

## **INTRODUCTION**

Albright College values highly the contributions of its many student employees. The work you do on behalf of the College contributes greatly to the various teaching, research, operational and administrative functions of the College. Student employees are an important part of many of our departments on campus and enhance a workplace that is vibrant and diverse.

The Office of Human Resources, located at the corner of 12th and Bern Streets, manages the overall administration of the student employment program at Albright College and is a resource for student employees. Payroll and timesheet processing is managed by the Controller's office located in the Administration Building.

Most student employment issues you may face can be handled by consulting this handbook or contacting your immediate supervisor. If you still need assistance, you can contact our Human Resources Office at 610-921-7626.

Albright College has been very successful with the student employment program. Each year over 850 full-time students work part-time on the campus earning funds that assist them with their college expenses. Both the college and the students gain in several ways from these work programs:

### Students gain:

- By the ability to earn money to assist with college expenses;
- By learning transferable job skills and knowledge of the working environment.
- By working on campus with flexible scheduling and eliminating the need for transportation to an off-campus site; and
- By learning how a particular department and the college overall function as an educational institution and as a business.

### Albright gains:

- By employing an intelligent and available labor force;
- By developing a mentoring relationship with students on an individual basis;
- By providing on-the-job transferable work skills; and
- By developing an enlightened student population, familiar with its inner-workings

The Office of Human Resources administers the student employment program to place students in available positions on the campus. The cooperation of each campus department is crucial to the smooth operation of this program. Various, and sometimes changing, federal regulations, laws and procedures must be followed to assure Albright's continued access to these and other important financial aid programs for our students. We want to highlight two Student Employment Programs: Federal Subsidized Work-Study Program and the College-Funded Self-Help Program.

You, as a student worker, would need to qualify for one of these work programs through the Financial Aid Office in order to be placed on the student payroll.

### **STUDENT EMPLOYMENT PROGRAM**

Students work for a variety of reasons. Some need their earnings to meet the basic costs of an Albright College education, while others want their earnings for social activities. Still others recognize that the skills and work habits gained on the job will benefit them when they seek full-time employment, and some simply enjoy the camaraderie of work groups.

We want to highlight the two student employment programs at Albright College:

FWSP	Albright's Subsidized Federal Work-Study Program
SELF HELP	Albright's College Funded Self Help Program

1. **Federal Work-Study Program** is partially funded by the Federal Department of Education under the Title IV program. Students must meet specific federal requirements to earn funds in this program.
2. The **Self-Help Employment Program** is totally funded with college monies. Students not eligible for the federal work-study program are placed in this earning category.

The Financial Aid Office assists in determining which student work program is appropriate for you based on your eligibility for the federal programs or other aid you may be receiving. If you are not sure which program pertains to you, please review your financial aid award letter or contact the Financial Aid Office for information.

The Office of Human Resources is responsible for student payroll approval, student employment hiring and the departmental approval process; the Financial Aid Office awards the federal and state aid provided to students for work-study; and the Controller's Office monitors and processes the student payroll and tracks the student payroll budget. The Career Development Center is an additional repository for student employment for on campus positions in addition to their traditional role of listing vacancies for off-campus full and part-time positions. All student employment information will be posted on the bulletin board in the **Office of Human Resources in the Richmond Corporate Building, the Career Development Center in Selwyn Hall, Financial Aid Office, the Controller's Office in the Administration Building, the Campus Center, and in the Housing Office.** In addition, student employment opportunities will also be posted on the Human Resources website at [www.albright.edu/hr](http://www.albright.edu/hr).

## **Student Eligibility**

To participate in the student employment program, students must meet the following criteria:

Student must be determined to be eligible to work in the United States according to guidelines and regulations of the United States Citizenship and Immigration Service.

Students must have all applicable local, federal and state taxes deducted as required by law.

The Multi-Ethnic Student Affairs Office must review international students' requests for employment before seeking employment at the college.

Students must be enrolled for a minimum of two courses per semester, except in the summer, when they must intend to register for at least two courses for the fall semester.

## **Employment Paperwork**

Supervisors must complete a Student Employment Approval form and send to their divisional vice president for approval. The form will then be sent to the Office of Human Resources to initiate the process.

Both domestic and international students must complete a student application, W4 and an I-9 form. The I-9 form requires a passport or two forms of identification, including a picture ID and an original social security card, birth certificate or other acceptable document.

## **Finding a Job**

Albright College considers the student employment process to be part of a student's overall education at the College. Human Resources participates in Sneak Peek and student orientation in August to discuss student employment, detail the employment process, answer questions, distribute applications and collect information.

The Office of Human Resources is notified by departments of available student employment positions. All student employment information will be posted on the bulletin board in the **Office of Human Resources in the Richmond Corporate Building, the Career Development Center in Selwyn Hall, Financial Aid Office, the Controller's Office in the Administration Building, the Campus Center, and in the Housing Office.** In addition, student employment opportunities will also be posted on the Human Resources website at [www.albright.edu/hr](http://www.albright.edu/hr).

Student applicants are contacted as position opportunities are identified. The student applicant pool is initially reviewed for participation in the federal work-study program, work experience and interest, class status and timeliness of application. Student are then referred to respective supervisor(s) within the department for interview and ultimate engagement.

Upon hiring, new student employees complete necessary employee documents, (W-4, I-9, etc.), receive Student Employee Handbook and begin work experience as determined by the specific hiring department.

Student employee “wait list” is maintained by the Office of Human Resources for ongoing job opportunities with follow up communications sent to students still waiting for placement in late November, updating them on their employment status at the time. Eligible students may contact departments directly to inquire and interview for jobs.

If a student worker is requested to work in the same department with a family member, the immediate supervisor needs to direct this to the Office of Human Resources for approval prior to making a work assignment. If hired, the department supervisor will complete a Student Employment Approval form and have the student complete paperwork with the Office of Human Resources.

**Albright College does not guarantee student employment, however every effort is made to assist students to secure interviews for open positions.** Opening for work-study positions occur throughout the academic year making placement likely for any student actively seeking a position. The earlier in the semester a student seeks a job, the more successful he/she is likely to find a position. If you are unable to find suitable employment, contact the Office of Human Resources at extension 7626 for assistance.

### **Interviewing Tips:**

Jobs on campus are highly competitive; therefore, in an interview be prepared to answer questions such as these:

What interests you most about this job?

Do you have any previous related job experience?

Could you tell me a little about yourself?

What did you enjoy most about your previous jobs? The least?

Are you working anywhere else on campus?

How would your current/previous co-workers describe you?

What are some of your strengths? Your weaknesses?

Remember, interviewing is a two way street. If you're unsure about any aspect of the job for which you are interviewing, feel free to ask questions. Some questions that students might have for possible supervisors include:

What is the dress code for this position?

What is the work schedule?

Who will be my immediate supervisor?

Is it possible to change my weekly work schedule if something important comes up (e.g. family emergency, athletic commitment, etc.)?

## **Pay Rate**

The current pay rate for student employment adheres to the appropriate federal and/or state minimum wage which begins at \$6.55 and/or \$7.25 per hour. Further information may be obtained through the Office of Human Resources or your immediate supervisor.

## **Cultivating a Positive Work Experience**

In every department, the student assistant represents the college, so the following guidelines are essential:

Dependability is crucial

Be sure to call in when you're sick

Information you have access to on the job that you would not have access to any other way should be considered confidential.

You deserve to be treated with respect and dignity as do your coworkers.

Respect for others extends to your dress and hygiene. Be neat and clean when you report to work.

Take your job seriously, the department depends on you to perform the tasks you were hired to do.

When you finalize your travel plans during breaks, be sure to let your supervisor know when you're leaving and when you'll be back.

Take the initiative to offer assistance.

In many departments, you represent the College. In fact, you may be the first, even the only, person from Albright with whom an individual will ever have contact. In these service positions, you are asked to be professional both in person and on the telephone.

Employment at the College is a privilege and carries with it a commensurate responsibility. With more students seeking campus employment than available positions, your appointment reflects the confidence that has been placed in your ability to successfully carry out the assigned responsibilities of the position.

Be responsible.

Work time is not social time. Plan to call/visit friends on your own time. Be sure you understand what is expected of you. Continue to ask about your responsibilities as long as necessary.

## **Payroll/Timesheets**

Student payroll is processed by the College on a bi-weekly basis. Supervisors are required to submit student time sheets to the payroll office no later than noon on the Monday preceding a payday. The Payroll office is located in the Administration building (below the Library). A schedule of timesheet due dates/paydays is included in the back of this handbook. The Office of Human Resources and the Payroll Office make this schedule and guidelines for time sheets completion available to students and departments each fiscal year.

The student worker must signify the hours he/she worked and the departmental supervisor must validate the accuracy of the time worked on timesheets applicable to a given payroll period. Departmental supervisors are responsible for ensuring the timely submission of timesheets. Failure to timely submit timesheets to meet a payroll processing deadline will result in the non-payment of monies due which will be carried over to the next payroll period.

Supervisors must have a completed Student Employment Approval form on file in the Office of Human Resources by noon on the Friday before their first pay date. When the Student Employment Approval form has been received, it is reviewed to insure that each student employee is responsible for completing an I-9 and W4 tax form. If they have not completed these forms the student is not permitted to work for any department until the student has contacted Human Resources and completed these forms.

Student paychecks can be picked up at the cashier's window located in the Administration Building below the Library. Students are required to show their ID to receive a paycheck. The Food Service department distributes paychecks to their student employees. If you have direct deposit, your pay stub will be mailed to your student mailbox.

## **Dress Code**

Students are expected to dress in a neat and clean attire appropriate to your position as a representative of the College. Your departmental supervisor should be consulted if you are not certain as to the correct attire.

Some departments require student employees to dress in a professional manner. This is the case primarily in service oriented positions in which students have frequent contact with individuals outside the campus community.

Several departments on campus have dress requirements for safety reasons. Before beginning work, please check with your supervisor to find out if there are any specific dress requirements for your position.

### **Confidentiality**

Student employees may have access to information that must be treated as confidential. This information may include, but is not limited to, student information, computer records, college activities, matters relating to college employees, and/or other matters. Because of the importance of maintaining confidentiality, any breach, either deliberate or through carelessness, will be grounds for dismissal. Breaches of confidentiality will be reported for appropriate disciplinary action.

### **On the Job Injuries**

Any work related injury, regardless of how minor it may appear, must be reported to the student's supervisor immediately. If medical treatment is needed, the supervisor should notify the Office of Human Resources so they may be directed to Concentra Medical Center.

### **Resignation**

Students may resign from a position at any time. It is customary to provide an adequate notice of two weeks to give the supervisor appropriate time to find a replacement before leaving a job.

Students who are having difficulties with a supervisor should approach that person and ask to meet to discuss any issues related to the student supervisor relationship.

### **Termination**

Once a student is hired, the student's continued employment is contingent on satisfactory job performance. Satisfactory performance includes, but is not limited to, reporting to work on time, promptly and accurately completing all work assignments, maintaining appropriate office behavior, and meeting the expectations detailed during the initial interview and training period.

Unsatisfactory job performance should be handled within the employing department. Prior to termination for cause, the supervisor will provide verbal warnings indicating the nature of the problem and suggestions for improvement. Continued unsatisfactory performance will ultimately result in termination.

Student forgery or fraud related to any aspect of a student's employment, including, but not limited to, falsifying timesheets is grounds for immediate dismissal from the Student Employment Program and will be reported as a violation of the College's Student Code of Conduct to the Dean of Students. Students who feel that they have been unfairly terminated should contact the Office of Human Resources at 610-921-7626.

### **Regulations specific to the FWS program**

Once a student has earned his or her maximum FWS award, he or she must stop working in the program. If it is mutually acceptable, and the department has funding for non-work study student payroll, the student may continue in the same job after the supervisor completes a new Student Employment form. Unused FWS eligibility cannot be carried from one award year to the next.

## **STUDENT EMPLOYMENT INFORMATION**

### **Frequently Asked Questions on Albright College Student Employment**

#### **WHY DO I WANT TO WORK?**

You will gain experience  
Earn money  
Have a job that is arranged according to your class schedule  
No transportation expenses  
Earn at least minimum wage  
You will cultivate real work references

#### **HOW DO I GET A JOB ON CAMPUS?**

You may complete a Student Employment Application, (sample included in the back of this handbook), in the Office of Human Resources, located at the corner of 12th and Bern Streets or online at [www.albright.edu/hr](http://www.albright.edu/hr). Human Resources will match your application with the department request for student workers and an interview will be arranged by the department. We are unable to guarantee a student job as openings are based on availability. It is in your best interest to begin the process early.

#### **WHAT ARE SOME OF THE JOBS ON CAMPUS?**

Student workers assist faculty, staff and administrators in a variety of ways. Many offices utilize student workers for clerical support and tasks such as filing, copying, answering phones and distributing mail. Students may work in departments such as Admissions, Athletics, Food Service, Facilities, etc.

#### **WHERE COULD I BE ASSIGNED?**

You could be assigned to the following departments depending on the departmental needs: Academic or Administrative Office, Computer Labs (Information Technology department) Campus Center, Facilities, Food Services, Library, Athletics, Aquatics, etc.

#### **HOW IS THAT DETERMINED?**

Assignments are based on your skills or interests and whether you qualify for FWS (Federal Work-Study) or Self Help. FWS is the federally funded College Work-Study Program and Self-Help Program is the Albright employment program. The only difference is in the funding source and bookkeeping records for the Financial Aid and Controller's Offices.

#### **DO YOU NEED TO KNOW MY SPECIAL SKILLS?**

Yes, so the Office of Human Resources can match your skills with an available job opportunity.

## **WHEN AND WHERE DO STUDENTS GET PAID?**

Students are paid on a bi-weekly basis. Some paychecks will be sent to the department or they can be picked up at the Cashier's window in the Administration building. We strongly encourage students to consider direct deposit and have payroll checks automatically processed through your home or local campus banking institution.

## **WHY DIDN'T I GET PAID?**

There could be several reasons:

- Did you fill out your W-4 and I-9 forms with the Office of Human Resources?
- Federal regulations require that these forms be completed before you can work and be paid.
- Was your time sheet turned in on time? Late time sheets are processed with the next pay period.
- Was your time sheet complete when it was sent to the Controller's Office?
- Did your supervisor submit the time sheet on the appropriate form? Incomplete and incorrect time sheets are delayed until corrected.

## **WHERE DO I GET TIME SHEETS?**

Time sheets can be requested through your supervisor.

## **CAN I WORK DURING VACATION OR FINALS?**

Yes. You are able to work during this time and up to 40 hours maximum.

## **HOW MANY HOURS PER WEEK CAN I WORK?**

You are allowed to work up to 20 hours a week.

## **CAN I HAVE MORE THAN ONE JOB?**

Yes. You are allowed to have more than one job as long as it does not exceed the 20 hours per week allocation. You should also let your supervisor know you are working in another department so they can plan how many hours to expect from you.

## **WHAT ABOUT THE SPRING SEMESTER?**

If you are keeping the same job that you had in the fall semester, you only need to confirm your spring work schedule with your supervisor. If you have a new job in the spring (or any time you get a new job) you will need to have your supervisor complete a Student Employment Approval form prior to your first work day.

## **IS WORK-STUDY GUARANTEED EVERY YEAR?**

No. You are awarded Work-Study based on financial needs as determined yearly. You must complete your financial aid application on time every year and continue to show eligibility for Work-Study.

## THOUGHTS.....

### THE INTERVIEW?

Departments may request that you participate in a brief interview for the respective vacancy. This will be a good opportunity to test your job interview skills. If you are unsure of your interviewing skills, please contact the Human Resources Office at extension 7626 or the Career Development Office at extension 7630 for assistance. At the interview, the duties and responsibilities of the job will be discussed as well as any special rules for the department. During the interview, the supervisor should provide you with a list of expectations, such as:

- **The number of hours they would like you to work**
- **How you should keep track of your time**
- **Specific details of the essential duties**
- **Student pay rate**

In addition, some duties involve access to sensitive or confidential information. During your orientation process, the policy on confidentiality will be discussed with you.

### WORKING FOR A RELATIVE?

If a student worker is requested to work in the same department with a family member, the immediate supervisor needs to direct this to the Office of Human Resources for approval prior to making a work assignment.

### CAN MY EMPLOYMENT BE TERMINATED?

Your supervisor may dismiss you from a position if you are not adhering to the agreement you made when you were hired. The dismissal will be reported to the Financial Aid and the Office of Human Resources. While we will work with you in finding another job, we cannot guarantee placement if the reason for dismissal is negligence on your part or lack of cooperation with the supervisor of the department.

### **Affirmative Action Statement**

Albright College does not discriminate on the basis of race, creed, color, religion, marital status, gender, sexual orientation, age, national origin, and disabled status in admission or access to or treatment or employment in its program and activities. This includes Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. This policy extends to all educational, service and employment programs of the College. For questions and concerns, faculty, administrators, staff and student employees should contact: Timothy Steinrock, Associate Vice President and Director of Human Resources, Affirmative Action Coordinator at x7629 or tsteinrock@alb.edu.

**Albright College is an Affirmative Action, Equal Opportunity Employer and is actively committed to diversity within its community. In pursuit of that, we actively encourage diversity among applicants for this position.**



## Application for Student Employment

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_ Class Year \_\_\_\_\_

Email: \_\_\_\_\_

Student Status:  Freshman  Sophomore  Junior  Senior

Have you been awarded Federal Work Study?  Yes  No

### **PREVIOUS EMPLOYMENT (include employment at Albright College)**

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Company: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates Employed \_\_\_\_\_

Company: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates Employed \_\_\_\_\_

### **SKILLS**

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Please list any skills you possess (including knowledge of computer applications) that will make you an asset to the department/office or position to which you are applying:

\_\_\_\_\_

\_\_\_\_\_

<p>VERIFICATION OF EMPLOYMENT (to be completed by employer)</p>
Supervisor Name: _____ Department: _____
Signature: _____ Date Hired: _____

# ALBRIGHT COLLEGE

## Student Payroll Paydate Schedule September 2009 through May 2010

PAY PERIOD	TIME CARDS DUE	PAY DATE
08/10/09 – 08/23/09	08/24/09	09/04/09
08/24/09 – 09/06/09	09/07/09	09/18/09
09/07/09 – 09/20/09	09/21/09	10/02/09
09/21/09 – 10/04/09	10/05/09	10/16/09
10/05/09 – 10/18/09	10/19/09	10/30/09
10/19/09 – 11/01/09	11/02/09	11/13/09
11/02/09 – 11/15/09	11/16/09	11/27/09
11/16/09 – 11/29/09	11/30/09	12/11/09
11/30/09 – 12/13/09	12/14/09	12/24/09
12/14/09 – 12/27/09	12/28/09	01/08/10
12/28/09 – 01/10/10	01/11/10	01/22/10
01/11/10 – 01/24/10	01/25/10	02/05/10
01/25/10 – 02/07/10	02/08/10	02/19/10
02/08/10 – 02/21/10	02/22/10	03/05/10
02/22/10 – 03/07/10	03/08/10	03/19/10
03/08/10 – 03/21/10	03/22/10	04/01/10
03/22/10 – 04/04/10	04/05/10	04/16/10
04/05/10 – 04/18/10	04/19/10	04/30/10
04/19/10 – 05/02/10	05/03/10	05/14/10
05/03/10 – 05/16/10	05/17/10	05/28/10
05/17/10 – 05/30/10	05/31/10	06/11/10