

Student Employment Supervisor's Handbook

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INTRODUCTION

At Keystone College, you will find student employment positions within various offices and departments across campus. These student employment opportunities help our students improve their skills and gain practical work experience while learning about the daily operations of the College. These opportunities can also help our students finance the cost of their college education. This guide has been prepared for supervisors of students and covers policies and procedures concerning student employment at Keystone College.

Keystone College offers three opportunities to our students for employment through our Human Resources Office. Openings and detailed position descriptions are posted on our website, www.keystone.edu/jobs at keystone.edu/jobs.dot.

The College participates in Federal Work Study, our own Keystone Work Study, and offers additional part-time student employment opportunities (not related to work study) to our students. Students should review their Financial Aid award letter to determine if they are eligible for work study employment opportunities. Work study students and students not eligible for work study positions may apply for other part-time student employment opportunities posted on our website.

Student Employment questions may be directed to the Human Resources Office. Regular business hours for the Human Resources Office are Monday to Friday, 8:00 am until 4:30 pm. Human Resources is located in Ward Hall, on the 3rd Floor. The phone number is 570-945-8371 and email is: humanresources@keystone.edu. Please note that the Payroll Administrator is the main point-of-contact for student employment.

Student Financial Aid questions may be directed to the Financial Assistance and Planning Office. Regular business hours for the Financial Assistance and Planning office are Monday to Friday, 8:30 a.m., until 4:30 p.m. Financial Assistance and Planning is located in Ward Hall, on the 1st Floor. The phone number is: 570-945-8134 and email is: financialaid@keystone.edu.

Keystone students typically work 10 hours or less per week. Because campus offices are aware that the course of study is rigorous, and academics are a student's first priority, work hours are typically flexible.

Please note, students with questions concerning eligibility for work study should contact their Financial Aid Counselor.

THE STUDENT EMPLOYMENT PROGRAM PROCESS

Work Study Student Employee Awards

As part of their financial assistance packages, returning students are notified of their work study student employment awards for the next year. All new students are notified of their awards prior to their arrival on campus for the academic year.

Filing the FAFSA by our preferred filing deadline does not necessarily guarantee a work study job nor does a work study award on a Student's financial aid award letter. We do our best to place all interested students but work study funds are limited so job placement is done on a first-come, first-served basis. Please submit the Work Study requests form early!

Students awarded work study student employment grants may earn up to the total amount of their award. However, total earnings depend on the hours worked, which may not total the work study award amount.

Requesting a Student Employee

Position Requisitions and Authorization for Student Employee requests must be submitted by the designated time each year (early August). Once approved, Supervisors will be notified and the position will be posted (if vacant) or prior year returning students will be notified by the Human Resources Office prior to the start of the semester.

Position Posting Listings

Each department must provide a completed Position Requisition and Authorization for Student Employee listing the details of each position requested. Once received, Human Resources will post the available positions, with job descriptions, required skills, and contact information on our website at http://www.keystone.edu/jobs_at_keystone/jobs.dot under the heading Student Employment/Work Study.

Supervisor's Interviewing and Hiring Process for Work Study Student Employees

New Hire Work Study Student Employees:

1. Once your position is posted, per the student procedures listed below, the students will apply online for posted positions and contact the supervisor listed to schedule an interview. Applications will be directly submitted to the Human Resources Office for tracking. As applications come in to Human Resources, they will be forwarded to Supervisors for review.
2. Supervisors interview candidates and select candidates to fill your posted position.
3. Once a student is selected, determine days and hours of work with students. Students may work no more than ten hours per week.
4. Notify the Office of Human Resources of hired student workers. Direct the student to go to the Office of Human Resources to obtain their new hire packet and instructions to complete the hiring process.

5. Supervisors must sign the student employee's Contract. The student will return the Contract and their completed paperwork to the Financial Assistance & Planning Office.
6. Remind the student that all necessary paperwork must be completed and filed before they can begin work.

Returning Work Study Student Employees

1. Supervisors are requested to notify Human Resources of their intent to request their prior year assigned work study student employee by June of each year.
2. A Human Resources Team member will contact students selected and provide them with the Work Study Student Employment Packet upon their return in August.
3. Students should complete the packet in its entirety. When the packet is completed, Students should have the Supervisor sign the Work Study Contract and return the entire completed package to the Financial Assistance and Planning Office.
4. Remind the student that all necessary paperwork must be completed and filed before they can begin work.

Student Procedures:

New Work Study Student Employees must follow the following steps to apply for work study student employment:

1. Complete the **Application** form on our website and click submit. Human Resources will forward the application to the hiring supervisor.
2. Once an application is submitted, Students should contact the hiring supervisor listed on the posting directly to schedule an interview.
3. Once interviews are completed, the Hiring Supervisor will notify the Student and the Office of Human Resources if they are selected for the position.
4. Once Human Resources is notified, a Human Resources representative will contact the student selected and provide him or her with the Work Study Student Employment Packet.
5. Students should complete the packet in its entirety, following the directions listed.
6. When the packet is completed, Students should have the Supervisor sign the Work Study Contract and return the entire completed package to the Financial Assistance and Planning Office.

Returning Work Study Student Employees must follow the following steps:

1. Returning work study student employees will be contacted by the Human Resources Office to inform the student of his or her selection by the Supervisor.
2. A Human Resources Team member will contact students selected and provide them with the Work Study Student Employment Packet.
3. Students should complete the packet in its entirety.
4. When the packet is completed, Students should have the Supervisor sign the Work Study Contract and return the entire completed package to the Financial Assistance and Planning Office.

Please note, students cannot begin working in your work study position until all required paperwork is completed and submitted to Human Resources by the Financial Assistance and Planning Office.

Part-Time Student Employment Procedures

1. Students may apply for a part-time student employment position by submitting an Application or resume to humanresources@keystone.edu.
2. Application or resumes will be forwarded to the hiring manager for review by the Human Resources Office.
3. Human Resources staff contacts student employees to schedule interviews.
4. Students selected for a part-time position, will be contacted by a member of the Human Resources Team and scheduled for part-time orientation.

International Student Employee Information

International students are eligible to participate in student employment programs. Any International non-citizen student interested must first contact the Financial Assistance & Planning Office to request student employment funding. They then may apply for a position through the Student Employment Point of Contact. Once hired, the student is required to apply for a social security number and has six weeks to provide a copy of the social security card. If after six weeks a social security card is not provided, the student must stop working until the card can be provided.

WAGE RATES FOR STUDENT EMPLOYMENT POSITIONS

Work Study Student Employees are paid current minimum wage for hours worked.

MONITORING STUDENT EMPLOYEE POSITIONS

Student Time Sheets/Work Hours Reporting

Student employees are required to enter their hours worked through the MyKC portal. To review instructions and a tutorial for entering hours worked in the MyKC portal, please visit the student employment website.

Student employees are paid on our bi-weekly payroll schedule, to view the schedule, please visit:

http://www.keystone.edu/about_us/departments_and_offices/forms/businessoffice/BiWeeklyPaySchedule.pdf

Monitoring Student Employee Earnings

Monitoring student employee earnings is a shared responsibility between the student employee, the supervisor, and the Payroll Administrator.

Federal student employee regulations and Keystone College policies do not permit an “over award” situation. A student may not be allowed to work over the student employment amount awarded on his or her financial aid package.

Hours worked and earnings should be closely monitored by the student employee and the supervisor. The Payroll Administrator tracks earnings on a bi-weekly basis. When a student is near the award amount, a report will be sent to the supervisor and the student indicating the amount used and the available balance in the student’s award.

When the student has earned the maximum award, the student may be separated from employment. Additional funding may be available for students to continue working beyond their contracted amount depending upon program funding availability.

Multiple Student Employee Positions

Students may hold only one student employee position at a time. In the event that a student wishes to change positions, he or she must resign from their current position by informing the supervisor in writing.

Changing Student Employee Positions

After accepting a student employee position, students are expected to assume the responsibilities associated with the position for the contracted time period. In some cases, it may be necessary to change positions. If this is the case, it is recommended that the student give the original employer two weeks’ notice.

For work study student employment changes, a new Work Study Contract must be obtained from the *Student Employment Point of Contact*, be signed by the new supervisor, and returned to the Office of Financial Assistance & Planning.

RESPONSIBILITIES OF THE STUDENT EMPLOYEE

Once a schedule has been agreed upon, it is the responsibility of the student employee to:

1. Arrive at work on time, ready to perform position-related activities.
2. Notify supervisor in a timely manner if the he or she is unable to arrive at work on time.
3. Be considerate and reliable. Student workers represent Keystone College and must maintain the same standards expected of all faculty and staff.
4. Dress appropriately. In positions requiring regular contact with the public, attire conveys a degree of professionalism. The student is expected to meet departmental standards.
5. Perform work to the best of her/his ability and act in the best interests of the College.
6. Refrain from all personal activities, such as reading, phone calls, social networking, class work or club activities during hours of employment; and refrain from using, for personal reasons, office equipment such as postage meters, copying machines, and telephones.

RESPONSIBILITIES OF THE SUPERVISOR

Supervisors are responsible for clearly explaining position responsibilities, performance expectations, pay rates, and work schedules to prospective student employees. Additionally, if there are special position requirements, students should receive enough training and supervision to ensure adequate performance. Important office policies and procedures must be clearly communicated to student employees. To avoid confusion and work-related problems, each student employee must be assigned by the Human Resources Office to one person who is responsible for supervision, direction, and evaluation of the student. Student employees should be treated in the same manner as other employees. They are to be held fully accountable for their actions and are subject to disciplinary action.

Students are primarily at Keystone College to learn; therefore, students are responsible for maintaining their class work and not letting their positions interfere with academics. Employing office supervisors should be conscious of this fact and not place unusual demands on students' time which might cause them to neglect their class work.

WORK SCHEDULES AND JOB PERFORMANCE

Work Schedules

Student employees should develop a regular, predictable schedule from the start of the student employment assignment to the end of the semester, taking into consideration mid-term week, scheduled holidays, and finals week. Students may be dismissed by the supervisor for failure to maintain the set schedule.

Employing office supervisors are required to pay student employees for every hour worked. Therefore, the supervisor must monitor students' earnings and schedules. Supervisors are responsible for timely reporting to Payroll the number of hours worked by the student. Students may not work more than 10 hours per week.

Job Performance

Supervisors are strongly encouraged to provide the student worker with specific information about performance expectations that will guide students in their work development. In addition, supervisors are responsible for returning a performance evaluation form to the Student Employment Point of Contact.

Discipline

Student employees should be held responsible for duties, responsibilities, and expectations outlined by the supervisor. If a student fails to meet these criteria, the following procedures should be followed:

1. A verbal warning for first-time or minor offenses.
2. A written warning for repeated or more serious offenses. This should be given in a face-to-face meeting, with time for the student to respond.
3. A written notice of termination for on-going problems. This should be given in a face-to-face meeting, with time for the student to respond.

Each warning or notice should be given in private; a copy should be sent to the Student Employment Point of Contact. These warnings should be specific, clearly stated, and given in a timely manner. Prior to hiring, this process should be outlined to each student employee.

KEYSTONE COLLEGE POLICIES AND STUDENT EMPLOYMENT

The following college-wide policies cover all employees, including student employees. Individuals hiring and taking other actions regarding student employees must comply with these policies.

AFFIRMATIVE ACTION

Keystone College is committed to the fundamental principles of equal opportunity and equal treatment for every current and prospective employee. It is the policy of Keystone College not to discriminate against any employee or applicant for employment on the basis of an individual's sex, race, religion, national or ethnic origin, pregnancy, age, marital status, sexual orientation, disability, or status as a Vietnam veteran. Keystone College's commitment to equal employment and equal opportunity applies not only to the initial recruitment and selection of employees but is also an integral part of Keystone College's operational policies regarding training, promotion, transfer, compensation, and all other terms and conditions of employment.

Keystone will take affirmative steps to expand the applicant pool and attract diverse members to the College community. Employment agencies, community service organizations, and employees of the College are encouraged to refer qualified individuals to the Human Resources Office.

In order to further the commitment of equal opportunity and equal treatment, Keystone College will comply with the principles and practices of affirmative action. A Vice President of the College has been designated to ensure that the affirmative action policy of Keystone College is adhered to when hiring and employment decisions are made. The Vice President will not only monitor these policies but will also make reports to senior management on a periodic and continuing basis.

Keystone College is dedicated to addressing discrimination complaints in a prompt and consistent manner. Persons who feel they have been discriminated against are encouraged to bring complaints to the attention of his or her department head or supervisor as soon as possible in order to address and correct improper treatment.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Keystone College to employ, retain, promote, terminate, and otherwise treat any and all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any age, race, religion, color, sex, national origin, ancestry, sexual orientation, marital status, pregnancy, and disability or Vietnam era veteran status.

In establishing this policy, Keystone College recognizes the need to initiate and maintain affirmative human resource measures to ensure the achievement of equal employment opportunities in all aspects of our workplace settings, conditions, and decisions. It shall be the responsibility of each employee to abide by and carry out the letter, spirit, and intent of Keystone College's equal employment commitment.

It is prohibited for Keystone College and any employee of Keystone College to refuse to hire, train, promote, or provide equitable employment conditions to any employee solely on the basis of such person's age, race, religion, color, sex, national origin, ancestry, sexual orientation, marital status, pregnancy, and disability or Vietnam era veteran

status, except where business necessity, or a bona fide occupational qualification can reasonably be established.

Keystone College will also make reasonable accommodations for the known disabilities of an otherwise qualified individual who is an applicant for employment, or an employee, unless undue hardship to the College would result. Any applicant or employee who requires accommodation should contact the College's Human Resources Office.

It is prohibited for any employee, independent contractor, or other agent of Keystone College to engage in the following types of discriminatory conduct:

1. Race, National Origin, Ancestry, and Religion

Making statements or jokes, or committing acts regarding a particular race, national origin, ancestry, or religion that are regarded as derogatory, offensive, prejudicial, or harassing.

2. Sex/Sexual Orientation/Sexual Harassment/Marital Status (see full policy)

Intimidating or interfering with an employee's work or work environment, through unwelcome, offensive, or harassing sexual comments, questions, or acts (implicitly or explicitly), including prejudicial statements or acts regarding gender, pregnancy, sexual orientation, or marital status.

Any employee(s) who believe they have been harassed by a co-worker, supervisor, or agent of the employer, should promptly report the facts of the incident or incidents and the names of the individuals involved to their supervisor, or in the alternative, to the Human Resources Office. Supervisors must immediately report any incidents of sexual harassment to the Human Resources Office. The Human Resources Office will investigate all such claims and take appropriate corrective action.

If you have any questions concerning this policy, please feel free to contact the Human Resources Office at your convenience.

EMPLOYEES WITH DISABILITIES ACCOMMODATION

Purpose

To provide a reasonable work place accommodation for employees and applicants with disabilities as provided under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Who Is Covered?

Every full- or part-time employee or applicant is invited to declare his or her disability to be eligible for reasonable accommodation, inclusive of student employees.

Policy

Keystone College will reasonably accommodate all employees and applicants with disabilities, where to do so does not impose what would reasonably be considered to be an “undue hardship” on the College. Keystone College is under no obligation to provide reasonable accommodation unless an individual properly identifies himself or herself as a person with a covered disability and supplies the necessary documentation. An accommodation which creates an “undue hardship” for the employer is not required by federal law. However, what constitutes either a reasonable accommodation or an “undue hardship” is contingent upon a number of variables. Keystone College will determine what constitutes a reasonable accommodation and reserves the right to request additional medical examinations, evaluations, or other appropriate information at the College’s expense. The Human Resources Office is responsible for the management, implementation, and coordination of this policy. All employment accommodations or employment decisions made due to disability must be reviewed by the Human Resources Office and approved by the Vice President of Finance and Administration. All information relating to an accommodation request is considered confidential.

Procedures

1. The employee or applicant notifies either the Human Resources Office or the appropriate supervisor (who is required to notify the Human Resources Office) of his or her disability.
2. Upon notification, the Human Resources Office will provide the employee or applicant with the Reasonable Accommodation form and the Employee Disability Verification form to be completed in order to declare a disability.
3. The completed Reasonable Accommodation form, Employee Disability Verification form, job description, job specifications, and essential functions will be reviewed to determine special accommodations to ensure the employee can perform or continue to perform (if the disability occurs following employment) his or her job responsibilities. The appropriate supervisor, the Human Resources Office, President’s Cabinet member, and the Vice President of Finance and Administration will meet to discuss accommodation requests.
4. Once a decision is reached and approved by the Vice President of Finance and Administration, a letter is sent to the employee to be signed and returned to the Human Resources Office for filing.
5. In compliance with applicable laws and regulations, all documents pertaining to a disability request or signed by the employee or physician are placed in a confidential file and may be opened only by the employee or the Human Resources Office.

ALCOHOL AND CONTROLLED SUBSTANCES

It is the policy of Keystone College to provide and maintain a safe and healthy work environment for all employees. In order to accomplish this purpose, each employee is responsible for supporting and complying with all college policies, as well as local, state, and federal laws that promote a safe and healthy work environment, including the requirements of the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

The use, possession, and distribution of alcoholic beverages are prohibited upon Keystone College property, unless specifically authorized by the Cabinet. Additionally, the unlawful manufacturing, distribution, dispensation, possession, or use of a controlled substance on College property is prohibited.

Violation of this policy will result in disciplinary action which may include termination of employment and referral for prosecution to an appropriate law enforcement agency.

Keystone College employees who begin work while impaired, or who become impaired while at work, are in violation of this policy, and are subject to immediate disciplinary action including termination of employment. Keystone College reserves the right to require an employee who is suspected of being under the influence of alcohol or illegal substances to submit to a drug or alcohol test at a qualified medical facility of the College's choosing. The College will arrange for the transport of the individual to and from the medical facility. An employee who refuses to submit to drug or alcohol testing will be subject to disciplinary action, which could include termination of employment.

If an employee is suspected of being at work under the influence of illegal drugs or alcohol, the Human Resources Office must be contacted immediately, before any action is taken. The Human Resources Office, in consideration with supervisory personnel, will determine appropriate action to be taken.

HARASSMENT

Policy Statement

It is the policy of Keystone College, in accordance with the Civil Rights Act of 1964, as amended in 1991, the Pennsylvania Human Relations Act and Title IX of the 1972 Education Amendments, to maintain an environment that is free of harassment (including sexual) in which to learn and work. It is recognized that harassment, based on a person's race, sex, sexual orientation, gender identity or expression, religion, national origin, ancestry, color, age, or disability, or any other unreasonable interference with performance of any kind directed at a person enrolled or employed here, including harassment of a sexual nature, is unacceptable and will not be tolerated.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's race, color, national origin, ancestry, religion, age, gender, sexual orientation, gender identity or expression, or disability. Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual, or electronic material, or offensive physical actions.

Philosophy

In keeping with the Mission Statement of the College, we encourage student interaction with faculty and staff in order to examine goals, evaluate abilities and explore options. Our College is a community of learners where emphasis is placed on self-awareness and consideration for the lives and feelings of others. While the College setting provides an atmosphere of freedom of expression, especially in the classroom, we must assure that the rights of individuals be preserved and that no conduct diminishes, uses, or abuses other persons.

Sexual Harassment Defined

Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct was made either explicitly or implicitly a term or condition of an individual's employment or of education or advancement of a student,
- Submission to or rejection of such conduct by an individual was used as a basis for employment decisions or education or advancement affecting such individual,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment, or
- Such speech or conduct when it is persistent, pervasive, and not germane to the matter at hand, is reasonably regarded as offensive and impairs the academic or work opportunity of students, colleagues, or co-workers.

Policy Statement

The College prohibits sexual harassment of its employees, applicants for employment, and students by any employee, student, non-employee, or applicant. This policy applies to all employees, students, contracted services employees, and the Board of Trustees of Keystone College. The College will not tolerate, condone, or permit sexual harassment, whether engaged in by fellow employees, supervisors, students, or non-employees who conduct business with the College. The College recognizes sexual harassment as unlawful discrimination.

No person shall threaten or imply that an employee's or student's refusal to submit to sexual advances will adversely affect that person's employment, educational opportunities, compensation, advancement, assigned duties, or any other term or condition of employment, career development, or scholarship. Examples of sexual harassment include, but are not limited to, sexual propositions, innuendos, suggestive comments, sexually oriented jokes, lewd drawings or pictures, unwelcome physical contact such as patting, pinching, or brushing against another person, or acts of sexual violence (as defined below).

Employees who have complaints of sexual harassment should and are encouraged to follow the reporting procedures described in the next section, and students should follow the reporting procedures as described in the Student Handbook. The College will neither retaliate against any individual who makes a report of sexual harassment, nor permit any employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment will be subject to appropriate disciplinary action, up to and including termination or expulsion.

Reporting

All employees are responsible for helping to enforce this policy against harassment of any nature. Any employee who has been the victim of prohibited harassment should immediately notify their supervisor so that the situation can be promptly investigated and remedied (see Grievance Procedures). If it is the supervisor who is responsible for the harassment, or reporting the situation to the supervisor fails to remedy the situation, complaints of harassment should then be reported to the Human Resources Office. **All charges will be investigated.** If it becomes known that a student has been harassed in violation of this policy, or if it is believed that discrimination is present in a classroom setting, the incident or belief should be reported to the Dean of Students (or equivalent) and the Human Resources Office, who will jointly investigate.

Student employees (part- or full-time) should address their concerns to both their employment supervisor and the Dean of Students (or equivalent), as the situation may warrant. The Human Resources Office and/or the Dean of Students (or equivalent) will attempt to resolve such problems fairly and informally in a professional and confidential manner.

Keystone College has a **zero tolerance** policy for harassment of any kind.

If a complaint is found to be valid, appropriate disciplinary action will be initiated, which could include immediate termination of employment.

Any individual who raises a concern related to harassment is entitled to have the issue addressed in a prompt and responsible manner and may do so without reprisal, criticism, or negative consequences. The individual can expect that the investigation of such concerns will be handled fairly, objectively and with the appropriate level of

confidentiality and discretion, and his or her rights will be respected. The rights of those who have been accused of harassment will also be respected.

Title IX – Sexual Violence Reporting Procedures

In April, 2011, institutions of higher education received what has come to be known as the “Dear Colleague Letter,” which clarified that “sexual violence” is considered a form of sexual harassment under Title IX.

This “significant guidance document” explains schools’ responsibility to take immediate and effective steps to end sexual harassment and sexual violence.

Regardless of whether a student, parent, or third party files a complaint under the school’s procedures (listed above) or otherwise requests action on the student’s behalf, a school that knows, or reasonably should know, about possible harassment must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

Definition of Sexual Violence

- Sexual violence is any sexual act that is perpetrated against someone's will.
- Encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment).
- All offenses involve victims who do not consent, or who are unable to consent or refuse to allow the act.

College Employee Requirements for Reporting Sexual Violence

If information regarding an incident of sexual misconduct is shared with an Employee of Keystone College, the Employee is required to report this information to the Dean of Students, the Director of Human Resources, or Director of Campus Safety, who will assist in the investigation, reporting, and/or resolution of the situation.

BENEFITS:

Student employees are not eligible for benefits such as sick pay, vacation pay, or holiday pay but are eligible for Workers’ Compensation under the provisions of Pennsylvania law. Workers’ Compensation covers expenses for medical care from job-related injuries or occupational diseases sustained in the course of employment. A student who suffers a work related injury must report it immediately to their immediate supervisor. The supervisor must report on-the-job injuries to Office of Human Resources Immediately.

ADDITIONAL COLLEGE POLICIES:

Additional Institutional Policies can be found on the Employees' Only page of the College website. These policies are reviewed and update by Human Resources annually. Student Employees are expected to review and know these policies and they are considered as part of this Student Handbook.

Student Employment Supervisor’s Handbook Receipt and Acknowledgment Form

The Student Employment Supervisor’s Handbook describes important information about the Student Employment Program. I understand that I should consult the Office of Human Resources and the Financial Assistance and Planning Office regarding any questions about the content or any questions not answered in the handbook.

I understand that the policies, rules, and procedures described in the Handbook are subject to change or may be revised based on the College’s particular circumstances of a given situation. I acknowledge receipt of a copy of the Handbook and understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I understand that failure to comply with the policies, rules, and procedures in the Handbook may result in the loss of student employee positions in my department and that the availability of positions is not guaranteed.

Please keep a copy of this form for your records and return a copy to the Office of Human Resources.

Supervisor’s Signature

Supervisor’s Printed Name

Date