

**Maryville**  
COLLEGE



# **Student Employment Handbook 2016-2017**

Revised 8-8-2016



# Student Employment FAQ's

## **Q: I want to work on campus, how do I know if I qualify for Federal Work Study?**

A: Part-time student employment positions at Maryville College are available as part of a student's need-based financial aid through the Federal Work Study Program. The first step to applying for student employment is to file the Free Application for Federal Student Aid or the FAFSA to determine if you qualify for the Federal Work Study program. The FAFSA must be filed each year by January 1 to re-determine work-study eligibility for the next academic year.

Federal Work Study is awarded in varying amounts based on class rank up to a maximum of \$2,000 per academic year. Your Financial Aid package will include your Federal Work Study award if you qualify for it. It is termed "self-help aid" since you must earn it. Obtaining a work-study position does not guarantee that the student will be able to earn the full amount of the student's Federal Work Study (FWS) award. *Students may work up to 20 hours per week and may hold no more than two (2) jobs on campus during an academic year.*

## **Q: Can I work on campus if I do not have Federal Work Study?**

On-campus Student Employment for Non-Federal Work Study students is available on a limited basis as funding allows. Positions require specific skills and supervisor recommendation. Hiring preference is given to Federal Work Study students on all work study positions.

## **Q: Are work-study jobs assigned?**

A: No. At Maryville College we believe in open hiring. It is the responsibility of each student to apply, interview and be selected for student employment positions on campus. It will be up to you to convince the supervisor that you are the best candidate for his/her position. This also gives you the opportunity to seek out the position you want and feel would best fit you. The process is much like applying for a "real job." Be sure to dress professionally for your interview and to be on time. Your first interview might not lead to a job; so continue to check the student employment job postings online until you find a job.

## **Q: How many hours can I work?**

A: The maximum you may work is twenty (20) hours per week while class is in session. Your academics come first, so it is important that you prioritize your time wisely to allow time for classes, studying and working. We do caution all students on working too much and ask you to limit yourself to no more than ten (10) hours per week. You are allowed to work up to two (2) jobs on campus until you have used up your work-study award.

During the summer or semester breaks students may work up to 40 hours as long as they are registered for the next semester. Note that since school is not in session, students must pay FICA taxes on money earned during academic breaks.

## **Q: How do I know how much I can earn?**

A: You will be paid hourly for the actual hours that you work. The federal minimum wage is \$7.25 per hour, and this is what work study jobs pay. There is no guarantee that you will be able to earn your full

Federal Work Study award. Your Federal Work Study award is based on your financial need and class rank. Maximum awards are as follows:

<b>Freshman</b>	<b>maximum</b>	<b>\$1500/year</b>
<b>Sophomore</b>	<b>maximum</b>	<b>\$1800/year</b>
<b>Junior</b>	<b>maximum</b>	<b>\$2000/year</b>
<b>Senior</b>	<b>maximum</b>	<b>\$2000/year</b>

**Students who are not eligible for Federal Work Study will be limited to earning the maximum amount approved by the College.**

The Financial Aid/Student Employment Office tracks your earnings on a biweekly basis. Your supervisor will receive a “Caution” notice when your earnings approach your Federal Work Study award limit and a “STOP” notice when you have used all of your allocated Federal Work Study funds. You must stop working as soon as you use all of your allocated Federal Work Study funds. If you are unable to work enough hours to earn your full Federal Work Study award, the remaining amount will not be paid to you.

**Q: How do I know what positions are available and how do I apply for them?**

A: Maryville College posts on-campus student employment jobs and Federal Work Study community service jobs on MC Connect located on the Maryville College website. Follow the steps below to look for and apply for a job:

1. Visit MC Connect located on the Maryville College website.
2. Student employment positions are listed under the company Maryville College Work Study.
3. Click on the job title to read the job description, required and preferred qualifications for the job, and how to apply for the position.
4. Send an email to the supervisor of the job for which you are applying (the supervisor’s name is located in the “how to apply” section of the job posting).
  - a) The subject of your email should be the title of the job for which you are applying.
  - b) Include a brief message as to why you are interested in applying for this position.
5. The hiring supervisor will review your application. If your qualifications meet the basic required qualifications for the job, the supervisor will contact you to schedule an interview for the position.
6. If you are selected for the position, the supervisor will notify the Human Resources Office.
7. You must go to the Human Resources Office, Room 318 Fayerweather Hall, to complete your Federal I-9 and W-4 Forms before beginning to work. See your Student Employment Handbook (page 9) for a list of documents you will need to complete the I-9 form. You must present original documents for your Federal I-9 Form, copies will not be accepted.
9. You **MAY NOT BEGIN WORKING** until you have completed your employment paperwork.

**Failure to complete the necessary federal employment paperwork will delay your check, or even prevent you from receiving a check, so please insure that your supervisor and you follow all procedures.**

**Q: What paperwork will I have to complete if I get a job?**

A: **All students must complete Federal I-9, W-4, and direct deposit employment forms before beginning a student employment job.** These forms are completed in the Human Resources Office,

Room 318 Fayerweather Hall. You will complete these forms only one time while a student at Maryville College unless you have a name change or want to change your Federal Withholding Tax status. **Please see the Lists of Acceptable Documents on page 9 for documents you must present to the Human Resources Office for the I-9 Employment Eligibility Verification form.** Each year when you are hired into a position, whether it is a new job or one you have previously worked, you will need to complete a Work Authorization form for that job.

**Q: When will I get paid and how much?**

A: Maryville College student workers are paid on a biweekly basis. You will keep track of your hours worked on a timesheet. Each day that you work, you will record the times you report to work and leave and the total number of hours and minutes that you worked. Your time should be rounded to the nearest quarter of an hour (see chart below). At the end of each week you will record the total hours and minutes worked that week. Every other week you will total your time worked for the two week payroll cycle, you and your supervisor will sign your timesheet and the signed timesheet will be turned into the Human Resources Office, Room 318 Fayerweather Hall. The standard pay rate for Work Study is \$7.25/hour, and during the school year FICA Tax is not withheld. See sample timesheet on page 7.

Hours worked are rounded according to the seven-eight rule to the nearest quarter hour. A chart for rounding time is listed below:

<b>Minutes</b>	0 – 7	8 – 23	24 – 37	38 – 52	53 - 0
<b>Rounded to:</b>	:00 minutes	:15 minutes	:30 minutes	:45 minutes	:00 minutes

**Timesheets are due by 5:00 pm every other week as determined by the Student Payroll Calendar. Your paycheck will be direct deposited into the account you provide to Human Resources on the designated pay date listed on the Student Payroll Calendar. You are responsible for verifying that your deposit was credited to your account before you start spending your money. Remember, if you and your supervisor have not completed all your required paperwork, you MAY NOT START WORKING. If you have worked without your paperwork being completed, your paycheck or payroll direct deposit will be delayed until the next payroll cycle. See the MC Student Direct Deposit FAQ’s on page 5 for more information on direct deposit.**

**Q: Can I get fired from a Student Employment job?**

A: **YES!!!** Although your supervisors will try to work with you if you have conflicts with your work schedule, you are responsible for discussing your problems with your supervisor. If you cannot make it to work, need to change your hours or just don’t feel the job is right for you, talk with your supervisor. Your supervisor counts on you the same as a regular employee and if you don’t show up, that leaves your work department and co-workers in a bind. Either your work does not get done or another employee has to pick up the slack.

Supervisors will conduct annual performance reviews with student workers and will to counsel with those who are having work performance or attendance problems. Two (2) bad reviews could affect your future ability to find another job on campus.

**Q: Will I be able to do my homework on the job?**

A: No. Student Employment jobs are very important to accomplishing goals of the various departments around campus. There is much work to be done to keep the campus running smoothly. If you find you need time off for your studies, talk with your supervisor in advance about scheduling time off from your job. Most importantly, prioritize your time and plan your study time around your class and work schedules. *Remember you have made a commitment* to be at work at scheduled times.

**Q: Are student employment jobs available off campus?**

A: There are some positions for FEDERAL WORK STUDY students off campus. These jobs are funded by a portion of Federal Funds set aside for Community Shares positions and require the students to have Federal Work Study as part of their financial aid packages. These positions are listed with all other student employment jobs on MC Connect. Once you find a position that interests you, apply online for the position. You will be contacted by the Community Shares Supervisor to arrange an interview for the position. If hired for a Community Shares position, you must contact Human Resources before you start working to complete your federal employment paperwork and your work authorization. You may not start working at your Community Shares job until you have completed all of your paperwork.

**Q: Can I get a job anytime during the year?**

A: Yes. Although most positions are filled at the beginning of the fall semester, there are usually student employment jobs available year round, even during summer months. You may check MC Connect located on the Maryville College website at any time to view postings for current job openings.

**Q: Can I use my student employment for a job reference?**

A: Yes. Work Study positions are employment. All of your work-study history is kept in the Human Resources and we will be glad to confirm your Maryville College student employment for any future employer if you sign a release form allowing us to do so. The form can be found on the student employment section of the MC website.

## **MC Student Direct Deposit FAQ's**

**Q: What is direct deposit?**

A: Direct deposit is a process by which your employer, Maryville College, can electronically deposit your paycheck into your checking account for you each month on payday rather than giving you a paper check. With direct deposit, your pay typically will be in your checking account the morning of payday. Direct deposit is free; MC does not charge you to participate in direct deposit. In fact, some financial institutions offer “free checking” to customers who have direct deposit.

**Q: How do I sign up for direct deposit for my work-study pay?**

A: Fill out a Student Direct Deposit Authorization Agreement, attach a voided check and turn in your completed form to the Human Resources Office, Room 318 Fayerweather Hall. You may obtain a form

from either the Business Office or the Human Resources Office, or download a form from the Student Employment Website.

**Q: What are the advantages of being paid by direct deposit?**

A: Advantages of direct deposit are peace of mind, prompt payment, convenience, freedom, and time savings. No more standing in line in the Business Office to pick up your check on payday. No more having to go to the bank to either deposit your check or cash it. Your pay will automatically be in your account and you will have access to the funds on payday morning even when you are away from campus. Many banks offer discounts to customers who have direct deposit. And most importantly, did you know that if your check is stolen and cashed, your employer is not responsible for replacing those funds?

**Q: How does direct deposit work?**

A: The process is simple. You complete the Student Direct Deposit Authorization Agreement and attach a voided check. If you attach a voided check or a letter from your bank verifying the routing and account numbers your direct deposit will start with the next processing of payroll. If you do not have checks, you must contact your bank to obtain your bank's transit/routing number and account number. Please carefully put the numbers on your Direct Deposit Authorization Agreement form. An incorrect number will result in either your pay being deposited into someone else's account or rejecting. Correcting either problem is costly to correct and may take several weeks.

**Q: I signed up for direct deposit this semester. Do I have to sign up again next semester?**

A: No, a direct deposit authorization remains in effect as long as you are in school or until you cancel it. Just remember that if your checking or savings account information changes, you must complete a new direct deposit authorization to update the college of your new account information.

**Q: Can I designate more than one account or have my pay deposited to my parents' account?**

A: No. All funds must be deposited into only one account that must be in your name.

**Q: Do I have to have a local bank account?**

A: No, direct deposits can go to any financial institution within the United States.

**Q: How will I know that my pay has been deposited into my account?**

A: First, make sure your timesheet is completed, signed and turned in to Payroll before 5:00 pm on the designated deadline date listed on the Student Payroll Calendar. Then, it is your responsibility to verify with your bank that the funds are in your account. That is an easy process if you use online banking, which most financial institutions provide at no cost. If your pay is not in your account, contact Payroll immediately at 865-981-8349.



# MARYVILLE COLLEGE STUDENT WORKER CODE OF CONDUCT AGREEMENT

As a student employee at Maryville College, you serve as a representative of our campus community in an employment capacity. You are expected to follow a certain code of conduct while working at Maryville College or for a Community Shares employer. The following serves as an agreement between you and your supervisor and your job performance will be evaluated according to these areas. Please review this with your supervisor, discuss any concerns, and sign where appropriate. This information will be kept for reference by your supervisor.

## **Attitude and Customer Service**

- I agree to act in a friendly, positive and helpful manner towards all coworkers and individuals being served.
- I agree to be honest with my supervisor and explain any reasons why a positive attitude may be lacking.
- I agree to remain devoted, interested and enthusiastic while on the job.

## **Responsibility**

- I agree to be dependable and fulfill all requirements and responsibilities assigned to me.

## **Initiative**

- I agree to be a self-starter and complete work that needs to be done.
- I agree to be willing to learn new rules, regulations and programs of the office and department.

## **Cooperation**

- I agree to work professionally with others in a team environment.
- I agree to put in my fair share of work and not to expect others to do it for me.

## **Punctuality**

- I agree to arrive to my scheduled work on time.
- I agree to notify my supervisor in advance of any reasons that may delay my prompt arrival to work.

## **Accuracy**

- I agree to complete work as assigned, paying attention to directions and detail.
- I agree to be thorough and consistent with the work assigned to me.

## **Office Mannerisms**

- I agree to abide by the appropriate dress code set forth by the department and supervisor.
- I agree to act in a professional manner while at work and abide by all office standards and rules.
- I agree to represent Maryville College and its departments in a respectful and positive manner while on and off the job.

As a student employee at Maryville College, I agree to abide by the above code of conduct and understand that my job performance will be evaluated according to these areas. I also understand that my supervisor reserves the right to add expectations beyond what is listed here.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



### Student Employment Bi-Weekly Timesheet

Student: \_\_\_\_\_

ID#: 0000-\_\_\_\_\_

Account #: 10 - \_\_\_\_\_

Pay Period: \_\_\_\_\_

FIRST WEEK								
DAY	DATE	IN	OUT	IN	OUT	IN	OUT	TOTAL
SUN								
MON								
TUES								
WED								
THUR								
FRI								
SAT								
								FIRST WEEK TOTAL

SECOND WEEK								
DAY	DATE	IN	OUT	IN	OUT	IN	OUT	TOTAL
SUN								
MON								
TUES								
WED								
THUR								
FRI								
SAT								
								SECOND WEEK TOTAL

**INSTRUCTIONS:**

Timesheets are to be completed using either BLUE or BLACK INK, NO PENCIL.

DO NOT USE White-out. Corrections should be crossed out, and initialed by the student worker.

Timesheets are due by 5pm, Friday before pay date, in the Business Office drop box, Fayerweather Hall. Any timesheet turned in after the deadline will not be processed until the next pay cycle.

Time should be rounded to the nearest quarter of an hour.  
 15 minutes = .25  
 30 minutes = .50  
 45 minutes = .75

Before working, students must complete pre-hire forms in the Financial Aid Office, Fayerweather Hall.

College policy mandates students cannot exceed 20 hours work in any workweek (Sun - Sat).

Pay Rate: \$7.25 per hour
Other Rate: _____

FWS: Yes _____ No _____
Total Monthly _____
Hours: _____

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 DEPARTMENT CODE

I have examined this bi-weekly timesheet and I certify that the hours shown are true and correct.

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date

## Acceptable Forms of Identification for Completing Form I-9

**All documents must be unexpired**

LIST A	O R	LIST B	A N D	LIST C
<i>Documents that Establish BOTH Identity and Employment</i>		<i>Documents that establish Identity</i>		<i>Documents that establish Employment Eligibility</i>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a non-immigrant alien authorized to work for a specific employer incident to status:               <ol style="list-style-type: none"> <li>a) Foreign passport and</li> <li>b) Form I-94 or Form I-94A that has                   <ol style="list-style-type: none"> <li>i) The same name as the passport and</li> <li>ii) An endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>		<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. US Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol>		<ol style="list-style-type: none"> <li>1. A U.S. Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>a) NOT VALID FOR EMPLOYMENT</li> <li>b) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>c) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of a birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal</li> <li>5. Native American Tribal document</li> <li>6. U.S. citizen ID card (Form I-197)</li> <li>7. ID card for use of Resident Citizen in the United States (Form I-179)</li> <li>8. Unexpired employment authorization document issued by the Department of Homeland Security</li> </ol>



## Student Direct Deposit Authorization Agreement Form

Maryville College offers a direct deposit option for all student employees. Direct deposit allows convenient and reliable access to your earnings and eliminates any problems associated with lost/stolen checks or checks issued when classes are not in session. If you are interested, complete this form to have your earnings deposited directly into the checking or savings account of your choice. It is your responsibility to verify with your financial institution on your pay date that your direct deposit was credited to your account. Your pay stub will be placed in your MC mailbox.

**\*\*\*ATTACH A VOIDED CHECK\*\*\***

<input type="checkbox"/> <b>Start Direct Deposit</b>	<input type="checkbox"/> <b>Change My Account</b>	<input type="checkbox"/> <b>Stop Direct Deposit</b>
Name (Last, First, Middle Initial)		Student ID Number 0000- <input type="text"/>
Name of Bank or Financial Institution		
<b>Account Type (Please Check <u>Only</u> One)</b> <input type="checkbox"/> <b>Checking Account (please attach a voided check or an account verification letter from your financial institution)</b> <input type="checkbox"/> <b>Savings Account (you must provide routing number and account number)</b>		
<b>Transit Routing (ABA) Number (Must be 9 numbers)</b> <input type="text"/> <input type="text"/>		
<b>Account Number</b> <input type="text"/> <input type="text"/>		

I authorize Maryville College to direct deposit funds to my account in the financial institution listed above. If funds to which I am not entitled are deposited in my account, I authorize the College to initiate a correcting entry. I understand that the authorization may be rejected or discontinued by the College at any time. If any of the above information changes, I will promptly complete a new authorization agreement. I understand that if I fail to stop my direct deposit before closing my account, funds payable to me will be returned to the College for distribution. This will delay my check. This authorization is valid for the entire period during which I am enrolled at Maryville College.

My signature below acknowledges that the above information is correct and I understand the terms and conditions of this agreement.

\_\_\_\_\_

Signature \_\_\_\_\_  
Date



**Maryville College**  
**Student Employee Health Information Agreement**

I, \_\_\_\_\_, understand that if at any time during my employment  
Student Employee's Name

I become ill or injured on-the-job that it is my responsibility to do the following:

1. Report any illness or injury on-the-job to **my supervisor** at once.
2. Report any illness or injury on-the-job to **Human Resources**.
3. Consult the College's panel of physicians **before** seeking medical treatment and choose one of these listed physicians so I may be assured of approval for payment by Worker's Compensation.
4. Notify my supervisor and **Human Resources** as soon as possible that I have received treatment from one of the panel.
5. Bring any return-to-work releases or return-to-work restrictions to Human Resources, Room 318 Fayerweather Hall, FAX 865-981-8050.
6. Assist the Director of Safety and Security with an Illness/Injury Report and/or investigation.
7. Report for all follow-up visits to the panel physician as directed.
8. Report any change in my condition to my supervisor as soon as possible.

\_\_\_\_\_  
Student Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Employment Coordinator's Signature

\_\_\_\_\_  
Date

# Employment Policies

## **Accommodating Persons with Disabilities**

The College is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis and all employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Hiring procedures provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled student employees, whether or not their disability affects the performance or job functions. The College will work in good faith with any qualified individual with a known disability to provide a reasonable accommodation to that student employee and will provide such an accommodation unless doing so would result in an undue hardship to the College. If a student employee believes he or she needs a reasonable accommodation, that student employee should notify his or her respective supervisor or the Financial Aid/Student Employment Office of such need.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as realized in job assignments and promotions, classifications, organizational structures, position descriptions, and formal or informal lines of progression. Leave of all types will be available to all student employees on an equal basis.

## **Drug-Free Campus**

With the adoption of the Drug-Free School and Communities Act, the Department of Education now requires increased diligence by colleges in curbing drug and alcohol abuse on campus. The penalty for failing to comply with the Act is termination of all federal assistance.

Illegal drugs are not permitted on campus. The possession, use, distribution, manufacture, or sale of illegal drugs or implements associated with illegal drug use is prohibited. No student employee shall report to work or be under the influence of an illegal drug while on Maryville College property, while on duty or off the job so as to affect the student employee's job performance or integrity on the job as a representative of Maryville College. Illegal drugs include any narcotic drug, central nervous system stimulant, hallucinogenic drug, anabolic steroid, or barbiturate as defined by state law as illegal.

Alcohol use and possession is not permitted on campus in the College's daily operations and routine programming; however, in specifically designated areas at special occasions expressly approved and supervised by the College, students, faculty, staff, and their invited guests over the age of 21 may possess and consume personally acquired beverages on the campus.

Student employees must abide by the College's policies on drugs and alcohol. Failure to comply with the policies will result in disciplinary action that may include prosecution for illegal acts as well as loss of employment. The following violations are cause for disciplinary action and/or referral to local law enforcement officials: possession or consumption of alcohol by persons under the age of 21; possession or consumption of alcohol by an individual of legal age who is not in an area specifically designated or at a special occasion expressly approved for alcohol possession or consumption; reporting to work under the influence of alcohol; public drunkenness or disruptive behavior on the College campus; driving under

the influence of drugs or alcohol; providing alcoholic beverages to persons under 21; drug use, possession, distribution, manufacture, or sales on campus; and possession of paraphernalia employed in the use of drugs.

A complete copy of the Drug and Alcohol policy is available in the Human Resources Office.

### **Equal Employment Opportunity**

Maryville College is an equal-opportunity employer. Employment opportunities are provided without regard to race, color, gender, ethnic or national origin, genetic information, religion, sexual orientation, age, military service, disability, or political beliefs in accordance with federal, state and local laws, and with an acceptance of the initiatives stated in the College's Vision for Diversity. Student employees are evaluated solely on ability, experience, and the requirements of the job.

Our Equal Employment Opportunity guidelines govern all aspects of employment, selection, job assignment, compensation, discipline, termination, and access to benefits and training. Any student employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or to someone in the Financial Aid/Student Employment Office. Student employees can raise concerns and make reports without a fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **Job Responsibilities**

While a student employee will be primarily assigned to one particular job, it may be necessary for College management to ask the student employee to work in other areas. Therefore, some student employees will be cross-trained in other jobs and will be expected to help out and work wherever they are needed. Also, in maintaining the efficiency of our operations, student employees who have completed their current work assignments are expected to exercise their own initiative in seeking additional work or in helping other employees complete their job assignments.

### **Legal Work Status**

The Immigration Reform and Control Act of 1986 requires that all employees hired by Maryville College provide documentation establishing that they have a legal right to work in the United States. In compliance with this Act, all job offers extended to student employees are made contingent upon the receipt of the required documentation and completion of the Federal Form I-9. Only those successful applicants who complete Form I-9 will be permitted to begin work. New student employees must provide the required documentation within three (3) business days of the date of hire.

### **Workers' Compensation**

Maryville College carries insurance that provides benefits to any student employee who is injured or suffers an occupational disease in the course of and arising out of employment with Maryville College. Income is also provided to help defray medical and hospital expenses, or a death benefit may be paid in the case of a covered fatality. The cost of this protection is borne entirely by the College. Work-related injuries or disease are compensated in accordance with the provisions of any applicable workers' compensation law. In order to qualify for any potential workers' compensation benefit, immediate notice of an injury or illness must be given to your supervisor, Human Resources Office.

All student workers must complete a Maryville College Student Employee Health Information Agreement before starting to work (page 10).

If you are injured on the job, please do the following:

1. Report any illness or injury to your supervisor immediately.
2. Then report the illness or injury to Human Resources. Contact Keni Lanagan at x8308 who will request that you come to HR to complete the necessary paperwork.
3. If it is a medical emergency, call Security at x8112 and then HR will get in touch with you to complete paperwork afterwards.

## **Performance Appraisals**

Job performance will be reviewed annually in terms of a student employee's actual performance as measured against the performance standards for the assigned tasks. The performance review is designed to serve as an opportunity to offer advice and counsel regarding a student employee's strengths and weaknesses on the job. It is also an opportunity for a student employee to express his or her feelings regarding performance, working environment, and the College in general.

Department supervisors will discuss performance at the time of each review and at any other time such a discussion is necessary. If a student employee has questions about performance or how to improve performance he or she may ask the department supervisor.

## **Sexual and Other Forms of Harassment**

It is the policy of Maryville College that all student employees have the right to work in an environment that is free from discriminatory harassment based on sex, race, age, national origin, religion, disability, or any other protected factor. Maryville College prohibits any form of harassment of its student employees, and will take immediate and appropriate action to prevent and correct behavior that violates that policy. Please contact the Financial Aid/Student Employment Office with any questions relating to the policy.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, national origin, age, or disability, veteran status (or any other characteristic protected by law) or that of his or her relatives, friends, or associates, and that:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
2. has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:

1. epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, national origin, age, or disability; and
2. written or graphic material that denigrates or shows aversion or hostility toward an individual or group because of race, color, religion, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on the College's premises or circulated in the workplace.

All student employees should avoid any action or conduct that might be viewed as workplace harassment. Approval of, participation in, or acquiescence in conduct constituting workplace harassment (including through e-mail) will be considered a violation of this policy.

If the College determines that workplace harassment has occurred on the basis of race, color, religion, national origin, age, or disability, veteran status (or any other characteristic protected by law) corrective action will be taken. Depending upon the circumstances, this corrective action may include, but would not be limited to, verbal or written reprimand, suspension, demotion, or dismissal.

**Complaint Procedure:** Student employees have the responsibility to bring any form of unwelcome harassment to the attention of the College immediately. Any student employee who has a complaint of sexual or other discriminatory harassment should report the alleged act immediately to the student employee's supervisor, department head, or the Financial Aid/Student Employment Office at the option of the student. Although student employees are free to address inappropriate conduct with the offending person, student employees do not have to complain first to the offending person.

All complaints will be handled in a timely and confidential manner. A thorough and independent investigation will be conducted based on the student employee's statement of what has occurred. Individuals involved in the complaint will be advised not to discuss the subject outside of the investigation. The College will retain confidential documentation of all allegations and investigation, and will take appropriate corrective action to remedy all violations of this policy.

Retaliation against any complaining student employee, any witness, or anyone involved in a valid complaint is strictly prohibited. The College will follow up any complaint or investigation as appropriate to insure that no retaliation occurs. Student employees should immediately report any retaliation under the complaint procedure set forth in this policy. The College will not tolerate retaliation, and will take prompt and immediate steps to eliminate retaliation.

The College recognizes that the question of whether a particular action or incident produces a discriminatory employment effect requires a factual determination based on all facts in the matter. Given the nature of this type of discrimination, the College also recognizes that false accusations of harassment can have serious effects on innocent individuals. We trust that all student employees of the College will continue to act responsibly to establish and maintain a pleasant working environment, free from discrimination, for all. The College encourages a student employee to raise questions he or she may have regarding discrimination with the appropriate department head or the Financial Aid/Student Employment Office.

### **Confidential Information**

In the course of work, student employees may have access to confidential information regarding the College or perhaps fellow students. Privacy laws require that we, in no way, divulge such information and that we use it only in the performance of our duties. Any questions from faculty, staff, students, or telephone callers about such matters should be referred to the department supervisor.

### **Conflict of Interest**

Maryville College expects every employee to operate at all times with the highest standard of personal integrity and professional ethics in all dealings with students, suppliers, and other employees. Honesty is expected in every area, including reporting of any kind, attendance records, reasons for absence, and property protection.

To enable the College to conduct its business effectively and to protect the integrity of its employees, the highest standard of loyalty and ethics must be maintained. While Maryville College desires that its employees be free to make personal investments and enjoy business courtesies, they should not have any personal interest which conflicts with those of the College or which might influence or appear to influence their judgment or actions in performing their duties.

It is the policy of the College that no cabinet officer, supervisor, or employee shall have a conflict of interest in any sales, supplies, or services to the College. A conflict of interest can arise when an employee or a member of his or her family has a financial or other interest in a supplier or business dealing with the College. A conflict of interest would also exist where an employee uses the knowledge acquired through the College for an outside interest.

Faculty and staff, particularly in relationships with students and persons under their supervision, should be aware of potential conflicts of interest, perceptions of favoritism and the possible compromise of their evaluative/supervisory capacity. A relationship may give rise to a perception on the part of others that the evaluative capacity and integrity of the faculty member or supervisor has been compromised.

Faculty and staff should be aware that there is the possibility that a consensual relationship with a student or supervisee may be interpreted (either now or at a later date) as non-consensual and, therefore, sexual harassment. The power differential inherent in faculty/student, staff/student, faculty/staff, and supervisor/supervisee relationships may compromise the student's or supervisor's ability to decide, and thus call into question the bona fide consensual nature of the relationship.

It is the policy of Maryville College that no employee shall enter into or continue a consensual relationship (i.e. a romantic or sexual relationship) with a student or employee over whom he or she exercises academic, administrative, supervisory, evaluative, counseling or other authority even when both parties appear to have consented to the relationship, without prior authorization being granted by the President.

Each employee must manage personal and business affairs to avoid situations that might lead to a conflict, or even the appearance of a conflict, between self-interest and the obligations to the College. Any conflict of interest is considered an extremely serious matter by management, and as such will be dealt with in the firmest possible fashion and could result in termination of employment.

Faculty and staff are expected to self-report to their supervisor and/or their Vice President any situations that may be a conflict of interest for them. The administration will determine the best course of action to take in order to alleviate the conflict of interest. The action may include but is not limited to an employee being asked to resign from a committee; re-assigning employees to another department, supervisor or work schedule; seeking another vendor for services; re-assigning students and termination of employment. Employees who have ques



## Quick Tips

### How to Find and Apply for a Student Employment Position

Maryville College posts on-campus student employment jobs and Federal Work Study community service jobs on MC Connect. Follow the steps below to look for and apply for a job:

1. Visit MC Connect located on the Maryville College website. Search for MC Connect. Select the link to the Career Center. Scroll down and log in under Students. You will get your login information from the Career Center, 308 Bartlett Hall.
2. Student employment positions are listed under the company Maryville College Work Study.
3. Click on the job title to read the job description, required and preferred qualifications for the job, and how to apply for the position.
4. Send an email to the supervisor of the job for which you are applying (the supervisor's name is located in the "how to apply" section of the job posting).
  - a. The subject of your email should be the title of the job.
  - b. Include a brief message as to why you are interested in applying for this position.
5. The hiring supervisor will review your application. If your qualifications meet the basic required qualifications for the job, the supervisor will contact you to schedule an interview for the position.
6. If you are selected for the position, the supervisor will notify the Student Employment Office.
7. **You must go to the Human Resources Office, Room 318 Fayerweahter Hall to complete your Federal I-9 and W-4 Forms before beginning to work.** See your Student Employment Handbook (page 9) for a list of documents you will need to complete the I-9 form. You must present original documents for your Federal I-9 Form.
8. You **MAY NOT BEGIN WORKING** until you have completed your employment paperwork.

**Failure to complete the necessary federal employment paperwork will prevent you from being paid for working, so please insure that your supervisor and you follow all procedures.**