TABLE OF CONTENTS

STUDENT EMPLOYMENT HANDBOOK FOR SUPERVISORS

I. Purpose, Mission, Programs
   1. Purpose ........................................................................................................... 1
   2. Mission .......................................................................................................... 1
   3. Student Employee Definition ......................................................................... 2
   4. Programs .................................................................................................... 2
      Federal Work Study ....................................................................................... 2
      Cal Works Work Study ............................................................................... 3
      Department/Special Grants Funded ............................................................. 3

II. Requesting and Recruiting Student Employees
   1. Determining Department Needs ................................................................. 4
   2. Select Position Title and Pay Rate .............................................................. 4
   3. Submit Position Request Form .................................................................. 5
   4. View Applications from Job Postings ......................................................... 6
   5. Submit Candidate Request Form .............................................................. 6
   6. Interview Candidates ............................................................................... 6
   7. Complete and Submit Hire Paperwork ..................................................... 7
   8. Wait for Witten Approval from Student Employment ................................... 9
   9. Important Miscellaneous Information about FWS Funds ....................... 9

III. Orientation, Training and Job Descriptions
   1. Establish a Work Schedule ....................................................................... 10
   2. Orientation & Training ........................................................................... 10
   3. Breaks and Lunches ............................................................................... 12
   4. Set Workplace Expectations & Job Descriptions ..................................... 12

IV. Timesheet Procedures and Getting Students Paid
   1. Timesheets & Documentation of Work .................................................... 13
   2. Reviewing & Approving Timesheets .......................................................... 13
   3. Late Timesheets ....................................................................................... 15
   4. Off-Campus Workers ........................................................................... 15
   5. Tracking FWS Hours ............................................................................ 15
   6. Tracking Department Funded Amounts .................................................. 16
   7. Overtime Pay & Overages .................................................................... 16
   8. Paid Sick Time ....................................................................................... 17
   9. Paycheck Disbursements ................................................................... 17

V. Supervisor Responsibilities
   1. Performance Reviews ............................................................................ 18
   2. Increases to Hourly Rate & Promotion Requests .................................... 19
   3. Changes in Eligibility to Work ............................................................... 19
   5. Prohibition of Sexual Harassment .......................................................... 20
   6. Employee Injury & Illness Reporting Procedures .................................... 20
   7. Unattended Student Employees ............................................................. 21
   8. Volunteering Hours .............................................................................. 21
   9. Computer Use Policy ............................................................................ 22
  10. Nepotism .................................................................................................. 22
  11. Transportation ....................................................................................... 23
  12. Disciplinary & Termination Process ........................................................ 23
1. PURPOSE, MISSION, PROGRAMS

1. PURPOSE
The Student Employment Supervisor’s Handbook is designed to provide guidelines for the employment and supervision of work study program students at Moreno Valley College. The purpose of this handbook is to inform each department of the policies, procedures, and responsibilities associated with student employees. We want to ensure that your experience with student employees will be a positive one and that our student employees benefit from their work experience on or off-campus.

2. MISSION
The Mission of the Moreno Valley College (MVC) Student Employment Office is to provide financial assistance to students through on and off-campus paid part-time employment opportunities while meeting departmental needs. The program fosters learning opportunities for transferable job skills and professional development of student employees while working collaboratively with staff, employers, and the local community to develop partnerships and cultivate community spirit.

The SEO is committed to assisting students develop as employees. In doing so, students reap the benefits of professionalism and marketability as they prepare for their careers upon graduation. The SEO serves three core constituencies in the following order:

1) Students
2) Departments
3) Non Profit Organizations

3. STUDENT EMPLOYEE DEFINITION
A student employee is a part-time hourly employee who is concurrently enrolled in at least 6 units during the Fall and Spring semesters and at least 3 units during Summer and Winter semesters. Employment is interim or temporary in nature and is incidental to availability.

Student employees are \textit{at will} and are hired on an as-needed basis. This means that the student's employment can be terminated at any time. MVC makes every effort to employ as many students as possible but there is no guarantee that a student will find a position. Student employees are covered by Workmen's Compensation in case of an accident on the job but are not eligible to receive most other employment benefits such as, but not limited to: paid vacation, holiday leave, medical, dental, life and long-term disability insurance, unemployment compensation insurance and retirement benefits.
3. PROGRAMS
MVC has several types of student employment offered by a variety of funding sources: Federal Work Study, Cal Works Work Study, Department Funded and Special Grants.

Federal Work Study Program
The Federal Work Study (FWS) program is a federally regulated financial aid program that contributes 75% while the college contributes the required 25% match share of the student’s labor costs. Hiring departments utilizing FWS are not required to pay for the student’s wages. The FWS award depends on the student’s financial need, the amount of the other aid awarded and the availability of FWS funds. Each institution participating in the FWS program receives a specific allocation from the federal government. Although it is a benefit to have this additional funding, it also requires additional work for the supervisors to comply with the SEO requirements for verifying eligibility and tracking employment. Federal Work Study also encompasses on-campus and off-campus programs with non-profit organizations to promote community services which include additional programs such as:

1. America Reads Program: The America Reads Program is an off-campus program in which the student employee travels to an Elementary and/or Intermediate school and tutors children, grades K-8, in reading. This includes one-on-one tutoring as well as tutoring children in small groups.

2. America Counts Program: This tutoring program is similar to the America Reads program, except pertinent subjects are math and/or science related materials.

3. Literacy Program: The Literacy Program is designed to promote literacy skills to people of all ages. The Eastside Cybrary Connection Center, Nichols Park Homework Assistance Center and the Foster Youth Service sponsored by the Riverside County Office of Education are pioneer participants of this program.

4. Community Service Programs: The Community Service Programs vary in job description. Positions could be available at the local Crisis Intervention Centers, Homeless Shelters, Youth Action Centers, and Elementary and Intermediate Schools for after school programs.

Students must complete the following to qualify for Federal Work Study (FWS):

- Complete the Free Application for Federal Student Aid (FAFSA) using School code for Financial Aid: 041735
- Enroll in at least 6 units during the Fall and/or Spring semester(s) and at least 3 units during the Summer and/or Winter semester(s)
- Have Moreno Valley College listed as their “home campus”
- Maintain a cumulative 2.0 or higher GPA
- Have a valid Social Security card and picture ID (or equivalent work authorization)
- *International students may work if they have proof of authorization from the INS Department to work in the United States

These requirements must be met each semester to continue employment.
The full FWS award amount is provided in the award letter and means that the student can earn up to that amount without having to claim it as income on the next FAFSA form. The award year is from July 1st through June 30th. The award can be earned through the end of the year’s enrollment period. Any unearned portion of an award cannot be carried over from one award year to another. Awards can range from $1000.00 to $4000.00 based on the student’s unmet need. Students may earn up to half of their award amount per semester. **Students are not allowed to earn more than the amount of their FWS award.** Students with Federal or CalWORKs Awards must deplete all award balances prior to possibly utilizing Department funding.

Work assignments must be in the public interest. They may not involve any partisan or non-partisan political activity or lobbying.

**CalWORKs Work Study**

CalWorks work study is a source of funding to pay student workers who are eligible for the program. CalWorks is not a stand-alone funding source and match funding has to be provided by either Federal Work Study funds or Department funds (either 25% or 75% match). Moreno Valley College/CalWORKs Workforce Preparation Work Study program connects eligible CalWORKs students to entry level employment opportunities related to their course of study. The focus is to link employers to students who can learn initial job skills, maintain long-term employment directed toward career development while continuing their college course work and maintain their GAIN (Greater Avenues for Independence) eligibility. To be eligible, CalWORKs Work Study students are required to:

- Be enrolled in at least one unit
- Provide a valid WTW contract to the MVC Workforce before or at the start of every semester (Summer, Fall, Winter, Spring)
- Have Moreno Valley College listed as their “home campus”
- Maintain a minimum cumulative 2.0 GPA
- Have a valid Social Security card and picture ID (or equivalent work authorization)
- Get clearance from the CalWorks/Workforce Preparation department to help determine eligibility.

**Department Funded and Special Grants**

Department/Special Grants student workers do not have to be financial aid eligible. A department student worker is any MVC student working 20 hours or less per week, on or off-campus. Departments pay 100% of the student’s wage. Each department is given an allocation for the fiscal year and must not exceed this allocation. Department jobs are available to students who are enrolled at MVC with at least 6 units during the Fall and/or Spring semester(s), at least 3 units during the Summer and/or Winter semester(s), have Moreno Valley College listed as their “home campus” and maintain a cumulative 2.0 or higher GPA. These requirements must be met each semester to continue employment.

*International students may work under Department employment only if they have proof of authorization from the INS Department to work in the United States.*
II. REQUESTING AND RECRUITING STUDENT EMPLOYEES

This section covers how to ask for student employees and complete the hire process.

1. DETERMINE DEPARTMENT NEEDS

Before beginning the hiring process, take some time to determine the resources available to the department to hire student employees. First determine the funding source (i.e. Federal Work Study or Department funding, etc). Keep in mind if you are hiring students through the Federal Work Study Program, they are on a limited award*(usually between $1000-$4000 for the year).

*Working students OVER a set budget or FWS award will require your department to pay the overage amounts.

Second, determine how many student workers you will need. The best way to approach the task is to determine the duties you want them to perform and the number of hours it will take to complete each task. For example: If you need 40 hours a week to complete a task then consider hiring 2-3 student employees working 7-12 hours each week instead of 1-2 students working 20 hours each week. Remember, student’s educational goals are priority and students’ class schedules may not fit hourly needs.

A student employee should never be used to replace a full-time position.

Note: a department will be limited to hiring only 5 Federal Work Study(FWS) students due to limited funding. If a department feels more are necessary, they need to submit a written request to the SEO to make an exception. This limitation applies only to FWS meaning that a department can have more student employees who are paid through other funding sources (i.e. department/grants). For example, a department may have 5 FWS funded students and an additional 5 department-funded students.

2. SELECT POSITION TITLE and PAY RATE

Select a District-approved Student Employee Position Title. The five titles and their standardized pay rate are listed on the Student Employment Section of the Moreno Valley College Website at http://www.mvc.edu/se. (Rates are subject to change according to minimum wage laws). They are:

- Student Aide I: $10.00 per hour
- Student Aide II: $10.25-$10.75 per hour
- Student Aide III: $11.00-$11.75 per hour
- Student Aide IV: $12.00-$12.75 per hour
- Student Aide V: $13.00-$13.75 per hour
In addition to the preexisting position titles, you will need to determine the specific needs of your department to include in the position request (see Step 3 for information on the Position Request Form). Additional requirements can include:

- Live Scan (fingerprinting)
- TB testing requirements
- Special certifications required
- Experience required or field of study preferred
- Specialized needs for the department such as “experience with media” or “ability to lift up to 50 lbs” etc.

After selecting a pay rate to fit the position requirement, budget the hours based on the FWS Award amount or the Department’s allocation. The following is an example based on a $4,000 amount at an hourly rate of $8.00 to be budgeted over 28 weeks:

\[
\text{\$4,000 (award)/ \$8.00 (hourly rate) = 500 hours} \\
\text{500 hours / 28weeks =} \\
\text{=17.85 hours per week that the student can work}
\]

3. SUBMIT POSITION REQUEST TO STUDENT EMPLOYMENT OFFICE

Determine if you are on or off campus. For **On-Campus** employment, you will need to complete the following forms and submit the originals to the Student Employment Office (SEO):

a) **POSITION REQUEST FORM**
   This form is used by a supervisor within a department to request a position. The form contains the details of the position including position title, wage, start date, the supervisor, source of funding, etc. and whether or not you would like the **job posted** for recruiting.

   *Job Posting*
   Student Employment offers recruitment services to supervisors to help departments expedite the hiring process. If you would like Student Employment to post and advertise the position to the student population, select “yes” for position posting on the Position Request Form. If you would like to hire directly or by word of mouth, select “No” on the form and skip ahead to Step 5 in this handbook.

b) **AUTHORIZED SIGNATURE FORM**
   This form is used to determine who can sign timesheets submitted by student employees. It is recommended to have a primary signer and one or more backup/temporary signers should the supervisor be absent.

For **Off-Campus** employment, you will need to complete the following forms and submit them to the Student Employment Office (SEO):

a) **POSITION REQUEST FORM** (Same as above for On-Campus)

b) **AUTHORIZED SIGNATURE FORM** (Same as above for On-Campus)
c) **NEW SITE AGENCY APPLICATION.** (Use only if this is your first time contracting Federal Work Study with MVC).
   This form is used to determine if the site will qualify for Federal Work Study and will require a site visit for clearance.

d) **FEDERAL WORK STUDY CONTRACT**

   All off campus sites have to submit 3 signed original copies of the contract with copies of a certificate of liability insurance to:
   Moreno Valley College
   c/o Student Employment Office
   16130 Lasselle Street
   Moreno Valley, CA 92551

   Please allow 3-4 Weeks for the processing and signature of contracts. You will be notified when and if the contract is approved. All forms and instructions for the hiring process can be found on the MVC Student Employment Website at [http://www.mvc.edu/se](http://www.mvc.edu/se)

4. **VIEW APPLICATIONS FOR JOB POSTING (if requested)**

   If you requested the position for your department to be posted for recruitment (using the Position Request Form), Student Employment (SE) will advertise the position online.

   You will be notified when your position is posted. Positions post on average 1-2 weeks with a possible extension. Once there is an adequate applicant pool to select from, SE will notify supervisors with an email including temporary access to view the online applications.

   Do not start interviewing the students until they are screened for eligibility (See Candidate Request Form below in step 5).

5. **SUBMIT A CANDIDATE REQUEST FORM PRIOR TO INTERVIEWING**

   A Candidate Request Form helps supervisors save time from interviewing unqualified students by determining if applicants are eligible for work study. Select all the possible students you would like to interview and submit them on the candidate request form to Student Employment via fax or email. Applicants will be screened by SE and returned to the supervisor via email. (At that time you may start contacting the eligible candidates for interviews.)

6. **INTERVIEW CANDIDATES**

   The hiring Supervisor will contact candidates they are interested in interviewing. Interviewing is a time to gather information about the candidate. Here is a list of considerations in preparing to interview a student:

   - Make yourself a list of interview questions before the interview.
   - Use open-ended questions and try to avoid yes/no questions.
� Introduce yourself and provide a brief overview of the position before you start asking the applicant questions.
� All candidates should be asked the same basic questions in the same manner.
� Inform the applicant when they can expect to hear of your decision.
� Rate each applicant immediately after the interview. If you wait, the information will not be as easily recalled.
� When the position is filled, call or send a letter to each applicant to let him or her know a decision has been made.
� Close the position with the SEO.
� Maintain all documentation* from the interview for two (2) years from the initial interview date.

* Documentation from interviews could be subpoenaed in a legal dispute. Avoid documenting personal statements about protected class information (i.e. race, religion, children, etc) and personal opinions that may be viewed as subjective. Keep information factual and objective in nature.

**SAMPLE INTERVIEW QUESTIONS:**

* The Equal Employment Opportunity Commission prohibits asking questions about race, age, marital status, and number of children, religion, or any other subject that could be perceived as discriminatory.

1) Why does this position interest you?
2) What skills and experience can you bring to this position and our office?
3) What are your strengths and weaknesses?
4) How do you measure success?
5) If you were hired for this position, what qualities would you look for?
6) Give me an example when you had difficulty communicating with someone and how you resolved the situation.
7) What motivates you?
8) What campus organizations are you involved in?
9) Under what conditions do you do your best work?
10) Tell me about a time you had to surmount an obstacle to reach a goal. What was the problem, and what did you do about it?

7. **COMPLETE and SUBMIT HIRE PAPERWORK for SELECTED CANDIDATES**

Once you have made your selection(s), determine if you will be doing a NEW HIRE, REHIRE, ADD or TRANSFER (see definitions on page 8) and complete the appropriate HIRE PAPERWORK forms found online. Ensure forms are completed entirely and are mistake free and checklists and directions have been followed. Submit a completed packet to the Student Employment Office for processing.

Please allow SE approximately 7-10 business days to process the paperwork. This process may be delayed if the paperwork is incomplete or if there are issues with the paperwork or their financial aid.

**Supervisors cannot allow students to work or begin training until official written approval is given by Student Employment. (See Step 8 Below).**
NEW HIRE, REHIRE, ADD or TRANSFER DEFINITIONS

A “New Hire” is a student that has never worked as an employee for MVC. The New Hire packet will include all of the following:

- Hire Slip (includes funding source and job title)
- New Hire Checklist
- Employee Information Form
- 3 copies of student’s Picture ID
- 3 copies of Student’s Social Security Card
- W-4 form (with no errors or white out)
- DE-4 form (optional if state deductions differ from federal)
- I-9 form (with no errors or white out)
- Terms and Conditions (signed) for Student Employment
- FERPA Agreement Form (signed)
- Designation Of Beneficiary
- Payroll Direct Deposit Authorization Form WITH Voided Check attached
- Certifications* (TB Test, Food Handlers Cert, etc *IF required by department)

A “Re-Hire” is a student who has previously worked for Student Employment, who has completed a full year of working and is to be rehired or who has been dismissed and is re-applying. The Re-Hire packet will include all of the following:

- Hire Slip (includes funding source and job title)
- Re-Hire Checklist
- Employee Information Form
- W-4 form (IF changes are required from previous)
- Terms and Conditions (signed) for Student Employment
- FERPA Agreement Form (signed)
- Direct Deposit Form WITH Voided Check attached (if changed from previous)
- Certifications (TB test, Food Handlers Cert, etc. IF required by department)

An “ADD” is for a student who is currently working in a department and wishes to work in an additional department or if adding the supervisor needs to add an additional funding source/ Budget code. The ADD packet will include all of the following:

- Hire Slip (includes funding source and job title)
- ADD/TRANSFER Checklist
- Employee Information Form
- Terms and Conditions (signed) for Student Employment
- FERPA Agreement Form (signed)

A “TRANSFER” is for a student who wants to END his/her current job and work in a new department. The TRANSFER packet will include all of the following:

- Hire Slip (includes funding source and job title)
- ADD/TRANSFER Checklist
- Employee Information Form
- Terms and Conditions (signed by new department Supervisor)
- FERPA Agreement Form (signed by new department Supervisor)
- Certifications (TB test, Food Handlers Cert, etc. IF required by department)

Please allow SE approximately 7-10 business days to process the paperwork.
If paperwork is incomplete or missing, the paperwork will be sent back to the hiring site for completion. All hire paperwork must be completed before a student can begin working.
8. WAIT FOR WRITTEN APPROVAL

The supervisor will receive a written approval e-mail notifying them of the employee’s hire date along with a timesheet attached to it. The supervisor can then contact the student for orientation and to establish a work schedule. (See Section III).

Supervisors cannot work or begin training students prior to their official hire date and without written authorization from the Student Employment Office.

9. IMPORTANT MISCELLANEOUS INFORMATION ABOUT FWS FUNDS

- Brand new incoming work-study student employees who have never attended a class at MVC must complete an enrollment agreement at the time of hire.
- FWS Award amounts cannot be carried forward into the next term or carried back into a previous term.
- If the work-study student employee quits or is terminated they may not get another work-study job until the following semester and any unused portion of their award for that semester may be forfeited.
- Student employees and their Supervisors should be aware that work-study awards are subject to change as they depend on a student’s financial aid status at any given time and are based annually on the FAFSA. The work-study student employee should notify the employer immediately of any changes made to his or her award amount and discuss with the employer what, if any, work schedule changes will result as a result of the award change.
- You may work a student during Summer and Winter terms but be aware that the student will exhaust their total amount of FWS earlier in the year.
- Students may work during non-enrollment periods such as semester breaks and summer vacation.
III. ORIENTATION, TRAINING AND JOB DESCRIPTIONS

Supervising student employees is considered a privilege and requires active participation from supervisors to provide a professional working environment. It also requires the supervisor to ensure the department and student worker are in compliance with work study regulations. The supervisor’s responsibilities are listed in this section.

1. ESTABLISH a WORK SCHEDULE

Upon hiring a work study student, the supervisor is responsible for establishing a clearly defined work schedule that is compatible with the time requirement of both the student and the department. Work weeks are NOT to:

- Work during class time
- Exceed twenty (20) hours per week collectively
- Exceed 8 hours per day
- Include holidays or college closures

Each department has some freedom to set departmental student employee guidelines. However, each department will be held responsible by MVC for the fair treatment of student employees in hiring, employment, and termination.

Students should **not be allowed** to work at times when their classes are scheduled. Such arrangements are prohibited by federal guidelines. The main focus of students is their education, not their on-campus job. This requires flexibility on the part of the supervisor regarding breaks, finals week, and other school activities. However, students must be held responsible for their work and action, in accordance with college and department policies.

To ensure students do not work during classes, request the student’s class schedule each semester and keep it in the student employee’s file for each semester they work. Supervisors should ask for the schedule to include meeting days and times.

2. ORIENTATION and TRAINING

The supervisor should complete an **orientation** with the student worker. The campus recognizes that employee development requires a shared responsibility among the institution, you, and the student employee. As a supervisor, one of your key responsibilities is to encourage growth and career development of student employees. Each supervisor is responsible for conducting a student job orientation.
The Orientation should include (but is not limited to) the following:

- Review and sign the Student Employment Handbook (see back of handbook)
- A brief one-on-one overview of the office structure, rules and regulations
- The student’s job and responsibilities
- Departmental specific Training
- Departmental phone etiquette, such as what to say when answering the phone, how to transfer, how to put calls on hold, how to take a message, frequently used phone numbers
- Appropriate sign-on for the departmental computers
- Answers to frequently asked questions for the area in which the student works
- Confidentiality
- How to schedule meetings for the faculty and/or staff in the department
- Appropriate Dress Code
- What to do in an emergency
- Injury procedures
- Procedures for filing, distributing mail, greeting visitors
- Ask student to review Code of Student Conduct (BP 5500)
- Behaviors that would constitute grounds for disciplinary action
- Whom to call if sick time or time off is needed, and what procedures to follow if the student’s work schedule needs to be changed
- Where to store personal items
- Time sheet procedures
- Payroll calendar

After reviewing the handbook with the student, both you and student must sign the agreement page provided at the end of this document. Please forward the original to Student Employment within 30 days of the student’s hire date and keep a copy maintained in your files within the department.

When training a student employee, go through every work procedure step by step, explaining everything in detail. Do not assume the student knows what needs to be done or how to do it. Very often, this is a student’s first job and procedures that seem simple and obvious to you may be confusing to a new student employee. Ask for feedback, it is the best way to make sure your student understands the instructions given.

Make sure the student understands all the conditions of employment. These conditions should be stated in writing and include information such as: job description, starting pay rate, work hours, rights, responsibilities, and any additional hiring site personnel policies. The SEO has developed the Terms and Conditions Form for employers to use as a guideline. It is best to read through the form with the student. Explain the meaning of each line, and then have the student sign the form.

**Students should be paid for ALL work related training.**
3. BREAKS AND LUNCHES

Student employees are allowed a 10-minute break for every four (4) hours worked provided that the work day is at least 5 hours long. Rest periods are not cumulative nor can they be combined with the meal breaks to shorten the work day. Except in emergencies, rest periods are to be free from interruption.

Student employees regularly assigned six (6) or more hours per day are entitled to an uninterrupted lunch period. The lunch period shall be unpaid and shall be for at least thirty (30) minutes. The lunch period shall be scheduled near the midpoint of the student employee's work day. If a student employee is only working up but no more than 6 hours a day, they have the option of waiving the right to a 30-minute unpaid uninterrupted lunch period in order to complete their work day if approved by their supervisor.

4. SET WORKPLACE EXPECTATIONS (JOB DESCRIPTIONS)

It is strongly suggested that all departments have student employee guidelines for the students working in their department. The guidelines should, at minimum, contain:

- A copy of the student's job description.
- Departmental policies and procedures including expectations of all student employees.
- Policies on attendance and punctuality, deadlines for work schedules for the term, acceptable reasons to miss work, and timely notice of absences.
- Acknowledgement of Code of Student Conduct (BP 5500)
- Student expectations of the supervisor such as regular performance recommendations and feedback (covered in Section V) and warnings prior to termination.

A professional atmosphere should exist for students. Students on Federal Work-Study are not receiving grants or gift aid by participating in the program. They are expected to do work to earn their FWS awards. Allowing students to “just be there” and approving their time sheets will only hurt the students and undermine the purpose of Federal Work-Study. Each student should be assigned to a permanent supervisor. Normally, this is the person named in the Position Request as supervisor. Both the supervisor and the student should have a clear understanding about how records of time worked will be kept. It is recommended the supervisor set up a separate sign-in sheet or time clock to avoid a discrepancy of hours occurs. If a discrepancy occurs, the burden of proof resides with the college/department to verify a student worked or if they may have falsified hours. It is primarily the supervisor’s responsibility to make sure that timekeeping records are accurate and are submitted for payment each pay period.

Supervisors are responsible for making sure that students are doing the work indicated on their job descriptions. Federal Work-Study students must be working within their written job descriptions at all times. Do not assign a student to work in a different area or to do tasks’ other than are described in the original job description submitted to the SEO.
IV. TIMESHEET PROCEDURES AND GETTING STUDENTS PAID

It is the responsibility of the supervisor to approve the hours worked by student employees and to help ensure timesheets are accurate and submitted for payment on time. Student timesheets are due monthly. This section covers important timesheet procedures.

1. TIMESHEETS AND DOCUMENTATION OF WORK

An approved electronic timesheet will be emailed to supervisors upon official hiring for all students working on campus for each job and department they hold. It is highly recommended for both on and off campus supervisors to have students sign in and out at the start and end of every shift. Using a sign-in sheet allows supervisors to better monitor their student’s hours in comparison with the submitted timesheet. This will help prevent students from falsifying hours worked on their timesheets and provides a written record of actual time worked. It is recommended you keep a copy of this and a copy of timesheets submitted.

2. REVIEWING AND APPROVING TIMESHEETS

It is the supervisor’s responsibility to review and approve timesheets for all student workers and help ensure they are turned into the SEO on time. Supervisors must approve a student’s time worked by reviewing and signing that the student worked the hours indicated thereby verifying that all information on the timesheet is correct. To approve a student’s timesheet you must be an authorized signer in the department the student is employed. The authorized signer would have been designated on the Authorized Signature Form discussed in Section II.

All student timesheets must be turned in to the SEO at the end of every month or before closing on the due date (PLEASE download the student employee payroll calendar for due dates online at www.mvc.edu/se). It is the supervisor’s primary responsibility to help ensure the timesheet is accurate by verifying the following:

- Ensure first day worked is NOT prior to written hire date given by the SEO.
- Last and first name should be same as social security card.
- Last four digits of the social security number.
- Correct department/College listed: Example (Tutorial Services/MVC).
- Verify correct Position title is listed (i.e. Student Aide II).
- Ensure the Student Employee Box is checked for Type of Employee.
- Enter the start and end of the month and year for the current pay period (i.e. January 1 to January 31, 2014).
- Ensure student did not work over allocated FWS hours/or Budgeted hours.
- Total the hours worked (No white out or pencil is allowed. If corrected, both supervisor and student have to initial next to the total).
If hours fall on a weekend date, the supervisor MUST initial next to that day for approval.

Ensure no hours are listed for holidays or college site closure days (students may not work during these times).

Signature dates for both student and supervisor should be on or AFTER the last day worked.

Should not have more than 8 hours worked in one day. (An time OVER 8 hours in a day must be paid and will be taken out of your Department/District budget).

Should not work more than 20 hours a week (unless pre-approved by Student Employment through the Over 20 Hours Request).

Supervisor should verify correct Budget Code(S)

Further, considerations must be made for timesheets and work schedules:

- Students are not allowed to work – under any circumstances – during class time.
- Students who work hours during a pay period must be compensated for those hours, even if the student has already exhausted all his/her funds (see OVERAGES AND OVERTIME below for details).
- Supervisors may not alter timesheets in any way to avoid being charged for a student overage.
- Students cannot “hold” time sheets and turn them in later. They must be submitted for the appropriate time period the hours were worked.

Please use the following conversion chart when calculating time sheets (the printable form is located online):

<table>
<thead>
<tr>
<th>Time Range</th>
<th>Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>06 – 11 min.</td>
<td>.1</td>
</tr>
<tr>
<td>12 – 17 min.</td>
<td>.2</td>
</tr>
<tr>
<td>18 – 23 min.</td>
<td>.3</td>
</tr>
<tr>
<td>24 – 29 min.</td>
<td>.4</td>
</tr>
<tr>
<td>30 – 35 min.</td>
<td>.5</td>
</tr>
<tr>
<td>36 – 41 min.</td>
<td>.6</td>
</tr>
<tr>
<td>42 – 47 min.</td>
<td>.7</td>
</tr>
<tr>
<td>48 – 53 min.</td>
<td>.8</td>
</tr>
<tr>
<td>54 – 59 min.</td>
<td>.9</td>
</tr>
</tbody>
</table>

Timesheets are a legal document therefore no white-out or pencil is permitted. If the timesheet is completed manually, use only black or blue pen. BOTH supervisor and student must initial any mistakes or corrections.
3. LATE TIMESHEETS

It’s important to submit timesheets on time to ensure a student is paid on time for hours worked. Timesheets are considered late if submitted after the posted due dates (see student employee payroll calendar at the bottom of the website at or due dates http://www.mvc.edu/se). Inaccurate timesheets may be returned to the supervisor for correction which may result in timesheets being marked late. Late timesheets will not be processed until the following payroll (one month later). A faxed or emailed copy of the timesheets will be considered on-time if the fax or email is received on due date. Supervisors must immediately mail the original timesheet* to the Student Employment Office or if on-campus use the school interoffice mail system for further processing of the timesheet(s). Supervisors may place the original timesheets in the Student Employment mailbox located in the mail room or in the timesheet box located in front of the Student Employment Office.

*Warning: Payroll must receive the original timesheet with original signatures on timesheets sent via the fax machine at least one week prior to payday. Any delays in this process will result in a delay of payment. Please mail original timesheet immediately to:

Moreno Valley College
Student Employment Office
16130 Lasselle Street
Moreno Valley, CA 92551

Exceptions will be reviewed on a case by case basis. Supervisors should make every effort to ensure timesheets are done on time. If late submissions become inevitable because of work hours (i.e. night shifts) please see the SEO specialist to make arrangements.

4. OFF-CAMPUS WORKERS (TIMESHEET CONSIDERATIONS)

Students working off-campus should complete an electronic timesheet. The off campus supervisor will request a printout of the submitted timesheet from the student and sign the timesheet for approval. Students should be instructed to submit their timesheet online before printing out a copy for you to sign. Please submit the signed timesheet to the Office of Student Employment. These approved timesheets must be faxed or hand delivered by noon the Monday following the end of the pay period. The fax number is (951) 571-6269, or you can call (951) 571-6252 with any questions.

5. TRACKING FWS AWARDS

As a supervisor of a student with a Federal Work Study award, you are entrusted with federal dollars. In accordance with Federal Work Study Guidelines, you cannot exceed the amount of dollars awarded to the student. It is the responsibility of the supervisor to keep a record of a student’s FWS award. You must monitor the amount awarded of your student and the student must stop working once they have exhausted the amount. The Student Employment Award Tracker is located online at http://mvc.edu/services/se under “Additional Forms.” It will allow supervisors to keep track of how many hours each of their
students has remaining on their job. The report displays; student’s ID#, name, amount allocated, pay rate, amount of money earned as of the latest pay period, and a remaining balance. When the student is within $200 of using their allocation, you are responsible for contacting the student and monitoring final hours worked.

NOTE: If a student works at more than one hiring site, this would reduce the total number of hours the student may work at each hiring site.

*******Remember: Students may not work more than 20 hours per week*******

6. TRACKING DEPARTMENT-FUNDED AMOUNTS

The supervisor should know the budget allocation given for student employment for their department and reconcile that to the student’s year to date earnings (hours worked each month x hourly rate of pay.)

Verify the budget allocation and expenditures by checking Galaxy approximately 20 days after the 1st of the month (this leaves time for earnings to post). Student Employee budget codes will always end in 2331 or 2430 object codes.

Ensure the balance does not go into the negative. If a negative occurs, the supervisor will be asked to provide a budget transfer to cover the costs.

Once the student has earned their full allocation, the student must stop working immediately. It is the responsibility of the supervisor to ensure the students DOES NOT EXCEED their allocated amount. If the student continues to work, Student Employment will charge your department’s operating budget for the amount earned in excess of the allocated work award or Department funding. It is imperative for supervisors to monitor student work awards throughout the academic year.

7. OVERTIME PAY and OVERAGES

There is no provision for overtime pay under the Federal Work Study Program. Therefore, students will not be permitted to work in excess of 8.0 hours per day, and no more than 20 hours per week at any time under the general FWS guidelines. Only under special circumstance and prior written approval shall a student worker be permitted to work over 20 hours a week. A supervisor may request a student to work over 20 hours if needed using the Over 20 HOURS request.

If your student has gone over 8 hours in a day, exceeded his/her total Federal Work Study Award or budgeted amount, the hiring department’s operating budget will be charged for the overage. For FWS, if your department was allocated Department funding for the academic year, you may request to have the student’s overage transferred to that budget code.

It is the responsibility of the student’s supervisor to ensure the student DOES NOT EXCEED their allocated amount(s).
8. PAID SICK TIME

Effective July 1, 2015, any employee who works 30 or more days (whether or not the employee works 1 hour or 8 hours, it counts as a day for purposes of the labor code) within a fiscal year, from the first date of their employment, is entitled to accrue 1 hour for every 30 hours worked.

The employee is entitled to begin using accrued sick days beginning on the 90th day of employment. The employee may use up to 24 hours or 3 days of sick leave in each year of employment. Unused sick leave will carry over to the following year. Total sick leave accrual will not exceed 48 hours or 6 days. If the employee leaves the District and is rehired within one year from the date of separation, any previously accrued and unused sick leave must be reinstated. If the employee is rehired after more than one year’s absence, the sick leave accrual starts over.

This sick leave may be used for an illness, or for diagnosis, care, treatment of existing health condition or preventative care for the employee or a family member* or for an employee who is the victim of domestic violence, sexual assault or stalking.

The employee must give reasonable notice to use the sick leave if the need is foreseeable, or notice as soon as practicable if unforeseeable. Notice can be by a phone call, in person, or by an email. Once the employee has accrued sick leave and wishes to use it for an absence from their position, the employee will be required to complete the Employee Sick Leave Absence Affidavit which must also be signed by the employee’s supervisor. Hours must match on the timesheet with SICK written next to the hours claimed.

The employee’s payroll stub will reflect accrued and used sick leave.

9. PAYCHECK DISBURSEMENTS

Paychecks are issued by the Payroll Office and distributed to each college in the District on the 20th of each month unless the 20th falls on a weekend or holiday. Please refer to the Student Payroll Calendar for pay dates.

It is recommended that students have their paycheck direct deposited to their bank account. If students request checks, they can be picked up at the Admissions & Records Window on the pay dates. Check stubs will be mailed to students using the address provided on their W-4.

If students do not have direct deposit and would like the paycheck mailed, they must formally request that checks be mailed to the address provided on their W-4 Form. Wages paid to student employees through Regular Student Employment are subject to federal taxes and must be reported. Each student employee receives a Wage and Tax Statement, Form W-2, at the end of the tax year. If the form has not been received by January 31, the student should contact the SEO or Payroll Office.
V. SUPERVISOR RESPONSIBILITIES

It is important for supervisors to note that the oversight of student employees is a privilege. Federal Work study and other grant based work study programs are contingent upon the institution following the required guidelines. Repetitious violation of these guidelines could result in a monetary loss to the program or a cancelation of the program. Therefore, if supervisors and/or departments are continually in violation of the terms and conditions of student employment, the SEO may prohibit the hiring of student workers for the department. Included in this section are additional responsibilities and considerations for supervisors to remain in compliance.

1. PERFORMANCE REVIEWS

Because MVC is a learning institution, the SEO encourages all departments employing student workers to provide performance feedback for all their student employees. Periodic evaluations are a tool for the continuing development of student employees. In general, the SEO asks supervisors to conduct a performance review of each student employee in writing before the end of the current fiscal year. The standard evaluation forms are available online or the supervisor may contact SEO for a blank copy.

The performance appraisal is a communication tool between the employee and the supervisor and is important to tracking the progress of the student’s job skills and professional growth. It solidifies the goal of the college as a learning institution and helps make the work for the student interesting, significant and worthwhile.

Tips for Performance Evaluations:

- Emphasize strengths, as well as areas that need improvement.
- Be honest and be prepared to discuss questionable items.
- Support the employee's effort to improve.
- Set goals, expectations, and standards together for the next performance period.
- Discuss development/training plans with the employee.
- Summarize the session and end on a positive note.

Remember to avoid:

- Halo Effect - tendency to overrate a favored employee, or an employee who had a prior good rating.
- Horns Effect - tendency to rate an employee lower than circumstances warrant.
- Recency Error- letting outstanding work [or unsatisfactory work] immediately prior to the evaluation offset an entire year of performance.
- Cookie Cutter Effect - not focusing on individual specific performance and rating all your employees or groups of employees the same.
After the review discussion, complete the written evaluation form. Both the supervisor and the student employee should sign the review. Signing the review does not mean the employee agrees with the review; it means that the review has been shared with the employee. The employee can provide a written response, which is optional.

Provide the employee with a copy of the evaluation. The original should go in the employee's personnel file. You and the employee should exchange ongoing feedback about performance goals and standards throughout the year.

2. INCREASES to HOURLY RATE & PROMOTION REQUESTS

Students are NOT guaranteed pay increases for returning to the same department the following year. The pay rate will be based upon a combination of the responsibilities of the job being performed; the student's qualifications and experience, and the student pay rates in effect at that time. Although it’s not automatic, students returning to the same job may receive an increase to their hourly rate in accordance with the schedule shown below (for example):

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Aide I</td>
<td>10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Aide II</td>
<td>10.25</td>
<td>10.50</td>
<td>10.75</td>
</tr>
<tr>
<td>Student Aide III</td>
<td>11.00</td>
<td>11.50</td>
<td>11.75</td>
</tr>
<tr>
<td>Student Aide IV</td>
<td>12.00</td>
<td>12.50</td>
<td>12.75</td>
</tr>
<tr>
<td>Student Aide V</td>
<td>13.00</td>
<td>13.50</td>
<td>13.75</td>
</tr>
</tbody>
</table>

Students must be kept at consistent pay levels regardless of the source of funding. Increases to hourly rates are not an entitlement. A Promotion Request form may be submitted at any time to the Student Employment Office.

3. CHANGES IN ELIGIBILITY TO WORK

The SEO may sometimes instruct you to terminate or suspend the employment of a student. Often, this is the result of some change in the student’s financial aid eligibility which you could not know about until we notify you. We will terminate/suspend students for one or more of the following circumstances:

- The student has withdrawn from school for the semester.
- The student has dropped classes and now is enrolled less than half-time.
- The student has been academically dismissed.
- The student is not meeting the colleges Satisfactory Academic Progress (SAP) standards for financial aid eligibility which includes falling below GPA requirements.
- The student owes a refund to a federal grant program or is in default on a federal loan.
- The student’s award budget has decreased, resulting in decreased financial need which is met or exceeded by other awards and FWS earnings to date.
• The student’s Expected Family Contribution (EFC) has increased, resulting in decreased financial need which is met or exceeded by other awards and FWS earnings to date.
• The student has graduated.
• FWS funding has been exhausted for the college requiring the SEO to suspend employment.

Our policy is to allow all earnings for time worked through the day that we notify you of a student’s ineligibility to work. Subsequent earnings may be paid with Department/College funding if available.

4. EQUAL EMPLOYMENT OPPORTUNITY & NON DISCRIMINATION

All supervisors over student employees are responsible to follow Board policy BP 3420 EQUAL EMPLOYMENT OPPORTUNITY. Moreno Valley College is committed to equal employment opportunities for all applicants and employees. Moreno Valley College does not unlawfully discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, gender, age, sexual orientation, marital status, pregnancy, disability, medical condition, or veteran status. Moreno Valley College also makes reasonable accommodations for disabled employees. The full Board Policy is located on the RCCD Intranet site at http://rccd.edu/administration/board/New%20Board%20Policies/3420BPAP.pdf

5. PROHIBITION OF SEXUAL HARASSMENT

RCCD Board Policy 3430 on the PROHIBITION OF HARASSMENT AND RETALIATION applies to all college staff and employees (including student employees). The full Board Policy is available for you to read on the RCCD Intranet site at http://rccd.edu/administration/board/New%20Board%20Policies/3430BPAP.pdf

6. EMPLOYEE INJURY and ILLNESS REPORTING PROCEDURE’S

Student Employees are considered part time employees of Moreno Valley College and are therefore part of the District Employee Injury and Illness procedure.

If an employee is seriously injured, an immediate call to 911 is required.

ALL RCCD employees and designated Volunteers are required to immediately report any work-related injury or illness, regardless of severity, to their supervisor. Supervisors may not prevent or delay the report of a work-related injury. All incidents must be reported using the following procedure to avoid delays in the distribution of workers’ compensation benefits. Any delays on the part of the employee or supervisor in reporting a work-related injury or illness could interrupt the employee’s access to important benefits. All supervisors should brief their employees regarding the requirement that all work-related injuries be reported immediately.
If the injury or illness is serious or life-threatening, **CALL 911** immediately and follow all instructions given by the 911 operator. If the injury or illness is **not** serious or life-threatening.

The supervisor and injured employee are both required to call the Medcor Triage Hotline at (800) 775-5866. This service is available 24 hours a day, seven days a week. This service will provide triage nurse evaluation services and Medcor will manage much of the necessary paperwork for the supervisor and employee.

Please review the full procedures and the needed forms on the Risk Management Intranet site at: [http://intranet.rccd.net/departments/administrative/Department/admin-finance/adminService/Pages/Injury.aspx](http://intranet.rccd.net/departments/administrative/Department/admin-finance/adminService/Pages/Injury.aspx). The intranet can only be accessed on campus with an assigned username and password.

### 7. UNATTENDED STUDENT EMPLOYEES

Each department is responsible for making sure student workers are adequately supervised by the appropriate staff. Moreno Valley College policy requires that students will ordinarily be supervised by full-time or part-time permanent staff employees who will be in the area during the students’ work hours and who can assure that each student reports as scheduled and works on appropriate departmental projects while in the work-place.

Leaving student workers unattended may place the Department with a higher risk of liability in the event of an unforeseen incident. When students’ supervisors are not available the students should be notified to whom they are reporting and who is supervising their work. This applies to on & off-campus sites.

### 8. VOLUNTEERING HOURS

RCCD Board Policy 7500

Students cannot volunteer their time to work or be trained for a department without going through Human Resources as a “Designated” volunteer. To be a “Designated” Volunteer, a person must be a member of a group or class of Volunteers, designated by the Board of Trustees, pursuant to a Resolution, for purposes of workers’ compensation and liability coverage for performing such volunteer services without pay for the District. It is the intent of the Board that the following groups or classes of Volunteers be designated Volunteers of the District for the purposes of workers’ compensation and liability coverage while performing such voluntary services without pay for the District.

**DESIGNATED GROUPS OR CLASSES OF VOLUNTEERS INCLUDE:**

A. Students enrolled in approved RCCD career/technical programs, where the program curriculum requires the student to participate in off-site clinical or internship work;

B. Student aides requested by faculty members, and approved by the Dean of Instruction, or designee, to assist in teaching tasks on a short-term basis.
C. Persons requested by faculty members, and approved by the Dean of Instruction, or designee, to assist in tasks not performed by the classified staff.

D. Persons requested by Student Services, and approved by the Vice President of Student Services, or designee, to work on special projects through ASMVC.

E. Interns under approved programs and authorized by the program’s Dean/Director, or designee.

F. Persons serving at the District’s/College’s request for a community-related event or program.

G. To be registered, persons who fall into one of the designated groups or classes, must be listed on a roster of volunteer workers.

The Human Resources & Employee Relations shall keep and maintain the roster and shall establish procedures to register designated volunteers. Human Resources & Employee Relations shall not register Volunteers who are not designated. Individuals on the roster of designated volunteers may remain on the list for a maximum period of six (6) months, at which time the registration will expire, unless renewed.

The Designated Volunteer form can be found on the RCCD Intranet for application. A student should not be allowed to volunteer hours prior to receiving approval from Human Resources & Employee Relations.

9. COMPUTER USE POLICY

Board Policy 3720, “Computer and Network Use” applies to student employees. The supervisor should review the agreement with the student worker and have them sign the agreement. An original copy should be kept on file in the department and a copy given to the student and Student Employment. The full BP and agreement can be located online at http://rccd.edu/administration/board/New%20Board%20Policies/3720BPAP.pdf

10. NEPOTISM

RCCD Board Policy 7310

The District does not prohibit the employment of a relative, an immediate family member or domestic partner (as defined by Family Code Sections 297 et seq.) of a current employee in the same department or division, with the exception that they shall not be assigned to a position within the same department, division, or site that has an immediate family member, as defined below, who is in a position to recommend or influence personnel decisions.

Employees and Board members are prohibited from making or influencing personnel decisions about an employee who is in his/her immediate family, as defined below, or living in the same household. Any employee of the District is also prohibited from making any admissions, financial aid, work-study, student hourly employment, or internship decisions for student(s) who
are in the employee’s immediate family, as defined below. Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative or domestic partner as defined by Family Code Sections 297 et seq.

For purposes of this policy, immediate family means those relatives or step-relatives bearing the following relationships to the employee or the employee’s spouse: spouse, domestic partner, parents, grandparents, siblings, children, grandchildren, children for which the employee or spouse is a legal guardian, foster child, foster parent, uncles, aunts, nieces, nephews and in-laws or any other relative living in the employee’s home.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest. Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place spouses in the same department, division, or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

This policy applies to all employees of the district, including student employees. Employees have the responsibility to immediately disclose in writing that a conflict of interest may exist to the dean, director, department head or to her relevant administrator prior to making any employment decisions. Failure of the employee to notify the District may lead to disciplinary action.

11. TRANSPORTATION

Student employees are responsible for providing their own transportation to and from the workplace. Due to liability, college staff, employees and supervisors are not permitted to transport students at any time unless the college employee/staff member has been cleared in writing. Contact the SEO for the form and insurance requirements necessary.

12. DISCIPLINARY & TERMINATION PROCESS

Often, as a supervisor of student employees, the most challenging task is determining when and how to issue constructive feedback, disciplinary action, and possibly termination. It is the responsibility of the supervisor to issue appropriate disciplinary actions and communicate to the student why such actions are occurring. Students may come to the SE specialist if they would like to file a grievance and the SEO will initiate Administrative Policy 5524, “STUDENT GRIEVANCE PROCESS FOR MATTERS OTHER THAN INSTRUCTION, GRADES OR DISCIPLINE.
Discipline

When a violation of department policies and guidelines occurs, supervisors should formally meet with the student to issue a verbal warning. (utilize warning/dismissal form for verbal warnings as well). The student should be informed of the offense, why it is unacceptable and what must be done going forward to correct it and prevent the issue from occurring in the future. If a student continues to exhibit the unacceptable behavior, supervisors should issue a written warning (using the Warning/Dismal form) outlining the offense or unacceptable behavior, how often or when it occurred, the discussion that occurred during the verbal warning(s), and what action will be taken if the behavior persists. Causes for verbal and written warnings may include, but are not limited to:

- Failing to regularly submit his/her timesheet.
- Excessive tardiness with or without prior notice.
- Violation of the Code of Student Conduct (BP 5500)
- Excessive absenteeism with or without prior notice.
- Violating department policies and guidelines (i.e. homework policy, use of cell phone or iPods, dress code, etc.)
- Poor performance, not completing tasks on time.
- Demonstrating a bad attitude or constant lack of interest.

Termination

Since hourly student employees are at will employees, they can be terminated at any time. However, the college and staff should make every effort to follow best practices and provide the student the opportunity to correct poor performance before termination. Occasionally, immediate termination of student employment may be enforced based on the severity of the problem or misconduct and the circumstances. Causes for immediate termination may include, but are not limited to:

- Falsification of hours on a submitted timesheet.
- Breach of department’s confidentiality policy (Terms and Conditions).
- Reduction in full-time student status.
- Violation of the Code of Student Conduct (BP 5500)
- No call, no show- student employees who do not call or report to work 3 consecutive days without prior notification to the supervisor will be considered a voluntary resignation.
- Reporting to work under the influence of alcohol, intoxicants, illegal drugs or controlled substances.
- Illegal use, possession, manufacture, transfer, purchase, sale, or attempted purchase of sale of intoxicants, illegal drugs, or controlled substances.
- Violent behavior in the work place including fighting, extreme verbal abuse, vandalism, bodily injury, destruction of property, threats towards others, etc.
- Sexual harassment or inappropriate behavior of a sexual nature towards others

*Note: Supervisors should be cognizant of the fact that the student’s poor performance could be due to a disability. Being mindful and practicing terminations based on poor performance should help avoid unlawful termination of employees back on race, religion, gender, disability, etc.
If a student employee has been/will be terminated for reasons other than exhausting his/her funds or due to the end of the semester/year, it is recommended that the student be provided with a copy of the Warning/Dismissal form which may be obtained at http://www.mvc.edu/se.

The supervisor must send the completed Warning/Dismissal form to Student Employment. The SEO reserves the right to terminate student employment due to lack of funding. If you have questions, please contact the SEO.

Students may resign their position at any time but are asked to give supervisors a minimum of 2 weeks notice. At that time, students may ask for permission to use the supervisor as a reference or request a letter of recommendation for future employment.

Student employees who may be unable to perform the duties of a particular department and request a transfer may not get another work-study position until the following semester.

Students who quit their position may not get another work-study job until the following semester or fiscal year. Depending on the circumstances, a student’s unused portion of their FWS award or Department-funded allocation may be forfeited.

I acknowledge that I have read the Student Employment Handbook for Supervisor’s and understand my responsibilities for monitoring student employees hired within my department.

Supervisor’s Signature: ___________________________ Date: _______________

Print Name: ________________________________________________

Department Name: __________________________________________

PLEASE submit a signed COPY of this page to the Student Employment Office within 30 days of your first Student Employee hire date for the Fiscal year.

SEO Contact Information

For questions about this handbook or student employment, please contact

Angela Boland
Student Employment Personnel Specialist
angela.boland@mvc.edu
(951) 571-6252