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## Overview of Federal Work-Study

Federal Work-Study (FWS) is a campus-based financial aid program, funded through the Department of Education. Like other grants, FWS is determined by a student's unmet need versus the cost of attendance. The award is determined each school year, and evaluated regularly, meaning a student may be awarded fall, spring, and/or summer, based on eligibility for each term. FWS allows students to earn money toward their education through work on campus, or with an eligible off-campus organization (typically non-profit). Student participation in the program is dictated by various Federal and State Center Community College District (SCCCD) policies.

The goal of the FWS program is to provide students the opportunity to gain valuable work experience in an environment where education remains the primary focus.

### FWS Versus Other Grants

As stated above, FWS is earned through the hours worked during scheduled shifts. That means that a student may not earn the entire award. However, if the student does earn enough to meet the entirety of the initial award, an increase may be provided; the award increase is dependent upon the student meeting all eligibility requirements. Students will typically begin at minimum wage, but wages can be increased after certain qualifications have been met. Since the money earned is taxable, the student will receive a W-2 for the year of employment and may be required to file taxes.

Annual FWS earnings are not to exceed the award amount; it is possible for a student's award to exhaust before the school year is complete.

For example, if the student is awarded \$3,000 for the school year, and begins work August 19th at \$13/hour, the student would have exhausted the award before the end of the fall term (based on a 19-hour work week).

## Student Eligibility

Participation in the FWS program is dependent upon meeting listed federal financial aid eligibility requirements, and SCCC standards, as listed below:

1. A student must demonstrate financial need, as determined by the Financial Aid Office
2. Submit a Free Application for Federal Student Aid (FAFSA) for the award year
3. Complete their financial aid file with the Fresno City College, Financial Aid Office (FAO)
4. Maintain Satisfactory Academic Progress (SAP):
  - a. A student is eligible to receive federal funding for attempted units, up to 150% of the required units for the selected program/major
  - b. The student must complete 67% of attempted units
  - c. The student must maintain a 2.0 cumulative GPA

*Details regarding the SAP policy can be found at the following link: [Satisfactory Academic Progress \(SAP\) Policy | Fresno City College](#)*

5. Be enrolled in, and maintain at least 6 units for the primary terms (fall/spring)

- a. Some situations may require a student to be enrolled in 3 units for the summer.

## Awarding and Notifications

Students that have indicated interest in FWS, and demonstrate the need and eligibility for the award, will be emailed instructions to apply for authorized FWS jobs. It is the students' responsibility to apply for the approved FWS jobs through our platform. Once the student has been offered a job, they must complete the Placement Authorization Form before starting the hiring process. The Placement Form will serve as an agreement to the terms of holding an FWS position, and it is the first step to completing the hiring process; the remaining steps will be handled through Administrative Services.

Federal regulations state that FWS funds must be awarded in a manner that is fair and uniform and ensures that all students have equal access to the program. All requests from supervisors will be held to the same standard as all other eligible FWS students.

## Awarding Process

Awarding happens on a "first come, first served" basis...

### Interest form

To indicate that a student is interested in Federal Work-Study, the student should complete the Federal Work-Work Study Interest survey found at this link:

<https://forms.office.com/r/5kABDCi2yk>

### Award Periods and Amounts

Awards are determined each semester, with summer being tied to fall or spring. Award amounts can change, depending on a student's need and other awards.

## Orientation

Orientation is comprised of reading this handbook, completing the NeoEd hiring process with Administrative Services, and the training provided at your worksite. Students will need to review and sign the Rights and Responsibilities/Confidentiality Agreement, as well—the agreement will be sent via Adobe Sign to the SCCCD provided student email.

## 30-Day Employment Requirement

If a student is not employed within 30 days from the date awarded or has been absent from work after being employed for a period of 30 days, or missed a paid period, he/she will be notified and disqualified from FWS. If a student is awarded before the fall semester begins, the 30-day countdown will initiate when instruction begins. If a special circumstance should arise, the student must email the FWS Coordinator as soon as possible to avoid losing the FWS award. If the special circumstance is approved, a two-week extension will be granted to seek employment. The student will not be admitted to the FWS program if he/she is still not employed after the two weeks have ended.

## Applying for Jobs

Federal Work-Study jobs need to be approved by the Fresno City College Financial Aide Office and the State Center Community College District. Most jobs on campus will qualify for Federal Work-Study employment, but off-campus positions will require a contract between the district and the organization. If there is an organization that a student is interested in working with, the student should contact the Federal Work-Study Coordinator to see what steps can be taken, if any.

### On-Campus Jobs:

These are jobs that are offered on our FCC campus or with the West Fresno Center.

<https://www.fresnocitycollege.edu/admissions-aid/financial-aid-office/financial-aid-programs/fws-job-postings.html>

### Off-Campus Jobs:

These job listings include non-profit organizations that serve the community, and our district office. The organizations offer a variety of experiences that can include tutoring opportunities, advocacy work, and assisting people in need.

<https://www.fresnocitycollege.edu/admissions-aid/financial-aid-office/financial-aid-programs/fws-job-postings.html>

## Hiring Process

Students will apply for the positions via our job listings page. If the student is selected by the department/organization, the Federal Work-Study Coordinator will establish the placement.

### Placement Authorization Form

The Placement Authorization form will be sent to the student's email address via Adobe Sign. The form will first be sent to the supervisor, and then the student (on-campus jobs will have the dean/director review and sign the form as well).

Once all signatures have been captured, the Placement Authorization will go to the Fresno City College Administrative Services Office for processing. All signing parties will receive a copy of the completed form.

### Rights and Responsibilities

This form covers the rights and responsibilities of a student worker with SCCCD. The form will need to be reviewed and signed by the student via Adobe Sign.

### Confidentiality and Privacy Agreement

Any information regarding other students, staff, or office security within SCCCD is confidential. FWS students are not allowed to release any student information without permission from a

supervisor. The Confidentiality and Privacy Form must be signed along with the Rights and Responsibilities form.

*\*Each worksite may develop their own confidentiality form pertaining to their office policies.*

## NeoEd

Administrative Services uses an online platform to establish employment. All student aides employed via the Federal Work-Study program must complete the NeoEd steps prior to being eligible to work. The invitation to NeoEd will be sent to the email the student lists on the Placement Authorization Form. Some information may require the student to submit documents in person to the Administrative Services Office. Please follow the instructions that are provided in the invitation to complete NeoEd.

## Authorization to Begin Work

Students may not begin working until all hiring steps have been completed. The Administrative Services Office will provide a letter with the official start date. Any work performed prior to the official start date provided by Administrative Services will be considered volunteer work and will not be paid. *\*Students that are transitioning from the department budget to the Federal Work-Study award budget will not be subject to the "Authorization to Begin Work Process".*

## Worksite Requirements

There are a few rules and processes that students need to adhere to when working with the Federal Work Study Program, some of which are District Policy and would be relevant to all student aides.

### Worksite Policy

A Federal Work-Study student aide hired within a particular department or worksite, who then works at another area for an unauthorized staff member that is not the immediate supervisor indicated on the student's FWS Placement Form may be removed from the FWS program, or the department. The Financial Aid Office reserves the right to perform site visits to ensure compliance, and to check in with supervisors and students. Once removed from the FWS program, the student will not be reinstated for the rest of the school year. If a change in supervisor or department is needed, a new Placement Authorization Form will be needed.

### Time Reporting

Students need to ensure that they are keeping their time at work and accurately reporting the times that they are on the clock. Students that work on campus, or are working within the district, will typically keep their time through an online platform known as UKG. Students that work off campus at one of the non-profit organizations will keep their time on a timesheet. Both methods have a deadline for submission which needs to be followed; if students submit their timesheets, or if their UKG punches are approved late, the student may have to wait a pay-cycle to receive their check for that month.

## UKG

Used by the district to keep time punches. Supervisors will need to monitor and approve the times that students will use to clock in/out. Students should only clock in when they are working. Clocking in prior to starting work or manipulating their hours without approval is subject to disciplinary action, up to and including termination.

## Timesheets

Timesheets are typically used by students that are working at one of our off-campus, non-profit organizations. Timesheets must be signed by both the student and the supervisor prior to submitting the sheet. A new timesheet will not be provided until the current sheet has been submitted. Timesheets will be reviewed by Administrative Services with the due date listed on the form. Timesheets submitted late will be subject to a delay in the paycheck.

## Unsigned Timesheets and Unapproved UKG

If a timesheet is missing a signature, it will be considered incomplete and will not be processed. If the UKG punches have not been approved by the student's supervisor, the hours worked will not be recognized by payroll. Please ensure that all timekeeping is performed timely and accurately to avoid any delays in pay.

## Paycheck Options

Student Aide paychecks are issued on the 10th of each month. If the 10th falls on a weekend, checks will be issued the previous Friday. Failure to submit the timesheet to the Administrative Services Office or approve the UKG entries by the due date will delay the paycheck until the next pay period.

There are two options for disbursing FWS paychecks.

### Pick Up Option

Paychecks may be picked up at the Campus Business Office (CBO) from 8am to 5pm Monday through Friday. The CBO will hold pay checks for one month. If a check is not picked up within the month it will be forwarded to SCCCD Payroll Department. Please refer to the College Business Office Website for current procedures.

*Note: Government issued picture identification is required. The Business Office will not release a check without one of the following: California Driver's License (CDL), California Identification Card (CID), US Passport, or other government issued identification.*

### Direct Deposit Option (preferred)

Students are encouraged to take advantage of direct deposit for FWS disbursements. FWS checks can be transferred electronically into a checking or savings account, rather than a paper check. Direct deposit likely means earnings can be accessed sooner. Requests for this disbursement method are made through the Administrative Services Office when submitting all other FWS paperwork, or the [Self-Service via "My Portal"](#). If a student is

having problems establishing Direct Deposit, they should contact the Campus Business Office.

## Unclaimed Checks

After 30 days, checks that are not picked up will be forwarded to SCCCD Payroll. They will remain stale dated for 6 months. After 6 months, the checks become void. The student may pick up the check at the SCCCD office if the check has not been voided.

## Work Hours Guidelines

Student Aides with SCCCD are considered students, first. All student aides are typically limited to part-time schedules to ensure that the student is able to focus on studies during the primary terms (fall/spring). Students and employers are also expected to adhere to California laws regarding shift breaks. These laws should be posted at the worksite and available to all employees.

The work week is Sunday through Saturday. (If a student worked a block of 4 hours in each of the first five days straight, the hours earned on the 6th day are considered overtime. Students shall not work the 7th day.) *There will be no overtime paid by the FWS program.*

If a student works over 19 hours per week, if the department exceeds the students award, or if overtime has been logged, all the excess wages will be at the expense of the supervisor's department or the agency's budget. Not following these guidelines may be good cause to dismiss the student from the program. Please contact the FWS Coordinator with questions.

## Hours During Primary Terms

Primary terms are fall and spring. During these terms, student aides are limited to 19 hours/week.

## Hours During Spring and Winter Break

If the student's employer offers services during the spring and winter breaks, Federal Work-Study students may work up to 40 hours/week, but no more than 8 hours/day. Rules regarding overtime and the workweek will still apply.

## Hours During Summer Sessions

Students working under the Federal Work-Study budget may work up to 40 hours during the summer sessions. Students and supervisors will need to be aware of their award limit; the student is not to exceed the maximum amount of their award. Students and supervisors may contact the Federal Work-Study Coordinator for inquiries regarding award increases.

Because summer is paid from two award years, students that want to work the entire summer will need to meet eligibility requirements for both award years, including having the financial need, enrollment, and a completed FAFSA on file with Fresno City College.



## Summer Unit Requirements

Students that attended FCC for the spring term will be eligible to work through 06/30, or until their award expires; whichever comes first. Eligibility is also dependent upon meeting SAP and financial need.

Students that are enrolled in the upcoming fall term (future fall term) in 6 or more Title IV eligible units, with a completed FAFSA on file for the upcoming award year, will be eligible to work 07/01 and into the fall. The student will need to have financial need, and will need to meet all other eligibility requirements, including maintaining SAP.

Students that are not planning to attend Fresno City College for the upcoming fall term will need to be enrolled in 3 units for the summer with a completed FAFSA for both years, meet all eligibility requirements, and will only be eligible to work until the start of the fall semester (typically around the first week of August).

## Working During Scheduled Class Time

In general, students are not permitted to work in FWS positions during scheduled class times, even if an individual class is cancelled, if the instructor has excused the student from attending for a particular day, or if the class is let out early. If the student is receiving credit for employment in an internship, externship, or community work-study experience, the exemption must be documented.

## Breaks and Lunches

A student is allowed a 15-minute break if a block of 4 hours is worked. Breaks cannot be used to arrive late, or to leave early. By law, students must take a 30-minute non-paid lunch break after 6 consecutive hours worked.

Lunch breaks must be indicated on the timesheet.

## Changing Supervisors, Changing Departments/Worksite, and Wage Increases

Changes are possible; students may seek to work in another area within a department that has another supervisor, or they may wish to work in another department. A student may also be offered an increase in wages after working a period of time and take on more duties in their area. These are a list of common changes, and the expectations involved with each.

### Department/Worksite Change

A student changes job position from one worksite to another.

- The student would make the request. Inquiries may be made by the Federal Work-Study Coordinator pertaining to the reason for the request.

### Wage Increase

A new placement form is provided if there is a change to the student's hourly wage.

- The supervisor must request, by email to the FWS Coordinator for another Placement Authorization Form. The updated form will be used to notify the payroll office of the change.

## Change of Supervisor

Whenever a change in supervision occurs within the same worksite, department, or agency, the student does not need to complete another Placement Authorization form. However, to help with correspondence, the supervisor must do the following based on the student's worksite location status:

**On-Campus:** The new or former supervisor must notify the FWS Coordinator by email regarding the change as to the date of the change and name of the new supervisor with his/her contact information. The change will be made electronically so that all future communication goes to the new supervisor.

**Off-Campus:** The new or former supervisor must notify the FWS Coordinator by email regarding the change as to the date of the change and name of the new supervisor with his/her contact information. A new Off-Campus Addendum will need to be completed by the supervisor.

## Student Aide Levels and Pay Rates

1. Student Aide I           \$16.77

This is the entry-level classification and does not require any previous experience. Most, if not all, first-time hires fall into this category for a minimum of one semester.

2. Student Aide II           \$17.32

This is the second level; some work experience is desirable as well as possession of basic skills to fulfill the job duties.

3. Student Aide III           \$17.86

This classification requires responsible experience (e.g. operating and/or repairing computers, equipment, electrical circuitry, application of chemicals, etc.) and the ability to work independently on projects. (See attached detailed classification description for more details). A recommendation letter justifying why the student should be paid at this rate along with students completed SCCCD Classified Application is required.

4. Student Aide IV           \$18.94

This classification requires highly technical skills with responsible experience and completion of 12 college units or enrollment in or completion of a certificate program. (See attached detailed classification description for more details). A recommendation letter justifying why the student should be paid at this pay rate along with students completed SCCCD Classified Application is required.

## Pay Rate Increases

Students may be offered pay rate increases at any time during the academic year in accordance with the SCCCD Classification and Pay Wage Guidelines unless the pay rate increase freezes. Increases may be offered at the discretion of the supervising department based on but not limited to the following criteria:

- Promotion to a higher level with increased job duties.
- Skills gained from prior experience.
- Positive performance evaluation for prior term of employment.
- Length of employment 1 year in the same department.
- Earned a certain number of units for pay increase.

Pay rates should be increased based on merit, not solely to exhaust the balance of the FWS awards. To increase the pay rate, supervisors must contact the FWS Coordinator by email to request a new Placement Authorization Form, which will be submitted to Administrative Services upon completion.

## Award Management

Awards are determined on a semester by semester basis, taking into account student eligibility through SAP standards, units, and financial need. Financial need may change based on other grants, scholarships, awards and loans that a student may accept each semester; as such, a student's award amount may change, and not all students will have access to the same Federal Work-Study amount.

## Student and Supervisor Responsibilities

It is the student and supervisor's responsibility to monitor the award usage, and schedule accordingly; if the student and supervisor are aware that a student is near exhaustion of their award, schedules should be adjusted to ensure that the earnings do not exceed the award amount. For instance, if a student has a \$3,000 award for the fall, and has earned \$2,500 through November 30, then the student and supervisor should plan the schedule for December to reflect \$500 in earnings (that would calculate to about 29 hours at \$16.77/hour).

*Award increases will be evaluated on a student-by-student basis. All questions should be directed to the Federal Work-Study Coordinator.*

The following formula can be used to determine the average number of hours that can be worked per week without exceeding the grant amount:

Accepted Grant Amount ÷ Assigned Wage Rate ÷ Number of Weeks in Employment Period

## Award Balance Notifications

The Financial Aid Office will provide a monthly balance report via email to the students and supervisors. The monthly balance reports are reflective of the year-to-date (fiscal year), up to the most recent, previous month's earnings. For instance, September's Award Balance Notification will

include earnings from July and August, since September's payroll would not have posted. It is important to know that earnings reports will not be released to the Financial Aide Office until the 6<sup>th</sup> of each month following the month of earnings—August's earnings will not be known until at least the 6<sup>th</sup> of September. It is vital that the student and supervisor track the hours worked to ensure that the student does not earn beyond the award amount.

Any hours worked over the award amount will need to be charged to the department budget or may be considered volunteer hours.

*If any discrepancies within the Monthly Award Notifications are found, please notify the Federal Work-Study Coordinator as soon as possible. The sooner it is corrected, the easier it is to fix.*

## Evaluations

Student eligibility will be evaluated periodically. Students may become ineligible during the semester if they are not meeting the Federal Work-Study and SCCCD student aide eligibility requirements.

### Satisfactory Academic Progress (SAP) Evaluations

The Financial Aide Office and the Federal Work-Study Coordinator will do periodic checks on SAP eligibility. The most common time that students will have this evaluation completed is after the official grades have been posted for the most recently completed semester/term. The Financial Aide Office will send a general notification to student emails upon the completion of the evaluation. The Federal Work-Study Coordinator will also send a courtesy notification to the student's SCCCD issued email. Students may also check the SAP status through the Self-Service Portal.

Some students may become SAP ineligible during the semester of attendance. Please contact the Financial Aide Office with any questions regarding SAP determinations.

### Unit Evaluation

The Federal Work-Study Coordinator will do unit checks throughout the semester to ensure that students are enrolled in at least 6 units for the primary terms (summer unit requirements will vary). If a student drops/withdrawals from units, taking their unit count below 6, at any time during the term, the student will lose their Federal Work-Study Award eligibility. If a student drops below, but subsequently adds units, they may become eligible again, but not until the units show as enrolled. The Federal Work-Study program is looking at Title IV eligible units; that means that there is a chance that some enrolled units may not be eligible for Federal Work-Study. Waitlisted units are not considered in unit determinations. Short-term classes will be reviewed on a case-by-case basis.

### Worksite Experience Evaluation

Federal Work-Study Students may be asked to complete a work experience evaluation. If the student worked at more than one worksite in a semester, the student may be asked to complete the evaluation for each worksite, before the semester ends. The evaluation to ensure FWS supervisors are meeting employment standards.

## Double Hired

Per SCCC policy, a Fresno City College Federal Work-Study student can only hold one student aide position at a time. A student is not allowed to hold two positions to make up the maximum hours per week, or to maximize hours in an attempt to use the entire work-study award amount.

## Nepotism

Federal Work-Study students shall not be assigned a position within the same department, division or site that has an immediate family member who is in a position to recommend, or influence personnel decisions. Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative or registered domestic partner as defined by Family Code Section 297 et seq. Immediate family means spouse, registered domestic partner, parents, grandparents, siblings, children, grandchildren and in-laws or any other relative living in the employee's home.

Notwithstanding the above, the FWS program retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place immediate family in the same department, division, or facility. The Federal Work-Study program retains the right to reassign or transfer any student to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or creates situations that involve other potential conflicts of interest.

## Student Aide Responsibilities and Expectations

For the Federal Work-Study experience to be valuable, it is important that every aspect of student employment is treated like a "real job." Be aware of supervisor and department work expectations and adhere to the supervisor's conduct guidelines, rules for attendance, tasks, and responsibilities. Be professional and follow supervisor's pre-established schedules. Although there is no specific dress code for all Federal Work-Study students, students should always dress appropriately for the workplace. Some workplaces will have a dress code, and they will make the student aware of the expectations—students will have enough information to accept or decline the job. All students have the right to work in a safe, clean, and professional working environment. FWS students must contact supervisors in advance of tardiness, or to request changes to the work shift. Additionally, it is expected that Federal Work-Study students be on task and perform work-related duties while on the clock.

The Federal Work-Study program was developed to provide opportunities to gain work experience while attending school. It is also a time to learn. If you have questions regarding the job, ask someone in the department for help.

## Establishing a Work Schedule

Students need to work with their supervisors to establish a work schedule. Students and supervisors should consider student course and exam schedules, holidays, breaks, student's

Federal Work-Study award limits, and hourly wages when scheduling for the weeks/months. It is the responsibility of the student and supervisor to arrange work schedules based on the award limit and class schedule.

## Dismissal Procedures

Student aides, including Federal Work-Study student aides, are at-will employees. Students participating in the Federal Work-Study program are expected to treat their assignments as they would at any job. If a student's behavior or actions are unsatisfactory, the student may be terminated from employment; however, the student should be informed when he or she is not satisfying work standards, or rules/regulations prior to termination.

## Reassignment After Termination

Students who are terminated and would like to continue in the Federal Work-Study program may be given an opportunity to be reassigned. The request must be in writing, by email, to the Federal Work-Study Coordinator, explaining the termination circumstances and/or reasons why the student should be reinstated. The reassignment of the student will be considered situationally. If students are terminated from their second position, they will lose their eligibility to participate in the FWS program for the rest of the academic school year, or permanently, depending on the circumstances.

## Helpful Tips for Student Workers

<p><b>PUNCTUALITY</b> Student employees must be on time and must call their supervisor if unforeseen circumstances arise causing them to be late.</p>	<p><b>COMPUTER/INTERNET USAGE</b> Some student positions require the use of computers, and the internet. Student employees should not use the workplace computers for personal reasons, without permission from their supervisor.</p>
<p><b>ABSENCE</b> Student employees are responsible for calling their supervisor, in case of absence. All attempts should be made to give as much advance notice as possible</p>	<p><b>COMMUNICATION</b> If you are given a task, and you are unsure of what needs to be done, it is your responsibility to ask questions and seek out help.</p>
<p><b>PROCESSES</b> Student employees should discuss office policies and procedures with their supervisor, and refrain from inviting friends into the office during work hours.</p>	<p><b>TASK COMPLETION</b> If you are assigned a project or specific responsibility, make sure you provide appropriate status updates to the appropriate person(s) and that arrangements are made for completion.</p>
<p><b>RESPECT</b> It is expected that all employees will be courteous and helpful to others.</p>	<p><b>MISTAKES</b> Your student position is a great opportunity for personal growth. Don't be discouraged if you make a mistake. Learn from it!</p>
<p><b>CONFIDENTIALITY</b> Work-related information is confidential and should not be discussed with others. Any information (files, student, and employee information) a student may come across during employment is strictly confidential and should not be discussed outside of work, under any circumstances. Any violation of confidentiality will be subject to discipline, up to, and including termination of employment.</p>	<p><b>KEEP INFORMED</b> It is important that you know what is going on around campus and can act as a resource to other students. Represent your department well.</p>
<p><b>CELL PHONES</b> Student employees are expected to refrain from cell phone usage while working.</p>	<p><b>HELP OTHERS</b> As a representative of one of the College's offices, you will often be dealing with fellow students and visitors. When you see someone, who looks like they may need assistance, offer your support.</p>
<p><b>DRESS CODE</b> Student employees are expected to report to work in attire that is appropriate for the position. Student employees should check with their supervisors regarding specific departmental dress code expectations.</p>	<p><b>CONTINUING EMPLOYMENT</b> Employment for the next academic year is not automatic. Students will be rehired based on their performance from the previous year. Students interested in continuing employment for the next year should ask their supervisor what procedures they should follow to apply for work.</p>