Piedmont College, with accompanying funds from the federal government, provides funding for the employment of student workers through our on-campus work program. Job availability for this program is limited. To apply, students must complete a Work Study Employment Application submit it to the office or department of interest. If applications are submitted to the Office of Human Resource, they will be sent to a Work Study Supervisor. All applications will be kept on file for two semesters.

Applicants should be mindful of the following upon submitting their applications to the Office of Human Resources:

1.) Prospective Work Study Supervisors do not necessarily solicit work study applicant materials from the Office of Human Resources. Therefore, submission of one’s application to the Office of Human Resources does not guarantee consideration for work study employment.

2.) Work Study Supervisors evaluate candidates, schedule interviews, and make hiring decisions independently. They set the timeline for these activities independently as well. Therefore, applicants’ inquiries regarding these activities should be made with the Work Study Supervisor.

Acceptance of employment carries with it an understanding of certain obligations and commitments outlined in this policy.

**Student Worker Definition:**

Within the limits of available funding, positions are available to qualified students for service as described below.

The principal assignment of a student worker is to provide general assistance to a department, unit, or a faculty or staff member in support of instruction, creative and scholarly activities, and/or student services as well as coordinating office procedures or activities. It is the policy of Piedmont College that student assistants are not teaching assistants and do not provide instruction in the classroom.

**Qualifications:**

All student workers must meet the following qualifications:

1.) Matriculated (i.e. fully admitted), and in good academic standing, in a degree-seeking program offered at Piedmont College. Any exception must be approved by the Executive Vice President for Institutional Resources.
2.) Enrolled in a degree seeking program of study during the period of appointment for at least six (6) hours or was enrolled for at least six (6) hours in the prior academic term and has pre-registered for the upcoming semester. All exceptions must be approved by the Executive Vice President for Institutional Resources.

3.) Be eligible for employment in the United States. Please see form I-9 for details.

4.) Must have a Social Security Number to work on campus. Please visit the HR Office before beginning work to learn how to begin this process.

Additional qualifications may be established by the hiring departments depending upon the special skills and knowledge required to carry out the responsibilities associated with the particular position. Such additional criteria will be established in writing and will be available on file in departmental offices.

**Selection and Hiring Procedure:**

Authority to hire a student worker rests with the Work Study Supervisor, and applicants should, in addition to submitting a Work Study Employment Application to the Office of Human Resources, consider inquiring with various Work Study Supervisors regarding current employment opportunities in their department/area.

Upon hire, a student worker must complete a Work Study Hire Packet and submit it to the Office of Human Resources. Failure to complete and submit a hire packet or submission of incomplete hire packet will result in a delay in the issuance of a student worker’s paycheck.

**Appointment:**

Appointment of student workers shall be on the basis of qualifications and availability of funding. Reappointment of student workers shall be on the basis of continued qualification, satisfactory performance evaluations, and continued availability of funding. Student worker positions are not automatically renewed, are considered for renewal each semester, and may require an interview. Positions are not guaranteed for the entire academic program of a student. All renewals require the approval of the Dean of the School or Director through which the student workers are to be paid.

**Duties and Responsibilities:**

Each student worker position shall have a written job description which includes specification of duties and responsibilities. A copy is available upon request. Some positions may require the student to work nights and/or weekends. Prior authorization is required if a student will request use of a college vehicle. Permission must be given from the college Business Office, and authorization will be granted only if a student qualifies (clean driving record, minimum age 21 to drive college van, etc). Student workers will be expected to abide by the Piedmont College Code of Ethics and will be required to sign the confidentiality statement which is located in the Work Study Hire Packet.

**Work Schedule:**

Your work schedule is arranged between you and your Supervisor. A written schedule reflecting class schedule, work schedule(s) including days and hours eligible to work should be clearly defined at the beginning of each semester as mandated by federal policy.
You cannot work during your scheduled class meeting times, even if a class meeting has been cancelled by the instructor. Report to work promptly, and notify your Supervisor in advance if you cannot report to work on time.

**Workload:**

Student workers may work a limited number of hours each work week based on the number of credit hours earned toward a baccalaureate degree.

<table>
<thead>
<tr>
<th>Credit Hours Earned</th>
<th>Work-Hours per Week Permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 29</td>
<td>8</td>
</tr>
<tr>
<td>30 - 59</td>
<td>11</td>
</tr>
<tr>
<td>60 or Greater</td>
<td>15</td>
</tr>
</tbody>
</table>

**Sign In and Out and Payroll Issues:**

**You must sign in each time you report to work and you must sign out when leaving.** Supervisors may designate an additional sign in and sign out sheet for internal auditing purposes. You are required to **record the exact time worked each day.** Payment will be issued every two weeks, provided that you have completed all orientation paperwork. You will only receive FWS funds for the hours you have actually worked.

**Benefits:**

There are no employee benefits provided for student workers such as unemployment, vacation leave, medical leave, or insurance, as students are part-time, hourly workers.

**Breaks:**

Thirty-minute (30) meal breaks are required for any student working more than a 5-hour work shift. A one-hour meal break (60 min.) is required for any student working more than an 8-hour work shift. All meal breaks are unpaid.

**Remuneration:**

Upon being hired, students are required to complete a New Student Worker Hire Package. This packet includes federal and state tax documents that must be returned within three (3) days of hire. Students must review the Student Employment Training Power Point located at [https://www.piedmont.edu/employment](https://www.piedmont.edu/employment) and submit a certificate of completion along with return of your hire packet. The worker’s supervisor or other departmentally designated individual certifies that the student worked the hours reported and will be paid $7.25 per hour.
**Web Time Entry (Electronic Timeclock):**

Students are responsible for bi-weekly time entry through Web Advisor.

Students should make every effort to submit their hours worked electronically on time. Time approvals submitted after 5 p.m. on the date indicated on the Student Worker Pay Schedule will be processed with the next pay period. Time entry must be filled out accurately and completely. If incomplete, your supervisor will reject the entry to the student for correction. The student will then have to wait until the next pay period to receive his or her paycheck. Any exceptions must be approved by the Assistant Vice President for Finance and Human Resources.

The Office of Human Resources is responsible for issuing facilitating the issuance of work study paychecks to student workers and maintaining student employee files for all on & off campus student employees.

Salary earned will be reported to the Internal Revenue Service.

**Time Entry Falsification Policy**

Time Entries must reflect only hours worked during that pay period. Hours from one pay period cannot be included on another pay period’s time entry. It is the student’s responsibility to make arrangements with the supervisor to ensure that their time entry is approved by the correct date following the Student Worker Pay Schedule. It is the responsibility of the supervisor to make sure that time entries are approved and submitted by the due date. Late time entries cannot be submitted in Web Advisor after the pay period end date and will need to be submitted as a paper timesheet to the Office of Human Resources. Late entries will not be processed until the next payroll.

Students must know who their immediate supervisor is and who to contact if the supervisor is not available. Students and supervisors are required to keep an accurate record of the hours worked each week.

It is a federal offense for a student or an employer to falsify any information on a student’s payroll time entry and may result in termination. Falsification of a time sheet by a student is a serious offense. The consequences are as follows:

- Immediate removal from the Federal and Non-Federal Work Study Program.
- Reduction/Cancellation of FWS earnings that were obtained by falsification of time sheet (with possible charge to Student Account if it is determined that monies are owed back that were not legitimately earned by hours worked.** These disputed FWS earnings are also subject to state or federal laws which could result in fines or jail time. The difference in the amount of Federal Work Study awarded and Federal Work Study funding actually earned will be cancelled and will not be replaced with any federal or institutional assistance.
- A Termination Notice will be placed in the student's file indicating the reason for removal from the employment position.
- This matter will be referred to appropriate Dean and Office of Human Resources for appropriate disciplinary action.
- Payroll will be notified of the correct hours worked.
• The Student(s) may be sanctioned by the College for violations of The Student Code of Conduct
• The Student(s) may be prosecuted for felony charges of Theft by Deception, which can result in jail time, fines and a permanent criminal record.

**Supervisors are responsible for submitting a statement to The Office of Human Resources, as well as any supporting documentation, detailing how the student has falsified his/her time. **

**Termination:**

1. Student workers are employees at will. This means that the students’ employment can be terminated at any time. An appointment may be terminated by a supervisor for just cause, which includes, but is not limited to;

   • Issues of substandard performance
   • Theft
   • Involuntary termination from a degree program
   • Violation of College policy
   • Violation of the Student Code of Conduct (**The Student Code of Conduct can be reviewed in the Student Handbook on the Piedmont Website **) 
   • Budgeting restraints
   • Failure to register for courses

Any other serious breach of responsibilities may also be cause for termination.

2. In the event a student employee feels unjustly treated with regard to termination, or other employment related circumstances, that student shall first seek recourse with his or her employer. If satisfaction is not obtained, the employee may then request a review and appeal a termination within ten days of the decision to the Dean or Department Head of the unit in which the student worked. Final recommendations and solutions regarding student employment appeals must have approval from the Executive Vice President of Institutional Resources and Office of Human Resources.

**College Procedures for Handling Student Employment Violations**

1. Limited Employment Suspension- The student may be denied on campus employment for a specified period of time.
2. Employment Termination- The student will be no longer be eligible for employment with Piedmont College
3. Reprimand (either oral or written.)
4. Counseling- The Dean and Office of Human Resources may request that a student meet a specified number of counseling sessions with the Director of Career Education and Professional Development.
5. Restitution- Reimbursement of fraudulent time reported and paid to the student.
6. Community Service- The Dean and Office of Human Resources may require a specified number of hours of work to be performed by the student.
7. Expulsion- Permanent severance of the student's relationship with the College. This severance includes being barred from campus.
**Complaints and Grievances:**

Piedmont College is committed to providing opportunities for student employees to resolve grievances. Student workers that wish to report a grievance may contact the Office of Human Resources.

A grievance shall mean a complaint or claim by a student worker regarding an event which occurred or a condition which exists that represents a violation or misinterpretation of College policy or public policy. Complaints and grievances on the part of a student worker, will be processed using the appropriate procedures and will require the student’s written account of the situation, student’s signature, and date.

For situations related to discrimination or harassment, student employees who believe their rights have been violated, may contact the Affirmative Action Officer at:

Piedmont College  
Office of Human Resources  
Attn: Affirmative Action Officer  
P.O. Box 10  
Demorest, GA 30535

or call (706) 778-3000.

**Work Related Injury:**

Accidents must be reported immediately to the Office of Human Resources.

**Sexual Harassment Action Plan:**

Piedmont College is committed to fostering a positive learning, working, and living environment. The college will not condone sexual harassment or related retaliation by any employee or student. Any student, faculty member or member of the staff who believes that her or his rights have been invaded or ignored by another student, faculty member or member of the staff has the right to present a grievance to the Affirmative Action Officer of the College.

**Student Worker Responsibilities:**

Each student must unconditionally accept all assigned duties to qualify for continued employment. Students who fail to perform the work assigned faithfully and to the best of their ability will be terminated from the program and may not be considered for any other campus jobs. Student workers shall follow a predetermined work schedule that is acceptable to both student and the employer. Students are expected to work all scheduled hours each week.

Student workers must ask their supervisor for approval of any planned absences in advance. Unexpected absences should be reported by telephone, e-mail, or in person. Student worker positions are valuable to the efficiency and operation of the college. Excessive absences or failure to work scheduled hours may result in termination.

Student workers are expected to perform their job in a serious and responsible manner. The student worker is expected to be dependable, prompt and conduct themselves in a businesslike manner.
Student workers are required to wear clothing appropriate to the work setting. Students in high visibility areas should consult their supervisors regarding appropriate dress code.

Student workers are not to remove student records from any college campus, office, or department without prior approval from the Dean of the School or Director.

Student workers may not bring their children to work with them in lieu of obtaining a babysitter.

Student workers are encouraged to discuss any work related problems with the appropriate supervisor. If the problem cannot be resolved, the student should contact the Dean of Student Engagement or Human Resources as appropriate.

Student workers are required to abide by all college regulations in regards to the student behavior code as prescribed in the Piedmont College Student Handbook in order to be eligible to participate in the part-time employment program.

Student workers are part-time employees of Piedmont College and are required to comply with all rules and regulations which govern the Piedmont College Athletic Department, the Great South Athletic Conference and the NCAA.

**Drug Free Workplace:**

Student Employees are expected to adhere to the policies set forth in the Piedmont College policies and procedures manual regarding alcohol, tobacco, and drug abuse. Violations of the alcohol, tobacco, and drug use policy is prohibited and all college state, federal, and local sanctions may be incurred. Student employment may be terminated at the discretion of the institution.

**Equal Opportunity Policy:**

It is the policy of Piedmont College that discrimination against any individual for reasons of race, color, ethnic or national origin, religion, sex, sexual orientation, age, disability, or veteran status is specifically prohibited (http://www.eeoc.gov).

**Family Educational Rights & Privacy ACT (FERPA):**

At Piedmont College, all employees, including student workers, who may have access to student education records/or client information, must adhere to federal FERPA regulations, which govern the confidentiality, use, and release of these records. In general, under FERPA, all student information/client information must be treated as confidential. Even the use of so-called public or “directory information” may subject to restriction on an individual basis. No employee of the college shall, under any circumstances, release to any person (or persons) information about a student/client unless their position specifically requires them to do so. Student workers should be instructed to refer any requests for such information to the Work Study Supervisor. In addition, Work Study Supervisors should limit access to information that student workers do not need to do their job and should caution them to refrain from exchanging confidential information they have learned about students/clients while performing their job. Stress to students that even a minor disclosure of information (financial aid information, class schedule, GPA, etc) may be a violation of FERPA regulations and may result in job termination. FERPA Motto: “Keep any information obtained in the workplace at the workplace.”
Exception:

Any and all exception to the policies set forth in this handbook must be approved by the Executive Vice President for Institutional Resources, VPAA, or President of Piedmont College on a case by case basis.