

# Vassar College

## Student Employment Handbook



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## INTRODUCTION & MISSION

The Student Employment Office is part of Student Financial Services and assists students in finding on campus jobs.

### ***Our Mission***

*To support the educational goals of Vassar College and its students by offering part-time on-campus and off-campus employment opportunities for students demonstrating financial need. By providing assistance in the operation of the Vassar campus and community with administrative and academic support and resources, students are able to achieve both professional and personal development.*

There are a wide variety of student jobs, and many departments rely upon student workers to lend support to the numerous tasks to ensure the successful daily operation of Vassar College. The Student Employment Office helps employ approximately 1700 students during the academic year, and offers a limited number of academic break positions. Wages vary according to the job.

The Student Employment Office collaborates with all departments, employers, community partners, and students, in order to provide a safe and enjoyable work experience for all. The Student Employment Office Task Force, which is made up of faculty and administrators, work together to further develop various policies and position requests. The Student Employment Office works directly with Payroll and Human Resources in order to comply with all state and government regulations. All Student Employment related information can be found on the Student Employment website, also referred to as JobX. The Assistant Director of Financial Aid/Student Employment reports to the Director of Financial Aid. The Student Employment Office is located in Student Financial Services in the Main Building.

## FINANCIAL AID

Financial aid is awarded to students on the basis of need as determined by the college. Financial need is defined as the difference between the total budget and the Expected Family Contribution (EFC), and represents a student’s eligibility for financial assistance. The financial need is met first from any outside scholarships or benefits for which a student is eligible. Additional need is met from self-help sources such as loans and/or student employment, followed by grant or need-based scholarship aid beginning with any federal or state grant/scholarship aid for which a student is eligible.

A student’s financial aid award may include a job on campus or through Community Service Work Study for the academic year, either in the form of Federal Work Study (CWS) which is

need-based financial aid, or the Institutional Student Employment Program (ISEP) which is non-need based. This gives students the opportunity to work part-time during the academic year to assist with other expenses i.e. books, personal items and/or travel. Regardless of the type of award, students on financial aid are given priority during the job registration process. Please note that students must have a Federal Work Study (CWS) award in order to participate in the Community Service Works Study Program.

Earnings from student employment will not be credited in advance against standard billing costs. The employment allocation does not represent a guaranteed earnings figure, as it depends on such factors as class schedule, needs of the various departments, availability, and ability to fill a position.

### ***Student Employment Eligibility***

All matriculated Vassar students enrolled in at least 2 units are eligible for on-campus employment with priority given to students awarded either a Federal Work Study Allowance (CWS) or an Institutional Employment Allowance (ISEP) as part of their financial aid package. These award amounts represent the maximum amount a student may earn from his/her work-study job during the academic year. A limited number of positions may be available for students who are not eligible for student employment. Due to Federal regulations, students who are studying abroad are not eligible to work on campus during that time.

Many of the federal work study policies concerning student employment are linked to financial aid. Policies stem from legislative mandates, federal financial aid regulations, institutional policies, and budgets. Vassar, however, mandates that all students who work be treated equitably, regardless of their financial aid status. Although financial aid students receive priority consideration for jobs, the policies are the same because Vassar College has made a commitment to provide jobs to all those who are eligible. Beyond the priority, there is no distinction.

Fall job registration for the upcoming academic year begins August first for students awarded campus employment (CWS/ISEP). After the first month of the semester, registration is available to all students regardless of financial aid status. All students can continue to apply for jobs throughout the fall semester. Spring registration begins the first day of classes in the spring semester. Similar to fall registration, students with CWS/ISEP receive priority during this month. After the first month of the semester, registration is available to all students regardless of financial aid status.

### ***International Students***

International students with an F-1 or J-1 visa status who receive financial aid may work, but will need to apply for a U.S. social security number (paychecks cannot be produced without one). This is coordinated with Andrew Meade, Director of International Services. For further information, please contact Andrew at [anmeade@vassar.edu](mailto:anmeade@vassar.edu) or by phone: 845-437-5831. The F-1 or J-1 visa status allows the student to work on campus only. International students who are not on an F-1 or J-1 visa may not work unless they obtain special employment

authorization through the INS. International students seeking first-time employment at Vassar should come to the Student Employment Office to request assistance.

In order to obtain a social security number, you must have been hired into a job. The Office of International Services will arrange for a social security representative to visit campus early in the fall semester to facilitate the social security application process. After the visit in the fall, and any time in the spring, for any students who obtain a job and need to apply for a social security number, the Office of International Services will coordinate trips to the SSA office with one or more of the department's interns. The Student Employment Office may provide the Social Security Administration with a letter to issue an official social security number. **\*Note: You must secure a job prior to applying for a social security number.** International students can work prior to receiving a Social Security number; however, they must complete the I-9 form in the Student Employment Office.

## REQUIRED DOCUMENTATION

In order for a student to be employed by Vassar College, certain documents must *first* be filed in accordance with federal laws. All students, including U.S. citizens, must file an Employee Withholding Allowance Certificate (W-4) for the IRS and an Employment Eligibility Verification Form (I-9) prior to beginning their campus employment. Once completed, these forms are generally good for all four years. Per the NYS Department of Labor Standards, a student attending Vassar does not need working papers in order to work on campus through Student Employment.

A student cannot be formally hired in our student employment software, JobX, or begin employment until both the I-9 and W-4 forms are completed. Departments must not allow a student to work until these forms are completed\*. A student will not have access to their web time sheet until the forms are completed and returned to the Student Financial Services Office. The college may not pay for work done before these forms are received. **\*Note: The only exception to this is when an international student has completed the I-9 and has not yet received a social security number. He/She can begin work and must keep track of their hours. Once the student receives the SSN, he/she will need to stop into the office to complete a W-4 and will need to submit their hours worked in order to get paid.**

The completed W-4 can be dropped off to the Office of Financial Services at any time. Once a student is verbally hired by a supervisor, they must bring their ID documents and complete the I-9 form in person with someone from the Office of Financial Services. Once both forms are completed and turned in, the department can then formally hire the student in JobX and they can begin working on that date.

### ***I-9 Form***

Federal law requires Vassar to verify every student employee's identity and employment authorization by filing an Employment Eligibility Verification form, otherwise known as an I-9 form. The I-9 requires proof of citizenship and valid identification. It insures that only legally eligible individuals work in the United States. The form is required by federal law administered by the U.S. Department of Justice. Students must go through this verification process once,

before they begin working. Students should be prepared to provide the appropriate documentation at the time they submit the I-9 form to the Student Employment Office. Actual documents are required; the Student Employment Office cannot accept photocopies or facsimiles.

A list of the most readily available required documents follows. A more detailed list is available on the [last page of the I-9 form instructions](#) (click).

*U.S. Citizens:*

1. A U.S. Passport. This document cannot be expired.

OR

2. An official birth certificate and a photo ID. The birth certificate must be an original or an official copy. The ID card may be a Vassar ID card or state issued photo ID card or driver's license, bearing a recent photograph.

OR

3. A Social Security card and a photo ID card. The Social Security card must be the actual card. The ID card may be a Vassar ID card or state issued photo ID card or driver's license, bearing a recent photograph.

*Permanent Residents:*

A Permanent Resident Card or or Alien Registration Receipt Card (I-551)

*F-1 and J-1 Status:*

J-1 Status requires unexpired foreign passport, form I-94/Form I-94A and Form DS-2019;

F-1 Status requires unexpired foreign passport, form I-20 and a valid Form I-94 or Form I-94A

## ***W-4 Form***

The W-4, Employee Withholding Allowance Certificate, directs Vassar College Payroll to withhold the correct Federal income tax from your pay. A W-4 requires the individual to have a valid U.S. social security number. International students waiting for a Social Security number must wait to complete the W-4 and are required to keep track of their hours. Once they receive the Social Security number, they will need to complete the W-4 and submit paper time sheets for any previous pay so they can get paid for the hours they have worked. By law, Student Employment is not permitted to advise a student on how to fill out the W-4.

## **JOB REGISTRATION**

The upcoming year's registration process begins in July with each department's review of the job descriptions on JobX. Once approved by Student Employment, job descriptions then become available to students during job registration for the upcoming academic year.

Student job registration begins late summer for all incoming and returning students who have a student employment allocation in their financial aid award. Students who do not have a student employment allocation in their financial aid award are eligible to apply and be hired for jobs

after the first month of each academic semester. Registration dates vary upon the academic year and can be found in the annual job registration schedule on JobX.

During the summer, all Vassar students qualifying for work study, including JYA students returning to Vassar for the fall, receive an e-mail notification from the Student Employment Office with job registration instructions. Students who want to return to the job they held in the previous year can either apply during registration, or speak with their employer and have the employer hire them through JobX. In the case of rehiring a student, if an employer and student worker agrees upon employment for the upcoming year, he/she can hire the student after July 1<sup>st</sup> as long as the student has a financial aid award.

Students who would like to apply for a different position can simply follow the registration instructions. In the case where a student does not want to return to the position in the fall or the department does not want the student to return in the fall, they are encouraged to discuss this with each other prior to registration so both the student and the employer are aware.

There are a limited number of positions on campus that can submit a request to Student Employment in order to hire a student who does not qualify for work study. All positions on campus are expected to give priority to students who qualify for work study. In the event that there is a need for an exception, the employer must submit this request in writing and include the student's name, ID and email to [stuemp@vassar.edu](mailto:stuemp@vassar.edu). Student Employment will review the request, and if approved will hire the student in JobX if it is prior to the date where all students can be hired. Please note that these positions that may need to request an exception typically have high level responsibilities, specific qualifications and/or job requirements. A limited number of exceptions are made in order to meet our commitment for providing employment to those that qualify for work study. However, Student Employment understands that there are certain positions on campus that may need more attention in the hiring process and are willing to take these requests into consideration. Academic Interns and returning Research Assistants are exempt from the work study requirements. A list of Academic Interns as well as any returning Research Assistants (students who held the RA position in the previous year) not on work study, must be provided to Student Employment in order to hire them in JobX.

After applying for a job through JobX, employers are able to access the list of students who submitted a job application in JobX. Employers are then able to contact students to set up interviews upon returning to campus, or can simply hire/re-hire the student. It is up to the department to determine whether or not the student has the necessary skills, appropriate schedule, etc. to do the job. Upon hiring a student in JobX, the student will be sent an email notification. It is important that employers communicate with all students during the process, regardless of whether they are hiring, setting up an interview, or have already filled the job. JobX allows employers to easily mass-communicate to job applicants by a message. Once all vacancies for a position are filled, the job will no longer be visible on JobX.

### 16-17 Enrollment Requirements

Class Year	Fall '16 Semester	Spring '17 Semester	Meets enrollment requirements for fall semester '16 eligibility?	Meets enrollment requirements for spring semester '17 eligibility?
Freshmen Sophomore Junior Senior	Enrolled	Enrolled	Yes	Yes
	Not Enrolled	Enrolled	No	Yes
	Enrolled	Not Enrolled	Yes	No
	Not Enrolled	Not Enrolled	No	No

### On-Campus Jobs

Student jobs within academic departments and programs fall into the following categories: Academic Interns, Research Assistants, Office Assistants, and Miscellaneous Support positions. The Academic Intern Program enables departments to nominate exceptional undergraduates to serve as junior colleagues in the work of the department or program. Departments and programs make their nominations to the Dean of Studies, who will review each nominee's academic and other qualifications prior to making the appointment.

Research Assistants aid faculty members both in their ongoing research projects and in substantive academic tasks associated with course work. They are particularly expected to do library and bibliographic research. They are not expected to do office work, and assessment of the quality as well as the quantity of their work is a continuing responsibility of the faculty member to whom they are assigned. Faculty members should be sure that the work of their research assistants is genuinely contributing to the goals they have established and the students have worked the hours they claim to have.

Office Assistants are expected to supplement the operations of the departmental or program office. Generally, they are not expected to work at as high a level of independence as research assistants.

Department Support Positions cover a variety of areas on campus and will generally be maintained at existing levels, based on actual usage of student help as determined by the Student Employment Office. Some of the positions developed in the expansion of the student employment program have been redefined as Program Interns or Technical Assistants in this category of student employment. Departments and student organizations may also hire students into temporary on-campus positions that fall into this category. Temporary positions are typically hired on an as need basis, and are funded by either the department or a grant. Pay rates vary based on the type of job and skills required to perform the job.

These positions are paid hourly as it allows for the college to maintain regulations set forth by the Federal government as well as the Fair Labor Standards Act. This includes any short term



positions funded by either the Student Employment Office, the VSA or department funded positions.

### ***Off Campus Community Service Work Study (CSWS)***

In addition to on-campus jobs, students with a Federal Work Study award (CWS) can also take advantage of community service jobs. Students have the opportunity to work at a local not-for-profit or public sector organization to provide services to help benefit the local community. This program is funded through Federal Work Study funds in support of community outreach. The college must contribute a minimum of 7% of their FWS funds towards community service positions. Community service positions are meant to provide enriching experiences for both our community partners and the students working there. Education is the primary focus of this program, with job placements in tutoring, literacy, a range of after-school programs, community advocacy, elder care etc. Students are expected to attend orientation, training, and reflection/evaluation programs as part of their hours worked.

A list of community partners and available positions can be found on JobX where the student has the ability to search and apply through the website. The student will work directly with the employer to set up an interview, ask questions about the position, determine a schedule etc. Any further information regarding the program can be directed to Student Employment at [stuemp@vassar.edu](mailto:stuemp@vassar.edu) or 845-437-5286.

In most cases, students will need transportation to their community service job. The Poughkeepsie Shuttle route reaches many agency sites. Other sites are within walking/biking distance of the campus. When these options are not feasible, the college has contracted with a local taxi company to provide transportation for students. The Office of Financial Aid works directly with the taxi company to develop a transportation schedule for students. All transportation information can be found under the CSWS section on JobX.

### ***Break Jobs***

Winter, spring and summer break are considered non-enrollment periods, therefore, regular campus jobs are suspended during break and students are not allowed to work in their regular campus job.

There are a few on-campus jobs available during breaks, and these are handled differently from regular academic year positions. For Winter and Spring Break, priority consideration is first given to international students on financial aid followed by students with high financial need who are able to work full-time (37.5 hours per week) during the full break period. For Summer Break, Student Employment allows an open registration for students under a specific Expected Family Contribution (EFC) based on previous year data. Those who meet the criteria will be able access the Summer Break Registration online. Employers are asked to give priority to International students on financial aid, but it is up to the departments to do the interviewing and hiring. Student Employment will monitor the student hires in order to ensure a fair and equitable hiring process, and has the final say in student hires. The Student Employment Office notifies eligible students of the job registration process prior to break and handles all job placements. All other students who would like to be considered should inquire with the Student Employment Office.

Students must also meet certain enrollment requirements in order to be considered eligible for a break position. The student must be enrolled at Vassar and have financial need during the semester for which the break falls within. The student must also have financial need for the spring term if s/he is looking to apply for a summer break job. Additionally, the student must be planning to attend school during the next period of enrollment and must have financial need for that period. The chart below defines the criteria for each class year during the academic year.

**16-17 Break Enrollment Requirements**

Class Year	Fall '16 Semester	Spring '17 Semester	Meets enrollment requirements for <b>winter break '17</b> eligibility?	Meets enrollment requirements for <b>spring break '17</b> eligibility?	Meets enrollment requirements for <b>summer break '17</b> eligibility?
Freshmen Sophomore Junior	Enrolled	Enrolled	Yes	Yes	Yes as long as the student is planning to enroll for fall '16 semester
	Not Enrolled	Enrolled	No	Yes	Yes as long as the student is planning to enroll for fall '16 semester
	Enrolled	Not Enrolled	No	No	No
	Not Enrolled	Not Enrolled	No	No	No
Senior*	Enrolled	Enrolled	Yes	Yes	No
	Not Enrolled	Enrolled	No	Yes	No
	Enrolled	Not Enrolled	No	No	No
	Not Enrolled	Not Enrolled	No	No	No

\*Any Senior graduating spring '17 is not eligible for summer break employment, however s/he is eligible to work the Reunion; any Senior graduating during the fall semester is not eligible for winter break employment

Wages earned during breaks (winter, spring, and summer) do not count toward the student's academic year earnings limit as they are considered non-enrollment periods. Students are to work no more than 40 hours per week at the very most during a break period. Anything beyond 40 hours is considered over time and this requires the department compensating students with additional overtime wages.

*In the event where a department does not follow the policies above regarding suspending academic positions during break and/or prohibiting overtime hours during break, the department will be required to fund the earnings for the hours worked during the break period. Student Employment will instruct the department how to handle this process.*

October break is a break only from the regular meeting of classes. It is not considered a period of non-enrollment. The services which the college offers continue in the normal "class-in-session" mode. Regular student jobs continue. Supervisors of offices which provide full services during this "break" should inform their student employees of this fact at the outset of employment. Arrangements for a work schedule, other than the one worked out at the beginning of employment, should be addressed well in advance of the October break to avoid and confusion. Students are not allowed to work beyond their eight to 10-hour weekly limit, and these earnings count toward the student's academic year earnings limit.

## ***Federal Sponsored Research Positions***

There are a variety of Federal Sponsored Research positions on campus. The majority of these positions are available during the summer however there are a small number that are available during the academic year. The supervisor or individual overseeing the grant must complete a Questionnaire for Student and Post-Baccalaureate Research Payments in order to determine the appropriate method of payment and tax withholdings in accordance with state and federal labor laws and IRS regulations. This form can be found on the website or obtained by contacting our office.

The chart below compares the two types of payment and the designated offices involved in the process.

<b>A. PAYMENT IS WAGES FOR "WORK"</b>	<b>B. PAYMENT IS FOR "SCHOLARSHIP/FELLOWSHIP". No services required.- IRS Section 117(c)</b>
<p>Paid through Payroll - (State &amp; Federal Taxes withheld, W-2 issued)</p> <p><u>Current Vassar Students:</u> Processed through Student Employment (JobX)</p> <p><u>Former &amp; Non-Vassar students:</u> Processed through Human Resources (Status Change Form)</p> <p>If wage is greater than \$455/week, fixed bi-weekly wage may be paid.</p> <p><b>OR</b></p> <p>If wage is less than \$455/week, must be paid on hourly basis for actual hours worked. Work hours recorded on timesheet. Overtime pay applies to hours worked over 40/week.</p>	<p>Paid through Accounts Payable - (no taxes withheld) Direct Payment Requisition Form.</p> <p>Fixed payments of one or more lump sum(s)</p> <p><u>Current Students:</u></p> <p><i>US Citizens and Resident Aliens:</i> No withholding/No Reporting Rule. Student's responsibility to report income to IRS for "non-qualified" expenses. No 1099 issued.</p> <p><i>Non-resident Aliens:</i> No withholding. 1042S issued.</p> <p><u>Former &amp; Non-Vassar students:</u> No withholding. Considered taxable income by IRS.</p> <p><i>US Citizens and Resident Aliens:</i> 1099-misc issued.</p> <p><i>Non-resident Aliens:</i> No withholding. 1042S issued.</p>

Student Employment and Human Resources will review the questionnaire and determine the proper process for payment. Positions that have been approved for payment for scholarship/fellowship will be notified by Student Employment. The payment is intended to offset living expenses for the student during the summer. In order to ensure that a student is focusing on the research that is being funded, students who are approved to receive payment for a scholarship/fellowship during the summer may not also hold a paid campus position.

Positions funded through Federal Sponsored Research require effort reporting certification. Time reports for hourly, non-exempt employees who are paid bi-weekly will serve as effort reporting certifications. Time reports are approved by the Principal Investigator or by a proxy assigned by the Principal Investigator. These individuals have first-hand knowledge of all work performed by the employee. The approver reviews the time reports for accuracy of hours recorded, and certifies that the amounts for the period represented are reasonable for the actual effort expended.

## **PAYROLL**

### ***Payroll Process***

Students are paid every two weeks according to the payroll schedule, which is available on JobX and distributed to students and departments annually. The weekly student work period runs from Monday to Sunday. Student earnings are distributed by check unless a student has completed all of the necessary paperwork for direct deposit.

All student employees are expected to submit their electronic web time sheet(s) through Banner Online by the payroll deadline of 12pm Monday on the designated payroll week. This allows employers to approve time sheets by the deadline of 5pm Monday on the designated payroll week. In the event that a paper time sheet is submitted by a student after the payroll deadline, the pay will be processed with the next pay cycle. Hours should always be rounded to the nearest quarter hour i.e. 15 minutes = .25; 30 minutes = .50 and 45 minutes = .75. The last check of each semester is sent to the student's permanent home address, unless the student provides the Post Office with alternate address information.

### ***Submission of Time Sheets***

It is expected of employers to approve time sheets prior to the deadline in order to avoid jeopardizing a student's pay. Reminders are continually sent out to students and approvers.

Student Employment is here to assist both the employee and the employer in order to ensure an accurate and timely submission. The timely submission of correctly filled-out and approved time sheets is the responsibility of *both* the student employee and the employer.

*Every employer should have a back-up proxy that can assist in time sheet approvals in the event that the employer is unexpectedly out of the office. The proxy will not be notified with the standard reminder emails, but he/she will be contacted in the event that there are unapproved time sheets and the Student Employment Office is unable to get in contact with the employer. It will then be up to the proxy to verify and approve employee time sheets.*

If an employer does not approve time sheets for a specific payroll, he/she will first be contacted by email from Student Employment. If this is a reoccurring issue by an employer throughout the academic year, the employer's direct supervisor will be contacted in order to seek out a viable resolution.

The timely submission of student hours worked is the responsibility of both the employer and the student. In the event that a student has not been paid for hours worked during a specific payroll period (by either failing to submit time online or failure of an employer to approve time), any late time sheet must be submitted within two weeks of the missed payroll deadline. Federal regulations state that employees must get paid for the hours he/she has worked, and failure to

turn in time sheets by the payroll deadline is a violation of our student employment policy and federal regulations.

*All academic year timesheets must be submitted by no later than the payroll directly after Reunion Weekend in early June. Time sheets submitted after this date for positions which ended no later than the last day of the academic year will not be paid under the Student Employment budget. Rather, the funds will be paid through the department/office budget.*

It is extremely important that time sheets are submitted accurately, and prior to the deadline, otherwise a delay in the payroll process is likely to occur. Inaccurate reporting of hours worked is a violation of the Fair Labor Standards Act of 1938 as well as the policies of the Student Employment Office at Vassar. For more information regarding falsification of a time sheet, please see the section which discusses discipline and termination policies.

It is highly encouraged that employers have a time log or some way to document student hours if at all possible (a department may use a sign in/out sheet or a time clock etc.). This helps the employer approve the correct time for a student's hours. In some situations, there may be a discrepancy between what the student worked vs. what the employer approves and it provides some form of documentation to refer to. Additionally, if the employer is out of the office unexpectedly and there are time sheets due, it is required that the back-up proxy then reviews and approves the time sheets. Having some form of documentation of hours allows the proxy to approve the time sheets accurately. We realize that not all positions can have a time log due to the nature of the work. In those cases, we leave it up to the employer in order to determine the most appropriate way to verify student hours. We encourage time sheet approvers of Research Assistants and Academic Interns to reach out to the faculty members periodically during the school year to ensure that the students are meeting the hourly expectations of the jobs.

### ***Off-Campus CSWS Time Sheet Process***

Off-campus CSWS employers have various options for time sheet approvals. Students will always log their hours on their Vassar electronic web time sheets. There are limited agencies that are able to approve web time sheets, and while they are considered off-campus CSWS agencies, they are to follow the on-campus time sheet approval process. For those that do not have web time sheet access, Email/Fax the student time log to the Administrative Assistant for Student Employment each pay period. Reminders are sent out prior to the deadline and upon receiving the time logs, the AA from Student Employment is able to approve the student's web time sheets.

Off-campus agencies are expected to submit their time logs by 5pm Monday of the designated payroll period. In the event that the time logs are not submitted by the deadline, a courtesy reminder email will be sent to both the student and employer at the CSWS agency explaining the issue and options. The options may include but are not limited to: Having another employer at the agency fax, email the time log, doing a correction for the next pay cycle etc.

If the delay in submitting a time log is a reoccurring issue by an off-campus agency throughout the academic year, the Director of Student Employment will work directly with the employer of the agency assigned to submit time logs, as well as other individuals involved with the agency and the CSWS program. Otherwise, failure to submit time logs regularly jeopardizes the CSWS program's relationship with the off-campus agency, and may result in the termination of the contracted community partnership.

### ***Pay Rates***

In accordance with the Fair Labor Standards Act of 1938 (FLSA), all students are considered non-exempt employees, and must submit their hours worked prior to the end of each pay period. All student positions are paid an hourly wage of \$10.00/hr.

### ***Direct Deposit***

Students can opt to sign up to have their paycheck directly deposited into their bank account. Any student interested in signing up for direct deposit must sign up electronically in Banner Online. It can take up to two complete pay cycles for the direct deposit to become active. We highly encourage students to take advantage of this feature as it is the most efficient payment method and helps avoid any issues that may arise with the distribution of paper checks. If at any time a student wishes to opt out of direct deposit or update their bank information, you can do so in Banner Online. The steps for this process can be found on the student page in JobX under Additional Forms & Resources.

### ***Hour & Earning Limits***

For students with a student employment allowance (CWS or ISEP) in their financial aid package, the total annual earnings may not exceed his or her allotted award. The Office of Financial Aid sets the earnings limit which pertains to all students regardless of their financial aid status. A student's grade level determines the number of hours he/she is eligible to work per week, and the maximum amount that can be earned per academic year.

<b>Class Year</b>	<b>Average # Hours Per Week</b>	<b>Maximum Earnings Per Year*</b>
First Year	8 hours/week	\$2160
Second Year	9 hours/week	\$2700
Third Year	10 hours/week	\$3000
Fourth Year	10 hours/week	\$3000

\*Please note that maximum earnings per year do not include winter, spring and/or summer break earnings.

Employers are encouraged to consider the hour and earnings policy when scheduling students for work, and continue to monitor the hours throughout the year. In addition, Student Financial Services will monitor all student earnings throughout the academic year, and will contact

students who are earning at a rate that may put them over their earning limit prior to the end of the year. Students are encouraged to contact the office to discuss any earning or hour issues.

### ***Vassar College Student Payments***

Per the IRS, stipend payments should not be used as a form of payment to students performing work-related services and payment should be paid either hourly or salary depending on the number of hours being worked. During the academic year, students will always be paid hourly due to working 8-10 hours per week. If a position is related to study and research, there may be jurisdiction to pay the student a stipend out of the department budget or grant. Contact Student Employment for any questions regarding student payments.

### ***Lunch Breaks***

*Employers are not required to provide a paid meal break but are required to provide a meal break. As per NYS legal requirements, non-factory workers are entitled to a 30-minute lunch break between 11:00am and 2:00pm for shifts six hours or longer that extend over that period and a 45-minute meal break at the time midway between the beginning and end of the shift for all shifts of more than six hours starting between 1:00pm and 6:00am.*

### ***Lost or Stolen Paychecks***

If a check is lost or stolen, the student should come to the Student Employment Office to discuss the situation, and complete a Lost Check Form (available on JobX under Additional Forms & Resources). Most checks lost on campus are returned to the student's box within a week's time. Students are encouraged to be very careful with paychecks, and it is highly recommended that students sign up for direct deposit. When a check is lost, a stop payment order will be issued to the bank which will take the bank seven to 10 days to process. (Although banks usually charge for stop payment orders, the college does not currently charge students for this service.) If the bank notifies the college that the lost check has not been cashed, the Payroll Office will issue a replacement check within two weeks. If the bank notifies the college that the check has been cashed by someone other than the student, the student must seek restitution through the bank.

The college requests that students cash their checks soon after the payday and not hold them for long periods of time. Checks held longer than six months must be reissued as they are considered stale-dated and the bank may not honor them. Vassar must reconcile its bank account regularly, and checks held out and not cashed complicate this process.

### ***Income Taxes***

The W-4 is used to determine how much (if any) tax should be withheld from a student's pay. W-4 forms are available at the Student Employment Office. Vassar also withholds New York State income taxes based on the W-4. Students are not automatically exempt from having income taxes withheld. Even federal work study wages are taxable income. International



students should check their country's tax treaty status to determine if their earnings are exempt from U.S. taxes. Students should direct questions regarding the W-4 and taxes to their parents, an accountant, or the IRS. The tax assistance hotline is 1-800-829-1040.

In accordance with the Internal Revenue Code, the college provides all students with a W-2 (Wage and Tax Statement) at year-end. This is sent by January 31 for the preceding calendar year's earnings, and is mailed to the student's permanent home address. W-2 forms from Vassar should be used to file the federal and state tax returns. A copy of the W-2 for current international students will also be mailed to their campus box. It is the responsibility of the taxpayer to file the appropriate income tax forms annually.

## **Student Employment Policies & Procedures**

### ***Workplace Guidelines & Training***

Proper supervision of student employees is primarily the responsibility of the supervisor in the department. Supervisory responsibilities include managing student time sheets, preparing, writing and/or updating job descriptions on an annual basis, communicating job expectations to student employees, evaluating job performance, and taking disciplinary action, when warranted.

#### **Detailed Responsibilities**

Students are an important component of Vassar's labor force. They usually demonstrate initiative and respect confidentiality when given proper instructions. The key to good performance by students lies in good training and good supervision. Responsible employers give thought to the jobs they design for students and provide attentive direction and opportunity for feedback. It is important for the supervisor to recognize that his/her responsibilities include providing supervision that teaches the job, the value of the work, and good work ethics. Students can, and should, gain knowledge and skills from their work experience at Vassar. Below are some tips for students to ensure a successful student employment experience:

- Be timely and dependable
- Dress appropriately; self-expression is encouraged at Vassar, but appropriate attire and standards that a particular department may expect should be discussed between supervisor and student at the time of hire.
- Be courteous, positive & professional
- Maintain confidentiality; many offices require confidentiality among office information and it is important that students maintain privacy.
- Be efficient and accurate
- Be communicative
- Be honest

During the hiring process, supervisors should discuss the job description, schedule, and other details and fully explain their expectations. Review the job and be sure that enough training will be provided to ensure the student's ability to do the job. Try



to schedule a new employee orientation time to discuss responsibilities and to suggest ways to cope with schedule conflicts. Orientation and training time are legitimate hours worked and should be paid.

Supervise the student's work; give deadlines for assignments whenever possible, and evaluate performance frequently. Praise and encouragement go a long way, but always be honest. Students can and should learn valuable lessons about accepting both praise and constructive criticism. When a job is mundane and tedious, try to blend it with something exciting. Try to ascertain from the students what special skills and interests they have and adapt them to the workplace. This encourages the students, helps to maintain their interest, and adds a fresh, positive perspective to the work environment.

Explain the procedures that you will follow in dealing with infractions (a student who does not show up for work, for example, or one who is frequently late) so that the student will know in advance the consequences of these failures. Defined policies regarding lateness and absenteeism will make these issues easier to deal with should they arise.

### ***Discipline & Termination Process***

For all of our student employees, work should be viewed as part of their education. Employment should be a learning experience for the students. For the majority of students, employment is part of their financial aid package, and for some students this may be their very first job. Employers must set clear rules and expectations up front so that students know what is expected of them.

Not every student will be a perfect fit for a particular job. Careful consideration should always be given prior to termination of a student's employment. Nevertheless, if a student is unreliable or fails to perform required responsibilities, he or she may be terminated. The Discipline & Termination Process below should be followed in order to maintain fair and equitable treatment in all situations. Students are entitled to prior notice and termination should not come as a surprise. The best termination is one where both parties agree that the placement is not working and resolve to end the employment. When this happens, there are seldom bad feelings, and the student may seek a more appropriate position elsewhere on campus.

We hope that good communication can help prevent reaching the termination process. But if discipline is required, please follow the steps below:

- i. The employer should give a verbal warning to the student indicating the problem(s) and suggestions for improvement. The employer is encouraged to state "this is a verbal warning" and outline the consequences if performance is not improved (i.e., progressive discipline and dismissal process). It is recommended that the employer document this occurrence.

- ii. If the situation does not improve, the employer should issue a written warning to the student stating the problem and the terms to be met if employment is to continue. The student should be given an opportunity to improve by a certain date. A copy must be sent to the Student Employment Office.
- iii. If the student fails to improve, written notice of termination is given to the student by the employer of the department. All grounds for termination should be stated. A copy must be sent to the Student Employment Office. To complete the termination, the employer must complete the Termination Request on the Contact Us page of JobX.

We always encourage the employer to contact the Student Employment Office with any questions during the discipline process. In the case of flagrant violations, the above procedures for discipline may not be deemed appropriate, and judgment by the supervisor is often necessary. Examples of these types of violations include but are not limited to:

- Falsifying a time sheet
- Stealing
- Insubordination
- Breach of confidentiality
- Physical or sexual abuse

Departments should contact the Student Employment Office immediately in any of these cases. In such cases, students may be charged with violating college regulations and may be brought before the Dean of Students for disciplinary action. Repayment of any federal funding and loss of future employment as well as other actions may result. Termination of a break position may result in loss of future break employment. Financial aid students will be required to make up the employment earnings limit on their own without assistance from the college. If a student is terminated multiple times, eligibility for future employment may be delayed.

### ***Student Issues in the Workplace***

If a student is having an issue with his/her employer, we encourage the student to have a conversation with the employer. Many times a conversation can help to clearly identify what the problem is and an action plan can be determined by both the student and employer. In the event that the issue is ongoing, we recommend the student contact our office to discuss the situation so we are able to assist and come to a resolution.

### ***Resignation***

Students also have the option of resigning from a position at any time during their employment. Students must notify their supervisor, and provide them with a sufficient amount of time when leaving a position. When the employer decides to remove the student from the position, he/she can complete the Termination Request form on the Contact Us page on JobX. Please allow 24-48 hours for the Student Employment Office to process this request. This is required as it will

create a vacancy for students to search and apply to on JobX and allow the employer to receive student applications, interview and eventually hire a new student.