Student Employment Handbook
INTRODUCTION

This handbook is written to offer information to supervisors on how to help students locate, secure, and make the most of their employment at Gettysburg College. Student employment is a great way for students to earn money for college and personal expenses, and can also provide students with work skills that will be helpful to them in their future careers.

MISSION STATEMENT

Student Employment Services, which is located in the Center for Career Development, connects students with part-time employment opportunities. The College strives to offer employment opportunities that help students learn valuable work skills and essential lessons to prepare them for the world of work beyond Gettysburg College.

CONTACT INFORMATION

Student Employment Services
Center for Career Development
53 W. Stevens Street
career@gettysburg.edu
Ph: 717-337-6616
**POSTING STUDENT EMPLOYMENT OPPORTUNITIES FOR STUDENTS**

Students are directed first to GettysburgWorks for information on available on-campus positions and we encourage you to post your open positions as soon as possible. In addition, as positions are posted they are included in the next issue of the Career Bulletin which is emailed to students each week on Wednesdays during the academic year. GettysburgWorks is a resource that students are beginning to utilize more and more for their job search and it is a great way for departments/offices to advertise their opportunities.

**Job Posting Tips**

- We recommend that you include contact information and application instructions in the job description so that students can apply directly to you rather than having to submit their application through GettysburgWorks. The reason for this is that some students may not have an approved resume uploaded into their account yet which would prevent them from applying through the system.
- If you use an application form specific to your department/office, that form can be uploaded as an attachment to the job posting.
- Establish an ending date (application deadline) for your posting. If you fill the position before the date you established, remember to go back into the posting to close it. Alternately, you can extend the end date on the posting if you have not filled the position.
- Contact the Center for Career Development if you do not have an account or if you need new login information for your existing account.

**INTERNATIONAL STUDENTS**

Gettysburg College coordinates several types of employment opportunities for students. While funding may come from different sources, it is administered through one office, Student Employment Services in the Center for Career Development. International students must comply with U.S. Federal Regulations and laws governing their visa status. Failure to do so will violate their legal status. International students can only work a maximum of 20 hours a week on campus (total of all jobs held) during the academic year when classes are in session. During break periods students can work a maximum of 40 hours a week. All international students who plan to work must apply for a social security number but may complete the payroll paperwork without it. They will need to provide two paycheck stubs when they apply for a social security number.

If you employ an international student and s/he has questions concerning how to obtain a social security number or any other questions regarding employment, you should refer that student to the Director of International Student Services for help. If you know that your international student employee is also planning to work off campus, it is critical that s/he contact International Student Services to make sure that all Federal regulations are being met.
PAYROLL PAPERWORK

First Time Student Employees

All students are required to complete and submit most of their employment paperwork within the **first three calendar days** from their first day of work (**see 3 below for I-9 exception**); otherwise, the student must stop working, and will not be paid until the required paperwork is submitted.

All forms can be obtained from Student Employment Services in the Center for Career Development. The payroll packet includes the following:

1. **Student Confidentiality Agreement** – By signing this form, students are acknowledging that they may have access to confidential information regarding other students, employees and/or the business of the College and that it is their responsibility to maintain the confidentiality of all such information and not to share any such information with any unauthorized third persons.

2. **Worker’s Compensation Forms** – The workers’ compensation laws provides wage loss and medical benefits to employees who cannot work (including student employees), or who need medical care, because of a work-related injury. To ensure that students understand what benefits they are entitled to as a Gettysburg College student employee, they are required to read and sign the appropriate worker’s compensation forms. More information can be found on the Human Resources website at [http://www.gettysburg.edu/about/offices/president/hr/human_resourcesforms.dot](http://www.gettysburg.edu/about/offices/president/hr/human_resourcesforms.dot).

3. **Federal I-9 Form** - This form verifies a student’s identity and employment eligibility in the United States. **The first part of the I-9 form must be completed on the first day of work.**

4. **Tax Forms** – W4 and local income tax withholding forms need to be completed if a student is a first-time student worker, if their home address has changed, or if they wish to change their federal tax withholding.

5. **Direct Deposit Authorization Forms** – Paychecks are paid via direct deposit. Payment can be deposited in as many as four checking and/or savings accounts.

**If a student has worked for the College previously**, he/she must submit a Student Employment Information Form for each position held. If there are changes in the bank account, tax status, or home address, a direct deposit or tax form must be re-submitted.

**Payroll Information**

**Completing time sheets**

- You are responsible for setting up your students’ timesheets in CVAV after they are hired.
- Student employees are responsible for completing CNAV time sheets.
- Students are responsible for recording their hours daily and reviewing and approving their time sheet by the user deadline each pay period, as specified in the student pay schedule on the Payroll Office website.
- Repeated failure to complete timesheets by the required set deadlines may result in disciplinary action.
- CNAV timesheet instructions are included in the Student Employment packet.

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PAYROLL PAPERWORK/Payroll Information (continued)

**Student Pay Schedule**
All employees are paid on a bi-weekly basis via direct deposit. PeopleSoft Self Service (refer your students to the “Student Center”) is the primary distribution method for pay statements. An email is sent each payday with login instructions to view or print pay statements.

Students may choose to apply a portion of their paycheck to their student account. A special form is required and can be obtained in the Student Employment Services /Center for Career Development office. A schedule of paydays and pay period deadlines is available on the Payroll Website under “Pay Schedules” at [www.gettysburg.edu/about/offices/fa/financial_services/payroll/](http://www.gettysburg.edu/about/offices/fa/financial_services/payroll/)

**Policies and Guidelines**
Here are some general student employment guidelines; however, individual offices and departments may have specific policies and procedures to follow:

**A. Attendance**
1. Punctual attendance at all shifts is mandatory.
2. Students are expected to work their hours as scheduled. In the event of work missed for legitimate reasons such as illness, unavoidable academic conflicts or family emergencies, students must contact you as soon as possible.
3. If a student will be late for work, they must give you advance notification.

**B. Emergency Personnel When the College is Closed due to Inclement Weather**
1. Student employees identified as emergency personnel who work when the College is officially closed due to inclement weather will receive 1.5 times their regular hourly pay for all hours worked.
2. Only student employees who have been designated by you as essential should stay or report to work during times of inclement weather.

**C. In Case of Injury or Accident**
1. All employees must report any incident (injury, accident or work-related illness) to their supervisor and the Human Resources Office immediately (within 24 hours) at 717-337-6202.
2. All employees must seek treatment for all work-related injuries, accidents and illnesses from one of the doctors on the Workers Compensation list available in the Student Employment Services office. Employees may call the HR Office for more information if injured on the job.
3. If an injury or illness is severe and requires emergency care, call the Department of Public Safety at 717-337-6911.

**D. Whistleblower**
1. Gettysburg College is committed to high standards in all business practices. All individuals representing Gettysburg College are expected to observe certain standards of conduct, which have been established in the best interest of our faculty, employees, students, visitors and the College. These standards are noted in the Faculty Handbook, Employee Handbook, and Student Rights and Responsibilities Handbook.

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2. The College will provide protection from retaliation for any whistleblower. To view the full Whistleblower Policy, please review Section 10 of the Employee Handbook on the Human Resources website (under Guidelines & Procedures) for more information.
(http://www.gettysburg.edu/about/offices/president/hr/guidelines_procedures/employee_handbooksection10.dot)

E. Harassment and Discrimination
1. Gettysburg College is committed to maintaining an environment conducive to learning for all students and a professional workplace free from harassment and discrimination for its employees. Gettysburg College will not tolerate harassment or discrimination on the basis of sex, race, color, national origin, age, religion, disability, sexual orientation, or any other trait or characteristic protected by any applicable federal, state, or local law or ordinance.
2. To view the full Harassment and Discrimination Free Workplace Policy (as well as information about the College’s Grievance Procedures as it relates to employment on campus), please review Section 10 of the Employee Handbook on the Human Resources website (under Guidelines & Procedures) for more information.
(http://www.gettysburg.edu/about/offices/president/hr/guidelines_procedures/employee_handbooksection10.dot)

F. Disciplinary Actions
1. Gettysburg College intends disciplinary procedures to be corrective and not punitive. The purpose of discipline is to establish compliance with work rules and established work standards. Discipline may consist of a verbal warning, written warning, last opportunity or termination.
2. There are several reasons why an employee may be reprimanded or asked to leave a job. These include, but are not limited to, the following:
   • Falsification of time records
   • Repeated failure to complete time sheets by the required deadlines.
   • Being late or leaving early without permission
   • Inappropriate use of office equipment or supplies
   • Making inappropriate or unprofessional remarks about other employees, supervisors, students, or the college in general
   • Unauthorized entry into a campus building
   • Threatening or attempting harm to another person
   • Possession or use of alcohol or illegal drugs, or working under the influence of such
   • Theft
   • Insubordination
   • Falsifying documents
   • Failure to comply with confidentiality agreement

G. Resignation
1. If a student decides to end their campus employment, it is expected that they will give you a notice of at least two weeks. Additionally, it is recommended that the student meet with you to discuss their reasons for leaving.
**Maximizing the Student Employment Experience**

Student employees provide valuable contributions to the campus community and receive numerous benefits in return. The benefits include financial, social, emotional and developmental growth, while clarifying career goals, learning new skills, networking, and applying theory to practice (apply classroom learning to real world experiences). You should encourage your student employees to seek out opportunities which will enhance their work experience, and allow them to develop new mentoring relationships.

**Training**

Every job is different and you should establish policies and procedures specific to your department. Those policies and procedures should address actions to be taken if there are performance issues and should be discussed with your student employees. Training should be provided as needed. You will want to make sure to include the following talking points during training:

- Dress code guidelines
- Rules about chewing gum, eating, or drinking at the work station
- Policies regarding listening to music with or without headphones, cell phone use, or visiting social media sites
- Procedures for notifying you if the student will miss a shift or will be late
- Protocol for answering the phone and or providing customer service
- Policies regarding the use of office equipment such as computers, printers, and copiers
- Policies on doing personal projects while on the job

**Performance Evaluations**

Receiving regular performance feedback is an important part of a successful employment experience. Completing an employee evaluation helps both the supervisor and the employee assess performance, determine future training needs, open communication, and set future goals. It also helps to ensure that both parties understand, and are in agreement on, the needs of the department and the College.

You may conduct a formal evaluation of a student, or may discuss a student’s performance in a more casual format. Encourage your student employees to take the initiative to ask for feedback regarding their work performance. When conducting an evaluation, you should:

- Be specific: set achievable goals and standards
- Set deadlines: for projects and improvement
- Be realistic of expectations: student employees have limitations
- Be honest: avoid bias; evaluate performance not personality
- Be open: listen to the student’s voice for suggestion, critique or praise
FREQUENTLY ASKED QUESTIONS

If a student has Federal Work-Study as a part of their financial aid package, does that change anything?
No. All students use the same process to find campus employment regardless of their Federal Work-Study status.

Can a student hold more than one job on campus?
Yes. You are encouraged to find out if your students are working other jobs and where they are working should any questions arise regarding duplicate hours on each timesheet or if they are working over 20 hours per week.

How many students find jobs during the academic year?
Approximately 50% of the student population is employed during the school year at part-time jobs on campus.

Can a student provide a photocopy of their ID or other document for payroll purposes?
No. Federal regulations stipulate that only original documents can be accepted.

Do international students need a Social Security number?
Yes. All international students who plan to work must apply for a social security number but may complete the payroll paperwork without it. They will need to provide two paycheck stubs when they apply for a social security number and they should coordinate the application with the International Student Services Office.

Can a student apply some or all of their paycheck to their student account?
Yes. Students have the option to apply a portion or all of their pay to their student account. A special Student Payroll-Student Account direct deposit form must be submitted and the form can be obtained from Student Employment Services in the Center for Career Development.

I want to develop a new position for a student in my office and want to determine a rate of pay that is comparable to similar, existing on-campus jobs. What are suggested pay rates and job descriptions?
A list of student position classifications and wages can be found on the Center for Career Development/Student Employment website under Supervisor Information (scroll to Frequently Asked Questions) at http://www.gettysburg.edu/about/offices/college_life/career/student-employment/supervisor-information.dot.

There are performance issues with one of my student employees. What can I do about it?
Set up a meeting with the student employee at a convenient time and place. During the discussion, be specific; address the issue clearly and honestly. Avoid bias; speak of the performance and not the personality. Be open; listen to the student’s voice. Use your department’s established policies and procedures to determine the action to be taken. Give the employee the opportunity to provide their comments agreeing or disagreeing with the action.

Revised
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