

Student Employee Handbook



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Introduction

This handbook applies to work study employees and student help employees. This handbook does not apply to part-time employees. Policies and procedures in this handbook may be amended at any time.

Work study employees are employees that are eligible for Federal and State work study funding by meeting the specified Financial Aid requirements. Work study employees must be enrolled in 6 credits or more (or qualify based on intent to enroll - see Intent to Enroll Section below). Student help employees are student employees that are paid directly from departmental budgets and do not need to be enrolled in a specified number of credits to be student help.

The following positions are suited for work study positions (see the position descriptions in Appendix):

- [Campus Early Childhood Program Specialist](#)
- [Campus Custodian](#)
- [Campus Grounds & Nursery Specialist](#)
- [Campus Food Service Worker](#)
- [Campus IT Intern](#)
- [Campus Office Assistant](#)
- [Campus Tutor 1](#)
- [Campus Tutor 2](#)
- [Campus Tutor 3](#)
- [WorkFirst Work Study](#)

Training for LCC Faculty & Staff Hiring Student Employees

Faculty and staff involved in hiring and supervising or mentoring student employees must follow College policy and procedures on non-discrimination and equitable hiring practices. Additionally, they must complete bias training every two years. The Success as a Selection Committee training or [Best Practices for Hiring Part-time Employees](#) in Canvas meet this requirement.

The following are additional resources and training to support equitable and inclusive hiring practices and oversight for student employees:

- [Implicit Bias Test](#)
- [Inclusive Team Survey](#) (make a copy and share with your team)
- Inclusive Leadership article: [“Why Inclusive Leaders are Good for Organizations, and How to Become One”](#) by Juliet Bourke and Andrea Titus, Harvard Business Review
- [PRACTICING INCLUSION: Icebreakers and Team builders for diversity](#)
- [Values Exercise](#) for team building

Tips for Interviewing Student Employees

It is highly recommended that supervisors conduct interviews for all part-time positions including work study or student help. Not only does this give you the opportunity to learn about the applicant and their experience and skills, it also gives the applicant the opportunity to learn more about the position and the team. While interviews often are conducted in person, consider offering other options such as zoom or via phone to promote equitable and inclusive hiring practices. Avoid hiring without an interview just because someone recommended the student to you. Additionally, have at least one other person present to conduct the interview with you and consider using a screening matrix. This helps prevent biases from impacting our hiring decisions. To obtain a screening matrix, contact HR. They can help you create one.

Prep interview questions in advance of the interview. Stick to the interview question set for all applicants you are interviewing. It is okay to ask follow-up questions based on the responses given by the applicants. During the interview, create a welcoming environment for the applicant. Be respectful, kind, and aware of your body language. For some applicants, this work study or student help position could be their very first job. Help them envision what this position would be like and how they could grow professionally from it. And be sure to give applicants a timeline of when they should expect to hear back from you!

If you are taking notes during the interview, make sure your notes are professional, appropriate, and only relate to the applicant's ability to do the job.

When reviewing applicants with others that are present for the interview, discuss strengths and weaknesses. Acknowledge any biases you may have. Focus on the applicants' ability to perform the duties of the position. Check out this [article](#) on types of biases and how to avoid them.

Hiring Student Employees

Below are the steps for supervisors to hire a student employee (work study, student help, international students). The next section goes into more context around the onboarding process.

- 1. Verify department funds are available for the position.**
 - a. Work study: The department must have received a work study allocation from their Dean or VP. Only students with work study awards are eligible for work study positions.
 - b. Student help: funds will be charged directly to the department budget.
- 2. Submit a requisition in NEOED – Online Hiring Center** (see [OHC Guide for Creating Student Employee Requisition](#)).
- 3. Work with Workforce & Career Services to draft the posting.** Even if you know who you want to hire, we will prepare a posting for the student to fill out their application. Work study positions require applicants to attach their work study award form to their application to verify they are work study eligible. Jacob Aguiar, jaquiar@lowercolumbia.edu, or Ariana Muro, amuro@lowercolumbia.edu, will assist you

in getting your job posted and be your contact with questions about job postings for work study and student help employees.

4. **Review applications in the Online Hiring Center** (see [OHC Guide for Reviewing Part-time Applicants](#)). You will get an email notification from NEOED once applicants are available for review.
5. **Interview students** (see tips for interviewing above). You can call applicants to schedule interviews or notify through the OHC (see [OHC Guide for Scheduling Interviews for Part-time Employees](#)). There will be templates set up for student notifications.
6. **When you are ready to make an offer, move the applicant to the background check step in NEOED or notify HR about the student you want to hire and let the student know we will be checking their background.** HR will then move the student to 'preboarding' in Onboard through NEOED and they will need to complete the LCC Background Check Authorization Form in Onboard. HR will notify the supervisor of the results.
7. Once the background check is complete and HR has approved the hire, the supervisor can **offer the position to the student**.
8. **When the position is accepted, the student will complete the appropriate employment forms in Onboard** (see a-c below). These forms are only good through June 30th of each year and must be renewed at the beginning of each fiscal year (July 1st) to continue working. Nicole Baker, nbaker@lowercolumbia.edu, is your contact for hiring student employees.
 - a. **Work Study**—complete the supervisor section of the Work Study Employment Referral form in Onboard. It will then be routed to Financial Aid. Once Financial Aid verifies eligibility, the form is reviewed by HR/Payroll. The supervisor, Financial Aid, and the student **must sign** the referral form. Please note that LCC typically runs out of Federal Work Study prior to June.
 - b. **WorkFirst Work Study** – There is a specific referral form for WorkFirst work study students. WorkFirst will complete the eligibility section, then the supervisor must complete the supervisor section and submit to HR. WorkFirst, the supervisor, and the student **must sign** the referral form.
 - c. **Student Help**—the Student Help Action Form will be completed in Onboard. Please be sure to include the full budget number with the Fund Code, Class Field, and Department Code. If you do not know what your department's budget number is, reach out to your Dean/VP for that information. The student and supervisor **must sign** the form.
9. **All the other new hire forms will be completed through Onboard. HR will reach out to the new hire to schedule the new hire orientation after necessary forms are completed.** This will be in-person and about 15-20 minutes.
10. **Next step will be onboarding the new student employee into their new role.**

More on the Onboarding Process for Student Employees

New hires will have a seamless transition to the Onboard platform through NEOED. When they are moved to hired, they will be sent a notification email to activate their Onboard account. All their new hire paperwork and information will be provided and completed through Onboard. Student employees will receive a series of checklists and respective due dates in Onboard. Items must be marked as complete by the students. Supervisors will have access to applicable checklist items for new student employees including tasks for you to do as you onboard your new hire and integrate them into the culture and campus community at LCC. Student employees will have portals filled with information, links, and resources that will help them with the onboarding process.

All student employees will still complete a new hire orientation with HR ON or BEFORE or on their first working day. Students MUST bring the following documents to their orientation:

- **Social Security Card** – Per Policy 253, LCC requires that new hires present the SS card in person to verify the validity of the SS card. This ensures SSN is entered correctly in ctcLink and that we have accurate spelling of their legal name for tax reporting purposes.
- **Acceptable Form I-9 Documents** – Federal law requires employees to complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer. Form I-9 will be completed electronically in Onboard, **however, student employees must bring documents to their new hire orientation to validate their eligibility to work in the U.S (i.e. driver's license AND social security card OR passport).**

The employee ID for ctcLink and e-mail address including instructions on setting up their accounts will be provided to the employee in Onboard prior to their first day. Supervisors will have access to this information through the Onboard platform.

In Onboard, students will have a checklist of all the required trainings located in Canvas and Get Inclusive. The following trainings will be assigned after the hire date:

- Occupational Safety (Canvas)
- Data Security (Get Inclusive)
- DEI for the Workplace (Get Inclusive)
- Nexus | Records & Responsibilities – FERPA (Get Inclusive)
- Groundswell 2.0 & Meridians: Combined Harassment & Title IX (Get Inclusive)

All trainings are due within 90 days of the hire date except the Occupational Safety as that's due within 30 days. All this information is discussed during the new employee orientation and shared again when accounts are set up in Canvas and Get Inclusive.

Reminders & General Info about Student Employees

International Students:

All students using International Programs funds to work in your department should follow the steps for hiring a student employee above. The application will have a question asking if they are an international student, which will prompt Workforce staff to loop in International Programs if necessary. If an international student reaches out but is not following the proper steps, please reach out to international@lowercolumbia.edu

Additional Steps/Reminders for Hiring International Students

There are a few extra pieces to hiring international students.

1. You'll notify students that they are hired as you would for other student positions, but you'll also need to notify international@lowercolumbia.edu that you've hired the international student.
2. International students need a **hard copy** employment offer letter. An offer letter template can be obtained from International Programs. The original letter with a physical signature is needed for the student to obtain their social security card.
3. Once the student has the offer letter, they will make an appointment with International Programs to go to the Social Security Office to order their social security card.
 - a. If starting work between January 1 and October 31, International students must have already **applied** for a social security card (or ITIN) prior to starting work.
 - b. If starting work between November 1 and December 31, international students must have already **obtained** a social security card (or ITIN) prior to starting work.
4. Once the student has received their social security card or documentation indicating their social security card request is in process, they can move forward with completing the onboard steps listed in the Hiring Student Employees section above.
 - a. If the documentation indicating their social security card request is in process is provided for the orientation the student will need to provide a copy of their social security card to HR once they receive it in the mail.

International Programs can only pay for the five hours a week per student. If your department would like to hire the students for additional hours beyond the five hours, the funding will have to come from your own budget for these additional hours. International students are not eligible for financial aid or work study funding and can only be hired as Student Help.

Students should enter hours worked that International Programs is paying for with the TRC code **"10 OEX-OASI Excludable Pay"** in ctcLink.

International Program funds are only available to students enrolled full-time. If you are charging hours to the international budget for a student worker during the summer, be sure that student is enrolled full-time.

WorkFirst Work Study

The WorkFirst Program supports parents who are receiving Temporary Assistance for Needy Families (TANF). One avenue of support is placing eligible students into WorkFirst work study positions. WorkFirst will work with supervisors for placement and complete the award section of the referral form.

Work Study Referrals & Student Help Action Forms

Referrals and action forms **must be renewed and sent to Payroll** at the beginning of each fiscal year, July 1st, even if the student is not changing positions.

Pay for Work Study & Student Help

Work study employees are paid at an hourly rate of \$16.52 which is based on the classification. Student help employees are also paid \$16.52 per hour.

Additionally, we have two levels of student tutors: Student Tutor 1, Student Tutor 2, and Student Tutor 3. Student Tutor 1s are paid at minimum wage, \$16.52 per hour. Student Tutor 2s are paid at \$17.02 per hour. Student Tutor 3s are paid \$18.02 per hour.

Benefits and Leave Information

Student employees are not eligible for medical, dental, or retirement benefits. Student employees are eligible for non-compensable paid sick leave to care for their health and the health of their qualifying family members. Paid sick leave is accrued at a rate of 1 hour for every 40 hours worked. Here are the authorized uses of paid sick leave:

- Employee's mental or physical illness, injury, or health condition
- Employee's preventative care
- Care for a family member with an illness, injury, health condition, and/or preventative care
- Closure of employee's place of business or child's school/place of care by order of public official for any health-related reasons
- If the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking.

Employees may carry over a max of 40 hours as of December 31 into the next calendar year. See Paid Sick Leave Procedure for more information. **Note: Students in a state work study position with a third-party employer are not eligible for paid sick leave through LCC.*

Hours of Work

Student employees may not work on holidays or during campus closure days. Student employees are limited to 19 hours or less per week. However, during breaks in between the quarter (beginning the week after finals week), students may work up to 40 hours per week. There may be exceptions where supervisors can seek approval from their VP and HR for

student employees to work up to 40 hours per week during their off quarter. These students must have a completed intent to enroll form. For work study employees, please ensure they have the financial aid allocation to support working the increased hours prior to having them work more than 19 hours per week.

It is the supervisor's responsibility to track and monitor hours for work study employees to ensure they do not work more hours than they were awarded funding. In the event they go over the work study award, they will be converted to student help and must be paid out of the department's budget. Similarly, please make sure your budget supports an increase in hours over breaks for student help employees prior to allowing them to work more than 19 hours per week. Additionally, work study pay rates may change in January of each calendar year as minimum wage increases each year. You can reach out to Financial Aid at any time for an updated award amount for your work study student.

Federal work study funds are typically exhausted by March or April. Payroll will notify supervisors when this occurs. Please keep in mind that sometimes there are changes to award amounts throughout the year. **Be prepared to find other funding options, reduce hours, or potentially discontinue employment for the student.**

For WorkFirst work study students, WorkFirst is responsible for any overpayment.

Intent to Enroll

Work study employees must be enrolled in 6 or more credits to be eligible for work study employment. However, they may be eligible to work as work study in a quarter they aren't taking classes as long as they complete the [intent to enroll form](#) and will be taking 6 or more credits in the next quarter. Intent to enroll does not apply to student help employees. Students only need to be enrolled in a minimum of a one credit class to be eligible to work as a student help employee.

Break & Rest Periods

Student employees shall be provided breaks in accordance with Washington State law. The break should be not less than 10 minutes on LCC's time for each 4 hours worked. Breaks should be scheduled as close to the midpoint of the shift as possible. Students working more than 5 consecutive hours in a continuous shift must be provided a 30-minute unpaid break near the midpoint of their shift.

Dual Student Positions

Generally, student employees should be limited to one student position at a time. However, there may be instances where a student employee has two positions in different departments. They are still restricted to 19 hours per week combined between the positions. It is the responsibility of the supervisors for both positions to monitor their hours worked and work study allocation if applicable to ensure accurate reporting and approval of hours worked in ctcLink.

Accommodations for Student Employees

Lower Columbia College will provide reasonable accommodations required by law to employees with disabilities to enable them to enjoy the terms, benefits, privileges, and conditions of employment to those similarly situated non-disabled employees. Student employees can request accommodations by contacting LCC Human Resources.

Separation of Student Employees

When a student employee is resigning or separating from their position, the Supervisor must notify Payroll and HR of their separation so their accounts can be deactivated and their separation processed.

Rehiring Student Employees

A student employee who is separated in ctcLink due to not working recently and who does NOT have hours worked in the current fiscal year (July - June) will need to:

- Have their background checked again.
- Complete new hire paperwork (except I-9 if they were hired within the last 12 months)

If a student employee is separated in ctcLink, but has hours in the current fiscal year, they may need to complete new hire paperwork again (i.e. W4). HR will give guidance on which paperwork, if any, needs completed for a rehire.

Appendix

Campus Early Childhood Program Specialist

The Campus ECPS position provides support to the Lead Teacher / Teacher Assistants in Early Childhood classrooms within our Head Start/EHS/ECEAP Programs and the Early Learning Center. Under the direction of other teachers in the classroom, the Campus ECPS will contribute to children's social, emotional, and physical development through activities, free time, field trips, meal/snack times, and outside play.

Campus Custodian

The Campus Custodian position helps maintain a safe, clean campus environment by cleaning various buildings, offices, classrooms, showers, restrooms, windows, etc. The Campus Custodian stocks supplies, empties, and cleans waste baskets and recycle bins.

Campus Grounds & Nursery Specialist

The Campus Grounds & Nursery Specialist helps maintain grounds and landscapes for LCC's campus. Duties may include lawn maintenance, planting, trimming, weeding, and watering flowers and shrubs, operating a variety of manual tools and equipment.

Campus Food Service Worker

Under supervision of the Kitchen Manager, the Campus Food Service Worker prepares, stores, and serves food within the food services at LCC. The Campus Food Service Worker adheres to all food safety and sanitation techniques and campus procedures. The position may post menus, maintain kitchen equipment, maintain inventory, etc.

Campus IT Intern

The Campus IT Intern position provides support to the IT Services department. Under the direction of more experienced employees, the Campus IT Intern performs a variety of routine tasks, including deploying and troubleshooting computers, printers, and mobile devices. The Campus IT Intern also responds to service requests and enters notes in the helpdesk system.

Campus Office Assistant

The Campus Office Assistant performs a variety of clerical, repetitive, and routine duties to support the department. Duties may include acting as receptionist, answering phones, filing, making copies, greeting the campus community and the public, data entry, and working on entry level projects.

Campus Student Tutor 1, Tutor 2, Tutor 3

LCC has a peer-to-peer tutoring program led by the Tutorial Center Program Coordinator. All new tutors start as level 1. After completion of 10 hours of training (6 of which is tutor-trainer led and synchronous) and 25 hours of tutoring experience OR Western eTutoring Consortium Tutor, tutors move to level 2 and receive the pay increase. After 50 hours of tutor training and 300 tutor hours, tutors move to Tutor 3.

The vision of the Tutoring Center is to be a resource for students by providing a welcoming and collaborative learning environment to foster academic success and lifelong learning. Tutors are current students who have excelled in their coursework and have a passion for helping others achieve academic success by cultivating independent learners. Tutors work with students independently and in groups to help them grasp course content as well as the study skills necessary to succeed in their academic courses.

WorkFirst Work Study

WorkFirst students are TANF eligible students and may work on campus or off campus depending on the job. Positions are coordinated through WorkFirst Programs.