



To: Potential and New Student Workers

From: Carol B. McLeod, Ph.D.  
Director of Human Resources

RE: Attached forms

Welcome to College Work Study here at Nunez Community College. We will make every attempt to place you into an appropriate position here on campus; *however, no student is guaranteed a position on campus*. You may also want to work with our Office of Career and ADA Services who can assist you in finding work off-campus.

In order to get started, you will need to complete the attached forms.

- The Title IV approval/eligibility form: fill in your name and social security number and take the form to Financial Aid. The Financial Aid office will send it back to Human Resources.
- The application: this is job application. Fill it out completely and carefully and return it to Human Resources. Feel free to attach a resume or additional pages, if you need space to document your previous work experience.
- The policy and procedures handbook: sign the last page of the handbook and return to Human Resources. This booklet answers many questions about working at Nunez Community College as a student worker.

Again, I'm delighted that you are interested in working for Nunez Community College. Please don't hesitate to come see me if you have any questions.



## Nunez Community College

### STUDENT EMPLOYMENT POLICY, PROCEDURES AND RESPONSIBILITIES

#### ENROLLMENT REQUIREMENT

1. All students seeking employment at Nunez Community College must be registered students.
2. If a student enrolls for the semester but is administratively withdrawn by the college or chooses to withdraw, it is the student's responsibility to notify his or her supervisor of this change in status. Failure to do so will result in recovery of financial aid funds and may be cause to place the student on financial aid probation for future work study positions.

#### STUDENT HOURS/ATTENDANCE

3. Students may work no more than 20 hours per week during the fall, spring, and summer semesters. However, during holiday break or between semester, students can work up to 40 hours per week **with prior approval** from the Director of Financial Aid.
4. Students are not allowed to work during their scheduled class hours. If a class period is cancelled, it is advised that the student use this time to study for the next period. If it is determined that a student violated this policy the Office of Financial Aid will determine the appropriate disciplinary action.
5. Students must take a lunch break if they are working all day. If a student works more than four consecutive hours, a 15-minute break should be allowed.
6. Students are not allowed to work over eight (8) hours in one day. If a student will be working for the entire day, which consists of nine (9) hours, the student must take a lunch break of one (1) hour. If the student is working eight and one-half hours (8.5), the student must take a thirty-minute (.5 hour) lunch break.

#### OVERALL GOOD STANDING

7. All student employees are required to be in overall good standing in the College. Failure to maintain overall good standing will result in termination of employment. **Overall academic standing means not on academic probation or academic suspension, does not owe any money or property to the College, and does not have any disciplinary sanctions.**

#### TIME SHEETS – PAY DAY

8. Student employees are not eligible for holiday pay or fringe benefits.

9. Students are paid biweekly. Time sheets should be filled out with black or blue ink that is non-erasable. Time sheets have to be signed by the Department head or supervisor and turned in to the Business Office.
10. Students are to fill out time sheets daily.
11. Receiving two written warnings for timesheet violations will result in the student being suspended from working the remainder of that current semester.
12. If a student does not receive a paycheck or there is a problem with the paycheck, the student should first contact his or her supervisor. The student's supervisor or the student should call Payroll or Human Resources if there are further questions about the check.
13. Student workers are required to participate in direct deposit unless the student has received a waiver from the LCTCS Centralized Payroll Office.

## **SUPPLYING STUDENT EMPLOYMENT INFORMATION**

14. All information supplied for student employment must be accurate. Deceit will not be tolerated. If it is determined that a student willfully submitted inaccurate information for consideration, this student will be subject to disciplinary action as set for by Nunez Community College.
15. A student employee must complete all forms in the Student Employment Packet. These forms must be filled out correctly in order to verify whether or not a student is eligible for employment. Failure to fill out all the forms completely and accurately will result in the student not being able to begin work. Student questions regarding state and federal tax forms should be directed to the student's parent(s) or guardian(s), if a dependent, or to the Internal Revenue Service.
16. To complete the Student Employment packet, the student must also submit a current course schedule (or transcript, if required) for the semester that he or she is applying for employment. The student must give a copy of his or her schedule to the Human Resources Office for each semester following initial employment.

## **WORKING MORE THAN ONE JOB**

17. Students will not be allowed to work more than one job (even with different funding sources) within Nunez Community College unless **prior approval** has been sought from and granted by the Vice Chancellor for Student Affairs and the Human Resources Office.

18. If the student is allowed to work both jobs, the student must present a memo from the supervisor of the secondary (non-Title IV) job. This memo must detail the number of hours and provide the schedule the student will be working per week at the second job.
19. At no time may the student work both jobs at the same time. The student must sign out from one position in order to sign in to the second position. Failure to do so could result in disciplinary action due to payroll fraud.
20. At no time may the student work over 35 hours per week, in any combination of hours in multiple jobs on campus.

## **GENERAL POLICY ON NEPOTISM**

21. Students are subject to the College's policy on nepotism, which states those employees, related by blood or marriage cannot be placed in a supervisor-employee relationship.

## **WORK ASSIGNMENTS**

22. Students should follow the directive of their supervisors and be flexible at task assignments. **Students may be asked to assist in other departments at critical times.**

## **CONFIDENTIALITY**

23. Students are expected to use discretion and protect the confidentiality of the content and process in the office in which they may become privy in the course of their duties. Students should make sure that confidential information is not available to visitors on the campus. If it is discovered and proven that the student has divulged confidential information, this breach in policy is grounds for dismissal.

## **OFFICE ATTIRE**

24. Students are expected to adhere to an appropriate dress code. Student employees of Nunez Community College represent our entire system. Students assigned to perform receptionist or clerical duties should dress in office attire that is presentable to the public. If dressed inappropriately, supervisors have the authority to require that students leave work and return properly dressed; in such circumstances, students will **not** be paid for the time to and from home to change clothes.

**Inappropriate dress** includes, but it not limited to, the following: Torn or ragged jeans and shirts, pants that fall below the natural waistline, halter tops, low cut blouses, muscle shirts, cutoffs, sweatshirts and tee shirts with inappropriate logos or language, or any type of dress which emanates controversial/harassing tones that may be offensive to others.

## **APPROPRIATE BEHAVIOR/LANGUAGE**

25. A student should always be courteous and helpful when dealing with the visitors to the campus. If the student is unsure of answers to questions, refer the visitor to a staff member that can give assistance.
26. A student's work area is not a gathering place for friends nor is the workplace a childcare facility. Students are discouraged from bringing friends or children to work and may be asked to leave work if the supervisor finds that children or friends are disrupting the business of the department.
27. Students should keep personal telephone calls to a minimum.
28. Inappropriate or foul language will not be tolerated no matter what situation arises. If it is determined that a student used offensive language in the presence of the public or other co-workers, this violation of policy is grounds for termination.
29. Supervisors have the discretion to determine what behavior, language, and clothing are appropriate for their sections.

I have read the guidelines and am aware of the student worker policies set forth by the Office of Financial Aid and Scholarships at Nunez Community College.

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Print name

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Sign name

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Date



## Student Employment Application Form

Nunez Community College is an Equal Opportunity Employer

Please print or type

Name \_\_\_\_\_ SSN \_\_\_\_\_

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

Home Phone # \_\_\_\_\_ DOB \_\_\_\_\_

# of Hours enrolled \_\_\_\_\_ Major \_\_\_\_\_ Classification \_\_\_\_\_

<p>Type of Position in which you are interested: Please limit your interest to only two of the areas listed below.</p> <p>( ) Student Services                      ( ) Library</p> <p>( ) Computer Services                      ( ) Business Affairs</p> <p>( ) Health &amp; Natural Sciences              ( ) Shipping/Mail/Property</p> <p>( ) Arts &amp; Humanities                      ( ) Business &amp; Tech</p> <p>( ) Chancellor's Office                      ( ) Maintenance</p> <p>( ) Inst. Research                              ( ) Inst. Advancement</p> <p>( ) Clerical, list specific office below: _____</p> <p>( ) Other: _____</p>	<p>Office and other machines you can operate _____</p> <p>_____</p> <p>List computer software you know and use _____</p> <p>_____</p> <p>Have you completed your developmental classes? ( ) YES ( ) NO</p> <p>What hours are you available for work? _____</p> <p>Attach a copy of your schedule to this application</p>
<p>Special skills (attach second sheet if needed):</p>	<p><input type="checkbox"/> yes   <input type="checkbox"/> no   Have you ever been convicted of a felony?</p> <p><input type="checkbox"/> yes   <input type="checkbox"/> no   Have you ever been removed from any position due to misconduct or resigned to avoid removal?</p>

Present and previous work experience. Start with most recent:

From _____ To _____ Position _____
Name and address of employer _____
_____
Duties: _____
From _____ To _____ Position _____
Name and address of employer _____
_____
Duties: _____
From _____ To _____ Position _____
Name and address of employer _____
_____
Duties: _____

I have completed this application with the knowledge and understanding that any or all of the items contained herein may be subject to investigation prescribed by law and I consent to the release of information concerning my fitness and capacity by employers, educational institutions, law enforcement agencies, hospitals, and other individuals and agencies to duly accredited investigators, personnel technicians, and other authorities of the state government for that purpose. I certify that the answers that I have provided in this application are true to the best of my knowledge.

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Signature of Student Applicant

Date



**2012-13 Eligibility Approval**  
**(Authorization for Student Earnings)**  
**Title IV Student Employee**

Banner ID # \_\_\_\_\_

Position NAF999-01

Initials \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY THE STUDENT & SUPERVISOR/DEPARTMENT:**

**Student's Name** \_\_\_\_\_ **S.S.#** \_\_\_\_\_

I understand that this position is part of my financial aid award. In the event my class hours are reduced, if I withdraw from Nunez Community College, and/or do not successfully complete all coursework attempted, my eligibility to work in this position may be terminated. It will be my responsibility to notify my supervisor in the event that I withdraw from classes or am administratively withdrawn for non-attendance by the College.

**Student Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department/Division** \_\_\_\_\_ **Position Title** \_\_\_\_\_

**Signature of Department Head/Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**ELIGIBILITY TO BE DETERMINED BY FINANCIAL AID DIRECTOR:**

Eligible to be hired      OR      Not eligible to be hired

PLEASE CHECK THE SESSION THE STUDENT IS ELIGIBLE TO WORK

**\* The Student Employee is eligible to work a MAXIMUM of 20 Hours per Week at a rate of \$7.25 per hour.**

\_\_\_\_\_ Summer 2012      Effective Date From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ Fall 2012      Effective Date From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ Spring 2013      Effective Date From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ Summer 2013      Effective Date From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ Non-Enrollment period      Effective Date From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Ineligibility \_\_\_\_\_

**Financial Aid Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**TO BE COMPLETED BY THE BUSINESS AFFAIRS/HUMAN RESOURCES OFFICE:**

**Chief Financial Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

**Human Resources Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**Labor Distribution codes** \_\_\_\_\_

**Budget Analyst/Director** \_\_\_\_\_ **Date** \_\_\_\_\_

\*Students not enrolled for the summer semester may work in the summer semester with special permission from Financial Aid. Please see the Financial Aid Office for details.