

Barclay College

Campus Employment

Handbook

Campus Employment Information

Students interested in seeking employment on campus must contact the Business Office. The Campus Employment Coordinator (VP for Business or his or her designee) will give the final approval or disapproval on who is hired and what position they are assigned to.

Eligibility

To be eligible for employment on campus, a student must:

- Be enrolled as a full or part time degree-seeking student.
- Maintain satisfactory academic progress.

Placement

During the academic year, jobs are available on campus in various areas such as the library, bears den, maintenance, housekeeping, food service, etc. A job description for each on-campus job is on file in the Business Office.

The typical work assignment is five to seven hours per week. Each job assignment pays minimum wage per hour for a period of 32 weeks (16 weeks fall semester; 16 weeks spring semester).

Students who show an interest in a particular job or have a defined skill are encouraged to contact the supervisor in the particular area of interest. The supervisor can then determine if he or she would desire to employ the student. If the supervisor would like the student to work in their department, they fill out the top portion of the campus employment approval form and take the form to the Campus Employment Coordinator for final authorization.

Students that have been awarded work study will be given preference for campus employment.

Work Schedules

Work schedules are set up for the same hours each week. This schedule allows students to pace work and, therefore, earnings over the entire year. If you do not work,

you lose the hours. Government regulations will not allow students to work during chapel or at a time when you have a class scheduled-even if the class is canceled.

Student's Responsibilities

A student's college work experience should be viewed as a learning experience along with the student's educational program. Nearly every position will give the student insight and understanding as to how an organization operates.

As the students become familiar with the working environment, they should develop such characteristics as good judgment, dependability, initiative, good working relationships and pride in their work.

Listed below are specific responsibilities:

1. The student must complete the Employment Eligibility Form (Form I-9) and W-4 and K-4 before employment begins. (forms are available in the business office)
2. Students must sign the form acknowledging they have read the Campus Employment Handbook and agree to abide by its policies and procedures.
3. The Campus Employment Coordinator approves or disapproves job assignments.
4. Students must verify work schedule with the supervisor.
5. Once a work schedule has been established, the student is expected to maintain that schedule. If unable to maintain the established work schedule, the student is responsible for notifying the supervisor and if possible arranging a new schedule.
6. Students must be dependable. Supervisors rely on students to work as scheduled. If, for any reason, a student is unable to work at a scheduled time, the supervisor must be notified as soon as possible-preferably 24 hours or more in advance.
7. Students are paid only for actual hours worked. Therefore, it is important that students take care of their time on the Time Clock. Deliberately falsifying time on the time clock can be considered embezzlement of federal funds and is punishable under law. A supervisor has the right to terminate an employee guilty of falsification of hours worked.
8. Campus employment jobs carry all the responsibilities expected of an employment situation. Once a student accepts a job, he or she is expected to keep it throughout the semester. If a student must terminate his or her job for any reason, he or she should give the supervisor two weeks notice.
9. Students are expected to maintain the same standards of conduct as those expected of full-time employees of the College.
10. Confidentiality of any College information or student records is required of all employees.

Job Changes and Job Termination

A student cannot change jobs without first securing permission from his or her current supervisor and the Campus Employment Coordinator. Initial acceptance of the work assignment indicates that the student is willing to keep that particular job for the entire semester, so job changes are not granted lightly. If a student quits a work study or campus employment job without the approval of the supervisor and/or Campus

Employment Coordinator, the student will not be permitted to work until the next semester.

The supervisor for the student's job or the Campus Employment Coordinator may terminate a student's job for any of the following reasons.

1. The student has earned the authorized amount.
2. Tardiness or failure to report for scheduled work hours. If a student is unable to work for any reason, he or she should notify the supervisor as soon as possible, preferably 24 hours in advance.
3. Unacceptable performance or poor attitude on the job.
4. Continued failure to properly use the time clock when turning in hours.

If a student's employment is terminated for reason 2 or 3, the following procedure is followed:

1. The student is given a Disciplinary Interview by his or her supervisor. The supervisor discusses the problem with the student and suggests ways of improvement for a specified time period. This interview will be documented and signed by both employee and supervisor. This document will be filed in the student's Campus Employment file.
2. If the problem still exists after the specified time period elapses, the supervisor conducts a second disciplinary interview with the student worker. This interview will be documented and signed by both employee and supervisor. This document will be filed in the student's Campus Employment file.
3. If the Student remains uncooperative after the second interview, the student's work assignment will be terminated. The termination will be documented and filed in the student's Campus Employment file. A student who is terminated is not eligible for any Campus Employment until the next semester.

Time Clock

Students are expected to use the Time Clock each time they check in and out of work. The Time Clock is accessed by signing into the Barclay website, at the top there is a clock symbol, click on that and clock in or out. If you make a mistake you can make the correction by clicking on "View your time entries" then "Edit Time Entries" and you can make your corrections on the day there was a mistake. Students are paid only for hours worked. This does not include lunch, holidays, snow days, etc.

Pay Periods

Pay periods are the 16th through the 15th. (checks normally handed out on the 20th) Checks will not be given out early unless special circumstances have been approved by the Payroll Administrator.