

# Student Employment

Supervisor Student Employee Orientation



**South Puget Sound**  
COMMUNITY COLLEGE

*SUCCESS —  
AMPLIFIED*

## Our Mission

We support the mission of South Puget Sound Community College by promoting student success and assisting students and graduates with all aspects of their career search and development.

### **Schedule Appointments to Help With:**

- Understanding Work Study positions and Student Hourly program
- Completing hiring process
- Calculating work study quarterly award
- Job Search Techniques

# What is Student Employment?

- A student employee is a part-time employee who is enrolled at South Puget Sound Community College.
- Student employees are considered “at-will” and temporary.
- Student Employment encompasses:
  - **Student Hourly:** 100% departmental funded student jobs; Personnel Action Form (PAF) initiates job.
  - **Work Study Hires:** Programs (partially) funded through Federal and State Work Study; Work Study Authorization Form initiates job.
- On-the-job training, opportunities in various areas of employment including community service, and obtaining job experience for future jobs.

# Student Employee Eligibility

## Student Employee Eligibility Requirements:

- Work study students MUST be registered in at least 6 CREDITS, unless it is their quarter of graduation.
- Maintain a 2.0 GPA (cumulative)

## In order to begin the first day of work, students MUST have completed the following:

1. Complete the Canvas Orientation quiz with a 100% and sign SPSCC Student Employee Guidelines and FEPPRA Guidelines
2. Obtained a hiring packet from Student Employment and submitted the completed packet to Human Resources, located in Building 25.
3. Receive an email from Student Employment that states the student is "Eligible to Work."  
**Student cannot begin work until they have received this email from Student Employment.**
4. Communicate with their supervisor to confirm a work schedule after receiving the "Eligible to Work" email.

# Types of Student Employment

## On-Campus Employment:

- Federal Work Study
- State Work Study
- WorkFirst Work Study
- Student Hourly (All Students are Eligible)

## Off-Campus Employment:

- State Work Study
- Federal Work Study Community Service
- WorkFirst Work Study

# Student Employee Work Hours Policies

All student employees **MUST** follow these policies:

- Student Employees **cannot** exceed 19 hours per week **while attending classes during the quarter.**
- Student **can** work over 19 hours per week **once they have completed their last final of the quarter over breaks if they have remaining funding for the quarter.**
- **Students can hold MORE THAN ONE Student Hourly job.**
  - Student cannot work more than 19 hours per week combined between Student Hourly positions.
- **Students can hold ONE Work Study position at a time.**
  - Students can hold one Work Study position plus a Student Hourly position as long as they do not work more than 19 hours per week combined between positions.

# Student Employee Work Hours Policies (Continued)

- Work Study Student and Work Hourly Student are required to submit and keep accurate timesheets electronically through the Time and Leave Reporting System (TLR).
- State Work Study Student Off-Campus are required to submit and keep accurate timesheets electronically through the State Work Study Student Off-Campus Timesheet Portal.
- **Work Study Students MUST use [Work Study Award Calculating Tool for Current Academic Year](#) to monitor their award spending in order to not overspend. If students overspend their award the unit in which they are employed will be asked to reimburse the amount. The calculating tool is attached to the “Eligible to Work” email sent to students.**

# Background Check Criteria

## Background Check Criteria (If applicable)

- Student Employment Background Checks are **NOT** necessary **UNLESS** a student:
  - Works unsupervised with an at risk minor AND/OR
  - Will be operating an SPSCC vehicle
- Background Check Process
  - An email invitation will be sent to student from Checkr ([no-reply@checkr.com](mailto:no-reply@checkr.com))
  - The student will receive a second email with background status from Checkr.
  - **Please Note – the student cannot begin working until they inform you they have received a status of clear from Checkr.**



## \*NEW INFORMATION\*

# Student Applicant Records Retention for Human Resources Office


### Applicants are defined as those who are:

- Screened but not interviewed
- Interviewed but not selected
- Hired

### Records to be forwarded to Human Resources include:

- Scoring, ranking and selection criteria notes
- Interview questions and evaluations
- Reference check questions and answers

Forward documents to Kamber Smith in the HR office

		State Government General Records Retention Schedule (SGGRRS) Version 6.0 (June 2016)	
<b>4.11 RECRUITMENT/HIRING</b> <i>The activity of recruiting, hiring, interviewing, selecting and employing individuals. Includes volunteers and contractors.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03022 Rev. 1	<b>Applications/Resumes – Unsolicited</b> Records relating to unsolicited requests for job consideration and employment inquiries. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Unsolicited job applications/resumes received;</li> <li>• General prospective employment inquiries.</li> </ul> <i>Note: Retention based on 2-year requirement in 29 CFR § 1602.31.</i>	<b>Retain</b> for 2 years after received <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 03036 Rev. 1	<b>Employment Eligibility – U.S. Citizenship and Immigration Services (USCIS)</b> Records relating to the verification of employment eligibility within the United States. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Federal I-9 forms;</li> <li>• H-1B labor condition applications and approvals;</li> <li>• Copies of valid driver's license, passports or other photo identification;</li> <li>• Copies of certificate of naturalization and supporting documentation.</li> </ul> <i>Reference: 8 CFR § 274a.2, 20 CFR § 655.760.</i> <i>Note: This series applies to any applicants that are actually hired. For those not hired, their recruitment records are to be covered under Recruitment – Employee (DAN GS 03012).</i>	<b>Retain</b> for 3 years after date of hire <i>or</i> 1 year after separation from agency, <i>whichever is later</i> <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

# Position Request To Post to NEOGOV Process

## Job Posting–Requesting a Student Employee

1. Link to the Student Employment Webpage [HERE](#) to download the Position Request Form (PRF).
2. Complete the form and email the form to [studentemployment@spscc.edu](mailto:studentemployment@spscc.edu)
3. Student Employment Program will contact to HR to create this position in NEOGOV for students to view and apply.
4. NEOGOV will send you a notification when new applications have been received.

# The Steps to Hire a Federal/State/WorkFirst Work Study/Student Hourly Employee

1. Student will link to [Student Employment webpage](#) to select “ We’re hiring students – Apply now!” button to find a job.
2. Student will submit application online through NEOGOV.
  - NOTE: All applications must be submitted online through NEOGOV
  - By selecting the “APPLY HERE” button at NEOGOV for your department position, students will be prompted to include a resume and cover letter during the online application.
3. NEOGOV will send you a notification when new applications have been received.
4. Determine the candidates you would like to interview and contact them
5. Interview student(s). If hiring student, give them **fully** completed and signed-off the Work Study Authorization Form (WSAF) for Student Work Study, or the Personnel Application Form (PAF) for Student Hourly. (Download the PRF at [HR webpage](#) or [Student Employment Resources](#)). **IMPORTANT:** Be sure to include budget code as well as your student’s SPSCC email address and phone number in the Notes section of the PAF.
6. Email WSAF/PAF to Student Employment.
7. New Hire Student will receive a Hiring Packet Instruction from Student Employment Program.
8. For “shared student” across two department situations:
  - The non-primary supervisor needs to complete a PAF for the shared student and forward it to Student Employment.
  - The primary supervisor would sign off on the student’s hours worked in their department in TLR.
  - The non-primary supervisor would sign off on hours for hours worked by the student in their (independent) department in TLR.

# NEOGOV Additional Information

All students **MUST** print their NEOGOV application prior or during their orientation with Student Employment

## Work Study Position to Student Hourly Position and Vice Versa

1. If the position title remains the same, the student does **NOT** need to make a new application  
i.e.) Same title position = No need for new application
2. If the position title changes, the student **MUST** complete a new application  
i.e.) New title position = New application

## Work Study and Student Hourly Department Transitions

1. If the position title remains the same and is in the same department, the student does **NOT** need to make a new application  
i.e.) Same title position + same department = No need for new application  
i.e.) Same title position + different department = New application
2. If position title changes in the same department, the student **MUST** complete a new application  
i.e.) New title position + same department = New application

# Supervisor Responsibilities

- Create the Work Schedule with student following the Student Employee Work Hours Policies (refer to page 6) and the “Student Employee Quarterly Start and End Work Dates” information (see this information at the [Student Employment Resources](#).
  - *Note: Students can begin working full-time once their last final is completed each quarter as long as they have supervisor approval and do not overspend their work study award.*
- Orient the student to their role in the department and the standards of behavior expected of employees.
- Train the student in the skills and procedures necessary to perform tasks. Outline procedures clearly.
- Keep communication lines open, clear and constructive.
- Treat student employees in accordance with their rights, which are the same as all employees' as defined by applicable state, federal, and college regulations.
- Be firm, yet flexible.
- Help student employees feel important and needed.
- Address problems (or potential problems) as they arise - do not let them build.

# FERPA – Family Educational Rights and Privacy Act

**Note FERPA guidelines when assigning responsibilities to student.**

FERPA requires post-secondary schools to provide student with:

- Access to their educational records
- An opportunity to amend their records
- Some control over the disclosure of their records
- A school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent.

Please review SPSCC's FERPA guidelines here:

<https://spscc.edu/students/ferpa>

# Scheduled Shift and Rest Breaks

- Work shift of 4 consecutive hours receive 10 minute paid rest break.
- Work shift of more than 5 consecutive hours receive one 30 minute unpaid meal period AND one 10 minute break during the middle of work shift.
- Work shift of 8 consecutive hours receive 2 paid 10 minute breaks AND one 30 minute unpaid meal period.



# Dismissal and Resignation

## Main reasons an employer may dismiss a student:

- Attendance (absences or tardiness)
- Surfing the internet, texting, or phone usage during work hours
- Lack of accountability or personal responsibility
- Unprofessional demeanor

## Appropriate Steps to Resigning From Position

- Provide two weeks notice to employer in writing
- Immediately send the Student [Employee Termination Form Template](#) to Student Employment office and HR.
- For other reason: Student did not complete the Hiring Paperwork Process, supervisor immediately send the [Student Employee Checkout Form](#) to Student Employment office and HR

*Employer is not obligated to keep a student employee if they do not meet work expectations.*



# Dismissal (cont.)

If a student is unreliable or does not handle the assigned duties responsibly, it may be necessary to terminate the student for unsatisfactory performance (research this information at the [SPSCC Student Conduct Reframing and Termination Guide](#)).

In documenting a problem supervisor can use a 3 “learning opportunities” rule. Usually when a student is made aware of a concern, supervisors complete the following steps with the student:

1. **Verbal Warning** - Speak with the student and express specific reasons (with examples) for dissatisfaction. Suggest solutions. Establish a time frame for improved performance.
2. **Written Warning** - If the poor performance continues past the time established in the verbal warning, repeat the verbal warning and follow it with a \*written statement documenting the situation and a new time frame. Students need to understand what is expected of them and the consequences of continued poor performance.
3. **Termination** - If the student's performance still does not improve within the specified time frame, the supervisor should consider terminating the student's employment. Notice of dismissal should be in writing, addressed to the student, and may be accompanied by a verbal discussion. Suggest to the student that s/he seek assistance in Student Employment.

# Questions?

Please contact Student Employment  
Building 22, Suite 250  
360.596.5567

[Studentemployment@spscc.edu](mailto:Studentemployment@spscc.edu)

Supervisor Resources:

- [Student Employment Webpage](#)
- [Student Employment Webpage - Supervisor Resources](#)

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