



STONEHILL

C O L L E G E

Federal Work-Study And Student Employment Handbook

Student Financial Services
(508) 565-1088

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INTRODUCTION

This handbook has been prepared to familiarize students and supervisors with the policies and procedures of the Stonehill College work-study program. Stonehill College offers two types of work-study.

1. Federal Work-Study Program (FWSP) is a federally-subsidized part-time employment program administered by the College.
2. Student Employment Program (SEP) is an on-campus part-time employment program funded and administrated by the College.

The Stonehill College work-study program has three purposes:

- to provide students with financial support
- to add value to the student's educational experience
- to aid in the daily operations of the college

As with any job, students are paid for hours worked; the award is not deductible from the tuition bill.

This handbook should answer most questions. If there are additional questions, Student Financial Services (SFS) invites both students and supervisors to visit our office located in Room 103 in the Duffy Building or call us at (508) 565-1088. The office is open Monday through Friday from 8:30 A.M. to 4:30 P.M.

WORK-STUDY ELIGIBILITY

Entering freshmen and transfer students should file both the Free Application for Federal Student Aid (FAFSA) and the CSS Profile form to determine their eligibility for aid from all sources, including work awards. Returning students are required to file the FAFSA only. If students are eligible for need-based aid, they may receive federal work-study funds as part of their financial aid awards, in accordance with budgetary constraints and college policy. The amount of eligibility is reflected on his/her award letter. Incoming freshmen will receive their award letters in March and April, and upperclassmen will receive their award letters in June and July on a rolling basis.

Students who are not eligible for FWSP may still be considered for SEP positions. These positions are available after October 1st, allowing sufficient time for the federally-funded students to apply for the jobs. Any student wishing to participate in the SEP program should have a FAFSA and/or Profile on file.

IMPORTANT NOTE: It is illegal for students to work before completing certain government required forms. Students CANNOT begin working until all employment paperwork (W-4, M-4, & I-9) and a Direct Deposit form have been completed and returned to Student Financial Services. Please refer to "Hiring Process" (page 6).

EMPLOYMENT OPPORTUNITIES / EARNINGS POLICY

The amount shown on the Financial Aid Award Letter is not a guaranteed financial resource but rather a limit of the amount the student may earn during the academic year. Paychecks are issued biweekly. Students employed in departments on campus generally work 8 to 12 hours per week. If students do not work enough hours to earn their awards, SFS cannot make up the difference. Students should always be aware of their earnings to date and their remaining award amounts. These amounts are printed on each direct deposit stub and are viewable on myHill.

Students who desire additional work because they cannot schedule enough hours with one department are encouraged to seek another job on campus. However, students cannot work more than three different jobs in the academic year. Students should notify their supervisors if they have more than one job so that the hours worked can be scheduled between the jobs and the work-study award is not exceeded.

Students working 6 hours a day are required by law to take at least a ½ hour break. The break is not paid. During college breaks (winter, spring, etc.) students can work full time. Lunch breaks are required, and students cannot work more than 40 hours per week. If a student is working in two departments, both supervisors and the student must be aware of the total combined hours so the 40-hour limit is not exceeded. Keep in mind students cannot exceed their awards and the department should have enough money in their work-study budgets to accommodate the additional hours during breaks.

JOB POSTINGS AND AVAILABILITY

Federal work-study students have campus earnings expectations built into their financial aid awards and, therefore, are given priority for work-study jobs. Faculty and staff are asked to give job preference to federally-funded work-study students.

The department head and/or supervisor requests the opportunity to post a job online by submitting a request via email to SFS. If the request is approved, the supervisor is then given the opportunity to advertise their job on the employment website (*see Appendix D*).

Job postings are available online to students with work-study awards on the second day of classes each semester. The jobs can be viewed online at <https://stonehill.peopleadmin.com>. To obtain a job, follow the steps in the “Hiring Process” section of this booklet (page 6).

Students not offered work-study on their award letter can apply for remaining jobs after October 1st.
Students must contact Student Financial Services to request an SEP award in order to be eligible to work.

Only students with a federal work study award may apply for and be hired into a job with an off-campus agency. Supervisors of these positions should contact SFS if they are interested in hiring a student but are unsure if the student qualifies. A hire request will be rejected if the student does not meet the necessary criteria to work off-campus. For more information about off-campus employment, please see page 14.

ALL students must have the following on file with SFS prior to applying for jobs:

1. FAFSA and/or PROFILE
2. W-4 (Federal Tax Form)
3. M-4 (Massachusetts Tax Form)
4. I-9 (Employment Eligibility Verification Form) requires either an original social security card or birth certificate and a state issued photo ID, such as a license. A passport is also acceptable. Call SFS for other acceptable forms of identification.
5. Direct deposit form
6. A work-study award (administered by SFS, depending upon the availability of funds)

HIRING PROCESS

A Freshman recipient of a work-study award will be contacted during the month of August with instructions regarding how and when to complete the required employment paperwork.

If all required employment paperwork is completed and returned to SFS by the due date, the student will be granted access to the employment website on the second day of classes. Students may apply to the jobs they are interested in, and will be contacted by the supervisor if they are to be hired. ***Students may not begin working until they receive an approval email from SFS outlining the job information.*** This email confirms that the student has been hired into the position.

A Returning Student awarded FWSP for the first time should come to SFS to complete the necessary employment forms (I-9, W-4, M-4, and direct deposit). The student will be granted access to the employment website on the second day of classes.

A Returning Student awarded work-study **and** continuing employment in the same department as the previous year must contact the supervisor and be rehired online in August. A Returning student awarded work-study and wishing to apply for a new position will be granted access to the employment website on the second day of classes.

Students are only allowed to begin work upon approval from SFS. The approval will be sent via email to the student and the supervisor. This email is the official proof of hire; if a student does not receive this email, they are not allowed to work until it is received.

TIME SHEETS

Students are required to log the hours they worked electronically on myHill, showing the total number of hours worked per day. Federal law requires employees working 6 hours to take a ½ hour break. This break is unpaid.

Time Sheets should be submitted and processed in the following manner (*also see Appendix E*):

- ❑ Time sheets must be filled in electronically with the exact hours worked each day, and the total hours worked must be accurate and include a minimum 30 minute break when applicable.
- ❑ Time sheets must be submitted to the supervisor by the appropriate deadline.
- ❑ Supervisors should make a note in the 'Comments' tab of a student's time sheet if a change is made to the time sheet.
- ❑ Time sheets not in compliance with the above will be returned for corrections.
- ❑ Time sheets may be approved or returned for corrections/rejected by the supervisor where appropriate.
- ❑ Late time sheets cannot be processed until the following pay period. Late hours must be added to the current time sheet on the "Late Time Card" line, with a comment added to the time card explaining when the hours were actually worked. Submitting and approving time sheets by the deadline are requirements of having a work study job, and of being a supervisor. Continuous failure to adhere to this requirement may result in the termination of the student, and the replacement of the work study supervisor.
- ❑ Students may not work more than 15 hours per week during the academic year.
- ❑ Students may not work more than 40 hours per week during break. The student's award and the department's work-study budget must be large enough to accommodate the extra hours.
- ❑ If a student is working in more than one department, each supervisor should coordinate with the other supervisor to create a workable schedule for the student and the departments.
- ❑ Students cannot hold more than three different jobs during the academic year.
- ❑ Supervisors are responsible for monitoring their Department Work-Study Budgets and expenditures.

DISCIPLINE / TERMINATION PROCESS

Student employment should be viewed as part of the educational process at Stonehill College. In that light, careful consideration should be given prior to termination of a student's employment. Nevertheless, a student who is unreliable or fails to perform required responsibilities may be terminated. Student Financial Services recommends the following steps when disciplining a student:

1. The supervisor should give a verbal warning to the student indicating the problem(s) as well as suggestions for improvement. In order to confirm that the student understands the seriousness of the matter, the supervisor is encouraged to state "This is a verbal warning," and then outline the possible ramifications if performance is not improved. The supervisor should keep a record of the date and explanation of the verbal warning as the first step in this discipline process.
2. If the situation does not improve, the supervisor should issue a written warning to the student stating the problems and terms to be upheld if employment is to continue. The student should be given an opportunity to improve by a specified date. Supervisor and student should sign the written warning and a copy should be sent to SFS.
3. If a student fails to improve, the Head/Chair or supervisor of the department should give a notice of termination to the student. All grounds for termination should be stated. A copy must be forwarded to the SFS.

The above procedure should be followed except in the case of flagrant willful violation of College rules/policies for which the student can be terminated from the employment program immediately. Such infractions include, but are not limited to stealing, insubordination, breach of confidentiality, or falsifying a time sheet.

RESIGNATION PROCESS

A student may resign from a work study job. Students and supervisors should follow this resignation process:

1. The student should notify the supervisor in writing to explain the reasons for his/her resignation.
2. The student should give a 2-week notice before leaving the position.
3. The supervisor then notifies SFS in writing with an explanation of the student's resignation and the end date of employment.

GRIEVANCE PROCESS

If a student or supervisor has a grievance, he/she should send a signed letter explaining the grievance to the Student Financial Services. The matter will be investigated and appropriate actions will be taken.

Stonehill College Sexual Harassment Policy

Stonehill College seeks to prevent harassment of members of its community and reminds the community that its members themselves are responsible for maintaining a learning and working environment free from sexual harassment. Sexual harassment is a form of misconduct that undermines the integrity of community relationships, is illegal, and is considered unacceptable behavior at Stonehill College. All members of the community – students, staff, administrators, faculty, and visitors – are entitled to a professional academic and working environment and must be allowed to study and work free from unsolicited and unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments. It refers to behavior which is unwelcome, which is personally offensive, which debilitates morale, and which, therefore, interferes with the study and work effectiveness of victims and their colleagues. Sexual harassment may include but is not limited to:

- subtle pressure for sexual activity, physical contact such as patting, pinching, or brushing against another's body;
- demands or requests for sexual favors, accompanied by implied or overt promises or threats concerning an individual's academic or employment status;
- the creation of a hostile environment by the display or exposure of literature, materials, or actions perceived to be sexual in nature (e.g. pin-up calendars, offensive joke telling, etc...).

Since some members of the community hold positions of authority that may involve the legitimate exercise of such authority over others, it is their responsibility to be sensitive to their position, so as to avoid actions that are abusive or unprofessional. Faculty and supervisors, in particular, in their relationships with students and subordinates, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to a professional relationship. It is the responsibility of faculty and supervisors to act in such a manner that their work or actions can not reasonably be perceived as coercive. Nevertheless, it is incumbent on all members of the community at all times to be sensitive to the feelings of others. Despite this, and because of differences in community members' values and backgrounds, some individuals may find it difficult to recognize their own behavior as sexual harassment, and other individuals may find it difficult to recognize their own feelings as being overly sensitive or unduly intolerant to what may be unintentionally offensive behavior on the part of

others. Because of the private nature of most sexual harassment incidents and the emotional and moral complexities surrounding such issues, every effort should be made to resolve such problems on an informal basis if possible.

If the problem cannot be solved informally, the College is committed to investigating any complaints that it receives and taking action to eliminate sexual harassment if it has occurred. The College will do so in a manner that will protect the confidentiality of the parties involved to the best of its ability and explore the allegations with consideration for privacy of the individuals involved. The College is also committed to taking the appropriate action as necessary to eliminate sexual harassment, including but not limited to dismissal or termination. Retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the College. The following individuals may be contacted for assistance in addressing any sexual harassment concerns:

- Rev. John Denning, CSC, Vice President of Student Affairs, X 1363
- Maryann Perry, Director of Employment Services, X 1105

If and when on campus resources are either exhausted or are not feasible, employee complainants may also seek recourse through the following government agencies:

Equal Employment Opportunity Commission (EEOC)
Boston Area Office
J.F.K. Federal Office Building
Government Center, Room 475
Boston, MA 02203
(617) 565-3200

Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place, Room 601
Boston, MA 02108
(617) 727-3990

COLLEGE CANCELLATION POLICY

During bad weather or in the event of an emergency condition existing on campus, the College strives to operate on the principle of maintaining service without unrealistically compromising safety. When it is necessary to close, ALL operations, including classes, work, events, activities, etc. will be canceled with the exception of employees assigned to essential service areas (switchboard, Facilities Management, Campus Police, Mail Services) and the College's "Snow Team."

- 1) In the event that operations must close, the following policies will apply:

DAY OPERATIONS: A decision to close the College before it opens will be made via phone recording by 6:30 a.m. on (508) 565-5000. On campus – x5000. In the event that the line is not answered please try back immediately; it should be a very short wait to get through. Please do not call the switchboard operator.

EVENING OPERATIONS: Day Division, Evening, and CPE classes beginning at 4:00 p.m. or later will be considered Evening Classes for the purposes of this policy. As such, faculty, students, or staff (whose employment is dictated by Evening operations), should contact the Evening Division cancellation line at (508) 565-5000 after 2:00 p.m. to determine if the College has closed.

- 2) Any Stonehill Day Division cancellation will also be announced on the following radio stations:

WBZ- 1030 AM	Boston	WNBH - 1340 AM	New Bedford
WRKO- 680 AM	Boston	WCTK - 98.1 FM	New Bedford
WBMX-98.5 FM	Boston	WTAG - 580 AM	Worcester
WMJX-106.7FM	Boston	WSRS - 96.1 FM	Worcester
WBET-97.7 FM	Brockton		
WBET-1460 AM	Brockton	WCVB - TV Channel 5 television	

- 3) If an employee works in an "essential service" area or in the event that the College does NOT close, it is the responsibility of students, faculty, staff, and administration to report to work. Depending on the severity and timing of inclement weather, employees working in essential areas may be requested to work longer than their shift until they can be relieved by the next employee scheduled to work. However, if conditions in your locale should make it impossible to travel, employees have the option of using time off without pay to account for the absence. Sick time may not be used.

SAFETY

The safety and security of the College community and surroundings is dependent on your contribution and cooperation as a student employee. The College strives to provide a safe environment for all and, to this end, requires that all student employees comply with safety protocols at all times. If you need physical assistance of any kind, such as lifting, moving furniture, transporting items, etc., please notify your supervisor and contact the Facilities Management Office to assist you.

Unsafe acts or conditions should be reported to your supervisor or to SFS immediately. Accidents or injuries that occur while you are employed as a student employee should be reported to your supervisor. Medical attention should be sought if necessary. All accidents or injuries must be documented in writing on the College's Accident/Injury /Exposure Reporting Form, available in Employment Services and a copy must be sent to SFS.

In recent years the Occupational and Safety Hazards Administration (OSHA) issued a ruling that requires the College to protect all employees who might be exposed to blood/bodily fluids which may contain Hepatitis B. If job duties have the potential of exposing students to blood/bodily fluids, the college will offer the Hepatitis B vaccine free of charge. Please contact SFS or the Employment Services Office for further information.

OFF-CAMPUS EMPLOYMENT

If you are hired to work in an Off-Campus agency, you will be expected to complete a CORI (Criminal Offender Record Information) check. It is the responsibility of the agency to conduct this check. If within the first two weeks of your employment you are not approached by the off-campus agency to complete a CORI check, please notify SFS.

When working in an off-campus agency, you may be in contact with minors. Please remember the following best practices that all volunteers, workers, and student-teachers should be aware of when working in schools:

- Never be alone with one or multiple students where you cannot be observed by a school professional (your classroom teacher, supervisor, etc.).
- If a teacher asks if they can leave the room for a moment, remind them that you are not a licensed teacher and have been instructed by the College to not put yourself in the situation of responsibility for students. This would include you bringing students to the bathroom by yourself. The schools have plans in place for monitoring students when a teacher needs to leave.
- Do not touch any student. While young children in their exuberance may touch or hug you or seek comfort from you, your reactions should be professional and appropriate to the educational setting. If a child is hurt or in distress, please guide them to the classroom teacher or other Brockton professional for assistance.
- When using the bathrooms, please use only the faculty/administration bathrooms.

The policies in this handbook are subject to change at any time without notification.