

Jackson State
COMMUNITY COLLEGE



Student Employment Policies 2019-2020

Financial Aid Office

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Jackson State Community College is a Tennessee Board of Regents Institution.

Purpose

- The **Federal Work-Study Program (FWS)** is a federally funded program intended to encourage and promote part-time employment of students with demonstrated financial need. The college's objective is to provide jobs that will complement and reinforce each recipient's educational program or career goal. Priority consideration is given to students who meet our priority-processing deadline, March 15.
- The **JSCC Institutional Work Program (IWP)** offers jobs to students that do not qualify for need-based FWS funds. Limited positions are available. Students may only work in on-campus positions. If interested, students must complete the FAFSA in order to apply for this program. If you wish to apply after the March 15th deadline, you may submit a Student Employment Application in addition to the FAFSA.

Student Eligibility

- **FWS** - The completed Free Application for Federal Student Aid (FAFSA) determines eligibility. FWS awards go to the neediest students, up to the amount of funding. No student is awarded over his or her need.
- **IWP** – Eligibility for the IWP is not based on the results of the FAFSA. However, a completed FAFSA is required for consideration. These positions are based simply on the availability of funds.

Student Employment Orientation

New student employees are notified of a mandatory orientation session. During the orientation, students are informed of the guidelines of program, how to complete the timesheet, completing the new-hire paperwork, and other pertinent information.

If a student is unable to attend, they may schedule an individual meeting with the Financial Aid Student Employment Coordinator to discuss the student employment programs.

Number of Hours a Student May Work

A student cannot exceed the hours as specified in the Employment Contract without **PRIOR** approval from the Financial Aid Office. If a student works more than his or her allotted hours per week, the award will be exhausted before the end of the term. The student and supervisor will then be notified that all work must stop by the student until the following semester, if applicable. The maximum hours a student may be allowed to work is twenty (20) weekly.

Subject to the approval of the Financial Aid Office and upon the availability of funding, students may be able to work during breaks between terms. The supervisor should make a written request for consideration.

It is the responsibility of the supervisor and student to keep records of earnings to guarantee that the student's earnings stay within the award because ***no student can earn in excess of need, and/or the amount awarded.***

Student Employment Positions

All job titles apply to FWS and IWP except where otherwise noted. Student employment work, whether on-campus or off-campus, has certain conditions and limitations. Student employment must be governed by those employment conditions. The rate of pay is determined by that which seems appropriate and reasonable according to the type of work performed. See the job titles and job descriptions on the next page.

<u>Job Titles</u>	<u>Job Description</u>
Student AAC tutor:	Students that work in the Academic Assistance Center tutor students in specific areas in which the tutor qualifies based on earned "A's" in completed subjects; or as instructed by the Academic Assistance Center Director.
Student Aide:	Performs general office work for JSCC faculty and staff members; for example: answer phones, wash uniforms for athletics, monitor labs, pick up mail.
Fitness Center Aide:	Monitors the fitness center. Aides are required to report any problems to their immediate supervisor or the next in charge. They are not to work on any of the equipment or try to solve the problem themselves.
Std. Comm. Service	(FWS only) Under this title, the school may also include, but is not limited to, the Boys and Girls Club of Jackson, Hands Up, RIFA, and the Star Center . These are off-campus sites. Hands Up workers assist teachers with high-risk pre-school age children. Duties include reading to students, and interacting with them in the learning centers. The Regional Inter-Faith Association (RIFA) workers will assist volunteers in the soup kitchen, community garden, and donation center. The Star Center workers help with scheduling, clerical duties, answering the phone, filing, and other duties that are assigned by the Director.
Student Office Asst.:	Performs clerical work for JSCC Administrative offices that involve confidentiality of records; assist with the processing of student data records; filing student academic records; picking up and sorting mail;
Student PC Tech.:	Assists Office of Institutional Technology (OIT) PC Technicians
Public School Tutors:	The American Reads Program; Performs duties as a reading or math tutor in the local elementary schools; assist, administration and teachers to help improve the lives of children.

PAY CLASSIFICATIONS

The following is a general guideline for determining pay classifications of students contracted by the Financial Aid Office. Students do not have to meet all of the requirements stated in order to be assigned a specific pay class. Pay classifications are subject to change based on the availability of funding.

Grade I: \$7.50 per hour: Student Aide, Entry-level tutors (non-certified)

- Minimum responsibility required: entry level position; unskilled work; under direct supervision; training to be provided; duties of repetitive or routine nature; minimal judgment required; no previous skills necessary. Students who do not receive, file, or enter confidential data into the information system are paid at this level. Examples include, but are not limited to those employed in faculty and academic division offices and off-campus centers.

Grade II: \$8.00 per hour: Student Office Assistant, Entry-level PC Technicians, Tutors with Level I certification, and student ambassadors, level I:

- Semi-skilled work; involves confidentiality of records; less direct supervision; moderate judgment and responsibility; may require previous knowledge or training. Students who receive, file, or enter confidential data in the information system are paid at this level. Other examples include, but are not limited to, those employed in the Financial Aid Office, Records Office, Business Office, and the Human Resources Office. If a supervisor feels that a student worker meets these criteria, but is not being paid at this level, they should contact the Financial Aid Office.

Grade III: \$8.50 per hour: Tutors with Level II certification, AAC Lab Assistants and clerks with associate's degree or technical diploma or classification as a Junior or Senior at a 4-year institution of higher education, Grade IV PC Technicians:

- Considerable responsibility; requires specific knowledge or skills; independent worker; requires little supervision; high degree of independent judgment.

Grade IV, \$9.00 per hour:

- **FWS:** Tutors with Level III certification, tutors, AAC Lab Assistants and clerks with a bachelors degree and no experience or proficient computer technicians, or Student Ambassadors, Level 2, or Off-Campus Community Service Workers; including community service tutors, Public School Reading/Math Tutors, Hands Up assistants, RIFA, and workers at the Boys & Girls Club of Jackson.
- **IWP:** Tutors with Level III certification, tutors, AAC Lab Assistants and clerks with a bachelors degree and no experience or proficient computer technicians, or Student Ambassadors, Level 2.

Grade V, \$10.00 per hour: Tutors, AAC Lab Assistants, and clerks with a bachelors degree and prior experience, or Tutors with a Masters degree, with or without prior experience.

Guidelines for Supervisors of Student Workers

- Students are assigned for the entire academic year and are expected to remain at the place of their assignment unless specifically granted permission to move by the Financial Aid Office.
- Supervisors should interview assigned students. During the interview, the supervisor should outline job duties and obligations of the work-study position. If the student is accepted for the assigned position, the supervisor and the student must sign the Employment Contract and the Statement of Confidentiality, and return it to the Financial Aid Office immediately.

If a student is not hired, the student is instructed to return to the Financial Aid Office for reassignment.

- **Supervisors are expected to print a copy of the student's class schedule each semester before scheduling work hours, and arrange a schedule which is satisfactory to both parties.**
- **A STUDENT MUST NEVER WORK DURING SCHEDULED CLASS TIME, even if the class has been cancelled.**
 - In a rare instance where a student is needed by their instructor, a student may be hired to assist this instructor and work during the time of this one class. Example: a student is hired to assist another student in their class/lab with a disability during class/lab times. In this case, if it will not interfere with the student worker's classwork, they may be contracted to assist.
- **Student athletes should never work during scheduled athletic practices and/or games.**
- Prior to reporting for work, all student workers must have submitted to Financial Aid , and/or the Human Resources Office:
 - Signed Employment Contract - Financial Aid Office
 - W-4 Form - Human Resources Office
 - Temporary Employee Information Form - Human Resources Office
 - Completed I-9 form - Human Resources Office
 - Additional documents as requested by the Human Resources Office
- The student and supervisor should establish a work schedule that is acceptable to both parties. Both supervisors and students are responsible for establishing hours within the guidelines within the Employment Contract. Violating these policies may result in a loss of funding for the position.
- Supervisors should discuss with the student worker any problems such as absenteeism or tardiness, improper dress or behavior, or poor work performance. If problems arise, that cannot be resolved, Financial Aid should be notified by the supervisor before reaching the point of termination.
- All time sheets should be completed in ink. The time sheet must be submitted to the Financial Aid Office in a **SEALED ENVELOPE** by the 15th of each month, or last workday prior to the 15th. Pay periods are from the 16th through the 15th of the next month.

Student Worker Rights and Responsibilities

Student workers are employees of Jackson State Community College. Their work placements include on-campus (**FWS & IWP**) and off-campus (**FWS only**) placements. The award is intended to provide the student with work experience that will complement and reinforce the student's educational career goal as well as help earn money for college expenses.

The student has certain rights and responsibilities as outlined below, and as stated in the JSCC employment contract. The Financial Aid Office is here to assist with problems or questions that may arise.

It is not a practice to transfer a student worker to another job. The student is assigned for an academic year. If difficulties arise, the student worker and the supervisor should make every effort to work out the problem. If the Financial Aid Office is asked to intervene, the final solution may be that the student will not be allowed to work, or the office/department may lose the student worker.

Student Worker Rights

- Student will be paid for all hours worked and is entitled to a 15-minute break “on the clock” after working four (4) consecutive hours.
- If a student works over 6 hours, they are required by federal law to take a 30-minute break.
- Students will be permitted to work all hours allotted for each term if the student meets the agreed upon work schedule, and if eligibility is maintained.
- Students cannot be terminated by the department/office where assigned, or by the Financial Aid Office, without cause and notice.
- Students are paid once a month. Students are not eligible for sick, vacation, or holiday pay, and cannot be paid overtime.
- Students are protected from hazardous work conditions and from harassment in the same manner as all JSCC employees.
- All work is completed on-campus within a reasonable time; hours must be reasonable. Only the Financial Aid Director or Student Employment Coordinator can grant specific permission for off campus work, as in the case of Community Service.

Student Worker Responsibilities

- Student and supervisor are expected to arrange a schedule satisfactory to both parties after reviewing the student’s class schedule.
- **Students are required to take a lunch break OF 30 MINUTES OR MORE if working six (6) or more hours a day and this should be documented on their monthly timesheet.**
- Students are expected to work and earn their award. It is the student’s responsibility to notify Financial Aid if he or she cannot meet the obligation of the program. The student will provide a signed statement rejecting the award to Financial Aid. The unearned funds will be cancelled from the student award form and reallocated to another.
- Work hours are to be completed on-campus during a regular workday, unless the student is assigned to a community service placement through FWS; hours must be reasonable.
- After a schedule is established, the student is expected to report to work on time, and remain for the agreed period. Before being absent, the student should notify the supervisor prior to the time of reporting to work. Excessive absences or tardiness will result in removal from the program.
- Students are expected to complete all duties in a competent manner; unsatisfactory performance can be cause for removal from the Student Employment Program.

- Students and supervisors are jointly responsible for seeing that the timesheets are submitted to the Financial Aid Office on the 15th of each month.
- All timesheets must be completed and signed in ink. ***They must be in a sealed envelope when received in the Financial Aid Office.***
- Students must maintain satisfactory academic progress as stated in the “Student Handbook” and must be enrolled in at least six (6) hours.

Disciplinary Action

The college will impose the appropriate sanction(s) on any student worker who fails to comply with the student employment rules and regulations. As a condition of employment, each student worker must abide by the terms of this policy. The incidents which may result in disciplinary action are, but are not limited to, the following:

- Continued unsatisfactory job performance
- Poor attitude
- Excessive absences or any absence without notice
- Repeated tardiness
- Job abandonment
- Unprofessional attire
- Falsification of hours reported on time sheet (results in immediate termination)
- Theft
- Violation of confidentiality agreement
- Negligence or improper conduct leading to damage of JSCC owned property
- Insubordination or other disrespectful conduct
- Fighting or threatening violence in the workplace
- Unauthorized disclosure of confidential information
- Violation of the department’s rules and regulations

Termination Procedures

- **Termination by exhausting award eligibility:** When the student earns all funds for which he or she has been approved for during the academic year, Financial Aid will terminate their student employment. When this situation occurs, as well as termination for any other reason by the Director of Financial Aid, the student, along with the supervisor, will be notified by letter from the Financial Aid Office.
- **Termination by unsatisfactory performance:** If a student’s work performance is unsatisfactory, the department in which he or she is employed is responsible for counseling with the student about the employment difficulty and making reasonable efforts to help the student improve performance.

If all reasonable efforts are made to help the student, and the student is still an unsatisfactory employee, Financial Aid should be notified that the student is about to be terminated. Specific reasons for the termination and the effective date should be documented using the termination form provided by Financial Aid.

The student is notified ***by the supervisor that he or she is about to be terminated and told the reasons for termination.*** Such discussions should be both clear and honest, so

that the student understands why the termination is occurring.

It will be the student's responsibility to find another placement on campus for reassignment if she or he is to be reassigned to earn all funds awarded. Once the student has knowledge of a placement, then he or she should have the placement supervisor complete a student employment request form. When the student earns all funds for which he or she has been approved for during the academic year, Financial Aid will terminate their student employment. When this situation occurs, as well as termination for any other reason by the Director of Financial Aid, the student, along with the supervisor, will be notified by letter from the Financial Aid Office.

- **Termination by withdrawal:** Any student who withdraws from the college during the term will be terminated effective the date of his or her withdrawal, and the student will not be paid after that date.

Contact Information

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