



STUDENT EMPLOYMENT

FLEXIBLE SCHEDULE

RESUME BUILDING *EXPERIENCE*

CONVENIENT LOCATION

GAIN MARKETABLE *SKILLS*

UNDERSTANDING SUPERVISORS

PROFESSIONAL *REFERENCES*

NETWORKING! NETWORKING! NETWORKING!

The Student Employment program at Yavapai College promotes part-time employment for students enrolled at least half time through Federal Work Study (FWS) and non-FWS employment. The purpose of student employment is to provide YC students opportunities to earn money, gain work experience, and serve as an important component of the College's work force and approved agencies off campus.

TWO TYPES OF STUDENT EMPLOYMENT

NON-FWS-

- Non-need based
- Available to all YC students meeting the enrollment requirement (see Eligibility)
- Wages paid 100% by the supervising department

FWS-

- Federal financial aid program that provides part-time employment to eligible FAFSA applicants
- Need-based, need determined by FAFSA
- Component of students financial aid award package
- Awarded by fiscal year (July 1 through June 30), cannot be carried over
- Students must complete a new FAFSA for each aid year to determine eligibility
- Earned by hours worked
- Paid bi-weekly in the form of a paycheck
- In most instances, 75% of a student's wage is paid from federal funds; 25% is paid by YC. Wages earned after a FWS award is exhausted will be charged against the supervising department's budget, if funds available. If department funds are not available, the student will need to cease working immediately. In some cases, an account may need adjustment after the fact by way of a journal entry.

ELIGIBILITY

NON-FWS STUDENT EMPLOYEES

- Must be enrolled in at least six credits during the fall/spring semester, or three credits during the summer semester, the entire time employed.

FWS STUDENT EMPLOYEES

- Must have a complete (and verified if needed) FAFSA on record at YC for the aid year in which the student is working currently/will work.
- Must have unmet need as determined by the FAFSA. Unmet need does not guarantee employment.
- Must be funded for at least 6 credits during the fall/spring semester, or 3 credits during the summer semester. Students on a Course Authorization Form (CAF) must be authorized for at least 6 of the credits enrolled during the fall/spring semester, or 3 credits during the summer semester.
- Must have a fundable Satisfactory Academic Progress (SAP) status with Financial Aid. Students with an approved SAP or MTF appeal must maintain expectations of approved appeal.

GUIDELINES AND LIMITATIONS

- Students that are graduating, transferring or otherwise will not be enrolled at YC in at least six credits cannot work beyond the last day of the last semester attended at YC.
- Students may work a maximum of 25 hours per week, with exception to international students. Student employees with multiple student-classified positions cannot exceed 25 hours with all positions combined. Actual hours vary depending on student eligibility, funding, and department need.
- Students that are employed both in a student-classified position and temporary part time classified position at YC cannot work more than 19.75 hours a week between both positions.
- The Immigration and Naturalization Service restricts international students to a maximum of 20 hours per week. International students must adhere to Immigration and Naturalization Service regulations.
- Students are paid in accordance with federal, state, or local laws. The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee.
- Students who work an 8-hour day will generally receive a one hour, unpaid lunch break around the middle of their scheduled workday but in all cases should receive a minimum one-half hour unpaid break.
- Student positions are FICA exempt during the fall and spring semesters, therefore wages earned are not eligible for unemployment compensation benefits. During the summer semester, students that are taking at least six credit hours must contact the Payroll office to maintain FICA exemption. Students enrolled in less than six credit hours during the summer will have FICA taxes deducted from their paychecks.
- Student employees are **not** entitled to holiday pay, vacation time, overtime pay or health insurance benefits.
- Students will accrue one hour of sick time for every 30 hours worked, up to a maximum of 40 hours per year. Sick time may be submitted 90 days after employment has started.
- FWS students working during the summer break period must have a complete (and verified if needed) FAFSA for both the current aid year and upcoming aid year. The FAFSA for the upcoming aid year must be complete by June 1st of the current calendar year to be considered for employment beyond June 30th of the current calendar year.
- FWS eligibility may be reduced without notice if the student has an increase in another form of aid such as scholarships, grants, and/or loans; or has a change in residency, enrollment status, or SAP status.

HIRING PROCESS

STUDENT RESPONSIBILITY-

Available positions are posted at www.yc.edu/hr, under the Job Opportunity link. Student exclusive positions will be designated “Student Worker” in the job title.

FWS positions will be noted as such in the job description under Minimum Expectations & Requirements.

To submit an application, click on the job title of the desired position, then click “Apply”. Applicants will be prompted to create a username and password. This username and password **is not** associated with your YC student account.

All student applications are screened for employment eligibility. Eligible applications will be forwarded to the hiring supervisor. The hiring supervisor will review applications and if interested will contact the student directly for an interview.

Upon hire, students will receive two separate emails directing them to complete a background check and onboarding. The emails will be sent to the email address listed on the students' employment application. Students can begin working when onboarding is complete and background check is clear.

The background check email will come from Checkr. Students will click on the link within the email and input information as requested by Checkr. Students under the age of 18 are exempt from the background check until their 18th birthday, at which time HR will request the student complete the background check in order to maintain employment. Be advised the link will expire after 7 days from when the email was sent. Upon expiration, the email can be resent.

The onboarding email will come from NEOGOV. This email will contain a link to the students employee portal. All students will need to submit employment documents electronically, with exception to I-9 verification. I-9 verification documents will need to be copied in-person by HR, or delegate.

SUPERVISOR RESPONSIBILITY-

The hiring supervisor, or delegate, creates position requisitions within NEOGOV. Once requisition is approved, Student Employment will make the position viewable on the HR Job Opportunities webpage. Eligible applications will be made available for supervisor review in NEOGOV. New supervisors should contact HR for Subject Matter Expert (SME) authorization.

The hiring supervisor will screen eligible applications for qualifications; then contact desired applicants for an interview.

Contact Student Employment with both the name(s) of those to be hired and those of no interest.

TIMESHEETS

STUDENT RESPONSIBILITY-

Electronic timesheets can be accessed by logging into www.yc.edu, selecting My Timesheet under Employee Services. Timesheets need to be submitted for supervisor approval every two weeks. For the current Payroll calendar, which includes timesheet due dates, visit www.yc.edu/businessoffice and select the current calendar year's Payroll Calendar. Keep in mind supervisors need time to review timesheets prior to Payroll deadlines. Discuss with your supervisor their preference for timesheet submission to avoid delay of your paycheck.

If hours are entered incorrectly, the supervisor will return the timesheet to the student. The student will then correct the hours reported and resubmit before the deadline.

Electronic timesheets will not be accepted past the deadline. When a deadline is missed, a manual timesheet will need to be submitted. Manual timesheets are located at www.yc.edu/businessoffice under Manual Timesheet PT Student. Manual timesheets submitted beyond the deadline will not be processed until the following pay period.

Remember, a student's work schedule should not interfere with his/her academic schedule. Discuss with your supervisor times you are not available due to class, study groups, etc. Be sure to allow travel time

between class and work. Discuss any changes in academic schedule that could potentially affect the work schedule with your supervisor as well.

SUPERVISOR RESPONSIBILITY-

Timesheets can be accessed by logging into www.yc.edu and selecting My Timesheet under Employee Services. To approve an employee timesheet select Approve or Acknowledge Time. Electronic timesheets need to be submitted to Payroll by noon on the dates set forth by the Payroll office. For the current Payroll calendar, which includes timesheet due dates, visit www.yc.edu/businessoffice and select the current calendar year's Payroll Calendar.

Before approving any timesheet, confirm that hours reported are accurate. If the hours reported, are not accurate, return the timesheet to the student for correction. Upon correction, the student will need to re-submit the timesheet for approval.

Electronic timesheets will not be accepted past the deadline. Supervisors can work with the Payroll office to assign a Proxy to approve timesheets in the supervisor's absence. If a deadline is missed, a manual timesheet will need to be submitted. Manual timesheets can be found at www.yc.edu/businessoffice under Manual Timesheet PT Student. Manual timesheets submitted beyond the deadline will not be processed until the following pay period.

Supervisors should have a practice in place to ensure students are not working during class meetings. One suggestion is to request **the student provide** a copy of their class schedule after the drop/add period. It is also a good practice to verify credit hours with students throughout the semester to confirm employment eligibility. **Supervisors cannot** obtain student class schedule information from Student Employment, Answer Center or any other student service entity.

CORRECTIVE ACTION/TERMINATION

Corrective action used effectively can improve substandard job performance or correct misconduct. Corrective action can be used in one or more of the following forms: coaching, verbal warning or written warning. If a student employee is guilty of serious misconduct, a supervisor may decide to terminate him or her without warning.

Coaching begins with a private meeting with the student employee to explain the performance problem, determine its cause, and develop a plan for a solution. After allowing time for improvement, hold a follow-up meeting to compare the desired changes in the plan to the student's present performance.

An oral warning should be given in private, as soon as possible after the infraction. Explain to the student which behavior or infraction is unacceptable, and why. Explain what will happen if the action occurs again, especially in the case of a particularly serious or repeated offense which may result in termination. If the inappropriate behavior continues, the supervisor may give a written warning. If the student's behavior does not improve, she or he may be terminated.

Written warnings will keep a written record of each step of the disciplinary process. Explain the infraction or unacceptable behavior. Be as specific as possible. Indicate whether this is a first offense or a repeated incident. Record what was said, on what dates, and include changes the student agreed to make. If the student disagrees with your oral or written warning, offer to let her or him attach a written response to your written record.

If job performance does not improve, termination may result. After terminating a student, both voluntary and involuntary, always inform the student employment office and complete a Notice of Separation Form located at www.yc.edu/hr under Forms and Guidelines. This includes students that are graduating, have exhausted their FWS award or otherwise are separating from their position.

JOB SAFETY

Student employees are covered by worker's compensation insurance for work related injuries. It is the employee's responsibility to notify the supervisor as soon as possible regarding the accident/injury. All accidents/injuries at work must be reported using the Accident/Incident form. The Accident/Incident Form is located at www.yc.edu/hr under Forms and Guidelines.

Supervisors are responsible and accountable for maintaining a safe working environment for all employees supervised. Employees are also responsible for performing their duties safely. Supervisors must furnish employees with applicable protective equipment to perform work tasks. This includes hand protection, face and eye protection, and hearing protection.

REFERENCE REQUEST

Direct reference requests from potential employers to Human Resources. Human Resources can provide beginning and ending employment dates, position title, and wage information.

If a student employee you supervise (or supervised) asks for a letter of recommendation, do not use YC stationery or letterhead. Act in the capacity of a personal reference, not as an official representative of the college.

DRUG FREE WORKPLACE

It is the intent and policy of Yavapai College to maintain a drug and alcohol-free working environment for its employees in compliance with the Drug Free Workplace Act of 1988. As a condition of employment, all employees must abide by this policy.

CONTACT INFORMATION

STUDENT EMPLOYMENT

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HUMAN RESOURCES

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