

STUDENT EMPLOYMENT HANDBOOK

Welcome To Student Employment!

Montserrat College of Art is delighted to welcome students who have chosen to commit part of their time to employment on campus. Student Employment offers an excellent opportunity to gain valuable skills, build relationships, develop talents and interests, and to apply the professional skills they learn in the classroom.

One of the Office of Student Employment's roles is to promote uniform student employment practices at Montserrat College of Art. This guide is designed to ease the process of becoming a student employee and to provide important information about all aspects of student employment. The College extends its gratitude to all student employees for contributing to campus life in this vital way.

Conditions of Employment

The regulations below are those specifically related to employment as a student at Montserrat College of Art. For additional information about campus life, students should refer to the Montserrat Student Handbook.

Students who violate the Conditions of Student Employment or any other procedures in this Handbook may be terminated from their position as a student employee. Student employment positions are part-time, temporary, and non-benefited. These positions do not constitute regular employment with the College.

Eligibility

Who is eligible to apply for Student Employment?

- All matriculated students who are enrolled in at least three classes.
- Students who are in satisfactory standing in the following areas:
 - Academic (2.5 or higher)
 - Financial
 - Social standing with the College (Conduct)

Student Responsibilities/Conduct

The student who accepts employment at Montserrat College of Art is committing to working on campus and representing their job's department and Montserrat. In this regard, words and actions of the student employee reflect the department and the College. During employment, mutual investment occurs from the student to their supervisor and from the supervisor to their student. Supervisors rely on their employees. The College expects all students to adhere to the rules and regulations outlined in the Student Handbook and The Student Employment Handbook, including the [Workplace Behavior Policy](#)

- **Students are NOT ALLOWED to work during a time they have class:**
 - Students are strictly prohibited from working during scheduled class time, including classes that meet remotely. Students are required to submit their class schedules each semester to their managers. This rule applies even if the class is canceled for the day. The only exceptions to this rule are that students *may* work during class if the College is closed for a holiday or if classes are canceled due to inclement weather. This is not guaranteed and is up to the discretion of the supervisor/hiring manager.
- **Students can work a maximum of 15 hours a week.**
 - The Student Employment Program aims to offer employment opportunities to as many students as possible. As such, students are generally expected to work no more than 15 hours per week as student employees on campus.
- **Students should arrive on time, be focused, and reliable.**
 - The supervisor has planned the workload around the times their student employees will be working. If a student employee is going to be late or missing a shift, they should contact their supervisor as soon as possible. The expectation is that a student employee will work during their scheduled shift. Students should refrain from doing homework or other business while on the job unless given specific permission to do so.
- **Students should dress for the job.**
 - Be sure to ask what the appropriate dress is for the office. Students representing the College in customer service positions may be expected to dress differently than those who do not interact with people outside the office. Student Employees should represent the college professionally and maturely, as is required.
- **Students must show a willingness to learn.**
 - Please ask supervisors and co-workers questions about areas where questions arise. This is an opportunity for students to learn and shine as an employee.
- **Students must observe confidentiality with work-related information.**
 - It is possible that a role requires the student employee to be made aware of faculty, staff, or student data or sensitive department data. In that case, the student employee is responsible for protecting that data and maintaining its confidentiality under the Montserrat College of Art Confidentiality Policy. Supervisors will be provided with a copy of MCA's Confidentiality Policy for the student employee to sign if necessary to your position.
- **Students must keep their supervisor informed.**
 - Class schedules sometimes change, vacations occur, and papers and finals are part of academic life. If these events impact a student employee's work schedule, the student employee must talk to their supervisor. Their supervisor is also their

first contact if they need help with their student job. They can assist the student employee in identifying the source of the problems and determining how to resolve any issues. Whether they are having trouble operating a particular office machine or working with someone else, student employees should let their supervisor know so the supervisor can determine the best course of action.

- **If a student must resign, they must also give a one-week notice.**
 - Giving the supervisor at least one week's notice is essential if the student employee needs to resign. The supervisor relies on their student employees for the tasks that are a part of their job, and they will need to begin searching for replacements. Therefore, it is essential for student employees to warn the supervisor of your departure.
- **Students should play an active role in evaluation.**
 - The skills student employees develop in their job will influence what opportunities are available for them upon graduation. The supervisor and student employee relationship is more robust when performance information is shared. Feedback on the student employee's strengths and weaknesses from a supervisor is an opportunity for the student to learn and improve their performance. Student employees should feel free to ask their supervisor for an evaluation during the year. Evaluations should happen at the midpoint and end of each semester.

Evaluations

Evaluations will happen at the midpoint and end of each semester. The supervisor will conduct evaluations. The first part will be conducted before meeting with the students.

Students will be evaluated in eight categories:

- Punctuality
- Critical thinking & Problem-solving
- Initiative
- Customer Service
- Communication
- Following Area Policies
- Area Knowledge
- Leadership

Then, the student's strengths and improvement areas will be evaluated.

The second portion will be completed with the students.

This will cover:

- Career Goals
- Skills to develop
- Most Meaningful work experience
- What their goals are

Then, comments will be addressed by the Student and the Hiring Manager.
Link to the Student Employment Self Evaluation form: [SE Evaluation form](#)

Progressive Discipline

****Montserrat's progressive model****

The College understands that workplace problems occur and has provided advice and guidelines to help supervisors handle these situations themselves.

Ideally, supervisors will use the interview and selection process to help determine whether a student and a particular employment opportunity match. Furthermore, the training and orientation process provides the opportunity to ensure that student employees understand the requirements and expectations of their position, and the evaluation process allows the supervisor to document the student's performance. However, there may be occasions when the student's performance in their job requires improvement outside of scheduled evaluation periods. In those situations, a progressive disciplinary process should ensure that students can learn from their mistakes, correct their errors, and understand why they are being disciplined or terminated.

Progressive Discipline includes the steps: Counseling, Written Warning, Suspension Without Pay, and Termination. Steps will only increase if the behavior is not corrected. Most Progressive Discipline cases end before a Written Warning is issued. At each of these steps, the employee will be informed of the unacceptable behavior and given examples of the behavior, be given time to comply with a corrective action, and informed of the consequences of failing to comply with the corrective action.

How to apply for an on-campus employment position:

Step 1: View open positions on Montserrat's website at <https://www.montserrat.edu/student-employment/>

Step 2: Once a student has selected the job they are interested in applying for, contact the hiring manager listed in the job posting.

Step 3: To be considered for the position, the student should submit a resume, cover letter/statement of interest, and class schedule to the supervisor.

Step 4: The supervisor will contact the student if they would like to speak with them about the position.

Step 5. If the student is accepted for the position, the supervisor will contact the Student Employment Coordinator. The Student Employment Coordinator will then email the new hire paperwork to the student through DocuSign.

Step 6: The staff accountant will email each student & manager with payroll instructions and confirmation that they may begin working.

STUDENTS MAY ONLY BEGIN WORKING AFTER ALL PAPERWORK IS COMPLETE.

Step 7: All students must read and sign a copy of the Student Employment Handbook.

NOTE: If the student has applied to multiple positions and are in consideration for other position(s), they should inform any of those other department supervisors when they have accepted a position.

Required Paperwork

Specific paperwork must be completed before a student may be placed on the Montserrat payroll. Please complete this paperwork to ensure the start date and the payment eligibility.

Student Employee Personnel Information Form. This form requests general information to set up a student's record in the payroll system. Without this information, students cannot enter the payroll system and will not receive a paycheck.

Acknowledgment of Student Employment Handbook. This form will acknowledge the student employee has read and understood the information contained in this handbook.

I-9 (Employment Eligibility Verification for New Student Employees) Federal regulations require that every employee must verify their eligibility to work in the United States through the Employment Eligibility Verification form, commonly called the I-9 Form. Staff must verify both the student's identity and the student's eligibility to work. To do this, certain documents must be provided. Original documents must be presented.

The most common documents used to verify a student's identity are a driver's license or a student ID, while the most common documents to verify a student's eligibility to work are a Social Security card or a U.S. birth certificate. Students must bring in documentation of their identity and eligibility to work; thus, two documents are required. If students have a passport, it may be used to verify both their identity and their eligibility to work. If the passport is not a United States Passport, it must have an I-551 stamp or be accompanied by the I-94 and I-20 forms, verifying the student's eligibility expiration date.

Taxes

There are four (4) types of income tax required from the State of Massachusetts:

1. Massachusetts State Income Tax
2. Social Security Tax (not applicable to student workers)
3. Medicare Tax (not applicable to student workers)
4. Federal Income Tax (not applicable to student workers)

W-4 & M-4 (Federal and Massachusetts State Tax Withholding Allowances)

All earnings are taxable. Thus, all student employees must complete the proper documentation to have taxes withheld from their paychecks. This form is called the W-4 for federal and M-4 for Massachusetts state purposes.

Social Security/Medicare Tax Withholding – Student Exemption. The federal government allows all students enrolled at least half-time, working for the College where they study, and not "career" employees (e.x., not benefited employees) to be exempt from paying Medicare and Social Security taxes. This is an Internal Revenue Service (IRS) ruling effective April 1, 2005. If a student claims "Exempt" from taxation, they will not have any taxes withheld.

Please note that any student who falls below half-time enrollment will have Social Security and Medicare taxes deducted from their earnings; this will happen should a student engage in summer employment at Montserrat.

Supervisor Responsibilities

Supervisors must realize that students' first obligation is to their academic work. They should be flexible and understand the many demands on students. The following responsibilities will help facilitate students' employment and direct supervisors' efforts.

Supervisors will ensure that students are scheduled to work only during non-class hours as indicated on the students' schedules. The supervisor and Student Employment Coordinator must approve any exception before the work is performed.

To assure that students are paid promptly, managers will only permit students to begin work once all their new hire paperwork has been completed and submitted to the Student Employment Office. Once you have received verification from the Student Employment Coordinator, supervisors may start scheduling their student employees. The managerial responsibilities include:

- Ensure student employees' working conditions are equivalent to those of other workers.
- To outline all basic work expectations and responsibilities for student employees and explain the importance of their duties.
- To assist each student in establishing good working habits.
- Only allow each student to work a maximum of 15 hours per week.
- To be responsible for staying within the departments' allocated student employment budget.
- To notify the HR Office of any changes in the status of student employees.

Student Time Sheet Recording & Pay Practices

Student per hour rate: \$15.00/hour.

The maximum number of hours a student can work per week is 15 hours.

Time Sheets: As students begin working in their department, they must maintain an electronic time sheet of their daily hours through ADP's system.

Student employees must complete and submit their timesheet online at the time listed on the payroll schedule. Timesheets are due at 9am for students on the Monday of a payroll week.

There are occasional exceptions for holidays and collegewide closures. ***Students should submit their timesheet on time to ensure they get paid and their employment is maintained.***

Lunch and Break Periods: Student employees are due a 15-minute break within four hours of scheduled continuous work and one 30-minute unpaid meal break for working at least 6 hours daily. Student employees and their supervisors should agree, in advance, on the timing of these periods.

Holiday Pay: In general, when the campus is closed, students are not expected to work. Students who are required to work on a holiday will receive straight-time pay for the hours worked unless they exceed forty hours in one week. Some departments on campus may require holiday work.

Questions on Payroll: Any questions on payroll, timesheet hours, or recording must be directed to the payroll@montserrat.edu

All employees are paid bi-weekly; in other words, you will be paid for two (2) weeks for the previous two (2) Sunday through Saturday pay periods.

Students work two consecutive weeks before the payroll is processed and paychecks are prepared. Please refer to the Payroll Schedule at workforcenow.adp.com

Paycheck

Direct deposit is mandatory for student employment. Students will have their pay deposited directly into a selected bank account or accounts. Upon written authorization from the employee, the College will establish and test the electronic transfer of funds through its outside payroll service. A student's periodic pay can be split for direct deposit in up to three bank accounts. Direct deposit activation requires two pay cycles of testing before completion.

Students will always be paid by check or direct deposit, not through Venmo or other means.

The diagram shows a check form with the following fields and labels:

- YOUR NAME**: 1234 Main Street, Anywhere, OH 00000
- DATE**: 12/3
- PAY TO THE ORDER OF**: \$ []
- DOLLARS**: []
- ROUTING NUMBER**: 044072324
- ACCOUNT NUMBER**: 000123456789
- CHECK NUMBER**: 123

Summer Student Employment: Student employees are a vital part of the College's staff and their need is felt during the summer. Student employees who work during the summer can work up to 37.5 hours a week. Student employees are not allowed to go over the 37.5 and be paid for their time so staying under the 37.5 hour a week limit is vital.

Tax blocks change during the summer and student employees who work during the Fall and Spring semesters will notice Social Security and Medicare taxes being deducted from their paychecks.

Title IX:

Sexual Harassment/Sexual Misconduct/Title IX

Introduction and Scope

Montserrat College of Art strives to develop a campus community that supports its academic mission and programs. As such, the College supports and promotes an environment that is free from all forms of unlawful harassment, discrimination and sexual misconduct. Sex discrimination, including sexual harassment, sexual violence and sexual misconduct occurring in the classroom, residence halls, or in other campus or off-campus settings in which students may find themselves in connection with their status as Montserrat College of Art students, is unlawful, prohibited and will not be tolerated by the College.

Statement of Non-discrimination

Montserrat College of Art is committed to a policy of non-discrimination and equal opportunity for all applicants, employees and students without regard to race, color, religious creed, sex, sexual orientation, gender identity and expression, national origin, ancestry, age, disability, veteran status, active military service, genetic information, or any other category protected under applicable law.

The Human Resources office has been designated to handle inquiries regarding Montserrat College of Art non-discrimination policies. Inquiries concerning the application of non-discrimination policies may also be referred to:

Regional Director, Office of Civil Rights U.S. Department of Education 5 Post Office Square, 8th Floor Boston, MA 02109 617.289.0174

Compliance with Non-discrimination policies

To ensure compliance with state and federal civil rights laws and regulations, the College has developed internal policies and procedures that provide for a prompt and impartial process for individuals involved in an allegation of harassment or discrimination on the basis of protected class status. The College values all members of the community and works to balance the rights of all those involved in a grievance process during what is a challenging time.

The College complies with Title II, section 504 of the Rehabilitation Act of 1973 and the Americans Disability Act; Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972 (Title IX); Violence Against Women Reauthorization Act of

2013 (VAWA); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act); and Chapter 151B and 151C of the Massachusetts General Laws, as well as all other federal and state laws.

Scope of Sexual Misconduct and Title IX policies

When any of these issues come forward, the College will take all necessary steps to prevent the recurrence of these issues and to correct the effects on complainants and others.

Title IX prohibits sexual discrimination, including sexual harassment and sexual violence. Conduct prohibited under Title IX includes domestic violence, dating violence, sexual assault and stalking. Any questions regarding Title IX may be referred to the Title IX Coordinator or Deputy Coordinator or to the Office of Civil Rights.

Title IX Coordinator: Steven Greisdorf, Director of Human Resources 248 Cabot St., 1st floor 978-921-4242, ext. 1171 steven.greisdorf@montserratt.edu

Title IX Deputy Coordinator: Maureen Wark, Dean of Students 9 Dane St., 1st floor, 978-921-4242, ext. 1130 maureen.wark@montserratt.edu

Inquiries may be made externally to Office for Civil Rights (OCR)

US Department of Education 400 Maryland Ave SW Washington, DC 20202-1100 Customer Service Hotline # (800) 421-3481 Facsimile (202) 453-6012 TDD#(877) 521-2172 OCR@ed.gov

Regional Director, Office of Civil Rights US Department of Education 5 Post Office Square, 8th floor Boston, MA 02109 (617) 289.0174

Massachusetts Commission Against Discrimination (MCAD) 1 Ashburton Place, Suite 601 137 Boston, MA 02108 (617) 994-6000 TTY: (617)994-6194 Fax: (617)994-6024 mcad@mass.gov

All portions of the Sexual Misconduct and Title IX Policy apply to:

- All students alleging sexual misconduct carried out by other students, employee(s) of the College or a third party
- All acts of sexual misconduct whether the act occurred on campus or off campus
- All students regardless of sexual orientation or sexual identity
- Any online behavior that may affect the education experience for any student

The procedures contained here are for students, whether they are the complainant or the respondent. Employees who find themselves as a complainant or respondent affected by any sexual misconduct/Title IX violations should consult the Faculty or Staff Handbook.

The policies that the College has developed and follows are not a substitute for the law. Montserrat College of Art supports any student who reports any criminal activity to local law enforcement agencies.

Montserrat will respond to all forms of Title IX sexual harassment that occur with any educational program or activity against a person in the United States and any non-Title IX sexual harassment/sexual assault and VAWA crimes outside of an education program or activity or against a person outside of the United States.

The College will respond promptly to all complaints. Where it is determined that such inappropriate conduct has occurred, the College will act to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Sexual Harassment is prohibited under the Title VII of the Civil Rights Act of 1964, Title IX of the Higher Education Amendments of 1972 (Title IX), the Violence Against Women Act of 1994 (VAWA), and Chapter 151B and 151C of the Massachusetts General Laws.

STUDENT EMPLOYMENT HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Montserrat College of Art Student Employment Handbook, which outlines the college's policies and expectations of the College as well as my responsibilities as a student employee or supervisor.

By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Student Handbook provided to me by the College. This handbook does not cover every situation that may arise during my employment, but it is a comprehensive guide to the College's goals, policies, practices, and expectations.

I understand that the Student Handbook is not a student employment contract and should not be deemed as such, and I am a student employee at will.

Student Employee Name (PRINT)

Student Employee Signature

Date