



Fisher College

Student Employment

Handbook

Office of Financial Aid
One Arlington Street
Monday-Friday: 8:30am – 3:30pm

financialaid@fisher.edu
617-236-5415

2020-2021

Table of Contents

Introduction, Office Hours/Location	Page 3
Eligibility, Employment Opportunities, Required Forms	Page 4
Process to complete the Financial Aid & Payroll Paperwork for New Students	Page 5
Student Responsibilities and Conduct	Page 6
Fisher College Non-Discrimination Statement	Page 7
Sexual and Other Unlawful Harassment Policies – Title IX, Proper Dress, Use of College Phones and Computers	Page 8
Personal Property, Personal Information, Confidentiality, Breaks, PayCom	Page 9
Direct Deposit, Visitors, Driving, Discipline/Termination Policies & Procedures	Page 10
Resignation, Grievance Process	Page 11

Introduction

This handbook has been prepared to familiarize students with the policies and procedures of Fisher College's Federal Work-Study Program. Please keep this handbook and use it as a reference guide.

Work study is available at Fisher through a federally subsidized program that provides on-campus employment opportunities to students who are eligible based on demonstrated financial need. Unlike other financial aid awards, work study earnings do not automatically reduce tuition charges. Recipients must work to earn the amount of their award each semester. Awards range from \$1,000-\$2,000 per academic year and are paid out at designated hourly rates on a bi-weekly basis. Work study awards do not require repayment of any kind.

The Federal Work Study Program has two purposes: to provide students with financial support and to assist with the daily operations of the College. Student employment can be very rewarding, adding value to your educational experience and teach you time management skills.

This handbook should answer most of your questions. If there are additional questions, the Office of Financial Aid invites you to call or stop by the office.

Office Hours/Location

**Office of Financial Aid
One Arlington Street
3rd Floor**

(617) 236-8821

Office Hours

Monday – Thursday: 8am-5pm

Friday: 9am-4pm

**Payroll Office
116 Beacon Street
1st Floor**

617-236-8834

Office Hours

Monday – Thursday: 9am-3pm

Friday: 9am-11am

Best wishes for a pleasant and successful year!

Eligibility

In order to be determined eligible for the Federal Work Study Program students must complete the Free Application for Federal Student Aid (FAFSA). If students are eligible for need-based aid, they may receive Federal Work Study funds as part of their financial aid award. Funds are limited and subject to availability.

Students **CANNOT** begin working until all the required paperwork is complete and submitted to the Payroll Office and the Office of Financial Aid. This is the student's responsibility.

Employment Opportunities

Eligible federal work study students can find available on-campus and off-campus job positions posted on Handshake, by clicking 'Jobs' in the left side bar → click the drop down arrow next to 'Job Type' at the top of the page → click 'All Options' → click the box next to 'On-Campus Student Employment' and click 'Done.' This will list the jobs that are currently available on and off-campus.

Once you find a job you are interested in please apply for the job through Handshake. As positions become available throughout the academic year, they will be posted on Handshake. It is your responsibility to find a job; the Office of Financial Aid does not place you in a job.

Required Forms

Prior to commencing employment each year student employees must complete required forms with the Office of Financial Aid and Payroll Office.

It is both the student and supervisor's responsibility to make sure each student has the following on file:

- **Student Employment Contract**
 - Each academic year you must complete a new Student Employment Contract in order to be employed on or off-campus. Contracts can be accessed on the Fisher College website by clicking 'Menu' → 'Admissions and Aid' → 'Financial Aid' → 'Forms and Resources' (on the right side bar) and under the '2020-2021 Federal Work Study Forms' section.
 - If you want to change jobs during the year please e-mail the financial aid office to obtain a **Change of Job** form.
- **Information Systems – New/Rehire Form** (if applicable)
 - This form is attached to the Student Employment Contract and only needs to be completed if your work study student needs access to certain technology needs to perform the work required.

- **W-4 Form**
 - This form will be completed online by the student on PayCom
- **M-4 Form**
 - This form will be completed online by the student on PayCom
- **Direct Deposit Authorization Form**
 - This form will be completed online by the student on PayCom
- **INS I-9 Form**
 - This form can be accessed on the Fisher College website by clicking **'Menu' → 'Admissions and Aid' → 'Financial Aid' → 'Forms and Resources'** (on the right side bar) and under the **'2020-2021 Federal Work Study Forms'** section.
 - All students employed on campus must comply with federal regulations established by the Immigration and Control Act of 1986. This Act requires that documentation be provided to verify an employee's identity and eligibility to work in the United States when completing the INS I-9 form. Students will not be paid until they have finished the I-9 clearance process through Payroll.
- **Social Security Number**
 - Students can obtain a number at the Office of Social Security Administration, keeping in mind that it may take up to 6 weeks.

******Students you MAY NOT begin working until their supervisor and the student is e-mailed the Student Employment Contract with all the required signatures by the Office of Financial Aid.******

Process to complete the Financial Aid and Payroll Paperwork for New Students:

Please print the Student Employment Contract, Information Systems – New/Rehire Form and I-9 Form which may be found on the Fisher College website by clicking **'Menu' → 'Admissions and Aid' → 'Financial Aid' → 'Forms and Resources'** (on the right side bar) under the **'2020-2021 Federal Work Study Forms.'**

- **Student** to complete **'STEP ONE'** of **'Student Employment Contract'**
- Have your **Supervisor** complete **'STEP TWO'** of Student Employment Contract and the attached **'Information Systems – New/Rehire Form'**, if applicable.
- **Student** to print the following Payroll Form located on the **Fisher College Website** by clicking **Menu → Admissions and Aid → Financial Aid → Forms**

and Resources (on the right side bar) under the ‘**2020-2021 Work Study Forms**’ section:

- **I-9 Form**

- **Student** to bring to the **Payroll Office** (located on the 1st floor of 118 Beacon Street across from the President’s Office, Office Hours: Mondays Only 9am-3pm) the following:

Completed I-9 form, the Student Employment Contract, and the following Identification:

- Passport, Birth Certificate **OR** Social Security Card
AND
- Student ID Card **OR** Driver’s License
- **Payroll** to issue student a PayCom log-in, so that they may log-in to PayCom to complete the remaining Payroll paperwork online by clicking ‘**View My Checklist**’ in the ‘**Checklist**’ box.
- After all the documents are complete on the **Checklist**, please take the Student Employment Contract back to **Payroll** so they can sign it (the Payroll Office is located on the 1st floor of 118 Beacon Street across from the President’s Office, Office Hours: Mondays Only 9am-3pm).
- **Student** to **E-MAIL** the **Student Employment Contract** and Information Systems – New/Rehire Form (if applicable) after obtaining your supervisor’s and Payroll signature to **Annette Mucci** at amucci@fisher.edu to sign ‘STEP FOUR.’
- A signed copy of the **Student Employment Contract** will be e-mailed to you and your supervisor. Once you and your supervisor receive the signed **Student Employment Contract** by e-mail, you may begin working.

Student Responsibilities and Conduct

Students should be responsible employees in their work-study job position. You must be committed to your work study job and are expected to conduct yourself in a polite and courteous manner. You represent the College to visitors and are part of the team in the department in which you work. Although primarily students, you have certain responsibilities as employees.

- Must complete required paperwork prior to commencing employment.
- Must perform tasks to the best of your ability.
- Must be considerate of your employer and respect your supervisors’ role and employers.

- Must accept constructive criticism.
- Must be dependable.
- Comply with established conduct for the employing department.
- Report promptly for work as scheduled.
- Notify supervisor in advance if re-arranging regularly scheduled hours. (Repeated absences are grounds for termination).
- Maintain confidentiality regarding sensitive information.
- Document accurate hours worked and ensure that award amount is not exceeded.
- Take a 30 minute unpaid break if working more than 6 continuous hours.
- Refrain from conducting personal business on the job.
- Monitor earnings in relation to work award and do not exceed award as outlined on award letter and student contract. (Students and supervisors are responsible for keeping track of their earnings and ensuring that they do not exceed their award. The Office of Financial Aid will notify the supervisor once the student has earned their work study award for the year.)
- Dress appropriately for a work environment.

Fisher College Non-Discrimination Statement

Fisher College prohibits discrimination on the basis of gender/sex (including pregnancy), gender identity/expression, race, color, religion or religious creed, sexual orientation, nation origin, ancestry, disability or handicap, age, genetics, marital status, veteran status, and any other category protected by law. Discrimination on the basis of sex violates Fisher College policy as well as a number of state and federal laws, including Title IX of the Educational Amendments Act of 1972.

This policy covers nondiscrimination in both employment and access to educational opportunities and services. Such access may include, but is not limited to, admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing and employment. When brought to the attention of the College any such discrimination will be promptly and fairly addressed.

Complaints or notice of alleged policy violations, or inquiries about or concerns about violations of this policy may be made to Ellen Lyons, Title IX Coordinator, Fisher College, 118 Beacon Street, Boston, MA 02116. 617-236-8812, elyons@fisher.edu, or by calling the Title IX hotline at 617-236-5409.

Inquiries may be made externally to:

Office for Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100, Customer Service Hotline #: (800) 421-3481, Facsimile: (202) 453-6012, TDD#: (877) 521-2172, Email: OCR@ed.gov, Web: <http://www.ed.gov/ocr>;

The United States Equal Employment Opportunity Commission (“EEOC”), John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, 1-800-669-4000

The Massachusetts Commission Against Discrimination (“MCAD”), One Ashburton Place Sixth Floor, Room 601, Boston, MA 02108, 617-994-6000

Sexual and Other Unlawful Harassment Policies – Title IX

As employees of Fisher College and members of the Fisher College Community, students and supervisors are required to comply with Fisher’s Unlawful Harassment and Title IX Policies. The Policies may be found at <https://www.fisher.edu/about/title-ix> and <https://www.fisher.edu/about/institutional-information>. Students experiencing or witnessing sexual or other unlawful harassment may report the conduct to the Title IX Coordinator. Fisher’s Title IX Coordinator is Ellen Lyons. Her contact information is elyons@fisher.edu, 617-236-8812. The Title IX Hotline is 617-236-5409.

Proper Dress

Students should keep in mind that they are often the first “face” of the College for many visitors, potential students and their families. You are working in a professional environment. You are required to dress in an appropriate, presentable manner given the nature of the work in the department you are working in. Dresses, skirts, slacks and appropriate tops are appropriate for women. Slacks, shirts or tee shirts are appropriate for men. Jeans may be worn as long as they are not ripped or torn. If you have questions regarding suitable attire, please check with your immediate supervisor. If you report to work in inappropriate attire, you may be asked to change before beginning work.

Use of College Phones and Computers

Office phones and computers are the property of the College. They are tools that permit us to work efficiently and effectively. To best serve our customers, it is important that the phone lines be kept open for callers with business to conduct. While job responsibilities may require the use of the phone in the office for business purposes, personal calls are not permitted either during work hours or after the office is closed.

The computers located in the offices on campus are connected to the College’s main server network. All information residing on the computers and the network is the property of the College. Staff, faculty and student employees using the office computers should understand that any personal use of the computer is not protected as private, and the information becomes the domain of the College. Therefore, personal use of office computers by student employees is not permitted. Under no circumstances is it acceptable for students to download programs or files onto the College’s computers. Computer laboratories are provided at the Library and various other locations on campus for students to use for completing academic assignments.

Personal Property

The College does not assume liability for any personal property. Therefore, students should not bring valuables to work.

Personal Information

It is important that the Financial Aid and Payroll Office have correct information on record. Students are asked to please check their paycheck stub to be sure the information regarding name, address, social security number and tax exemptions are accurate. Students can access their paystubs online through the online payroll system. Should any of this personal information change it is the student's responsibility to inform the Financial Aid and the Payroll Office in writing of the change.

Confidentiality

During the course of employment, students may encounter information that is confidential in nature, particularly through the use of the College's computer systems. Such information may include academic and financial information. Be aware that disclosure of such information is prohibited by College policy and in most cases by federal law. Confidential information must be protected against unauthorized access and/or disclosure. Access to and release of information must be in compliance with legal requirements and policy. If employed in an area that deals with confidential information on a regular basis, the supervisor will review the College's policy. Students may be asked to sign a separate Confidentiality Agreement as part of the employment conditions. Student employees who violate rules and policies regarding confidential information may be disciplined up to and including termination.

Rest Breaks/Lunches

Students are not paid for time that they do not work (i.e.: vacations, holidays, lunch breaks). Massachusetts state law states that all employees who work more than six hours are required to receive a thirty minute unpaid break; this does apply to student employees. Student employees cannot waive their right to take a break.

PayCom

Each student employee is required to submit their hours worked online to their supervisor on a bi-weekly basis.

It is the department supervisor's responsibility to review and approve the student's time they enter on PayCom for each student on a bi-weekly basis. Supervisors should review their time carefully before approving them and should verify the hours worked, confirm totals and ensure appropriate cost center information. The time on PayCom is the only legal record of the actual hours that a student has worked therefore it is important that it be correct and accurate.

In order for students to be paid in a timely manner, time entered on PayCom for students must be approved by noon on Monday morning following the end of a pay period.

Direct Deposit

Students are encouraged to complete the Direct Deposit Authorization Form, so that paychecks are automatically deposited into the student's bank account. This process will make it convenient for students because you will not have to take time out of your schedule to go to the bank to deposit your paycheck.

Visitors in the Office

Visits from fellow students while you are working are discouraged as they are disruptive to staff and the workflow. If you need to speak to a fellow student, please let your supervisor know. You will be asked to step outside the office and limit your visit to a few minutes.

Driving

If you are required to drive a campus vehicle as part of your employment, you must maintain a valid drivers' license and provide a copy to your supervisor. A motor vehicle and driving history check will occur and you will be instructed by your supervisor regarding the procedures to be followed.

Discipline/Termination Policies and Procedures

Student employment should be viewed as part of the educational process of a student at Fisher College. In that light, careful consideration should be given prior to termination of a student's employment. Nevertheless, a student who is unreliable or fails to perform the required responsibilities may be terminated. Students are entitled to due process prior to termination. The Office of Financial Aid recommends the following steps when disciplining a student:

1. The supervisor must give a verbal warning to the student indicating the problems as well as suggestions for improvement. In order to confirm that the student understands the seriousness of the matter, the supervisor is encouraged to state "This is a verbal warning," and then outline the possible ramifications. If performance is not improved (i.e. progressive discipline and dismissal process) The Office of Financial Aid recommends that the supervisor keep record of their verbal warning as the first step in the discipline process.
2. If the situation does not improve, the supervisor must issue a written warning to the student stating the problems and terms to be upheld if employment is to continue. The student should be given an opportunity to improve by a specified date. The supervisor and student should sign the written warning and a copy should be sent to the Office of Financial Aid.

3. If the student fails to improve, the supervisor must give the student a termination notice stating the grounds for termination. A copy must be forwarded to the Office of Financial Aid.

The above procedures should be followed except in the case of flagrant, willful violation of college rules/policies for which the student can be terminated immediately. Such infractions may include but are not limited to: Stealing, insubordination, breach of confidentiality, or falsifying information on PayCom

Resignation Process

A student may resign from a work study position. Students and supervisors should follow this resignation process: First the student must notify the supervisor in writing to explain the reasons for his/her resignation. Next, the student should (if possible) give a two-week notice before leaving the position. Finally, the supervisor notifies the Office of Financial Aid to explain the student's resignation and have it recorded on the student's file.

Grievance Process

If you or your supervisor has a grievance, he/she should send a signed letter explaining the grievance to the Office of Financial Aid. The matter will be investigated and the appropriate actions will be taken.