

# **Coahoma Community College**



## **STUDENT EMPLOYEE HANDBOOK**

**August 2007**

# **COAHOMA COMMUNITY COLLEGE**

## **Work-Study Policies and Procedures**

### **WHAT YOU CAN EXPECT AS A STUDENT EMPLOYEE**

Your rights as an on-campus student employee are included in the [Student Employment Policy](#) published by the CCC Work-Study Office. (Paper copies of the policy are also available at the Work Study Office.)

Coahoma Community College does not discriminate on the basis of race, color, national origin, sex, disability, age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Evelyn Washington; Coordinator for Section 504/ADA, Title IX; 3240 Friars Point Road Clarksdale, MS 38614 Telephone #: (662) 621-4148; Email: [ewashington@coahomacc.edu](mailto:ewashington@coahomacc.edu); Office location: 2nd

Floor Whiteside Hall, Room #218

CCC policy also prohibits all forms of sexual harassment. If you feel you have been a victim of sexual harassment at your on-campus work place or if you feel you have been discriminated against, you can file a complaint. If you work off campus, your rights regarding discrimination and sexual harassment are determined by the appropriate city, county or state laws. If you file a complaint, you should notify the Work Study Office of your action.

You should ask your employer if you have any questions about hazardous substances.

All work study students, both on and off campus, must be paid for all hours worked. However, if you earn more than the amount of your award, or continue working when your eligibility has been canceled, your employer is responsible for paying you at your regular hourly rate without any funding from work-study. You and your employer are responsible for monitoring your earnings so that you stop working when you have earned the amount of your award.

If you work on campus, your employer will usually give 5 days notice in the event you are laid off or fired, except in cases of gross misconduct. Off-campus employers should follow the same procedures used for their other employees.

If a problem develops between you and your on-campus employer, such as a personality conflict or a misunderstanding regarding job duties, you should attempt to resolve the dispute within the normal channels of the department. If this process is not successful, you may contact the Work Study Office for assistance. Most work-study employers have participated in the program before and understand the requirements. If you feel that your employer has

failed to meet his or her responsibility, contact the Work Study Office.

## **YOUR RESPONSIBILITIES AS A STUDENT EMPLOYEE**

You have certain responsibilities in applying for and holding a work study position. Students who wish to work more than one work study job at a time must obtain approval to do so from the Work Study Office. If approved, the employers must be informed so that earnings can be monitored. Students on work study cannot accept another on-campus job if the combination of jobs will exceed 20 hours per week while classes are in session.

In addition to fulfilling the conditions of award (listed on the back of the Notice of Award letter), you must also be honest with your employer or potential employer about your skills, abilities, and work experience. You may have to take a lower paying, less interesting job initially, but you can change jobs as you gain skills and experience.

If you decide to quit your job, for whatever reason, you should give your employer as much notice as possible—at least 10 days for on-campus employers and whatever notice is appropriate off campus (usually two weeks). If this is impossible, you should make reasonable arrangements with your employer. If you change jobs, you must get a new job referral form from the Work Study Office. Your new employer must complete and return it to the Work Study Office as soon as possible after hiring you.

Dress appropriately for the job, do your best work, and treat others with courtesy and respect. You should notify your employer if you are not able to work on your regular schedule (due to illness, finals, etc.). Remember that employers rely on their work study students to supplement full-time staff and your regular, punctual attendance at the job is important. Consider your employer as a possible

reference for future jobs and act accordingly.

Occasionally, a student may fail to meet his or her responsibilities as a work study employee. If this occurs and the employer files a complaint with the Work Study Office against the student, the student will have the opportunity to explain the circumstances of the case, and if requested by the employer or student, the Work Study Office may assist in resolving the problem. In most cases, the Work Study Office can help the employee to resume work. However, the Work Study Office may limit or cancel a student's participation in the program, especially where complaints have been filed by more than one employer or in cases of gross misconduct.

**REMEMBER:** You must reapply for all financial aid programs, including work study, each year. This means a new Free Application for Federal Student Aid must be submitted according to instructions by the deadline for the coming summer and academic year. Forms are available at the Office of Student Financial Aid or online at [FAFSA on the Web](#).

## **SUMMER WORK PROGRAM**

Full-time Summer Work Study is awarded to continuing and returning CCC students. The Free Application for Federal Student Aid must be received by the priority filing date. Eligibility for summer work study is based on financial need (i.e., students are ranked by expected family contribution).

Full-time Summer Work Study is awarded to students enrolled in no more than one class in the summer who will be expected to work full-time to save as much as possible for the academic year. You must be a returning student and planning to enroll all three quarters of the coming year. Students awarded full-time summer work study who decide not to attend Autumn Quarter are required

to report this to the Work Study Office and will lose eligibility for summer work study.

Students who apply for Full-time Summer Work Study agree not to enroll in more than one summer class(unless approved by supervisor or Work Study Coordinator) and to work full-time for the entire summer work study period (June 11, 2007 through August 3, 2007

The expected earnings for this period are determined after you are hired in the job, and are based on the number of working days in the period x 8 hours/day x the pay rate. If you earn more than we anticipated, your expected earnings will be revised to actual earnings after the end of the summer. Your expected contribution from earnings (see below) may also change.

If you are unable to earn your expected summer income due to illness or other reasons beyond your control, you may request a reduction of your expected earnings by submitting a request to the Office of Student Financial Aid specifying the reason you were unable to work, the dates involved, and the amount of "lost" wages. This may reduce the amount you are expected to save for the academic year. However, no aid can be awarded during the academic year to help meet your summer expenses. If you decide not to work part of the summer (for example, because of vacation time), you will not be awarded extra aid in the academic year to make up for lost summer income.

Full-time Summer Work Study students may not take more than one class during Summer Quarter. If you are required to take more than one class, you should request consideration or an exception to this policy from the Work Study Office prior to the beginning of Summer Quarter. In a very few cases, exceptions may be made. Awards for students who enroll in a class without approval are subject to cancellation.

When you have received a Full-time Summer Work Study award letter, you go through the same referral and hiring procedures described for the academic year.

# Student Employment Policy

## Section 1. Student Employees

A. A student employee is defined as any Coahoma Community College student who registered at the for three or more academic credit hours in day school and who is also employed by the College. Student employees should be paid in accordance with the Student Employee Pay Schedule (Enclosed in Employment packet.)

B. There are three classifications of student employees: Office/Clerical, Tutorial and General Assistants, whose work relates to academic affairs, Student Helpers, whose work relates to business or service functions.

C. Ordinarily student employees will be paid by the hour except in the limited cases.

D. No student employee, whether paid hourly or monthly, is entitled to leave or other employee benefits.

E. Student employees may not be employed in excess of 20 hours per week in the fall and 40 hours per week in the summer.

F. Questions concerning the classification or pay rates for Student Assistants should be directed to the Student Employment Office.

**GENERAL POLICY:** It is the policy of the college to encourage the employment of its students in part-time, temporary campus positions so as to provide supplemental financial assistance, as well as to allow students to be employed in assignments which may be complementary to their academic studies or interests. Such employment is to be

incidental to the student's academic activities and is not intended to supplant the duties performed by regular staff (non-student) employees.

D. The coordination of these policy guidelines is the responsibility of the Coordinator of Student Employment unless otherwise indicated herein. A student employment advisory committee will advise the Coordinator of Student Employment on matters concerning these guidelines and will periodically review this policy to ensure continued applicability. All questions related to student employment policy should be directed to the Coordinator of Student Employment.



## **Coahoma Community College**

### **FORM OF CONFIDENTIALITY FOR WORK STUDY STUDENTS (*On and Off Campus Work-Study*)**

For security and confidentiality of records and/or data files, Coahoma Community College has a policy of administering and maintaining student records in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. Each Work-Study Student at Coahoma Community College holds a position of trust relative to maintaining the security and confidentiality of records and must recognize the responsibility entrusted to him/her. Because conduct on or off the job may threaten security and confidentiality of records in any form, each student employee of Coahoma Community College is expected to adhere to the following:

1. No one may permit unauthorized use of any information in files maintained, stored, or processed by Coahoma Community College.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information, which has come to him/her by virtue of work assignment.
3. No one is to exhibit or divulge the contents of any record except in the conduct of his/her work assignment and in accordance with University policies.
4. No one may knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry.
5. No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of a person's duties.
6. No one is to abet or act in conspiracy with another to violate any part of this code.

7. Any knowledge of a violation of this code must immediately be reported to your supervisor at Coahoma Community College. If Off-Campus, you must report the violation to your Off-Campus supervisor.

Violation of this code will lead to reprimand, suspension, or dismissal consistent with the personnel policies of this College. Additionally, judicial sanctions may be considered according to the student judicial policies of this Coahoma Community College.

I have read and will comply with Coahoma Community College Code of Responsibility for security and confidentiality of records and/or data files for Coahoma Community College.

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Acknowledged by Date

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Social Security Number

## College Work-Study Program Student Behavior Contract

- I understand that CCC is a Drug-Free Workplace.
  - I understand that the CWS position for which I am being hired is temporary and that
  - I may or may not be continued beyond my original award period.
  - I acknowledge that I will not work during my established class time since this violates the purpose of the work-study program.
  - I understand that I must enroll for at least three credits during the long semester (at least one class per summer session) and maintain the minimum status for the duration of my employment.
  - I understand that I must maintain satisfactory academic progress to maintain eligibility for CWS, as well as other financial aid programs.
  - I understand that I can not be employed as a part-time employee and a college Work-Study employee at the same time. No transfers during a payment period are permitted.
  - As a student worker, I am not permitted to release or request any type of confidential information, unless authorized by my supervisor. Strict ethical conduct is required. Violations of this standard will result in immediate termination of employment. I acknowledge breaks are at the discretion of my supervisor and must be cleared before taken. At no time, will I leave my position unattended. I understand that although I am not required to follow a specific dress code, I should refrain from dress that is considered too casual for the office setting. I understand that I can not work more than 20 hours per week. I am responsible for maintaining an accurate record of my work time and submitting my time card to the payroll office by the designated date and time.
- I understand that my employment in this office is considered a "real" job, and my responsibilities are critical to the success and image of this University.

I understand that socializing and visiting must be kept to a minimum.  
I understand that insubordination, absenteeism, tardiness and poor production will not be tolerated, and may result in termination. I will discuss these policies further with my supervisor. In case I am ill or can not come to work or I will be late due to extenuating circumstances, I must call my supervisor in advance and advice him/her of my situation.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date