

# STUDENT EMPLOYMENT HANDBOOK

# Welcome To Student Employment!

One of the roles of the Human Resources Department is to promote uniform student employment practices at Montserrat. We hope that this guide will ease the process of becoming a student employee. We also want to thank you for working at Montserrat and contributing to the College in this important way. Your efforts and hard work are appreciated!

## Conditions of Employment

The regulations below are those specifically related to your employment as a student at Montserrat College of Art. Students who violate the Conditions of Student Employment or any other procedures set out in this Handbook may be terminated from their job and as a student employee. As a student employee, your employment is through part-time, temporary, non-benefited positions. Student employment does not make you a regular employee of the College. Your employment is limited to the amount of funding committed to paying your wages. Once this commitment is reached, your employment in that position may end.

**Transferring Departments:** Student employees may transfer from one department to another within the College if their previous job commitment has ended. Working in different departments broadens your knowledge and further develops your skills. Students are expected to follow all procedures for terminating from one department and being hired by another.

## Eligibility

Who is eligible to apply for Student Employment?

- All full-time matriculated students
- Students who are in satisfactory academic, financial and social standing with the College

## Student Responsibilities/Conduct

The student who accepts employment at Montserrat College of Art is making a serious commitment. During employment, mutual investment takes place from the student to their supervisor and from the supervisor to their student. Supervisors rely on their employees to keep their department running. This is true of all employees, whether they are permanent, temporary, or student workers. Thus, it is important that you take your job seriously. Below are some things to keep in mind in your position as a student employee. The College expects that all students will adhere to the rules and regulations outlined in the Student Handbook and The Student Employment Handbook

**Generally, students may only work at one position at a time during the course of the academic year. Students are allowed to work a *maximum of 15***

**hours per week.** The purpose of the Student Employment Program is to offer employment opportunities to as many students as possible.

**Arrive on time, be focused, and reliable.** Your supervisor has planned the office workload around the times you will be there. If you will be late or absent for any reason, call ahead and let your supervisor know. Your supervisor expects you to work during your scheduled shift. Do not plan on doing your homework or other personal business while you are on the job.

**Dress appropriately.** 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 working in positions that have no contact with people outside the office. We expect that you will represent the College in a professional and mature manner.

**Have a willingness to learn.** Please feel free to ask questions of your supervisor and co-workers and to inquire regarding areas about which you are unsure. This is an opportunity for you to learn and to shine as an employee!

**Observe confidentiality with work-related information.** If at any time you are made aware of any employee/student data or sensitive department data, you are responsible to protect that data and maintain confidentiality of that data under the Montserrat College of Art Confidentiality Policy. Supervisors will be provided you with a copy of MCA's Confidentiality Policy for you to sign if necessary to your position.

### **Working during classroom hours**

Students are strictly prohibited from working during their scheduled class time. Only if a class is canceled and the student communicates clearly with their superiors, they may work. This scheduling exception must also be documented in the payroll system, on the student's timesheet, and with HR. **Please provide a class schedule to your supervisor at the beginning of each semester.**

**Keep your supervisor informed.** Class schedules sometimes change, vacations occur, and papers and finals are part of academic life. If these events impact your work schedule, talk to your supervisor. Your supervisor is also your first contact if you are having any difficulties in your student job. They can assist you in identifying the source of the problems and determining how to resolve any issues. Whether you are having trouble operating a particular office machine or are having trouble working with someone else in the office, let your supervisor know so that they can help you resolve the issue.

**Play an active role in your evaluation.** The skills you develop in your student job will play a role in what opportunities are available for you upon graduation. The relationship between the supervisor and student employee is stronger when performance information is shared. The supervisor has the opportunity to point out both strengths and weaknesses, and the student has the opportunity to learn how they can continue improving their performance. Feel free to ask your supervisor for an evaluation and feedback during the year.

**If you must resign, give a one week notice.** If, for any reason, you need to resign from a position, it is important to provide your supervisor with at least a one week notice. Your supervisor relies on you for the tasks that are a part of your job, and thus, they will need to begin the search for your replacement. Therefore, it is important to provide your supervisor with fair warning of your departure.

## **Progressive Discipline**

The College understands that problems in the workplace do occur, and has provided the following 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 are a good 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 performance of the student in their job is below expectations. In those situations, a progressive disciplinary process should be used to make sure that students have the opportunity to learn from their mistakes, to correct their own errors, and to understand why they are being disciplined or terminated.

## **How do I learn more about available student jobs at Montserrat?**

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

**Step 2:** Once you've selected the job you are interested in print out a Student Employment Application. Applications are available online.

**Step 3:** Contact the supervisor of the desired position. Fill out and bring your Student Employment Application to the interview.

**Step 4:** If accepted for the position please have your supervisor sign off on the Student Employment Application verifying the hire. You can not move on to step 5 without a signature.

**Step 5:** Once you have been hired please report to the Human Resources Office to complete *New Hire paperwork*. Bring a copy of your Student Employment application to be signed by the HR officer. Once your new hire paper work is complete you will receive a signature from the HR officer.

**STUDENTS MAY NOT BEGIN WORKING UNTIL ALL PAPER WORK IS COMPLETE AND HAS BEEN SUBMITTED TO THE HR OFFICE.**

**Step 6:** All students must read and sign a copy of the Student Employment Handbook and return it to the HR Office.

**Step 7:** Once supervisors are advised by the HR office that paper work has been completed, student employees may begin working.

\*NOTE: If you have applied to multiple positions and are in consideration of other position(s), please inform the department supervisor of those other positions that you have accepted another position.

## Required Paperwork

Before a student may be placed on the Montserrat payroll, certain paperwork must be completed. Failure to complete this paperwork will result in a delay in both your start date and your eligibility to be paid.

### **Student Employee Personnel Information Form**

This form is general information to get your record set up in the payroll system. Without this information i.e. name, social security number, address, date of birth – you cannot not be entered in our payroll system and will not receive a paycheck. We must collect and verify this information each academic year.

### **Acknowledgement of Student Employment Handbook**

This form will acknowledge you have 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 your eligibility to work in the United States through the Employment Eligibility Verification form, commonly referred to as the I-9 Form. Staff must verify both the student's identity and the student's eligibility to work. In order to do this, certain documents must be provided, in person. Original documents must be presented to the staff member, who will review and return them. Photocopies are not allowed.

The most common documents used to verify the 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. You are required to bring in documentation of both your identity and eligibility to work, thus two documents are required. If you have a passport, it may be used to verify both your identity and your 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, which verify the expiration of your eligibility.

## Taxes

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

1. Massachusetts State Income Tax
2. Social Security Tax
3. Medicare Tax
4. Federal Income Tax

### **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 paycheck. This form is referred to as the W-4 for federal purposes and M-4 for Massachusetts state purposes.

Some student may qualify to be exempt from paying taxes. In order to qualify for exempt status on the federal form, you must certify that last year you had a right to a refund of ALL federal income tax withheld because you had NO tax liability, AND that this year you expect a refund of ALL federal income tax withheld because you expect to have NO tax liability. A form distributed by the IRS is included in the Student Employment New Hire Packets to outline additional details.

If you do not qualify for Exempt status, you must define the number of allowances upon which your withholdings will be based. The form asks specific questions and provides a worksheet to assist you in completing this information.

### **Social Security/Medicare Tax Withholding – Student Exemption**

The federal government allows all students who are enrolled at least half-time, are working for the College where they study, and are not "career" employees (e.g. are 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 you claim "Exempt" from taxation, you 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 the first obligation of students is to their academic work. Supervisors should be flexible and understanding of the many demands on students. The following responsibilities will help facilitate the employment of students and help to direct the efforts of supervisors.

Mangers will be responsible for ensuring that students are scheduled to work only during non-class hours as indicated on the students' schedules. Any exception (i.e. class cancelation) must be documented in the payroll system, on the student's timesheet, and with HR.

In addition, the staff accountant will be responsible for auditing a sample of FWS student timesheets twice each semester, to ensure compliance with the policy. Any student found in violation of the policy will receive a written warning. The staff accountant will thereafter monitor that student's timesheet each pay cycle. If any subsequent violations are noticed the student will be notified that he/she is no longer eligible for on campus employment.

To assure that students are paid in a timely manner, please **DO NOT** permit students to begin work until all their new hire paper work has been completed and submitted to the HR Office. Once you have received verification from the HR Office you may begin scheduling your student employee.

- To make sure the working conditions of student employees 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.
- To only allow each student to work a maximum of 15 hours per week.
- To be responsible to stay within your 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: \$11.00/hour.**

**The maximum number of hours a student can work per week: 15 hours**

### **Time Sheets**

As you begin working in your department, you will be required to maintain an electronic time sheet of your daily hours through ADP's system.

You are responsible for completing your timesheet and submitting it online at the required time listed on the payroll schedule. Failure to submit your timesheet in a timely manner may result in loss of employment.

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

**Holiday Pay:** If students are required to work on a holiday, they 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, time sheet hours, or recording must be directed to Shannon Lavelle, at 978-921-4242, ext. 1298

All employees are paid on a bi-weekly basis; in other words, you will be paid for two (2) weeks for the previous two (2) Sunday through Saturday pay periods. This means that you work two consecutive weeks before our payroll is processed and your paycheck is prepared.

Please refer to our Payroll Schedule at [workforcenow.adp.com](http://workforcenow.adp.com)

## Paychecks

### **Direct Deposit**

*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 prior to completion.

We hope the information in this booklet is helpful to you and that your experiences as a student employee at Montserrat College of Art meet your needs and expectations.

## 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.

I will familiarize myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in Student Handbook provided to me by the College. I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices and expectations of the College.

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

\_\_\_\_\_  
Student Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Employee Name (PRINT)

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date