



# **Fisher College**

# **Student Employment**

# **Handbook**

## **Office of Financial Aid**

One Arlington Street

Monday-Thursday: 8am – 5pm

Friday: 9am-4pm

[financialaid@fisher.edu](mailto:financialaid@fisher.edu)

617-236-5415

**2019-2020**

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## 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  
3<sup>rd</sup> Floor**

**(617) 236-8821**

#### Office Hours

**Monday – Thursday: 8am-5pm**

**Friday: 9am-4pm**

**Payroll Office  
116 Beacon Street  
1<sup>st</sup> 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 '**2019-2020 Federal Work Study Forms**' section.
  - If you want to change jobs during the year a **Change of Job** form is located on the Fisher College website in the same location listed above or in the Office of Financial Aid.
- **Information Systems – New/Rehire Form** (if applicable)

- This form is attached to the Student Employment Contract and only needs to be completed if you in need of 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 ‘2019-2020 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 MAY NOT begin working until you present your supervisor with the completed Student Employment Contract with all the required signatures.\*\*\*\***

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

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 ‘2019-2020 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 bring the above **completed** form to the **Payroll Office** (located on the 1<sup>st</sup> floor of 116 Beacon Street), 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 you complete all the documents on the 'Checklist', please take the Student Employment Contract back to Payroll so they can sign it.
- **Student** to bring the Student Employment Contract to the **Financial Aid Office** to sign 'STEP FOUR.' (Only after Steps One through Three are Completed on the Contract)
- **Financial Aid Office** will make a copy of the contract for you to give to your Supervisor. Once you give the signed Contract to your supervisor, you may then 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.

### **Discrimination, Unlawful Harassment, and Sexual Misconduct**

As employees of Fisher College and members of the Fisher College Community, students are subject to Fisher's Unlawful Harassment and Title IX Policies. The Policies may be found at <https://www.fisher.edu/about/general-policies/anti-harassment-policy> and <https://www.fisher.edu/about/general-policies/equal-educational-opportunity>. If you feel you have been the victim of unlawful discrimination, harassment, or sexual misconduct, you may report it to Fisher's Director of Human Resources and Title IX Coordinator, Ellen Lyons. Her contact information is [elyons@fisher.edu](mailto: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.