your initial interview with a student, determine if the student can meet your long-term needs. Make sure to emphasize that the student's education comes first. If students are hired to work specific, difficult-to-fill hours, (mornings, evenings, lunch coverage, etc.) they should understand that they will be expected to schedule their future classes so that they continue to work these hours. (You are under no obligation to continue their employment if they cannot cover the hours they were hired to work.)
6. Certify that the student employee understands and complies with The Family Educational Rights and Privacy Act.
7. Make sure that student employees have completed **ALL** of their pre-employment paperwork in the Financial Aid office **BEFORE** working. Students may begin working after all appropriate signed forms have been returned to the Financial Aid office
8. Student workers are eligible and encouraged to participate in Direct Deposit of their paycheck.
9. Provide student workers with their I.D. badge at the beginning of their work schedule and collect at the end of their shift.
10. Check timesheets for accuracy, sign and submit them to the Payroll office. The supervisor's signature certifies that the student worked the specific days and hours reported. Students may not work more than 20 hours per week during the school year (40 in the summer).
11. Provide the appropriate training and workspace for each student employee
12. Supervision of student workers will be at the discretion of the hiring department and will be based on the job description, safety issues, and level of training and support provided to the student worker.
13. Student may not proctor tests in any situation.
14. Students may not grade tests or have administrative access to Colleague or any learning management system, such as ICAMPUS.
15. Working off-campus is not encouraged and is optional for the student to accept. If the student is to use his own transportation, it is the supervisor's responsibility to verify the student has a valid driver's license and automobile insurance. The student will be paid mileage at the current college rate.
16. In the event of a job-related accident, the supervisor is to complete a Report of Accident/Injury form available from Human Resources. For Workman Compensation purposes, please complete this form and return in a timely manner to Human Resources.
17. Complete at least one evaluation for each student worker per year.
18. Return student worker I.D. badge to the Dean of Student's Office when the student is no longer employed by the department.

Suggestions

Establish a two-week probation period for new student employees. That way, you are under no obligation to continue a student's employment if their initial work performance is unsatisfactory.

WORK SCHEDULE

Students are restricted to working twenty (20) hours per week when classes are in session. When classes are not in session, students may work up to forty (40) hours per week, however, on holidays when the college's offices are officially closed, students will not be permitted to work on campus. Students are not required to work during final exam week.

A student may work more than eight (8) hours per day as long as the weekly total (20 hrs - 40 hrs) is not exceeded. Students who are employed in more than one position are still limited to a total of twenty (20) hours per week. These students are responsible for keeping a record of the hours they work per week at each position. Students may not work both as a part time college employee and as a student worker at the same time.

Students are allowed the following breaks as scheduled:

If the student works four (4) continuous hours = 15 minute break

If the student works five (5) continuous hours = one-half hour unpaid break (lunch/dinner) and a 15 minute break

If the student works eight (8) continuous hours = one-half hour unpaid break (lunch/dinner) and two (2) 15 minute breaks (one morning and one afternoon)

MONITORING STUDENT WORK HOURS

Establish a work schedule for all students each semester, preferably in writing. Be sure the scheduled work hours do not conflict with the student's class schedule. Check students' time sheets to make sure their stated days and hours worked are correct, and do not conflict with the times when a student should have been in class. Also, check daily hours worked to make sure they equal daily and weekly totals.

Monitor Work Study hours worked to ensure they do not exceed the number that appears on their Job Opening Form. Students may not work more than 20 hours per week during the school year (40 in the summer).

Check timesheets for accuracy, sign and submit them to the Payroll Office no later than 10:00am Wednesday of the non-payday week, unless notified otherwise. It will be your responsibility for students not being paid. Remember, your signature on the timesheet certifies that the student actually worked at the times stated. Once you have signed the time sheet, certifying the hours and times worked, **DO NOT** give it back to the student.

Reminders

- Students may not be paid for receiving instruction in a classroom, laboratory, or other academic setting.
- On holidays, when the college's offices are officially closed, students will not be permitted to work on campus.
- Students are not required to work during final exam week.

TIMESHEETS

Students are paid according to normal JJC pay dates. If a student is employed in more than one position, the student will receive only one paycheck.

The authorized signature on timesheets and contracts must be the same as the supervisor's name printed on the job description form. If the signatures do not correspond, timesheets will not be processed.

Timesheets must be accurately completed using the student's legal name, signed by the supervisor, and submitted according to the dates on the Student Payroll Time Schedule. This schedule is distributed by the Payroll Office to all supervisors. The person who signs the time sheet is responsible for the accuracy of the information and is certifying that the student actually worked the reported hours. Timesheets must accurately represent the specific days and hours the student worked. Improperly completed timesheets will be returned to the employer for proper completion. Timesheets are available in the Payroll Office or in Public Folders under Student Employment **(Appendix 5 available in Public Folders)**.

SALARY INFORMATION

TIER LEVEL	PAY RANGE	<u>Am. Reads/Counts</u>
1	\$8.25 - \$9.50	Yr. 1 = \$9.50
2	\$8.75 - \$9.50	Yr. 2 = \$10.50
3	\$9.00 - \$9.50	

Salary Increases

Student workers will receive an automatic \$0.25 per hour increase on January 1 and July 1 providing they have been employed in the position for a minimum of 30 days and have not reached the grade level cap. (Employed December 1 to receive the January increase and June 1 for July).

STUDENT RESPONSIBILITIES

A student employee should consider the job a serious commitment. When hired for positions, students become a member of a work unit that depends on them. Therefore, the supervisor may reasonably expect the student to do the following:

1. Report to work at the agreed-upon time and ready to work. If you will be late or absent you are required to contact your supervisor in advance.
2. Report to work promptly with professional etiquette. This includes, but is not limited to, proper dress, cleanliness, personal hygiene, manner of speech, and other proper conduct.
3. Wear Student Worker I.D. badge during working hours and return it to supervisor at the end of your shift.
4. Attend to assigned duties on the job and not conduct personal business while at work. Cell phones should be off at all times during work hours. In emergencies, individuals outside the college should know how to reach you at your department.
5. Work with a cooperative and positive attitude.
6. Notify the supervisor as soon as possible if work schedule changes are necessary. Projects and exams may occasionally interfere with a work schedule. Students should notify the supervisor when such changes can be predicted.
7. Notify the Financial Aid Office and supervisor of any enrollment (credit) changes during the academic year.
8. Maintain satisfactory academic progress. The student must submit a copy of his/her current grades to the supervisor the first week of each semester. A student on Academic Probation will not be able to hold an on-campus student worker position.
9. Keep an accurate record of hours worked.
10. Work no more than twenty hours per week when classes are in session or forty hours per week when classes are not in session.
11. Submit the completed time sheet to the supervisor **no later than the end of the work day on Tuesday of the non-payday week**. All hours are to represent the actual time worked to the nearest $\frac{1}{4}$ hour. Non-compliance will result in payment being delayed to the next pay period.
12. If employed in more than one (1) position on campus, each supervisor should be notified.
13. Promptly notify the supervisor of any job-related accident and complete all required forms.
14. Report problems in your work environment to your supervisor.
15. You can be given a verbal warning if your work performance is or becomes unsatisfactory. In your verbal warning, your supervisor will specifically tell you which aspects of your work performance are unsatisfactory. Verbal warnings are to be given in a confidential manner, although you and/or your supervisor may wish to have a third party present.

STUDENT RIGHTS

1. Students have a right to be treated with respect and courtesy by their supervisors, co-workers, and other students while working in departments at JJC.
2. Students have a right to work in more than one department as long as it does not exceed the limits/hours set by the Financial Aid Office, is not during class time, and does not conflict with contracted hours/times of the original hiring department.
3. Students have a right to appeal if personnel issues cannot be resolved between themselves and their supervisor.

SOLUTIONS PROCEDURES

Should a student have any concerns or experience problems with his job or the workplace, he should bring those concerns or problems to the attention of people who may be able to help. The following steps outline a means students may use in addressing any concerns or problems in the workplace.

1. See the supervisor. The student should feel free to talk with your supervisor in an open and frank manner, offering possible solutions. The supervisor should make every effort to help resolve any problems related to the work. Human Resources can assist the supervisor as needed.
2. If the problem remains unresolved after seeing the immediate supervisor, the student should ask to meet with the supervisor to whom your immediate supervisor reports. This supervisor should gather all the facts and endeavor to help resolve the problem. If the student still feels that a solution has not been reached, he may then make an appointment with the Vice President of Student Development.
3. The Vice President will discuss the situation with the student and gather all others involved to carefully review the facts and circumstance concerning the student's problem.

EMPLOYEE EVALUATION

A work performance evaluation for all student employees should be conducted at least once each academic year. The Employee Evaluation form (**Appendix 9 available in Public Folders**) should be completed by the student employee and the student's supervisor after which both should discuss the evaluation results and formulate goals for the future. This process should be used to facilitate interaction between the student and the supervisor. This form is to be used for departmental evaluation and is not to be sent to the Financial Aid Office. Student Evaluation forms are to be kept on file for three years.

CORRECTIVE DISCIPLINE PROCEDURES

There may be times when a student employee is not performing up to the expectations of the supervisor. At these times it may be necessary for the supervisor to inform the student of any dissatisfaction with work performance.

The first step in this process is the **Verbal Warning** to notify the student of the inappropriate behavior. A description of this warning and the situation that caused it should be placed in the student's employee file kept by the department.

If the situation continues, the second step is to define the problem in writing using the **Corrective Discipline Form**. This form (**Appendix 7 available in Public Folders**) has been developed to facilitate the procedure of informing the student when work habits must be improved and should be placed in the student's employees file kept by the department. Suggestions for improvement should be detailed in writing, including an expected date of improvement. Both the supervisor and the student must sign this form so there is a mutual understanding of the situation. If the problem continues to be unresolved, it may be necessary to terminate the student employee.

TERMINATION OF EMPLOYMENT

It is not necessary to submit a form for every student at the end of the academic year. Supervisors must complete a Termination of Employment form (**Appendix 8 available in Public Folders**) for any student who terminates their employment prior to the end of their authorized period (i.e. the end of the academic year); otherwise, the ending date on the Referral and Work Contract will be used as the termination date. Reasons for termination may include: resignation, transferred to another department, academic ineligibility, or discharged.

Reasons for **immediate dismissal** may include but not limited to:

- Disclosure of confidential information to unapproved party
- Dishonesty and/or theft
- Physical violence or abusive/obscene language when dealing with the public or other staff members
- Being under the influence of drugs or alcohol while working
- Falsification of timesheets
- Withdrawal from all classes
- Excessive failure to attend classes

EQUAL OPPORTUNITY AND NON DISCRIMINATION POLICY

Joliet Junior College is committed to a policy of non-discrimination to recruit, hire and promote for all positions without regard to race, color, religion, national origin, ancestry, age, gender, marital status, sexual orientation, disability, unfavorable military discharge, or any other unlawful basis in the recruitment selection, or employment of its employees. All employment decisions are based on the qualifications of each individual. No person shall be denied equal treatment on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, disability, unfavorable military discharge or any other unlawful basis in employment practices and policies.

Student Employee Guide

Revised January 2010

Educating students is the primary objective of Joliet Junior College, and to that end, on-campus student employment will support the academic mission. Joliet Junior College Federal Work-Study and Student Work Scholarship programs are committed to providing students with an opportunity for employment. Supervisors are responsible for the training of the student including job expectations and safety procedures and are to provide a safe environment for the student worker. It is our intention that these students not only gain an excellent education, but also have a rewarding work experience.

NOTE: Students may not work both as a part-time employee and as a student worker at the same time.

Policies & Procedures

ENROLLMENT	Students must maintain at least six credit hours per semester to qualify as a student employee. If a student drops below six credit hours, his/her employment will be terminated and the supervisor will be notified. NOTE: Notify the Financial Aid Office and supervisor of any Enrollment (credit) changes during the academic year.
PAPERWORK	Complete ALL pre-employment paperwork and turn into the Financial Aid Office BEFORE you begin working.
ACADEMIC	Maintain satisfactory academic progress. Students who are on <u>Academic probation</u> are not allowed to hold student worker positions. NOTE: The student must submit a copy of his/her current grades to the supervisor the first week of each semester.
SCHEDULING	Meet with your supervisor to determine your work hours, working arrangement, and how training will take place. JJC is under no obligation to continue your employment if you cannot cover the hours you were hired to work.
AUTHORIZED HOURS	The number of hours worked <u>MAY NOT EXCEED</u> 20 hours per week or 40 hours per week when classes are not in session. You are entitled to a 15 minute
TIMESHEETS	It is the student's responsibility to accurately complete his/her timesheets and turn into the supervisor for approval.
PAYDAY	The Student Payroll Time Schedule is distributed by the Payroll Office to all supervisors. Please check with your supervisor for the dates.
NEPOTISM	Absolutely no student employee can work in the same department as a relative or other individual living in the household.
GRADING & PROCTORING TESTS	Students may not grade tests or have administrative access to Colleague or any learning management system, such as BlackBoard. Students MAY NOT proctor tests in any situation.
UNPAID WORK TIME	Students will NOT be paid for time worked during scheduled class time. If a class is cancelled or rescheduled, the student MUST have documentation the class was cancelled to give their work supervisor.

1. You are entitled to a 15 minute paid break for every four consecutive hours worked.
2. You may not work during holiday periods when the college offices are officially closed.

3. If you are injured while working at JJC, you must report it immediately to your supervisor. A written report must be filed and submitted to Human Resources.

By accepting employment at JJC, you become a representative of the College and are expected to assume the responsibilities that go with being a student employee.

5. Any and all information you acquire on the job is confidential and must be treated as such. Please refer the Family Educational Rights and Privacy Act that you received with your contract.
6. It is important that you be as courteous and helpful as possible when working with students, staff, and the public.
7. Work closely with your supervisor to make sure you understand your job responsibilities, the hours you will work and exactly what is expected of you on the job.
8. If work problems develop, schedule a time to discuss them with your supervisor immediately. Problems that cannot be solved at that level should be referred to the Career Services office. Ask questions before problems become serious.
9. If you will be late for work, or will be absent from work, you are expected to contact your supervisor in advance.
10. Dress standards vary from department to department, dependent upon the work environment. Consult with your supervisor for appropriate dress standard.
11. You can be given a verbal warning if your work performance is or becomes unsatisfactory. In your verbal warning, your supervisor will specifically tell you which aspects of your work performance are unsatisfactory. Verbal warnings are to be given in a confidential manner, although you and/or your supervisor may wish to have a third party present.
12. A written warning that will specify which aspects of your work performance have remained unsatisfactory and any new problems, which have occurred. It will further state the conditions under which your employment may be terminated (immediately if there are future occurrences of a specific problem, or if the work performance does not improve by a certain date). You will be given the chance to make your own written, signed response to the written warning.

Under the terms of the Illinois Employment Security Act, students are excluded from Unemployment Compensation Coverage.

**APPENDIX 1
FEDERAL WORK/STUDY ELIGIBILITY FORM**

Student Enrollment Status	Source of Funds	Mid May To June 30	After July 1	Previous Year FAFSA	Coming Year FAFSA	New Contract July 1	6 Credits Summer 1, 2, & 3	6 Credits Fall
Continuing	FWS	√	√	N/A	√	√	√ or	√
	Work scholarship	√	√	N/A	N/A	√	√ or	√
Incoming	FWS	Not Eligible	√	N/A	√	√	√ or	√
	Work scholarship	√	√	N/A	N/A	√	√ or	√
Graduate/Transfer	FWS*	√	Change To ↓	√	N/A	Change To ↓	N/A	N/A
	Work scholarship	√	√	N/A	N/A	√	N/A	N/A
Graduate/No more school	FWS	Not Eligible						
	Work scholarship	√	√	N/A	N/A	√	N/A	N/A
Summer-only students	FWS	Not Eligible						
	Work scholarship	√	√	N/A	N/A	√	√	N/A

√: Applies to this category.

N/A: Not applicable to this category.

Continuing: Students previously enrolled at Joliet Junior College.

Incoming: Students new to Joliet Junior College.

Graduate/Transfer: Students who will be graduating or transferring at the end of Spring semester.
*Students must provide proof of transfer to immediate supervisor.

Graduate/No More: Students who will be graduating or no longer attending classes at the end of Spring semester.

Summer-only: Students who are enrolled only in Summer classes, no Fall or Spring.

**APPENDIX 2
STUDENT SALARY CALUCLATION FORM**

Below is a chart showing how much a student will earn at the beginning wage level for each pay range.

The calculation is wage X hours X week.

For example, a student at grade level 1, step 1, working 10 hours a week for one semester (15 weeks) would earn \$1162.50 ($\$7.75 \times 10 \times 15 = \1162.50).

SALARY INFORMATION AS OF JULY 1, 2008

Grade Level 1	Pay Range	Am.Reads/Counts
1	\$8.25-\$9.50	Yr. 1 = \$8.50
2	\$8.75-\$9.50	Yr. 2 = \$9.50
3	\$9.00-\$9.50	

Starting Pay Range	10 hrs. per week a semester (15wks)	15 hrs. per week a semester (15wks)	20 hrs. per week a semester (15wks)
Grade Level 1	\$1237.50	\$1856.25	\$2475.00
Grade Level 2	\$1312.50	\$1968.75	\$2625.00
Grade Level 3	\$1350.00	\$2025.00	\$2700.00

To calculate how far your student worker dollars will go, use this formula:

$\text{pay rate} \times \text{hours/week} \times \text{\# of weeks} \leq \text{authorized amount}$
--

OR

$\text{amt. from line item} \div \text{\# of weeks required (15/sem)} \div \text{pay rate} = \text{\# of hrs./wk you can afford}$

APPENDIX 3 SKILLS LEVEL DETERMINATION FORM

JOB NUMBER: _____ JOB TITLE: _____

Check ONE box in each section that best describes the skill level required.

Accountability (Decision Making)

- All (most) work reviewed
- Assigned tasks done as specified
- Assigned tasks done with minimal decisions
- Judgements made (Instructor)

Confidentiality

- Does not work with confidential information
- Some work confidential
- Handles confidential work much of the time

Consequence of Error

- Limited to department, easily correctable
- Correctable, impact reaches beyond work unit or department
- Severe, correction difficult and/or impossible

Knowledge/Experience

- No previous experience required
- Easily acquired skills, minimal training
- Previous skills required and training necessary
- Complex, must have specialized skills, minimal training necessary
- Complex, highly technical, must have specialized skills.

Nature of Work

- Being there, time to study on job
- Routine tasks or duties
- Beyond routine, but must follow set, defined procedure
- None of the above, work is more complex

Supervision Required

- All (most) work reviewed
- Works independently less than 50% of the time
- Works independently more than 50% of the time
- Little supervision

Scope of Work (Contact with Others) Limited to co-workers

- Reaches to other departments
- Campus wide
- Beyond the campus

Office Use Only

Grade Level:

**APPENDIX 4A
JOB OPENING FORM**

Please supply the following information so that your student worker position can be processed correctly:

Job number: _____

Position Name: _____

Department: _____

Days and times needed: _____

Campus: _____

Contact person: _____

E-mail address: _____

Room #: _____

Extension: _____

Number of openings: _____

Date of posting: _____

Example:

[Z1234](#) Microcomputer Lab Assistant, Academic Computing
M,W,F 7:30 a.m. - 10:00 a.m., Main campus
Betty Zarske, bzarske@jjc.edu , E-1001, x2637
3 openings, 2/4/99

**APPENDIX 4B
JOB DESCRIPTION FORM**

JOB NUMBER: *(to be filled in by Financial Aid office)*

POSITION: *(highlight this text and type position title)*
Student Worker

REPORTS TO: This person is under the direct supervision of the *(INSERT SUPERVISOR HERE)*.

DUTIES AND RESPONSIBILITIES:

1. *(INSERT DUTIES HERE)*
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

QUALIFICATIONS:

1. *(INSERT QUALIFICATIONS HERE)*
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

PLACEMENT: Student Worker, Wage Tier *(to be filled in by FinAid)*
\$*(to be filled in by FinAid)* per hour

WORK SCHEDULE:
(INSERT TIMES NEEDED)

DEADLINE:

Appendix 5

**Student Employee
Timesheet**

____ / ____ / ____ and ____ / ____ / ____

Department Account Number

Week Ending Dates

Student Employee's Name

Student's ID Number

Federal Work Study? no yes

Please print clearly and fill in time worked to the nearest quarter hour.

Day	Date	Time In	Time Out	Time In	Time Out	Hours

week 1 total _____

Day	Date	Time In	Time Out	Time In	Time Out	Hours

week 2 total _____

1/2 Hour lunch breaks are without pay.

This is to certify that this student has satisfactorily performed the job responsibilities and that the timesheet represents the specific days and hours the student worked.

Total hours for pay period

Supervisor's Signature date

This is to certify that I have worked these hours and they are not in conflict with my scheduled classes and contract hour limits.

Department Chair/Administrator

Student Employee's Signature

Department of Financial Aid

APPENDIX 6 ATTENDANCE POLICY FOR STUDENT EMPLOYEES FORM

SAMPLE

Purpose: To provide a guide to student employees concerning their attendance while employed through the Financial Aid Office.

Policy: The office has an obligation to provide the best possible support to the college in the accomplishment of its goals. In order to fulfill this obligation, the office needs every employee to be on duty every day he or she is scheduled to work. Any absence places an additional burden upon fellow employees and reduces the efficiency of the office. Therefore, all student employees are expected to strive for perfect attendance by the following:

1. Maintaining reasonable health standards.
2. Making every effort to work safely.
3. Not permitting minor indispositions or inconveniences keep them away from the job.
4. Attending to personal affairs and obligations outside of working hours.

Good attendance is the most important job requirement. Failure to meet the requirement can result in dismissal.

Guidelines: An employee is absent when he or she fails to report for and remain at work as scheduled. An employee is not considered absent, of course, during periods such as vacations, holidays, days-off, and approved leaves of absence.

An employee who knows he or she is going to be absent or late has the responsibility to call the department indicating the length and reason for the absence or tardiness. The employee is responsible for properly notifying the department as far in advance of his or her starting time as possible but no later than his or her scheduled starting time.

Unsatisfactory Attendance: Frequent absences, including tardiness, constitute an unsatisfactory record. An employee who is chronically unable to be present at work cannot fulfill the job for which he or she was hired. Recurring illness constitutes unsatisfactory attendance.

One or two days of absence without notification in a three-month period is considered to be excessive and reason for dismissal. Three or more days in a month or six or more days in a three month period of reported absences is excessive and reason for dismissal.

A written note from an employee's physician may be requested to verify an illness or injury of more than three consecutive days or to ensure that the employee is sufficiently recovered to return to work.

Student Signature: _____

Date: _____

**APPENDIX 7
CORRECTIVE DISCIPLINE INTERVIEW FORM**

Student Name: _____

Date: _____

Problem:

Suggestions for improvement:

Date of expected improvement:

Outcome:

Student

Signature: _____

Supervisor

Signature: _____

APPENDIX 8 TERMINATION OF EMPLOYMENT FORM

Termination Procedure

Go to JJC portal – sign in

Choose Faculty/Staff Resources

Choose HR

Select Manager's Tool Kit

Select Employee Separation form

Fill out form on-line and submit

HR department will send Financial Aid a copy of the termination.

Departments should keep a copy for themselves

**APPENDIX 9
STUDENT EMPLOYEE EVALUATION FORM**

Employee: _____ Date: _____

Supervisor: _____ Job Title: _____

The purpose of this evaluation is to assess the student’s work performance. Both the employee and the employer are to provide input, which will be used to improve both the student’s performance. Together, both the employee and the employer are also asked to make comments and to set goals for the future.

Directions:

Using the rating system below, the supervisor and employee will rate the student’s performance of each function. Examples can be included in comments to support rating.

Quantity and/or quality of work:

- | | |
|---------------------------|------------------------------------|
| A - Outstanding Performer | consistently exceed job standards. |
| B - Competent Performer | meets job standards. |
| C - Development Performer | does not yet meet job standards. |
| D - Marginal Performer | is unsatisfactory. |

	Employee	Supervisor
Manages time effectively		
1. Completes duties in a reasonable period of time.	A B C D	A B C D
2. Seeks additional tasks as time permits	A B C D	A B C D

Student Comments: _____

Supervisor Comments: _____

Interaction with others

- | | | |
|--|---------|---------|
| 1. Is professional and friendly with a positive attitude | A B C D | A B C D |
| 2. Maintains good working relationships with co-workers. | A B C D | A B C D |

Student Comments: _____

Supervisor Comments: _____

(Continued next page)

Quantity and quality of work

- | | | |
|--|---------|---------|
| 1. Acceptable output. | A B C D | A B C D |
| 2. Maintains high quality of work. | A B C D | A B C D |
| 3. Able to make independent value judgments. | A B C D | A B C D |
| 4. Maintains confidentiality of information and records. | A B C D | A B C D |

Student Comments: _____

Supervisor Comments: _____

Dependability

- | | | |
|---|---------|---------|
| 1. Reliable and dependable attendance and punctuality | A B C D | A B C D |
| 2. Notifies supervisor in advance, if unable to work. | A B C D | A B C D |

Student Comments: _____

Supervisor Comments: _____

Appearance

- | | | |
|---|---------|---------|
| 1. Appropriate and in accordance with expectations. | A B C D | A B C D |
|---|---------|---------|

Student Comments: _____

Supervisor Comments: _____

OVERALL RATING

- | | | |
|--|---------|---------|
| | A B C D | A B C D |
|--|---------|---------|

Employee Comments: _____

Supervisor Comments: _____

I have participated in this evaluation and ____ agree ____ disagree with its contents.

Student Employee

Date

Supervisor

Date

APPENDIX 10

JOLIET JUNIOR COLLEGE
Joliet, Illinois
Work-Study Change Notice Form

Effective Date of Change _____

Name _____
Student # _____

Social Security # _____
Dept./ Office Acct. # _____

Type of Change

- Pay Rate
- Assignment
- Award

From _____ To _____
From _____ To _____
From\$ _____ To\$ _____
Hrs. Wk. _____ Hrs. Wk. _____

- Termination
- FWS to CWJ
- Other _____

Reason for Change _____

Approvals

Supervisor _____ Date _____
Department Chairperson _____ Date _____
Financial Aids Coordinator _____ Date _____

Distribution: WHITE – Payroll YELLOW – Department Chairperson PINK – Financial Aid Coordinator

APPENDIX 11

NON-DISCRIMINATION POLICY

Joliet Junior College does not discriminate against qualified employees or applicants for employment on the basis of race, color, age, marital status, sex, national origin, ancestry, religion, veteran's status, disability, arrest or conviction record, or other factors which cannot lawfully form the basis for an employment decision.

In accordance with the Americans with Disabilities Act (ADA), employers may not discriminate on the basis of a disability in the recruitment, hiring, retention, or promotion of employees. Employment opportunities must be made available when it can be shown that, with or without reasonable accommodation, the individual can successfully perform the essential functions of the job.

APPENDIX 12

DRUG-FREE POLICY

To conform with the federal Drug-Free Policy Act of 1988 Public Law 100-690, Section 5151 et. seq. and to further the educational aims of the institution, the College hereby enacts this Drug-Free Policy. By establishing this policy the College seeks to improve the work environment by reducing and eliminating drugs in the workplace.

I. Definitions

- A. The term “contractor” shall mean the department, division, or other unit of the College responsible for performance of a federal contract.
- B. The terms “controlled substances” or “drugs” shall be defined as the term “controlled substances” is defined in Schedules I through V of Section 202 of the federal Controlled Substances Act (21 U.S.C. 812).
- C. The term “criminal drug statute” shall mean a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.
- D. The term “employee” or “employees” shall mean full time or part time employees, employees under contract, independent contractors and their agents and employees, student workers and temporary workers.
- E. The term “conviction” shall mean a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.
- F. The term “federal agency” shall mean any department, agency or unit of the federal government.
- G. The term “federal contract” shall mean a contract or sale of property or services of a value of more than \$25,000 to a federal agency.
- H. The term “federal grant” shall mean any grant from any federal agency.
- I. The term “grantee” shall mean the department, division, or other unit of the College responsible for the performance under the grant.
- J. The term “workplace” shall mean the College’s buildings and grounds and off-campus sites leased or controlled by the College or sites used by the College in any sanctioned activity.

II. Prohibited Conduct

No person shall unlawfully possess, use, dispense, distribute, or manufacture any controlled substance or drugs in the workplace.

III. Notice of Conviction

- A. Any employee who is convicted of unlawfully possessing, using, dispensing,

distributing, or manufacturing any controlled substances of drugs within the workplace, must notify the Director of Human Resources in writing within five calendar days of the conviction.

- B. If the employee is directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract, the College shall give notice of the conviction to the federal agency with whom it has contracted or from whom it receives the grant within ten calendar days of receiving notification of conviction.

IV. Discipline and Dismissal

- A. Discipline for violating the Drug-Free Policy shall be governed by the College disciplinary and termination policies. Nothing contained herein limits the right of the College under federal, state or local law, to discipline the employee, up to and including termination, for violation of any College policy or rule.
- B. In place of any disciplinary sanctions for violating of the Drug-Free Policy, the College in its discretion may require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program designated by the College and approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- C. Within thirty (30) days after receiving notice of conviction under Section III the College will take the appropriate disciplinary or referral action set out in parts A and B above.

IV. Dissemination of Policy

- A. All employees will receive a copy of the College's Drug-Free Policy found in Joliet Junior College's Student Handbook and Calendar.
- B. Failure of an employee to receive a copy of the Drug-Free Policy will not constitute a defense to violations of the College's policy or rules.

V. Drug Awareness Program

The College will institute and maintain a drug awareness program to inform employees about: (a) the dangers of drug abuse in the workplace; (b) the College's policy of maintaining a drug-free workplace; (c) any available drug counseling rehabilitation and employee assistance programs; and (d) the penalties that may be imposed on employees for drug abuse violations.

APPENDIX 13

SEXUAL HARASSMENT POLICY

The Board of Trustees of Joliet Junior College, Illinois Community College District No. 525, has determined that a working environment wherein sexual harassment of employees is permitted fosters disrespect for fellow employees and supervisors, interferes with an employee's work performance, and creates an intimidating, hostile work environment. The Board has also determined that the sexual harassment of students interferes with the learning process and fosters disrespect for the individual's dignity. Accordingly, it is the policy of this Board that sexual harassment of employees or students of the Joliet Junior College shall not be permitted.

Sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or the enjoyment of any benefit offered by academic or extracurricular programs; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic or extracurricular enrollment, achievement or advancement decisions; or (3) such conduct has purpose or effect of substantially interfering with an individual's academic, extracurricular or work performance or creating an intimidating, hostile or offensive working environment or learning environment.

Employees or students who are the victims of sexual harassment are encouraged to notify Joliet Junior College through the appropriate Vice President, or if the Vice President has allegedly committed the acts of sexual harassment complained of, through the President. Such report shall be made in writing detailing the specifics of the charge. If the employee or student is dissatisfied with the response of the Vice President or President, he or she may appeal the matter in writing to the President or the Joliet Junior College Board of Trustees (through the Board Chairman), respectively. If the President has allegedly committed the act or acts complained of, the report shall be submitted to the Chairman of the Board of Trustees.

Flagrant or repeated incidents of sexual harassment are hereby deemed to be just cause for disciplinary action to and including termination. Such incidents shall be grounds for the suspension or expulsion of a student who shall commit the same.

When there is substantial evidence of violation of this policy or violation of provisions of Title VII and or Title IX as they apply to sex discrimination, Joliet Junior College shall take appropriate action that may include termination, suspension, warning and/or such other disciplinary action as may be warranted.