STUDENT EMPLOYMENT HANDBOOK

Your Guide to Seeking On-Campus and Off-Campus Employment Opportunities
Table of Contents

A. Introduction 3
B. What is Federal Work Study 3
C. How to Get a Part-Time Job 4
D. What is the College Central Website 4
E. What Paperwork is Necessary for Work to Begin 4
F. What Other Steps are Required Before the Student Can Begin Work 5
G. What is the Rate of Pay for Student Employees 5
H. How Much Money are Student Employees Able to Earn 5
I. How Do Student Employees Get Paid 5
J. Is the Student Able to Change Jobs 6
K. Can A Student Quit or be Terminated from a Job 6
L. America Reads 7
M. What is Defiance College Partnership for Jobs (DCPJ) 7
N. Eligibility Questions 8
O. Paperwork and Related Questions 8
P. Office Contact Information 8
Q. Student Employee Guidelines (to be signed) 9
A. **Introduction**

Defiance College offers a variety of part-time employment opportunities to its students. Student employment is valuable to the College, the students, and the community of Defiance. Nearly every department on campus utilizes student employees. These positions may or may not be related to your career, but each offers valuable and practical learning experiences.

Students are also able to earn money to contribute to overall college expenses. Employment opportunities are also available at area non-profit social service agencies through our Partnership for Jobs or America Reads programs.

This handbook is designed to answer any questions you may have about campus employment, to assist you in finding a job you will enjoy, and to guide you through the steps required beginning with obtaining the job and ending with a paycheck. The information listed in this handbook should be used as a guide to finding employment at Defiance College. Positions and available hours are subject to change at any time and there is no guarantee of employment to new or returning students. Please read this handbook carefully and refer to it when you have campus employment questions.

Defiance College follows a policy of equal opportunity in education and employment.

B. **What is Federal College Work Study?**

Federal College Work Study (CWS) is need-based financial aid. To be eligible for CWS, a student must meet the following requirements:

1. Be a U.S. citizen or eligible permanent resident.
2. Be an undergraduate student.
3. Be enrolled at least half-time as a Defiance College student (at least 6 credit hours per semester).
4. Submit all forms required by the Financial Aid Office to confirm financial need. This process begins by filing a Free Application for Federal Student Aid (FAFSA). The priority deadline for this is April 1st of every year.
5. Make satisfactory academic progress. Defiance College is required to monitor Satisfactory Academic Progress (SAP) to comply with Federal regulations. The standards of SAP for financial aid are published in the college catalog. SAP is a qualitative as well as a quantitative measurement of courses attempted and courses completed.

Federal CWS eligible students should refer to their Financial Aid Award Letter for the dollar amount of eligibility. Generally, a student is awarded $2,500 per year, but this may vary depending on need. CWS is included as part of the Financial Aid Award; however, it does not guarantee that a student will earn the full amount awarded. Students who are awarded CWS may...
hold on-campus work-study jobs or off-campus jobs through Partnership for Jobs or America Reads.

C. How to Get a Part-Time Job

1. A job fair for off-campus employment will be held at the beginning of the fall semester during the first week of school. Both CWS and non-CWS students may seek jobs on their own by attending the job fair. Contact Tracy Armey, Career Development, at extension 2349 or by email tarmey@defiance.edu for more information.

2. Not all returning students are automatically rehired to the same job held the previous year; please check with your employer at the end of the academic year.

3. Openings will be posted on the College Central website or in the Financial Aid Office and the Career Development Office. Students are required to review their award letter for Federal Work Study eligibility.

4. College Central can be accessed at http://www.collegecentral.com/defiance/

Helpful Hints

- Review the job openings on the College Central website
- Take action immediately
- Call potential employers to set up an interview
- Show up for the interview on time
- Call back to the employer to thank them for the interview and for a hiring decision

D. What is the College Central Website?

This is a site in which on and off campus jobs are posted. Students will need to create a user ID and password to access.  http://www.collegecentral.com/defiance/

E. What Paperwork is Necessary for Work to Begin?

Eligible students must complete the following forms before working:

1. Work Authorization Contract (WAC), must be completed by student and employer
2. Form IT-4, State of Ohio Department of Taxation Employee’s Withholding Exemption Certificate
3. Federal Form W-4, Employee Withholding Allowance Certificate
4. Form I-9 U.S. Department of Justice Employment Eligibility Verification (Appendix C); completion of this form requires presenting 1 or 2 forms of identification. Eligible identification forms are listed on the back side of the I-9 form. Most students find it easiest to present a drivers license and Social Security card.
5. Student Work Guidelines Contract

These required forms are available in the Business Office, 2nd floor of Defiance Hall or on the Financial Aid forms and applications page on the DC website.
STUDENTS ARE NOT PERMITTED TO WORK AND WILL NOT BE PAID UNTIL THEY HAVE THEIR WAC, I-9, FEDERAL, & STATE TAX WITHHOLDING FORMS COMPLETED

F. What Other Steps are Required Before the Student Can Begin Work?

1. When all of the required forms have been completed the student will receive a Work Authorization Contract (WAC) from the Financial Aid or Business Office. The WAC will serve two purposes.
   a. It verifies each student’s eligibility to work on campus.
   b. It verifies that each student has completed the necessary college, federal, and state employment forms required prior to working on campus.

2. The supervisor will complete the WAC if the student is hired for the job. The supervisor will then return the WAC and Student Work Guidelines Contract to Janelle Rubio in the Financial Aid Office.

G. What is the Rate of Pay for Student Employees?

Student employment positions are compensated on an hourly basis at the current Ohio minimum wage (currently $7.95 per hour).

H. How Much Money are Student Employees Able to Earn?

The amount of your award as indicated on your Award Letter indicates your potential earnings for one academic year and is therefore limited. If the amount listed on the Award Letter is met, it may be possible to increase the amount. Contact Janelle Rubio in the Financial Aid Office immediately if such a situation arises. You are responsible for working the hours necessary to earn your award. It is recommended that a student work a maximum of ten hours per week. Most students are awarded $2,500 which can easily be earned by working ten hours a week all year.

I. How Do Student Employees Get Paid?

Student employees are paid monthly. Time sheets are available in the Business Office and must be completed by the student, signed by their supervisor, and turned in to the Business Office according to the schedule listed on the back side of the time sheet. Time sheets must be turned in by the employer. Late time sheets will result in delayed compensation. Pay dates are also listed on the time sheets. Paychecks may be picked up in the Business Office. Students have the option of signing their check over to Defiance College and posting it to their student account for upcoming semesters or as payment on the Defiance College payment plan. The payment plan must be arranged with the Business Office at the beginning of every semester. Defiance College has the right to terminate employment due to any change in availability of funds for student employment.
or if the student fails to perform in the manner expected, or, if applicable, failure to remain current on the Defiance College payment plan.

J. **Is the Student Able to Change Jobs?**

Normally, jobs are intended for the entire academic year; however, changes are possible according to availability.

K. **Can a Student Quit or Be Terminated from a Job?**

Yes, a student employee may lose their campus employment through voluntary termination, involuntary termination, or involuntary termination without notice.

**Voluntary Termination**

If a student decides to quit a job, he/she should give at least a one-week advanced notice to the supervisor so that a replacement may be found. Student employees may voluntarily terminate or change their jobs at their own discretion. Reasons for resignation might include:

- Course work overload
- Class scheduling conflicts
- Better job opportunity
- Graduation
- Co-op or internship opportunity
- Conflict with your employer or co-workers

**Involuntary Termination**

Students are expected to perform the duties and responsibilities of their position in a satisfactory manner. Each employer expects appropriate work behavior from the students. Employed students should follow the following guidelines to keep their jobs:
- Be willing to work hard.
- Be prompt.
- Present a neat appearance.
- Be cooperative and pleasant.

Failure to do so may result in termination of employment.

**Students will receive a verbal warning for misconduct, if not resolved a written warning will be issued and if not further resolved the student will be terminated from the position.**

**Involuntary Termination Without Notice**

Supervisors have the right to terminate student employees without notice for students found to be in violation of Defiance College behavioral standards. Some examples of violations include, but are not limited to:
• Frequent tardiness
• Insubordination
• Violating confidentiality
• Time card falsification
• Excess absences without notification
• Stealing
• Lying
• Violent or threatening behavior
• Use of drugs or alcohol during or immediately prior to the work shift
• Sexual harassment

L. What is America Reads?

America Reads is a program designed to have all youth reading at third grade level by the time they are in the third grade. This program works with youth from the Defiance community both on campus and at various locations in the area. It is 100% federally funded, but Federal College Work Study students are paid through the Defiance College student payroll. The McMaster School for Advancing Humanity is the contact office for this program. Should you have further questions or wish to participate please call Jessica Myers at extension 2479.

M. What is Defiance College Partnership for Jobs (DCPJ)?

Defiance College Partnership for Jobs (DCPJ) is a program that provides partial funding for student jobs in the Defiance area community. Defiance College will provide 50% of the funding to defray the costs of up to 2000 hours of student employment in local organizations. The DCPJ program is open to non-profit, public and private, for-profit organizations. Each qualifying organization agrees to pay 50% of the students’ wages, or $3.93 per hour. Here is how it works:

Employers complete one application per position. The Career Development staff reviews each application and contacts the supervisor to set up a site visit. The supervisor must agree to hire the student, conduct a formal interview process, set up regular supervision meetings with the hired student, track and certify all hours worked, and commit to periodic meetings with a Career Development representative.

Defiance College will recruit and pre-screen all students before sending them to the employer, hold regular on-campus meetings with community work study students, commit to periodic meetings with the employer, and reimburse employer for 50% of the wages earned by the DC student employee.

To submit a job description for review, please download and complete the appropriate form below and submit electronically to careers@defiance.edu or contact the Career Development Office at ext. 2349.
N. Eligibility Questions

The Office of Financial Aid serves as an information service for student eligibility, but does not hire students for any campus job.

Janelle Rubio, Assistant Director of Financial Aid
Office: Room 204C Serrick Campus Center
Phone: 419-783-2364, or extension 2364
Email: jrubio@defiance.edu

O. Paperwork and Related Questions

- Work Authorization Contract (WAC) - Financial Aid Office
- Student Work Guidelines Contract - Financial Aid Office
- Job Openings - College Central Website
- Eligibility to Work - Financial Aid Office
- Tax Forms - Business Office
- Verification of the I-9 Form - Business Office
- Timesheets (to pick up) - Business Office

Pick up Monthly Payroll Checks located in the Business Office

P. Office Contact Information

<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office</td>
<td>213 Defiance Hall</td>
<td>419-783-2550</td>
</tr>
<tr>
<td>Career Development</td>
<td>Hubbard Hall</td>
<td>419-783-2349</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>204 Serrick Campus Center</td>
<td>419-783-2458</td>
</tr>
</tbody>
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1) **Punctuality:** Showing up on time when scheduled is a must. Tardiness or consistently being late will not be tolerated and is grounds for being terminated.

2) **Dress code:** Check with employer for specific guidelines on dress code.

3) **Conduct:** No profanity, no vulgar language or actions, dishonesty or unsafe acts will be tolerated. Insubordination will also not be tolerated.

4) **Refrain from using cell phones during your scheduled work hours.**

5) **Computer Usage:** The internet is for office use only. Homework is not to be completed during work hours.

6) **Absolutely no use of alcohol or other drugs is permitted.**

7) **Confidentiality:** Many offices have highly confidential material. Employees are required to sign confidentiality agreements before employment can begin and will be held accountable for any breach of confidentiality in the work environment.

8) **Termination Process:** Employers are required to give students (depending on certain circumstances) a 3 strike policy before termination, if necessary. The first warning will be a verbal warning from the employer to the employee. The second warning will be a written warning, and finally the third warning could result in termination of employment.

9) **Can’t work? CALL EMPLOYER.** Defiance College appreciates the work you do for us, and we rely on your assistance to make the campus run smoothly. If you can’t make it in to work because of a paper that is due and you need to type it or you need the time to study for a test, we understand. Employers are very flexible with the hours you work; they just need to know if you can’t make it in so they can adjust the workload, so call/email/text your employer.

10) **Semester Evaluation Process:** Employers will perform an evaluation on employees at the end of each semester to evaluate the work performed. This process is designed to improve job understanding and competency; for mutual goal-setting to help motivate employees toward higher objectives; to learn about employee development needs; improve communications between the employer and employee; reward special job accomplishments or identify unsatisfactory performance and counsel employees toward correction action.

By signing this agreement you are acknowledging that you have read and understand the Campus Work Study agreement between Defiance College and you, the employee. Violation of this contract may result in your termination from employment or disciplinary action from the work study program.

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**Printed Name**          **Student ID**          **Signature**          **Date**

Defiance College Financial Aid Office/ 419-783-2458 or 419-783-2579 (fax) financialaid@defiance.edu