

Student Worker Handbook

SUPERVISORS



Financial Aid: 269-294-4260
Human Resources: 269-294-4232

2025

Foreword

The purpose of this manual is to provide policies and guidelines regarding the Student Employment Program at Glen Oaks Community College. It is to be a reference for all those involved – administration, faculty, staff, and students.

The College hopes that this manual will answer student and supervisor questions regarding the GOCC Student Worker Program and Federal College Work-Study program. If a situation arises that this manual does not cover, or if clarification is needed regarding items included in the manual, please call the Financial Aid Office at 269-294-4260.

This document is not intended to cover every contingency and condition that may arise during employment. The information presented is not contractual, nor is it to be construed to constitute a contract between Glen Oaks Community College and any one or all of its student workers, nor does it form any part of the terms and conditions of employment of any student worker or create any obligation on the part of the College by reference or otherwise.

The College maintains the right to change official policy and procedures in this document as needed and to implement changes in local campus practices. Any changes to current College or Board of Trustees for State Colleges and Universities policy or practices supersede the information in this handbook.

Glen Oaks Community College prohibits discrimination on the basis of sex or any other protected characteristic under applicable local, state, or federal law in employment or access to educational programs or activities. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at glenoaks.edu/nondiscrimination.

This organization participates in E-verify. For more information, please visit dhs.gov/e-verify

Glen Oaks Community College Student Employment Mission:

To provide employment services to GOCC students and college departments in an effort to further the students' work experiences and educations, provide financial assistance, and allow for increased productivity of college operations.

The Goals of the Student Employment Program are to:

- Train students for their future as productive citizens, providing a foundation for effective and ethical service to others.
- Provide a qualified, dependable, motivated workforce for college employers.
- Assist students in earning money to finance their education.
- Help students refine their unique talents and explore their career options.

GOCC Student Worker Program

The GOCC Student Worker Program is a college supported student work program. Individual departmental offices are encouraged to hire students for employment based on departmental budgets.

The GOCC Student Worker Program provides valuable experiences to students both in and outside of their field of study. All student worker positions are vital to each department, and the student employee is expected to be responsible, dependable, and conscientious.

The GOCC Student Worker Program is designed to enhance the student's professional growth and to give the student an opportunity for on-the-job experience. While this experience is important and while offices do depend on student worker assistance, it is important to remember *the role of the student as a student first*. The supervisors should keep in mind that, for many students, working at GOCC is their first work experience. Many will make mistakes, take some things for granted that they should not, and sometimes behave improperly on the job. It is hoped that supervisors will be as patient as possible and give these students the guidance they need. Their experiences here could well affect their work performance in future employment. It is anticipated that the student's work, besides fulfilling a needed function, will also be a learning experience.

Student Worker Status

In order to have the status of a student, the student worker must be enrolled and regularly attending classes at GOCC in pursuit of a course of study. If they are working during the fall and/or winter semesters, they must be enrolled in at least six credit hours during that semester. If they are working during the summer semester, they must either be enrolled in three credit hours for the summer semester, or six credit hours for the upcoming fall semester. In addition, the student worker's services must be incident to, and for the purpose of, pursuing a course of study.

Federal Work-Study Program

Federal Work-Study Program (FWS) is a federally supported program for students who have documented financial need, as authorized by the Financial Aid Office, Department of Education, under Title IV of the Higher Education Act of 1965, as amended by the Higher Education Amendments of 1992, the Higher Education Reconciliation Act (HERA) of 2005, and the Higher Education Opportunity Act (HEOA) of 2008.

Glen Oaks Community College participates in the FWS Program and awards eligible students dollar amounts that are earned while working in an approved work-study job. Students are awarded FWS based on their financial need and course load, as provided by completing the Free Application for Federal Student Aid (FAFSA) and the availability of FWS funds.

All Student Worker Classifications

During the Spring/Summer Semester, in order to be eligible as a student worker, you must either be enrolled in the current Spring/Summer Semester, or upcoming Fall Semester, or work no longer than the 5-week period following the end of the semester.

Personnel Files

Supervisors are expected to maintain a personnel file, in a secure location, on each student worker and to document any disciplinary actions or performance discussions during the course of their employment. All documentation from the student worker's file should be submitted to the Financial Aid Office once the current employment contract has ended.

Setting Work Schedules

Create a mutually agreeable work schedule that accommodates academic requirements. Students may **NEVER** work during their scheduled course times! **When creating a work schedule, students and supervisors are advised to consider:**

- The student's course schedule
- Academic Requirements and exam schedules
- The Departmental Student Worker Budget (if applicable)
- The Student's FWS award amount (if applicable)
- Monitoring Student Work Study Awards
- It is both the supervisor and students' responsibility to keep track of hours according to the Work Study amount.
- Students may continue working until the end of their authorized period of employment.
- All FWS student employees must discontinue participation in the Work Study program and be deleted from future Work Study payroll upon depletion of their Work Study award.
- Please refer all inquiries/requests for increases in student awards to the Financial Aid Office. Absolutely no changes will be accepted without the Financial Aid offices' approval.

- Work Study students may not, under any circumstances, continue to work after the authorized period of employment has ended.
- A student's FWS award may need to be modified because of additional resources received by the student. If the Financial Aid Office makes modifications, the supervisor will receive a copy of the modification and should then present a copy to the student.

The Financial Aid Office may determine that a specific student worker is not eligible for Work Study and instruct you to terminate a student. This is usually a result of a change in the student's financial aid eligibility. A Student worker will be terminated if the student worker has:

- withdrawn from school
- earned the entire maximum awarded amount.
- received an additional award (scholarship, grant, etc.) which meets his/her financial need.
- been suspended from the College.
- not met Satisfactory Academic Progress (SAP).
- graduated.
- an outstanding balance owed to College for courses taken.
- defaulted on federal loans and/or owes a refund to a federal grant program.

Pay Rates

Effective February 21, 2025 Michigan's minimum wage is \$12.48 per hour. No student can receive less than this mandated amount. In addition, Federal Work Study money will be fully utilized for those students qualifying before Glen Oaks institutional money will be used.

Completing and Submitting Timesheets

- Time sheets **cannot** be held until the end of the semester for payment.
- Timesheets must be completed in Etrieve.
- Time is recorded to the nearest ¼ hour.
- Timesheets are to be submitted by the supervisor to the Financial Aid Office no later than noon the Monday of payroll week.
- Timesheets submitted late will be processed during the following pay period (two-week delay). Students will receive pay on the next scheduled pay period.
- Students who submit intentionally erroneous timesheets will be required to repay the net amount of earnings reported in error. The College will make appropriate adjustments on taxes and withholdings. In addition to repaying unearned funds, students who submit an intentionally inaccurate timesheet will lose the privilege to work for the College. The Financial Aid office will inform the student if loss of work privilege occurs.

Payroll Dates

Time sheets must be submitted by Noon on Monday prior to pay day, or the student will not be paid on time. Student Workers are paid bi-weekly on Friday. It is the responsibility of the supervisor to report the student's working hours to the business office, using the official time sheets provided. The supervisor must sign the time sheet, which certified that the job was completed satisfactorily. If the student works on a weekend, or during a break, the supervisor must initial the box where the hours appear. **Time sheets submitted outside of Etrieve will not be accepted.** For those students who do not participate in direct deposit, checks will be mailed to the student's billing address.

Break and Meal Times

A student who works a 4-6 hour shift is entitled to a 15 minute paid break per shift. Any student who works a 6-7 hour shift is entitled to one 15 minute paid break, and a required 30 minute unpaid meal break. A student who works a 7-8 hour shift is entitled to two 15 minute paid breaks, and a required 30 minute unpaid meal break.

Earned Sick Time

Student workers will accrue 1 hour of earned sick time for every 30 hours worked. Hours will begin accruing starting with the first pay period worked, and each pay period thereafter, after payroll processes. If a student worker is rehired within 60 calendar days of the termination of their previous employment, any balance of earned sick time that remained at the time of termination, will be reinstated.

Use of Earned Sick Time:

- Except under extreme circumstances (for example the student worker is incapacitated) the student worker must provide notice as soon as practicable of the need to use earned sick time.
- Must be used in one (1) hour increments.
- To be used in accordance with the [Michigan Earned Sick Time Act](#).
- If 3 or more consecutive scheduled shifts are missed, the student worker may be required to provide documentation that the earned sick leave has been used for a permissible purpose. Upon request, the student worker must provide this documentation not more than 15 days after the request.

Resignation/Termination Procedures

While student employment on-campus is a learning experience for many, it is still a job and carries with it the same responsibilities of any job off-campus. The student must maintain the proper attitude and behavior on-the-job and perform the required tasks in an acceptable manner. The student who does not carry out these responsibilities after sufficient warning by the

supervisor will be terminated from their job. Supervisors must submit a Termination Request Form (located in Etrieve) which routes to the Financial Aid Office, then to Human Resources before the termination is finalized.

REASONS FOR TERMINATION MAY INCLUDE:

- Failure to report to work
- Failure to report to work at scheduled times
- Poor attitude and/or insubordination
- Failure or inability to perform the tasks required
- Repeated tardiness
- Falsification of time sheets
- Theft or embezzlement
- Destruction of College property
- Threat or use of physical force, harassment, or discrimination.
- Any illegal activities conducted on College property, including alcohol or drug use.

Any of these actions may result in immediate termination of employment

Fraud Policy and Procedures

Supervisors Responsibilities and Consequences: Departments that suspect students have intentionally submitted inaccurate timesheets should notify the Human Resources Department. The HR Department is responsible for investigating the possible extent of misrepresentation and the Financial Aid office will determine if there is an overpayment. If a determination is made that there has been an overpayment, Financial Aid Office will coordinate with the Business Office for repayment. The student will make restitution and be counseled by the Director of Financial Aid regarding loss of campus employment eligibility. Repeated problems with student timesheets in a given work area may result in that department's loss of privileges to hire student workers.

Inclement Weather and Other Emergency Conditions

In the event of an emergency whereby the campus may close for normal business operations, either prior to or during a work shift, appropriate announcements will be made through the various news media (i.e. Glen Oaks web site, text alerts, local TV channels, etc.).

Canceling classes does not necessarily mean that the campus will be closed for normal operations. Student workers are expected to report to work and remain as scheduled, unless advised to the contrary. Student workers should consult their supervisor regarding any specific inclement weather and emergency condition procedures for their departments. If the College is closed for business, student workers are not to report to work.

On-the-job injuries

All injuries that occur on the job must be reported to the student's supervisor immediately and subsequently reported to Human Resources.

Supervisor Responsibilities

Supervisors are required to:

1. Ensure that student timesheets accurately reflect hours worked.
2. Ensure that student timesheets are turned in to the Financial Aid Office on time.
3. Ensure that the hiring of student employees will not result in the replacement of permanent, full-time staff or the impairment of existing contracts for services.
4. Ensure that student employees are supervised at all times by full-time College staff and that all work performed by students is consistent with the purposes and intent of the Student Employment Program and within its regulations and guidelines.
5. Pay students only for hours actually worked
6. Only allow Work Study employees to earn Work Study funds during the Work Study award periods listed on each students' contracts; unless otherwise informed.
7. Comply with all payroll department procedures including, but not limited to, the submission of all payroll forms.
8. Advise students on procedures to follow for reporting emergencies, accidents, problems or potential hazards in the work environment.
9. Submit the Student Worker Termination Request Form (located in [Etrieve](#)) for a student worker who is caught stealing, falsifying time sheets, releasing confidential information, or is suspended/withdrawn from school. The Supervisor will also need to notify the Financial Aid Office, the and the Human Resources Department in these instances.

Appendix A

Acknowledgement – please read and initial each statement below:

Setting Work Schedules:

_____ I have read and understand that student workers are not allowed to work during scheduled class times.

Completing and Submitting Timesheets:

_____ I have read and understand that I am responsible for submitting the student worker’s timesheets on time.

_____ I have read and understand when timesheets are due.

_____ I have read and understand the required break and meal times.

Confidentiality Agreement:

_____ I have read and understand my responsibilities as a student worker supervisor.

By signing below, I certify that I have read and understand the Student Worker Supervisor Handbook.

Supervisor’s Signature Printed Name Date

Please return to the Financial Aid Office