



# Federal Work-Study Student Employment Handbook 2021-2022

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## Introduction

Congratulations and welcome to Yuba Community College District (YCCD). Student employees are an integral part of the college. As a student employee, you are recognized as a very important part of the community and want to ensure that your work experience as a student employee is a rewarding and positive one. Your work experiences at YCCD will help to prepare you for future career opportunities. Not only will you earn money to help finance your educational costs, but you will also develop positive work habits, build job skills, and have an excellent resource for future job references.

Your supervisor will train you for specific job duties and discuss described expectations of your job. The student employment experience will greatly benefit you as you enter the job market. Work experience enables you to explore career options, discover strengths and weaknesses, likes and dislikes, and to see how your education applies to the world of work.

This handbook provides general student employment information that will help make the transition to your job easier. We hope the Student Employee Handbook will help students understand the procedures for working and inform you of rules and regulations concerning student employment.

You should use your Federal Work Study job as an opportunity to gain marketable skills and to establish a good work record. It is your responsibility to know and understand your job description and to ensure that you are performing the duties as described. We expect you to treat FWS employment as a regular job and are expected to conduct yourself in a responsible manner.

Students are not authorized to begin work until Financial Aid has received all required documents and a signed employment confirmation, and approved FWS award eligibility. Check with your financial aid office to confirm your start date.

We encourage you to ask your supervisor any questions not specifically addressed in this handbook. You may also contact the following departments/staff for more information:

Contact your respective school or campus representative:

College/Campus	Contact Person	Contact Number
Woodland Community College	Juan Gomez	530-668-2535
Colusa County Campus		
Lake County Campus		

## **Student Employee Definition**

A student employee is a part-time hourly employee who is enrolled at least half time with the primary goal of obtaining a certificate, associate degree, or associate degree with transfer in an approved program of study.

## **Federal Work-Study Employment and Eligibility**

- Must have filed the Free Application for Federal Student Aid (FAFSA)
- Must have answered “Yes” to the question “Are you interested in being considered for work-study?” on their FAFSA application
  - May submit a FWS request form in lieu of answering “Yes” on FAFSA
- Must have a completed financial aid file and demonstrate financial need
- Must be in Satisfactory Academic Status (Terminated status not eligible)
- Must be enrolled at least half time during the semester term of award
- Audited classes and classes not approved by Federal Student Aid regulations will not count toward the required credit hours needed for each term

The amount allocated to you represents the maximum that you may earn over the course of the academic year. You may not earn more than the amount of your award. Eligibility for Federal Work-Study does not guarantee a job.

## **Equal Employment Opportunity**

It is the policy of YCCD that no person shall be discriminated against on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation, or handicap, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which it is responsible for which it receives financial assistance from the U.S. Department of Education.

## **Work Schedule/Attendance**

Your daily work schedule must be approved by your supervisor each semester. If you are sick or unable to report to work, you must inform your supervisor immediately. Repeated absences or late arrivals are grounds for termination. **Planned absences should be arranged in advance and approved by your supervisor.**

Student workers are paid only for the hours worked, and must be approved by the supervisor. Student workers must be supervised at all times and may only work during the hours the college is open for business.

Student employees are limited by department or program policies to work a certain number of hours per week. Student employees may be employed by more than one department (e.g. Business Lab and Library) but may not work more hours than approved by the department or program they have been approved

for. If a student is employed in multiple programs, the total hours worked may not exceed the maximum hours allowed.

Student employees may not work during times when they are scheduled for classes. **You should not skip class to work.**

#### Federal Work-Study

- FWS students may only work the hours approved for, not to exceed 20 hours per week
- Students may work during semester breaks with the approval of their supervisor and if there is funding
- If a student is not eligible for FWS, or exceeds their award amount, the supervisor will be responsible for 100% of the student's wages. Students must monitor wages monthly.
- Student must not exceed the allocated funding limit (check your confirmation and confirm with Financial Aid)

#### Benefits

Student employees are not eligible for overtime, paid holidays, vacation, jury duty, unemployment insurance, medical benefits, or permanent status. FWS students are given 24 hours of sick leave each fiscal year after working with the district for 90 days. At this time, they are given the 24 hours up front. They may begin using the hours, **90 days after their initial starting date.**

#### Punctuality

Arriving on time for work is very important. The office and your supervisor depend on you to show up on time as scheduled. Begin now in establishing this important work habit.

#### Rest Periods

Students working a consecutive 4-hour work period may take one paid 20 minute break. Students working more than 5 consecutive hours are required to take an unpaid 30-minute lunch break. Students working less than 4 consecutive hours are not entitled to a break. Supervisors may determine when breaks are to be taken, but they should not be taken at the beginning or end of the work period. Unused breaks are not cumulative or eligible for extra pay.

#### Pay Days

Paychecks are issued by the YCCD Fiscal Services Office and are mailed to the student's mailing address on file on the 10<sup>th</sup> of each month. You must submit your hours electronically via WebAdvisor on the last day of the month. It is the student's responsibility to complete the following:

- Complete the monthly Sign-In Sheet, submit to time card approver, and retain copy for your records
- Obtain supervisor's signature at the end of the month

Your supervisor will review and approve your timecard at the end of the month. Late timecard submission will result in a delay in receiving your paycheck. Take responsibility in making sure your timecard is accurate, completed and signed by the deadline.

### **Salary Rates**

Your pay rate is determined by the department/program that is paying your wages. The pay rate depends on the duties and tasks assigned. Your supervisor will inform you of your pay rate at the time of your hiring. Student employees are paid only for the hours worked and submitted on their monthly time card. Salary increases are normally considered at least once per year and are based on the length of service and work performance.

### **Federal Work-Study**

- Starting hourly rate of pay is located on the Student Employment Confirmation, and is subject to increase for subsequent semesters worked.

### **Use of College Equipment**

College equipment (including telephones, computers, printers, facsimile machines, copiers, supplies, etc.) should be used **ONLY** for official College business. The use of school property for personal use is prohibited. Such misuse could be cause for termination.

### **Dress Code/Office Decorum**

Student employees must dress appropriately for the area in which they work, as determined by the supervisor. Short skirts, ripped jeans, mid-riffs, t-shirts with inappropriate language are not proper attire in any working environment.

### **Customer Service**

YCCD is a customer service organization. Friendliness, pride in work, and cooperation not only keep our customers satisfied, they also make working more enjoyable.

As representatives of YCCD, student employees are expected to be courteous and helpful to all students/customers. Often students will have questions for which student employees do not have the answer. When this occurs, try to direct the student to the person or department who does know the answer.

Always refer angry or frustrated students/customers to your supervisor or the appropriate staff. Whenever you feel uncomfortable with a student or an inquiry, refer the matter to your supervisor.

Always remember to:

- Be approachable – let the student know you are willing to help.
- Express an interest and listen to the student. Be sure you understand what they need.

- Follow up. Direct the student to someone who might be able to help or ask the student to return for more assistance if still not satisfied.

### **Telephone Etiquette**

Proper telephone etiquette is an essential skill. When answering the telephone, remember to:

- Answer promptly and pleasantly
- Identify yourself
- Listen attentively to the caller
- Use the caller's name if possible
- Thank the caller

When answering the telephone, also be prepared to take a message. When taking a message, be certain to write the following:

- Caller's name (ask for spelling, if necessary)
- Caller's telephone number
- Caller's department or place of business
- Date and time message was taken
- Nature of call

When transferring a call, let the caller know to whom and to what number they are being transferred.

### **Parking**

Student employees who wish to park on campus must purchase a student parking permit. Student employees are not eligible to park in faculty/staff spaces.

### **Safety**

Safety is a part of everyone's job. In situations where health and safety are concerned, it is always better to be safe than sorry. Safety or security issues should be reported to your supervisor immediately.

Report safety hazards to your supervisor. If an injury occurs on campus, notify your supervisor. Your supervisor will secure proper medical care and direction.

### **Resignation**

Students should give supervisors at least two weeks' notice when planning to resign. At that time, you might also ask your supervisor for permission to use them as a reference or to request a letter of recommendation for future employment.

## **Termination of Work Authorization**

Student employees may be terminated for various reasons. Examples include:

- Failure or inability to perform the tasks required
- Attendance or excessive tardiness
- Poor attitude to include foul language and/or gestures
- Misuse of college property to include telephones and computers
- Insubordination
- Falsification of time sheets
- Theft or embezzlement
- Destruction of college property
- Any illegal activities conducted on college property including alcohol or drug use
- Failure to meet Satisfactory Academic Progress standards
- Changes in enrollment status/cost of attendance
- Additional aid was awarded making the student ineligible for Federal Work-Study
- At the request of the department when allotted funds have been depleted

## **Student/Supervisor Relations**

The relationship between students and supervisors should be open and honest. Everyone needs to work together to make the College run as smoothly and efficiently as possible, always keeping customer service as the highest priority. Students should feel comfortable discussing any work-related issues with their supervisors.

## **Student Employee Expectations**

Students will be expected and required to observe the following regulations:

1. Each employee is expected to be on time and work a 60-minute hour – not a 50-minute hour – the same requirement that any business would expect.
2. Students are expected to work alone. This means no spouses, boyfriends, girlfriends or children are to keep company with student employees while they are on the job.
3. If student employees do not have something to do, they should find something that needs to be done or ask for additional work. It is good to have routine work that could be done when you have spare time. Students are paid for work performed. No student is hired to study on the job.
4. If a student employee cannot be on time or is sick, they are expected to contact their work supervisor, just as they would be expected to do on any job.
5. Proper respect should be shown to all employees of the College. Students must adhere to the Students Code of Conduct.
6. When student employees are in a position where they must meet the public (such as a receptionist) or answer the telephone, it is important that they are courteous and as helpful as possible. Remember, student employees represent the College in interacting with the public or other students.



7. Any and all information acquired by a student employee while on the job is confidential and should not be discussed with friends, relatives or other students.
8. The student lounge/cafeteria is open to students for breaks and lunches. Please do not use faculty and staff facilities.
9. Students are expected to dress appropriately for their position.
10. If provided, students are expected to wear a name badge that identifies them as student employees.

These policies are designed to help students employed by the College and should help them establish good employment practices for future employment. Students will be evaluated by their supervisors a minimum of once each semester and these evaluations will be kept on file for future reference.

## **YUBA COMMUNITY COLLEGE DISTRICT STUDENT CODE OF CONDUCT**

The governing board of Yuba Community College District (“District”) shall adopt specific rules and regulations governing student behavior, along with applicable penalties for violation of the rules and regulations. The board shall also adopt procedures by which all students are informed of such rules and regulations, with applicable penalties, and any revisions thereof. (Ed. Code § 66300.)

In joining the academic community, College students are expected to conduct themselves in accordance with district standards and to comply with district rules and those adopted by state and local authority.

The purpose of providing this Code of Conduct is to give notice of inappropriate conduct and to provide a procedure for disciplining students that offers fair and objective treatment. You can view the complete Student Code of Conduct Handbook at the Yuba Community College District website.

### **Section 12. Scope of Disciplinary Authority; “Good Cause” Grounds for Discipline**

Students are subject to discipline, as provided in Section 14, for any of the following behavior, if the behavior is related to College activity or attendance, which includes, but is not necessarily limited to, behavior that occurs on property owned or controlled by the College, at a College sponsored activity off College premises, or while going to or from a College sponsored activity in College provided or approved transportation. Behavior constituting “good cause” for discipline includes, but is not necessarily limited to, the following:

- (1) Cheating or plagiarism in connection with the College academic program.
- (2) Forgery, alteration, or misuse of College documents, records, or identification, or knowingly furnishing false information to a College representative in connection with the performance of official duties.
- (3) Misrepresentation of oneself or of an organization as an agent of the College.
- (4) Obstruction or disruption, on or off College property, of teaching, research, administration, disciplinary procedures, or other college activities.
- (5) Physical abuse, on or off College property, of the person or property of any member of the College community or of members of his or her family or the threat of physical abuse.
- (6) Theft or unauthorized removal of, or non-accidental damage to, College property, or property in the possession of, or owned by, a member of the College community.
- (7) Unauthorized entry into, unauthorized use, or misuse, of College property.
- (8) Sale or knowing possession, on College property, of dangerous drugs, restricted dangerous drugs, or narcotics, as defined in California statutes, except when lawfully prescribed for medical or dental care or lawfully permitted for the purpose of research, instruction, or analysis.
- (9) Knowing possession or use of explosives, dangerous chemicals, or deadly weapons on College property or at a College function without prior authorization of the College president or designee.
- (10) Engaging in lewd, indecent, or obscene behavior on College property or at a College function.
- (11) Abusive behavior directed toward, or hazing of, a member of the College community.
- (12) Violation of any order of the College president or designee, notice of which was given prior to the violation and during the academic term in which the violation occurred, including notice by publication in the College newspaper, or by posting on an official bulletin board designated for this purpose, and which order is related to standards of student conduct and is consistent with any of the other provisions of this section.
- (13) Soliciting or assisting another to do any act that would subject a student to expulsion, suspension, probation, or other form of discipline pursuant to this code.

- (14) Discrimination or harassment, including sexual harassment, in violation of state or federal law.
- (15) Acts of "hate violence," as defined in Section 5, above, and Section 13, below.
- (16) Commission of a computer-related crime, including, but not limited to, tampering, interference, damage, and unauthorized access to computer data and computer systems, as described in Penal Code section 502.
- (17) Use of any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments to students with disabilities.
- (18) Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- (19) Tampering with, damaging, or removing fire extinguishers, or any part of the fire alarm system (including smoke detectors and exit signs) or violating fire and fire protection regulations.
- (20) Willful or persistent smoking or other use of tobacco where such use has been prohibited by law or by regulation of the governing board.
- (21) Use, possession, or distribution of alcoholic beverages.
- (22) Assault, battery, including sexual assault and sexual battery, or any threat of force or violence upon any member of the College community. This includes mutual affrays.
- (23) Display of physical or mental disability in such a manner as to cause his or her attendance to be inimical to the welfare of other students.
- (24) Causing, attempting to cause, or threatening to cause physical injury to another person.
- (25) Possession, sale, or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the College President.
- (26) Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Section 11053 et. seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- (27) Committing or attempting to commit robbery or extortion.
- (28) Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- (29) Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- (30) Lewd, indecent or obscene conduct or expression on District-owned or controlled property or at District sponsored or supervised functions.
- (31) Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
- (32) Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.