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(For more detailed information regarding the Nondiscrimination in Employment & Education Opportunity Policy, the Sexual Harassment and Sexual Violence, you should consult the college’s sexual harassment and sexual violence policy listed in the school catalog or the student Academic Planner/Student Handbook. Problems of sexual harassment should be directed immediately to the Harassment Officer at 262-6786.)
INTRODUCTION

This handbook is intended for use by Hibbing Community College students who wish to work on-campus or off-campus, at a nonprofit agency. On-campus and off-campus supervisors will also find this booklet helpful. It is our hope that HCC staff will work to help students secure jobs that will enable them to pay some of their school costs.

This handbook will help students learn about HCC offices that can help them locate and secure a work study job. The handbook also details the process of applying for a job, what forms need to be completed, rules that govern students' jobs, and student workers' rights and responsibilities.

TO THE STUDENT

You may be awarded work-study eligibility for the academic year (Aug. - May). Work-study jobs allow you the opportunity to work on-campus in various academic, administrative, or maintenance departments. There are also some off-campus positions available with nonprofit agencies.

Work-study offers you a flexible work schedule. When you work depends on your academic schedule. Some work-study positions may require evening or weekend hours. Your employment is not an entitlement of income.

Being eligible for work-study does not guarantee you a work-study position. You are encouraged to apply for a work-study position as soon as job listings become available. Job listings are available on line: http://www.hibbing.edu/assets/files/pdf/Financial%20Aid/WorkstudyPositions.pdf or from financial aid staff.

Work-study is a job, as such, you earn "an hour's pay for an hour's work." A work-study position should be viewed as regular employment with responsibilities and employer expectations. You are not paid to study. All jobs provide work experience for the student as well as a way to help meet college costs. This part-time work experience can be a valuable opportunity to enhance your career development and provide future work references.

The Financial Aid staff has primary responsibility for student employment. To be employed in a need-based work-study position a student must: 1) be currently enrolled at HCC at least half-time (defined as at least six credits); and 2) demonstrate financial need through their FAFSA application process. Students are notified of their work-study eligibility on their Financial Aid award letter.

All payroll information is available on the financial aid web pages. Time sheets, job listings, work-study application, work-study contract, child support disclosure form, Confidentiality of Records Agreement Form, W-4 and I-9 forms are available on the “Student Employment” web page http://www.hibbing.edu/financial-aid/financial-aid-types-of-aid/student-employment.html.

Students submit their timesheet online through their e-services account. That process monitors how much you have earned and how much is remaining to be earned. Questions regarding timesheets, pay rates, calendars, and maximum allocations should be directed to financial aid staff. The financial aid phone number is 262-7378.
Payroll checks are available bi-weekly. We recommend that you have your pay direct deposited to your checking or savings account. But checks can be mailed to your home or picked up from the business office with proper identification. Checks not picked up by the end of the payday are put in the mail to the current local address.

**TYPES OF STUDENT EMPLOYMENT**

**Hibbing Community College's Work-Study Programs** provide students with opportunities to earn money to help meet educational costs. Eligibility for work-study is determined as a part of the standard financial aid process. To receive need-based work-study, students must be seeking a degree or diploma, demonstrate financial need, maintain satisfactory academic progress and be enrolled at least half-time. For state work-study, students must also meet residency requirements. Eligibility may vary from year to year depending upon the financial information of the student's family and the resources available to the student from other sources. A student who is eligible for need-based work-study is notified on the award letter. A student may earn up to the amount printed on the award letter and may not exceed the amount unless approved by the financial aid director.

**Federal Work-Study**

Federal work-study is a program of the U.S. Department of Education and is funded annually with 75% federal and 25% institution or employing agency funds.

**State of Minnesota Work-Study Program**

State work-study is a program of the Minnesota Higher Education Services Office and is funded annually with 75% state and 25% institution or employing agency funds.

**Institutional Work-Study Program**

Institutional work-study is a limited program offered by HCC to assist students not meeting the eligibility requirements of federal or state work-study.

**THE APPLICATION PROCESS AND JOB SEARCH**

The first step in the work-study awarding process is to complete the application for financial aid. To be assured of receiving work-study, you must submit the FAFSA and all supporting documents to the Financial Aid Office by the priority deadline, which is May 1, preceding the next academic year. If you have sufficient financial need, work-study eligibility will be offered on your financial aid award letter. The amount listed on the award letter is the maximum earning for the academic year unless the financial aid director approves an increased award.

If you were awarded eligibility for work-study and are interested, you must:

1. Print the work-study application packet and a listing of available positions. The listing will relate job title, employing department, supervisor and general duties.

2. Arrange for an interview for the positions you are interested in obtaining.

3. Complete the appropriate portion of the work-study contract once you have secured a work-study offer with the supervisor.

4. Return the signed work-study contract, work-study authorization, child support disclosure form, Confidentiality of Records Agreement Form, W-4, I-9 and photocopies of your social security card and driver’s license to the Financial Aid Office. **This must be done BEFORE actually performing any work at that job.**
Students receiving work-study are encouraged to participate in community service work-study positions that will benefit the nation and engender a sense of social responsibility and commitment to the community. Community service positions are those designed to improve the quality of life for community residents or to solve particular problems related to the needs of low-income individuals in such fields as health care, child care, literacy training, education, welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement. Also included would be work in service opportunities or youth corps and service in agencies, institutions, and activities designated in section 124(a) of the National and Community Service Act of 1990; support services to students with disabilities; and activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities and counseling, including career counseling. These positions are listed along with all other work-study jobs available from the Financial Aid Office. Students who are aware of a job opening that meet the community service definition may contact the Financial Aid Office to see if a placement can be made.

RULES AND REGULATIONS

Enrollment Requirements

In order to be employed in a need-based work-study program on or off-campus, you must be enrolled in a HCC program at least half-time (6 credits).

Hours

In most cases, if you want to spread your work study award over the academic year, you only need to work approximately 10 hours per week. You should work no more than 20 hours per week while classes are in session and no more than 8 hours each day. When the college is not in an academic session (during semester breaks) you may work up to 40 hours per week, subject to availability of work, supervisor's approval, supervision, availability during that time and eligibility for funds.

NOTE: THE TYPICAL WORK-STUDY AWARD OF $2,500 EQUATES TO APPROXIMATELY 10 HOURS OF EMPLOYMENT PER WEEK WHEN SCHOOL IS IN SESSION. IF YOU WANT TO ASSURE THAT YOUR WORK-STUDY EARNINGS LAST THROUGHOUT THE SCHOOL YEAR, YOU WILL NEED TO AVERAGE ONLY 9-10 HOURS OF EMPLOYMENT EACH WEEK. ONCE YOU HAVE EARNED YOUR WORK-STUDY AWARD, YOUR EMPLOYMENT WILL CEASE.

We recommend that first year students work no more than 10 hours per week while school is in session to help ease the transition to college. Please keep in mind that you may not work during times you are scheduled to be attending class. You may work in more than one office if necessary to earn the maximum allocation. A separate work-study contract maybe required for each supervisor. Work-study students are not entitled to sick pay, overtime, vacation or holiday pay. If you miss hours because of a holiday or illness, speak to your supervisor about making up the missed hours.

Students working more than 6 consecutive hours must take a minimum of one, ½ hour break and it must be reflected on the timesheet.
Pay Rate and Dates

The rate of pay for all work-study students is subject to the Fair Labor Standards Act as Amended. The beginning rate of pay is currently $9.50 per hour (effective 8/1/16). Wages are subject to change. Supervisors can recommend a student for a .50 raise after the student has worked 150 hours in the department. On occasion, a work-study job is a supervisory position. The rate for a supervisory work-study position is $10.00 per hour. Typically, a student is not appointed to a supervisory position without first working for a college employee. Community Service work-study students working as reading or math tutors are paid $10.00 per hour.

You are paid bi-weekly, every other Friday. Time sheets must be submitted and approved by your supervisor. You can choose to have your pay direct deposited to your checking or savings account, mailed to your home, or your check may be picked up from the receptionist with proper identification. No other person may pick up your paycheck unless you have made previous arrangements and submit written permission.

Allocation

Your work-study allocation, as shown on the award letter and on the work-study authorization, is valid during the academic year. This is the maximum eligibility and may not be exceeded, under any circumstances, without prior approval by the Financial Aid Director. It is your responsibility to keep an accurate, up-to-date accounting of all work-study earnings to prevent exceeding your allocation.

If the work-study supervisor becomes aware that you will earn all eligible work-study funds before the end of the school year, the supervisor should send you to the Financial Aid Staff. If you have financial aid eligibility remaining and work-study funds are still available, your work-study award may be increased to allow you to work additional hours.

Work-study funds are awarded according to your financial need. If you do not earn all of the funds you have been assigned, those unearned funds cannot be transferred to any other student.

Summer Work-Study

Generally, work-study during the summer is limited to save the bulk of the work-study funds for the school year. However, some work-study supervisors do need work study personnel during the summer months.

Work-study during the summer is divided into two parts according to the year in which the funds are earned: from the end of spring semester until June 30 and July 1 until the beginning of fall semester. Work-study hours during the summer are assigned in one of two ways:

1. Returning students may have remaining financial need at the end of the academic year. If work-study funds and jobs are available, students may do work-study from the end of spring semester until June 30. To do this, students must either be enrolled at least half-time for the summer session, or certify that you will be returning to your studies at Hibbing Community College as at least a half-time student in the fall semester. Employment must end on June 30 if the work-study is based solely on the previous academic year's financial need.
Summer Work-Study - continued

2. New students may apply for summer work-study, but may not begin work until July 1.
   All students must have completed the financial aid process and found to be eligible.
   Students must certify their intent to enroll fall semester at Hibbing Community College
   as at least a half-time student.

Required Records

Records of each student's name, address, job, rate of pay, number of hours worked each
day, and the amount paid each pay period are kept by the Financial Aid Office.
Departmental assistance in getting this information to the Financial Aid Office is essential.
You and your supervisor should sign the time sheet each pay period that you work. The
Financial Aid Office must have on file your work-study contract, work-study
authorization, child support disclosure form, Confidentiality of Records Agreement
Form, W-4, I-9 (Employment Eligibility Verification) and photocopies of your driver's
license and social security card before employment begins.

Accidents

HCC does not have a health department. In the event of injury, students should contact
either of the two Hibbing Clinics, the University Medical Center-Mesabi, or dial 911. If injured
on the job, you must file a formal report to the Business office within 24 hours of the
accident.

Resignation

You may resign or change employment with due written notice to the employer at least one
week in advance. Should employer and employee agree, resignation may be immediate.
You must contact the Financial Aid Office for a new work-study contract when changing jobs.

Termination

As a student employee, you may be terminated after sufficient warning and due written
notice. Sufficient warning means at least one meeting or written notice in which you are
notified that termination of employment is probable if no improvement is shown. Due notice
means at least one week. It is expected and desired that an earnest effort be made to
provide opportunity for continuation.

Immediate dismissal may occur when, in the judgment of the supervisor or departmental
administrator, continuation of employment would be damaging to the nature of operation for
the individual department or the College at large. Such dismissal requires written notice to
the student. All work-study employment termination requires notification to the Financial Aid
Office. Only the Financial Aid Office may revise or terminate a work-study award.

The following are grounds for disciplinary action and dismissal:

Tardiness
Unexcused absences
Under the influence of alcohol or other drugs while on duty
Violation of HCC and department or agency regulations, policies and rules
Violation of HCC Conduct Standards
Violation of local, state or federal laws
Unacceptable job performance
Appeals

You may appeal an employment termination. **For more information regarding this process, review the HCC Student Handbook Policies & Procedures section.**

Satisfactory Academic Progress

You must maintain satisfactory academic progress. You may not work a work-study job if you have been suspended due to unsatisfactory academic performance.

The Immigration Reform and Control Act of 1986 mandates that all employers employ only US Citizens or nationals and lawfully authorized alien workers. To meet this federal requirement, HCC requires certain identification and verification of all new employees. These requirements apply to student employees. Identification documentation is either a valid passport or a combination of a picture driver's license and social security card or a birth certificate. You must provide verification of your identity and employment authorization to the Financial Aid Office BEFORE beginning work.

Timesheets

The student must record their work hours in their e-services account. Once all hours have been entered, then the student “submits” their timesheet for review by their supervisor. The supervisor reviews each student’s submission and approves (or modifies if necessary).

STUDENT AND SUPERVISOR RESPONSIBILITIES

Student Responsibilities

Student employment is a valuable component in your educational program. You will be working in jobs directly related to your educational goals, or working in jobs that will have indirect benefits in any profession you pursue. You have an opportunity to make your employment viable for future employment.

By participating in the work-study program, you will acquire a wide range of knowledge. For example, your employment experience will give you insight into understanding how an institution, such as the College, operates. By working with campus employees, you will see firsthand some of the policies, procedures, and challenges involved in the management of an educational institution. You will have the opportunity to develop and improve clerical, laboratory, mechanical, verbal, and other special skills involved in a work-study employment experience. You may also develop such characteristics as dependability, cooperation, leadership, responsibility, social skills, and pride in your work.

You are responsible for the following:

1. Assuring that all the necessary paperwork has been completed and submitted to the Financial Aid Office BEFORE beginning work.
2. Arranging a work schedule with the supervisor. The supervisor must approve any changes made to the work schedule. If scheduled time is not worked, you should offer to make up the time missed.
3. Maintaining enrollment in at least 6 credits for federal work-study and 6 credits for state work-study.
4. Making satisfactory academic progress.
5. Adhering to the rules and regulations established by the department.
6. Keeping an accurate, up-to-date accounting of all work-study earnings to prevent earning in excess of your allocation.
7. Giving adequate notice to your supervisor if you decide to discontinue your work with that department.
8. Dressing appropriately for work.

You must understand that:

1. Studying is not to be done during work time.
2. Any work of a personal nature cannot be done while you are working on your work-study job.
3. If you are unable to report for employment, under no circumstance may someone else work under your time sheet.
4. If you are exposed to confidential information, you will keep this information confidential.
5. Telephones may not be used for personal calls. Unapproved collect telephone calls are not to be accepted. The campus 1-800 number may not be used.

**Supervisor Responsibilities**

Supervisors play a key role in making your work experience a valuable one for future employment. Training work-study students for employment can be a rewarding experience for both the supervisor and the student.

A supervisor must be firm, patient, and understanding. Supervisors can encourage student employees to develop characteristics of good judgment, responsibility, initiative, and pride in their work.

Supervisors are responsible for the following:

1. Making sure that all required paperwork has been completed and submitted to the Financial Aid Office **BEFORE** a student is allowed to begin work.
2. Developing a suitable work schedule with the student. Supervisors must keep in mind that students may not work during the times they are scheduled to be attending class.
3. Clearly explaining the job and the student’s duties.
4. Introducing the student to other employees in the work area.
5. Explaining the rules and regulations relevant to the work area.
6. Offering encouragement and "tips" on improvement; don't intimidate the student.
7. Training the student to do the required tasks.
8. Informing the student of the dress code preferred in the work area.

Each student employee will be supervised by a staff employee. Student employees may not supervise other student employees. A supervisor need not be present at all times the student is working.
TIPS ON EMPLOYMENT SURVIVAL

The following are guidelines to help you adapt successfully to a work environment. Check with the office or department where you are working about specific work rules and expectations. If you have questions related to the work environment, work rules, and what is expected of you, check with your supervisor.

A. Attitudes on the Job

* Show enthusiasm for and on the job - no one enjoys a verbal complainer.
* Demonstrate initiative - if you know the next step, proceed to it. When you have completed a task, report promptly.
* Ask questions - when learning a new job or in doubt, don't try to bluff your way through.

B. Absenteeism and work schedules

* Contact your supervisor if you must miss work.
* Do not be absent for frivolous or routine reasons.
* Maintain your work schedule if at all possible since work is often planned for you and deadlines must be met.

C. Confidentiality

* Discuss confidential or sensitive materials only with authorized persons. Many jobs will require working with student files or records.
* Maintain loyalty to your employers - leave office information or gossip in the office.

D. Office Behavior

* Do - ask permission if you must use the telephone for personal calls; no long distance calls are permitted.
* Do - dress appropriately for the job; appropriate dress for the building maintenance crew may not be appropriate dress in a departmental office.
* Do - tend to personal hygiene and grooming.
* Do - be courteous and respectful to other employees and to students.
* Do - avoid unnecessary conversation, or loud speech.
* Don't - smoke, eat or drink pop or coffee except in designated areas.
* Don't - chew gum.
* Don't - put down your employers among your friends.
* Don't - forget appropriate titles and greetings.
* Don't - forget that you get paid to work, not study.
HIBBING COMMUNITY COLLEGE POLICIES (abridged)

NONDISCRIMINATION IN EMPLOYMENT & EDUCATION OPPORTUNITY POLICY
Hibbing Community College is committed to employment and education opportunities free from discrimination, harassment and violence. No individual or group shall be discriminated against or harassed in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Further, Hibbing Community College (HCC), along with the Minnesota State Colleges and Universities (MnSCU), shall work to eliminate violence in all its forms. Physical contact by designated staff may be appropriate if necessary to avoid physical harm to persons or property.

Discrimination, harassment and violence violate standards of the HCC Community. The College will provide a work and educational environment free from discrimination, harassment and violence. This policy is in effect on all HCC campuses as well as off-campus sites, at College sponsored or College related events, and in dealing with customers and vendors of the College.

It shall be a violation of this policy for any student or employee of HCC 1) to discriminate against or harass a student or an employee through conduct or communication defined by this policy and 2) to be violent to a student or employee. All complaints, either formal or informal, verbal or written, will be investigated. HCC will discipline any student or employee who discriminates against, harasses or is violent to a student, employee or other agent of the College.

SEXUAL HARASSMENT POLICY

Sexual Harassment Defined
A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical contact or communication of a sexual nature when:
1. Submission to that conduct or communication is made, either explicitly or implicitly, a term or condition of obtaining or continuing employment or education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose/effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment; and,
4. In the case of employment, the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.
B. Sexual harassment may occur in variety of relationships, including faculty and student, supervisor and employee, student and student, employee and employee, and other persons having business with or visiting the College. Sexual harassment may occur when it is directed at someone of the opposite gender or at someone of the same gender.
C. Sexual harassment may include but is not limited to:
1. Verbal harassment or abuse, such as sexual innuendo, putdowns based on gender or sexual orientation, name-calling or jokes of a sexual nature, implied or overt threats or intimidation, subtle pressure for sexual activity, demand for sexual favors accompanied by implied or overt threats concerning an individual's employment or education status, demand for sexual favors accompanied by implied or overt promises or preferential treatment with regard to an individual's employment or education status.
2. Physical harassment such as patting, pinching, fondling, intentional brushing against a student's or employee's body, kissing, pranks or intimidation of a sexual nature, or another sexually motivated unwelcome touching.
3. Visual harassment such as showing or displaying photos, drawings, cartoons, posters, computer screen savers and file names, or calendars of a sexual nature; leering or staring.
4. Electronic harassment such as posting inappropriate messages on the internet or accessing, printing, distributing pornographic pictures or messages.
5. Use of power or position to impose unwanted sexually-related verbal, physical or visual actions on another person.
D. Implied or overt threats may include but are not limited to the offer to trade grades, recommendations or references for sexual favors or acceptance of inappropriate or illegal sexual behavior.

For more detailed information regarding the Nondiscrimination in Employment & Education Opportunity Policy, the Sexual Harassment and Sexual Violence, you should consult the college's sexual harassment and sexual violence policy listed in the school catalog or the student Academic Planner/Student Handbook. Problems of sexual harassment should be directed immediately to the Harassment Officer at 262-7247.