

# KENYON COLLEGE

## STUDENT EMPLOYMENT – POLICIES AND PROCEDURES

### **General Information**

Student Employment is an important factor for both the student and the College Employer. For the student, it means financial assistance as well as a valuable work/educational experience. For the employer, it provides the kind of help needed for peak periods and other situations where full-time, regular employment would be impractical. It is, therefore, a mutually beneficial arrangement. Approximately 600 students are employed in on-campus jobs during the academic year. In dealing with these students, the College must follow federal and state regulations governing employment. Following the procedures outlined in this website will ensure compliance with these regulations.

### **Job Management**

By federal law, all student work positions must have an accurate job description on file. Fortunately, this website provides an easy way for employers to maintain job descriptions, post vacancies, and hire students. Step by step instructions prompt employers through the process.

Upon logging in, the site limits the display to jobs under that employer's responsibility. The jobs are grouped into those that are available, under review, or in storage. Review mode enables an employer to de-list a job from the website once it has received a sufficient number of applications. The employer can then review the student applications.

Storage mode enables the employer to save a job description for quick reactivation from week to week, semester to semester, or year to year. From the employer job control panel, an employer can quickly change the status of a job, review student applications, or hire a student.

Through this website, employers have the capability of reviewing student applications online. Employers may use the default application or customize it to ask questions more specific to the job. From the application review screen, employers can browse through student applications and use the built-in e-mail system to manage communication with student applicants. When the employer is ready to hire a student, he or she can press a button and be guided through a hiring system that notifies the Student Employment Office of the hire and automatically notifies any student applicants who were not hired.

### **Required Paperwork**

Persons eligible for student employment status must have proper identification as required by the United States Department of Justice when applying to work on campus. Examples of proper identification are found on the last page of the I9. Students must complete the I-9 Employment Eligibility Form by the first day of work and present proper identification by the third day. Failure to do so is against federal law and will delay the issue of a paycheck. In addition, students should also complete Federal and State Exemption Certificates (W4 and IT-4). If none are filed, the College will assume that the student wishes to claim zero exemptions at the single rate.

Please note that students need only complete an I9 and tax forms for the first time they are hired by Kenyon College. Departments are able to check a student's I9 status by logging in to the secure section of the website or contacting the Student Employment Office.

International students must obtain a Social Security Card to work. The Office of International Education assists students with filing the appropriate applications. To expedite the hiring process, some departments have expressed a willingness to perform I9 verification themselves. The I9 may be filled in online and

**printed.** Departments should attach photocopies of the original documents that were examined and sign the form prior to sending to the Student Employment Office. See the online handbook for detailed instructions for completing the I9, including picture examples of acceptable documentation.

### **Timesheets**

Students are paid on a monthly schedule. A printable version of the current pay schedule is located on the student employment website. Timesheets are mailed to the official department contact one week before the beginning of the next pay period (or as soon as possible for students hired after the start of a pay period). Timesheets must be completed correctly and submitted to the Student Employment Office (Career Development Center) by the scheduled deadline in order to be processed. Timesheets must have the supervisor's signature (or a designated alternate) and show a valid time sheet authorization number in order to be processed according to the schedule. Late time sheets will be processed with time sheets for the subsequent pay period.

### **Disciplinary Procedures**

Supervisors are encouraged to provide frequent opportunities for meaningful feedback about their student employee's performance with ample opportunity for the student to correct any performance that falls below department standards. If and when disciplinary problems arise, a supervisor should use the following guidelines, as they provide written documentation in the event of counteraction by the student:

- 1) Give the student a verbal warning, stating exactly what the unacceptable behavior was, and what needs to be done to correct the problem. Document the conversation.
- 2) The second time there is a problem (it does not have to be the same problem), give the student a written warning with the same format as the verbal warning. Send a copy of this letter to the Student Employment Office to be included in the student's employment file.
- 3) The third time there is a problem, you are free to terminate the student's employment with your department. Send a copy of the letter to the Student Employment Office for the student's employment file.

Grounds for disciplinary action include, but are not limited to:

- Tardiness
- Absenteeism
- Reluctance or failure to meet job requirements as listed in the job description
- Excessive use of the telephone for personal calls
- Excessive visiting with friends during working hours

There are situations which require more severe and immediate action. Grounds for immediate dismissal include, but are not limited to:

- Lying on time sheets
- Theft
- Being at work under the influence of alcohol and/or illegal substances
- Use of College equipment or supplies for personal gain
- Disclosure or use of confidential information for any reason

Behavior meriting disciplinary action could be indicative of a larger issue with which the student may be struggling. A call to the Dean of Students Office can set this concern at rest, and may also set in motion a plan to assist the student. This is encouraged whenever a supervisor thinks it could potentially help the student. Moreover, behavior warranting immediate dismissal may also be cause for further disciplinary action. Additional information regarding student disciplinary procedures can be found in the Kenyon College Student Handbook.

### **Grievances**

We believe most situations can be handled within departments between the student and the supervisor. In cases in which a student is uncomfortable talking with the immediate supervisor, alternatives are listed below.

1. When department structure allows (i.e., the student works for someone who is not senior staff or department chair), the student should discuss the problem with the person one step above the student's supervisor. A student should go through the department hierarchy before taking the problem outside the department.
2. When a student does not have a hierarchy of people to talk with, or when that group of people has been exhausted without a resolution to the problem, the student should contact the Student Employment Office for additional options.

### **On-the-Job Injuries**

Students, as College employees, are eligible for Workers' Compensation when they are injured on the job. The injured student, or another person acting on that student's behalf, must report the injury immediately (within 24 hours) to the supervisor. Please contact the Office of Human Resources for additional information.

### **Resignations**

If a student finds it necessary to leave a campus job, we encourage at least one week's notice. Some departments will require more time, as it is necessary to find and train a qualified person before the resigning student leaves the job. Other positions can remain open for short periods of time, and these supervisors may not require any notice whatsoever. It is best to communicate in advance whenever possible.

### **Employer Responsibilities**

- To develop accurate and useful job descriptions for student positions.
- To ensure that students are approved to work at Kenyon \*before\* duties begin.
- To provide specific training in areas listed in the job description.
- To establish a work schedule with each student, preferably in writing.
- To review special department policies with students, including discipline procedures.
- To be available and to encourage students to ask questions.
- To see that time sheets are returned according to established deadlines.

### **Employer Resources**

#### *Questions Supervisors May Ask:*

- What interests you most about this job?
- Could you tell me a little about yourself?
- What features of your previous jobs have you liked the best? the least?
- Are you interviewing/working anywhere else on campus?
- How would your friends/co-workers describe you?
- What are your strengths? your weaknesses?
- What special qualities set you apart from the other candidates?
- Can you think of anything else you would like to add?
- Are you planning to study off-campus next semester/year?

#### *Questions Supervisors May Not Ask:*

Anything which concerns race, religion, age, sex, or national origin. Physical and mental disabilities are also protected topics, except when they directly influence an applicant's ability to perform essential job functions.

*Questions Students Might Ask:*

- What is the dress code for this position?
- Will there be any opportunity to work extra hours?
- Who will be my supervisor?
- Is it possible to 'change' my weekly work schedule if something important comes up (e.g. family emergency, term papers, exams, athletic commitment)?
- What is the rate of pay for this position?
- Is there any opportunity for a raise?