Piedmont College, with accompanying funds from the federal government, provides funding for the placement of student workers through our on-campus work program. The number of available positions is limited. While the Human Resources Office makes every attempt to remain up-to-date on student employment opportunities, students are encouraged to first contact departments in which they have an interest in working to see if an opening exists. Students may also leave an application on file with the Human Resources Office. Applications for part-time employment may be obtained in the Human Resources Office (Daniel Hall, 209) or on Piedmont College’s website. Applications are kept on file for two semesters.

Consideration will be given to students’ skills, abilities, experience, and availability in comparison to the needs of hiring departments. Acceptance of a student employment position carries an understanding of certain obligations and commitments, as outlined in this policy.

The principal assignment of a student worker is to provide general assistance to a department, unit, or faculty member in support of instruction, creative and scholarly activities, and/or student services. It is the policy of Piedmont College that student assistants are not to be used as 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 or Vice President for Academic Affairs.

2) Enrolled in a degree study during the period of appointment for at least six (6) hours OR having been previously enrolled for at least six (6) hours in the prior Spring semester while pre-registered for the upcoming Fall semester. All exceptions must be approved by the Executive Vice President or Vice President for Academic Affairs.

3) Be a U.S. citizen or permanent resident of the United States or show proof of eligibility to work in the U.S.

*Additional requirements may be established by the hiring department depending upon the specific skills or knowledge required to carry out the responsibilities of the position. Such criteria are established in writing and can be found on file in the respective hiring department.

Selection and Hiring Procedure

Departments may fill student employment positions either by nominating a candidate that has expressed interest to the respective unit or by contacting the Human Resources Office to search materials from candidates on file. Authority to hire students rests with academic departments or administrative units, and requires the approval of the dean or director whose department the student employee will be paid from. Positions are approved based on available funding.
Appointment

Appointment of student workers is on the basis of qualifications, departmental need, and availability of funding. Reappointment of student workers is on the basis of continued qualification, satisfactory performance, continuing departmental need, and sustainability of funding. Student worker positions run from semester to semester and are not automatically renewed. Positions are also not guaranteed for the entire academic program of a student.

Duties and Responsibilities

Each student worker will have a written job description specifying duties and responsibilities for his or her position. Departments are charged with creating and maintaining job descriptions as well as providing a copy to the Human Resources Office for each student file. Some positions may require the student to work nights and/or weekends. Prior authorization must be granted by the Business Office for any student use of College vehicles. If granted permission to operate a College vehicle, student workers are expected to abide by the Code of Ethics. Student employees agree to the Code by signing the confidentiality agreement located in the hire packet.

Workload

The number of hours a student is allowed to work depends on his or her academic classification. Freshman student workers may work up to eight (8) hours per week, sophomores eleven (11) hours per week, and juniors and seniors, fifteen (15). Students may be approved to work up to twenty (20) hours per week on a case-by-case basis after the completion and approval of a Student Worker Hours Exception Request Form. Students may not work during regularly scheduled class times. Departments that wish for their student employees to work during periods when classes are not in session should complete an Intersession/Break Work Study Authorization Request form and turn in to the Human Resources Office.

Benefits

There are no employee benefits provided for student workers. This includes unemployment, vacation or medical leave, insurance, or retirement.

Breaks

For any shift lasting more than five (5) hours, students are required to take a thirty-minute (30) meal break. If a student works eight (8) hours or more, a one-hour (60 minutes) break is required. All meal breaks are unpaid.

Remuneration

Upon being hired and BEFORE beginning work, students are required to complete a New Student Worker Hire packet. The hire packet includes a copy of the student's job description signed by student and supervisor, the student's application, Piedmont College's Confidentiality Statement, both federal and state tax forms, and an I-9 form. Students who fail to submit their information before beginning work may experience a delay in pay. Student employees are paid $7.25 per hour on a bi-weekly basis. As with any employee, earnings are reported to the Internal Revenue Service.
Timesheets

Students submit timesheets to the Human Resources Office on a bi-weekly basis per the Student Worker Pay Schedule found on Piedmont College’s website. Both a “day” and “night” timesheet can be found on the College’s website. Students should shade in their class schedules on their timesheets to ensure compliance with the federal policy that students do not work during regularly scheduled class times.

Students who fail to submit their timesheets in accordance with the pay schedule will be forced to wait until the next pay period (two additional weeks) to receive payment. Timesheets that are submitted incomplete or inaccurately may also result in a delay in payment.

The Human Resources Office is responsible for managing the timesheet entry process and maintaining student worker files.

It is a federal offense for a student or supervisor to falsify information on a student’s timesheet and any violation may result in employment termination, expulsion from school, and/or loss of scholarships, etc. Students who commit serious violations of employment policy are subject to judicial action at the college level and criminal prosecution from the U.S. Department of Education.

Termination

Student workers are employees at will. This means that a student’s 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 Conduct Code, budgetary restraints, or failure to register for courses. Any other serious breach of responsibilities may also be cause for termination. Students may appeal a termination within ten days of the decision to the dean/director over which department a student reports to. Final recommendations to regarding student employment appeals must have the approval of the Vice President of Academic Affairs, Executive Vice President, or the Assistant Vice President for Finance and Human Resources.

Complaints and Grievances

Piedmont College is committed to providing opportunities for staff to resolve disputes or grievances. Graduate Assistants who wish to submit grievances or disputes under the Equal Employment Opportunity Act should contact the Assistant Vice President for Finance and Human Resources. In situations related to discrimination or harassment, students may contact the Affirmative Action Officer at Piedmont College.

Work Related Injury

Accidents must be reported immediately to the Piedmont College Human Resources Department.

Sexual Harassment Action Plan

Piedmont College is committed to fostering a positive learning, working, and living environment. The College does not condone sexual harassment or related retaliation by any employee or student. Any student, faculty member, or member of the staff who believes that his or her rights have been violated should file a grievance with the Affirmative Action Officer of the College.
**Student Worker Responsibilities**

When a student accepts a student employee position, he or she is agreeing to perform all assigned duties. Students who fail to perform assigned work faithfully and to the best of their ability may be terminated and possibly prohibited from working elsewhere on campus.

Student workers are expected to be dependable, prompt, and conduct themselves professionally while performing their duties in a serious and responsible manner. Student workers are required to wear clothing appropriate to the work setting. Students in high visibility areas should consult their supervisors regarding appropriate attire.

Student workers should follow a predetermined work schedule that is acceptable to both the student and supervisor. 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 as soon as possible, in the manner preferred by the supervisor. Excessive absences or failure to work scheduled hours may result in a student worker’s termination.

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

Student workers are encouraged to discuss any work related problems with the appropriate supervisor. If an issue cannot be resolved, the student should contact the dean or department head of the unit he or she works for.

Student workers are required to abide by all College regulations in regards to the Student Behavior Code as described in the Piedmont College Student Handbook in order to be eligible to participate in the part-time employment program.

Student workers, as part-time employees of Piedmont College, 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 Work Place**

Student workers are expected to adhere to the policies set forth in the Piedmont College policies and procedures manual regarding alcohol, tobacco, and drug use. Violations of the alcohol, tobacco, and drug use policy is prohibited and 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 Education Rights & Privacy Act (FERPA)**

At Piedmont College, employees, including Graduate Assistants, 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 be subject to restriction on an individual basis. All employees of the
college must not under any circumstances release to any person (or persons) information about a student/client unless their position specifically requires them to. Student workers should be instructed to refer any requests for information to the supervisor. In addition, supervisors should limit access to information that student workers do not need to do their job and should caution them not to exchange confidential information they have learned about student/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.