

GRAND RAPIDS COMMUNITY COLLEGE



Job Placement
Center

Student

Employment Handbook

2008-2009



www.grcc.edu

STUDENT EMPLOYMENT HANDBOOK

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Revised and Edited
by

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GRAND RAPIDS COMMUNITY COLLEGE 2008-2009

Equal Opportunity and Non-Discrimination Statement

Grand Rapids Community College is an equal opportunity institution and does not discriminate on the basis of gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran and/or any other legally protected class not heretofore mentioned, in any of its educational programs and activities, including admissions and employment.

The above measures, in conjunction with other related state laws and the College's policies and procedures, will assure all individuals opportunity for consideration or redress of complaints of illegal discrimination. Equal Employment Opportunity and Americans with Disabilities Act information may be obtained from the Director of Human Resources/Labor Relations/EEO, 404B CPP, 143 Bostwick Avenue NE, Grand Rapids, Michigan 49503-3295. Telephone (616) 234-3972.

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INTRODUCTION

Student employees are viewed as a necessary and integral element in the delivery of educational services at Grand Rapids Community College. Student employees are assigned to all areas of the institution including the Gerald R. Ford Fieldhouse, Library, Operations, Computer Labs, Food Services, Academic Service Learning, Student Services, Academic Support and many other areas which are both beneficial to the institution and to the student employee as work experience.

This booklet is intended to serve as a reference for the student employee, the supervisor and the college with regard to employment policies and procedures.

The Grand Rapids Community College Job Placement Center exists:

1. To provide a centralized source of employment information and opportunities for students and employers both as a means of financial assistance and an opportunity for job experience for the student.
2. To establish and administer student employment policies and procedures.
3. To ensure that these policies and procedures preserve and advance the basic philosophy of the College.
4. To maintain and monitor statistics and other student employment information so as to comply with the College and other agency guidelines.

The Job Placement Center staff members coordinate all student employment on campus and review work-study expenditures for the students employed by the college on a regular basis.

Administrators, department chairpersons and other Budget Control Officers are encouraged to refer student employee candidates to the Job Placement Center to assist in meeting institutional objectives.

EMPLOYMENT OPPORTUNITIES

ELIGIBILITY:

To be employed on-campus, as a student employee, the following criteria must be met:

During the fall and winter semesters students must be enrolled in a **minimum of six (6)** credit hours during the semester in which they are employed.

To work during the summer semester, students must be enrolled for a **minimum of six (6)** credits in the upcoming fall semester or be taking a summer class.

Students who are graduating must terminate employment as of the last day of their final semester.

Students may work in two capacities on campus:

- 1) Student Assistant – this position is college funded. Earnings are charged to the employing department's budget

OR

- 2) College Work-Study – This position is granted to students who qualify for either Federal or State Financial Aid. Earnings for College Work-Study students are reimbursed to the college through government funding.

STUDENT ASSISTANTS (College Funded)

Student assistants are student employees who are not receiving federal or state work-study awards.

A limited number of student assistant positions are available on-campus. Interested students should check with Job Placement early in the school year.

COLLEGE WORK-STUDY (Subsidized by Federal or State Funds)

Eligibility:

In order to be eligible for College Work-Study (CWS), a student must demonstrate financial need, be at least a 1/2 time degree-seeking student (at least 6 credit hours) and be a citizen or permanent resident. To apply, students should submit a **Free Application for Federal Student Aid (FAFSA)**. These forms are obtained from the Financial Aid Office. If a student demonstrates financial need as a result of filing the form, CWS may be awarded. Money awarded under the CWS program is earned (in the form of a paycheck) over the course of the academic year.

Amount of Earnings:

College Work-Study students are limited to maximum earnings equal to the amount of their CWS awards. This amount is indicated on the Student's Financial Aid Award letter and on the Student Referral/Supervisor's Agreement Form. Grand Rapids Community College pays for 25% of student earnings and 75% is paid by College Work-Study Program.

WAGES AND BENEFITS

WAGES

All student employees, both student assistants and work-study students, are paid at \$7.75 per hour (effective August 25, 2008). Student employees do not have social security (FICA/FMED) or Michigan Retirement System (MIP) withheld from their checks September through May. Therefore, their take home pay is more than if working for the same rate of pay off-campus.

BENEFITS

Work Breaks:

Under the provisions of the Fair Labor Standards Act of 1973, employers are not required to provide rest periods or breaks during work hours; however, it is customary for College employees to be allowed a paid fifteen minute break period for every four hours of continuous work. If the work period is less than four continuous work hours, no break period needs to be provided. Continuous work for eight hours should provide the student employee two fifteen minute break periods with pay. An hour meal break should also be provided if the student employee works continuously for eight hours; however, the student employee must sign out on the time sheet during this time and is not paid for the time not worked. Break periods may not be accumulated and are not reason to arrive late or leave the work place early. Students may not take breaks without informing their supervisor. It is the responsibility of the supervisor to determine the appropriate times and conditions of break periods.

Holidays:

In general, student employees are not required to work on a legal holiday. However, offices of the College may be required to maintain services on certain holidays and students may be scheduled to work. All wages will be paid straight time rates. Any student has the option of declining to work on a legal holiday.

MIP & FICA:

Student employees are eligible to participate in the Michigan Public School Retirement System. Eligibility is only in effect June 1 to August 31. As a student working on-campus during the summer months, a 3% deduction will be taken each pay period. Also during that time, Social Security (FICA/FMED 7.65%) will be deducted. These deductions are not normally taken during the academic year. If you have any questions, please contact the Payroll Office.

Sick Leave:

Sick leave benefits are not extended to student employees. In the event of illness, the student employee must notify his/her supervisor as early as possible on each day of absence. Failure to give notification shall be cause for appropriate action. Excessive or continuous absenteeism may result in supervisor's request of written doctor's excuse.

Vacation:

Vacation benefits are not extended to student employees. Students may make arrangements with their supervisors for time off without pay.

Unemployment Compensation:

Student employees are not eligible for Michigan Unemployment Compensation benefits. Any papers or materials received from the Unemployment Agency should be forwarded to Grand Rapids Community College Payroll/Benefits Office, (616) 234-4038.

POLICIES AND PROCEDURES

30 HOUR RULE*

Student employees are limited to a maximum of **30*** hours per week when school is in session (including finals week) and up to 40 hours per week during school breaks and summer session. **No student employee at any given time** will be allowed to work over 30 hours in a given week for the College when school is in session. Any violation of this policy will result in an immediate **two week suspension** of the student's employment on campus. The vacant position cannot be filled during the two-week suspension period. A student may be reinstated to the same job upon the recommendation of the supervisor following the two-week suspension. However, **a second violation** by the same student during the school year will **result in the loss of employment** by the student at the College for the remaining part of the school year.

* Due to Immigration regulations students who have the status of an International Student (F-1 Student Visa) are only allowed to work **20** hours per week when school is in session. They may work up to 40 hours per week during school breaks and summer session. **Failure to comply will jeopardize Immigration status.**

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974

The Family Educational Rights & Privacy Act of 1974 (FERPA) helps protect the privacy of student records. The Act provides a student or former student the right to inspect and review their education records; the right to seek to amend those records; and the right to have some control over the disclosure of information from those records.

For more information please view the training materials at www.grcc.edu/ferpa

EQUAL EMPLOYMENT OPPORTUNITY

The Labor Relations department ensures collaborative union relationships, equitable treatment of employees and students, and compliance with government regulations.

EQUAL EMPLOYMENT

- Provides guidance to staff, students and visitors to Grand Rapids Community College on equitable treatment of all individuals.
- Investigates and provides resolution of complaints regarding harassment, discrimination or accommodation.

RELATIVES AS EMPLOYEES

Relatives of existing employees may be employed by GRCC under the following conditions:

- A. Relatives (other than spouse) may work in the same department but must not work together in a supervisory/subordinate role in the same department.
- B. Husbands and wives cannot report to the same supervisor.
- C. One relative may not report to the other.
- D. If two employees marry, no action is needed unless a reporting relationship of one to the other exists and/or other personal conflicts or conflicts of interest occur.

For purposes of this policy, "relative" means the following persons related to an employee by blood or by law: spouse, child, parent, parent-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, grandchild, grandparent, son-in-law, daughter-in-law, and "step" relationships of the preceding list.

In addition, supervisors and individuals they supervise may not be romantically involved.

If a conflict of interest occurs or is created, the employees involved will be offered the opportunity, together, to decide which employee will seek an alternative employment opportunity. If the employees together cannot reach a decision, GRCC will make the decision based on the best business-related interest of GRCC, taking into account the individual's skills, qualifications, and training, and may utilize seniority as a factor.

HARASSMENT/SEXUAL HARASSMENT

Each of us is responsible for creating an atmosphere free of discrimination and harassment, whether of a sexual nature or otherwise. Further, each of us is responsible for respecting the rights of co-workers, vendors, students, and other citizens of the College

SEXUAL HARASSMENT

Any unwanted, unwelcome, sexually oriented communication or conduct that creates an intimidating, hostile, or offensive work environment and/or any verbal or physical conduct of a sexual nature which implicitly becomes a condition of or affects the terms of employment.

HARASSMENT

Unwanted communication or conduct that creates an intimidating, hostile or offensive work environment because of the following characteristics: gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran.

GRCC will not tolerate conduct that creates an intimidating, hostile or offensive working/student environment.

EEO/DISCRIMINATION/SEXUAL HARASSMENT AND HARASSMENT COMPLAINT PROCEDURES

If you believe you are being discriminated against under the EEO policy, harassment or sexual harassment policy, or are being intimidated, insulted, coerced or harassed, you are to immediately file a written complaint with your supervisor or the Director of Labor Relations/EEO. If the supervisor is involved in the alleged discrimination or harassment, please contact the Director of Labor Relations/EEO. All complaints will be promptly reported to the Labor Relations/EEO Department. If you believe you have witnessed discriminatory or harassing behavior in the workplace, immediately report it to your immediate supervisor or the Director of Labor Relations/EEO. In either case, you may be expected to provide a written statement and to cooperate with the investigation.

The Director of Labor Relations/EEO will investigate the complaint in as discreet and confidential matter as possible given the circumstances surrounding the complaint. Following the investigation, GRCC will take corrective action that is deemed appropriate to the best interests of GRCC and the individuals involved. Action taken by GRCC may include (but will not be limited to) counseling, warning, transfer, demotion, or termination.

All persons involved in the complaint and the investigation should attempt to keep the matter and information in the investigation confidential to the extent permitted given the nature and facts involved in the complaint. The College does not and cannot guarantee confidentiality. For instance, individuals involved in the investigation on behalf of the College will discuss the matter and information involved in the complaint and investigation only with persons involved in the investigation or who have a legitimate need to know.

If the complainant or the person disciplined is unsatisfied with the results of the investigation, either party may appeal the decision to the Vice President of Organizational Development. Information from a harassment investigation will not be placed into an employee's file unless disciplinary action is taken against that employee as a result of the investigation.

GRCC prohibits any type of retaliation against any employee who in good faith files a complaint under the College's policy or against any employee who assists in the complaint investigation. Such retaliation should be promptly reported to the Director of Labor Relations/EEO.

You may contact the Labor Relations and EEO Department at 404B College Park Plaza, Grand Rapids, Michigan 49503-3295. The telephone number is (616) 234-3453.

EMPLOYMENT PROCEDURES

Students granted College Work-Study must return their signed financial aid award letters to the Financial Aid Office in order to utilize these funds.

All interested students must complete an **Application for On-Campus Student Employment**, prior to being referred for employment opportunities.

The Job Placement Center will refer student applicants to supervisors. The supervisor will interview the student and decide whether or not the student will be hired. The Job Placement Center does not make hiring decisions. If a supervisor does not hire the student, the student should contact the Job Placement Center for another referral. Those students awarded work-study after the beginning of the academic year should immediately report to the Job Placement Center for referrals as job openings on-campus do decrease after the semester has begun. If students are interested in off-campus employment as well, they should use the Job Placement Center as an employment referral source.

After hiring a student employee, the supervisor **must** notify the Job Placement Center using the Student Referral/Supervisor's Agreement Form (**Appendix C**). The hiring supervisor must sign this form.

The newly hired student employee must contact the Job Placement Center prior to beginning work. The student will be given a packet with several forms to be completed and then placed on the payroll. Forms included are: Federal/State/City (also Walker if applicable) tax forms, I-9 (Employment Eligibility Verification). You are also required to fill out a Student Agreement Form (see Appendix D), Michigan Retirement Enrollment Form, FERPA Acknowledgement Form, and Emergency Contact Form. When you return your paperwork, you will be given a Student Employment Clearance Approval Form (Appendix H). This will indicate whether or not your paperwork is complete and you may begin working. One copy will remain in your file, one is for your records, and one is for you to submit to your supervisor. You may not work until your paperwork is complete.

NOTE: If you do work before you complete all payroll forms (i.e. tax forms, I-9, student agreement, etc.) you will be immediately suspended from work until the paperwork is completed and this may result in the delay of your paycheck.

Effective July 1, 1998 criminal background checks will be conducted on all new student employees. If a student is inappropriately placed, the Job Placement Center will contact the immediate supervisor and the student will be referred back to Campus Police.

After beginning work, the student must fill out his/her time sheet **daily**. Time sheets should be **totaled, dated, signed** and turned in to the supervisor at **the end of each pay period**. Supervisors and students will receive schedules of pay periods and pay dates. Time sheets that are not signed by students and supervisors will be returned to the supervisors, which will delay the student receiving their paycheck.

Students are paid every other Friday and can pick up paychecks in the Student Life between **8:00 a.m. and 2:00 p.m.** on the pay date. Paychecks not picked up on a payday are forwarded to the GRCC Payroll Office, 3rd floor College Park Plaza and can be picked up there. For the protection of the payee, a picture ID must be presented in order to receive the paycheck. Arrangements can be made for direct deposit at the request of the student employee. Information on direct deposit can be obtained through the Payroll Office or the Job Placement Center.

BLACKBOARD

In an effort to better communicate information from Job Placement Center staff to student employees, a blackboard site for GRCC student employees has been established. Payroll information, training opportunities and information about upcoming student employee related events will be communicated via this site. This site may be accessed at www.bb.grcc.edu and by signing in with the student login.

Only **ACTIVE** student employees will be enrolled; this information will be updated by Job Placement Center staff every two weeks based on current payroll information. If you are not an active student employee you will be removed from the course roster.

Please contact the Job Placement Center with any questions.

STUDENT EMPLOYEE CUSTOMER SERVICE PROGRAM

Grand Rapids Community College administration, supported by our governing board, the Board of Trustees, has established a work environment value to provide the best service possible to our students, employees and customers.

To achieve this goal, the Administration & Learning Support sector staff has adopted a **customer service training program** as the standard Student Employee Customer Service Program for Grand Rapids Community College student employees.

The purposes of the Student Employee Customer Service Program are:

1. To ensure that all customers and students are treated in a professional, personable and quality manner.
2. To ensure that information and services provided are of the highest quality and accuracy.
3. To provide consistent customer service training to all Grand Rapids Community College student employees.
4. To provide lifelong skill development which will benefit students after they leave the employment of Grand Rapids Community College.

By accepting a student employment position on-campus, it is understood that ALL student employees will participate in this training as a condition of employment. Student employees will be paid for time spent in this training.

The Grand Rapids Community College Job Placement Center will be responsible for coordinating the training program. Please see a Job Placement Center Staff Member for additional information regarding this or any other aspect of your campus employment.

BLOODBORNE PATHOGENS/RIGHT TO KNOW TRAINING

In order for GRCC to be compliant with the Michigan Occupational Health and Safety Administration (MiOSHA) all GRCC employees, including student employees, must complete Bloodborne Pathogens and Right to Know (hazardous chemicals) training. Enrollment forms are included with the new hire paperwork. The Learning Academy for Faculty and Staff will send students an email with instructions on how to complete both trainings. Once they have received this email they must take each online quiz within **5 business days** and pass with a 70% or higher. Supervisors should allow work time to complete each training.

STUDENT EMPLOYEE RECOGNITION

STAR OF THE MONTH AWARD

Each month (September through April) GRCC student employees who have been employed for at least 60 days may be nominated for the Star of the Month Award. Students will be evaluated based on the RAIDER values – Responsiveness, Accountability, Innovation, Diversity, Excellence, Respectfulness, and Service. Each monthly winner will receive a variety of prizes and a certificate.

Please contact the Job Placement Center for the nomination form and guidelines.

STUDENT EMPLOYEE OF THE YEAR

Students who have been employed for a minimum of 6 months between June 1, 2008 and May 31, 2009 (anticipated) are eligible to be nominated for Student Employee of the Year. Students can be nominated by any GRCC student, staff or faculty member. Students will be evaluated on the following qualities:

- 1) Reliability
- 2) Quality of Work
- 3) Initiative
- 4) Professionalism
- 5) Uniqueness of Contribution

The winner of the GRCC Student Employee of the Year award will be announced at the Student Leadership Reception in the spring, and will receive a plaque and a check for \$250. The selected student will have the opportunity to compete at the state level and ultimately could be selected as the National Student Employee of the Year! Two honorable mention recipients will also be selected and will receive a certificate and a check for \$150 and \$75, respectively.

Nomination forms will be available in January, 2009. Please contact the Job Placement Center for nomination forms and guidelines.

STUDENT EMPLOYEE APPRECIATION WEEK

GRCC celebrates Student Employee Appreciation Week each April. Student employees will receive free and discounted items throughout campus all week, and be entered into daily drawings for prizes. There are also various events occurring throughout the week. Further information will be available later in the year. Please contact the Job Placement Center for more information.

USE OF TIME SHEETS BY SUPERVISORS

The use of time sheets (**Appendix A**) by individual departments is one of the most important components of the reporting process. Any entries made on the time sheets must be written clearly to allow for accurate transfer of the information by the Payroll Office.

When all students' hours have been entered on the time sheet for the pay period (**Appendix B**), **the supervisor, Budget Control Officer, and the student must sign the time sheet.** These signatures authorize the student to be paid for the number of hours for which he/she worked. If the student has questions on the hours they were paid, the time sheet will be the first item checked. Please double check total hours worked to be certain that it is added up correctly.

TIME SHEETS AND PAYCHECKS

1. Time sheets are to be filled out on a daily basis. Time sheets can be accessed at www.grcc.edu/jobplacement.
2. All time sheets are due in the Payroll Office **by noon on the Monday after payday.**
3. No faxed time sheets will be accepted. Payroll needs to have the original time sheet.
4. All time sheets are to be delivered to the Payroll Office by the supervisor as a complete package if possible. Student employees may deliver time sheets to the Payroll Office provided the time sheets are the originals, signatures of the supervisor and BCO are on the time sheets, no changes to the hours worked have been made, and time sheets are in a sealed envelope.
5. Student paychecks are available and may be picked up on payday (every other Friday, Appendix B) in Student Life **between the hours of 8 a.m. – 2 p.m. Checks will be given only to the payee. Picture identification is MANDATORY.** Paychecks will be held in the GRCC Payroll Office, 3rd floor College Park Plaza, after 2 p.m. on payday.
6. **Paychecks cannot be picked up in advance of payday.** Arrangements can be made for direct deposit to a financial institution at the request of the student employee through the payroll department.

WORK-STUDY MONITORING

Federal regulations require that institutions of higher education monitor the total amount of assistance received by each student who receives College Work-Study. The Job Placement Center and Supervisors must routinely monitor each pay period to ensure that students are not working more than the maximum number of hours per week and are not exceeding their work-study awards.

EVALUATION

At least once each semester your supervisor will meet with you to review and evaluate your work performance. The areas that you will be rated on can be found on the Student Employee Evaluation Form (Appendix E). The purpose of the evaluation is to create an open dialogue between you and your supervisor. Take advantage of this opportunity by making your supervisor aware of any additional tools you need to meet the expectations they have for you.

JOB RELATED INJURIES

The following procedures are to be followed in case of an accident or injury to any employee, which occurs while in the performance of duties for Grand Rapids Community College.

Report any injuries: If you are injured on the job you must report your injury immediately (**within 24 hours**) to your supervisor and fill out an **“EMPLOYEE INJURY REPORT FORM”**. **All injuries** should be reported, even if medical treatment is not necessary.

An **“ORDER FOR MEDICAL TREATMENT”** must be obtained prior to seeking medical treatment for an on the job injury. An **“ORDER FOR MEDICAL TREATMENT”** form can be obtained from your supervisor. If your supervisor is not available you can call the Campus Police Department, (616) 234-4010 or the Payroll Department at (616) 234-4058, (616) 234-4175, or (616) 234-4018.

All medical treatment cases are to go to Spectrum Health Occupational Services. A specific appointment is not needed for the initial visit.

Spectrum Health Occupational Service Clinics - (4) Locations:

973 Ottawa NW	M-F 7 a.m. – 7 p.m.	(616) 391-7752
1840 Wealthy SE	After hours care for work injuries	(616) 774-7688
3350 Broadmoor SE	M-F 7 a.m. – 7 p.m.; Sat & Sun 8 am. – 7 p.m.	(616) 391-9650
6105 Wilson SW	M-F 7 a.m. – 7 p.m.	(616) 486-5075

Note: Hours subject to change, please call prior to visit.

AN INJURED EMPLOYEE SHOULD GO TO THE NEAREST HOSPITAL IN AN EXTREME EMERGENCY ONLY.

After treatment, return any after care instructions to your supervisor or department head for review of any restrictions. After reviewing, the supervisor is required to send all paperwork to Laura Alsgaard, 3rd floor, College Park Plaza. The clinic should not contact you for anything further at this point. If necessary, please refer them to the Payroll Department at (616) 234-4058, (616) 234-4175, or (616) 234-4038.

If treatment by a specialist is necessary, the Spectrum Health Occupational Services will refer you to the proper physician after authorization is complete. **Medical services received from an employee's personal physician will not be paid for by Grand Rapids Community College.**

GRAND RAPIDS COMMUNITY COLLEGE WILL ACCEPT THE RESPONSIBILITY FOR PAYMENT OF MEDICAL SERVICES ONLY WHEN SUCH SERVICES ARE PROVIDED UNDER THE PROVISIONS OUTLINED ABOVE.

DISCIPLINARY /TERMINATION PROCEDURES

If a student is terminated for disciplinary reasons, this needs to be put in writing to the student with a copy to the Job Placement Center. Suggested disciplinary procedures leading to dismissal are outlined in the following process.

DISCIPLINARY PROCEDURES

The Job Placement Center requests a copy of any written warnings to student employees. Discipline is primarily the responsibility of the supervisor. Discipline will be given for cause and for violations of published rules of the college. Typical disciplinary action, when necessary, (**Appendix F**) may be any of the following, depending on the severity and frequency of the violation:

1. Step 1-Verbal Warning
2. Step 2-Written Warning
3. Step 3-Released from Assignment

IMMEDIATE TERMINATION

The college reserves the right to enforce whatever disciplinary action step it deems appropriate given facts and circumstances involved up to and including termination. Examples of immediate dismissal are when a student fails to report to work for three consecutive work days without notifying the supervisor in advance, falsification of any documents (i.e. time sheets, application, etc.), theft, or other serious actions in violation of published rules of the college.

GRIEVANCES

A grievance is defined as an allegation by an employee (who retains student status) that there has been a violation of a written student personnel policy of the College regarding the employee's employment conditions. Grievance forms are available in the Job Placement Center (Appendix G).

GRIEVANCE PROCEDURE

An employee with a grievance shall first discuss the matter with his/her supervisor no later than five (5) working days from the date of occurrence. (If the grievance involves a termination of employment, the employee will go directly to Step 2). If the employee is not satisfied with the supervisor's response, he/she may file a formal grievance as follows:

Step 1: The employee shall submit the grievance in writing on the prescribed form to the supervisor no later than five (5) working days from the supervisor's oral response. The supervisor then has five (5) working days in which to respond to the grievance in writing and forward a copy to the student and the Coordinator of Student Employment.

Step 2: If the grievance is not resolved in Step 1, the employee has five (5) working days in which to appeal, in writing on the prescribed form to the Director of the Job Placement Center or the Coordinator of Student Employment. The Job Placement Center Staff has ten (10) working days in which to schedule and hold a meeting with the employee and the supervisor. After the meeting is held, the Job Placement Center Staff will communicate its' answer in writing to the employee and the supervisor within five (5) working days.

Step 3: If the grievance is not resolved at Step 2, the employee has five (5) working days in which to appeal, in writing on the prescribed form, to the Director of Labor Relations and EEO. The Director of Labor Relations and EEO will communicate his/her decision in writing to the employee, supervisor, and the Job Placement Center within five (5) working days. The decision of the Director of Labor Relations and EEO shall be final.

All grievances shall be considered permanently settled if the employee does not file at the next step in accordance with the prescribed time limits and on the prescribed form or upon termination of student status. Time limits may be extended only by mutual consent.

COMPLAINTS

Students are encouraged to discuss all complaints with their immediate supervisor. Complaints may be submitted in writing. All complaints, whether oral or written, shall be answered by the supervisor as soon as possible but not later than five (5) working days from the receipt of the complaint.

SUMMARY

This handbook is intended to give the student employee an overview of the basic policies and procedures outlining student employment at Grand Rapids Community College. Students should keep this handbook as a referral source when they have questions or concerns regarding their employment. Any questions that cannot be answered by the *Student Employee Handbook* should be directed to the Job Placement Center at (616) 234-4170.

Grand Rapids Community College firmly believes that student employees are students first and employees second. However, student employees play an integral part in college operations. As such, it is expected that students employed by the college treat their campus job the same as any off-campus employment. Therefore, it is expected that a student employee at Grand Rapids Community College will be dedicated to performing their job well.



Grand Rapids Community College Work-Study & Student Assistant Time Sheet

The number of hours reported on this form for a week (Monday thru Sunday) should not exceed the number of hours awarded to this student by the Financial Aid Office.

Emp ID: _____	Record # _____
Name: _____	
Pay Group: ST1	Dept. _____
Pay Period (mm/dd/yy)	Begin: _____ End: _____
Check Date (mm/dd/yy)	_____

Total Pay Period Reg Hours
0.00
Total Pay Period OT Hours
0.00

Week One

Day	Date mm/dd/yy	In	Out	In	Out	In	Out	Hours Worked
Mon	01/00/00							
Tues	01/01/00							
Wed	01/02/00							
Thurs	01/03/00							
Fri	01/04/00							
Sat	01/05/00							
Sun	01/06/00							

NOTE: Total hours per week cannot exceed 30 (International Students 20)

Total Weekly Hrs	0.00
Total Reg Hrs	0.00
Total OT Hrs	0.00

Week Two

Day	Date mm/dd/yy	In	Out	In	Out	In	Out	Hours Worked
Mon	01/07/00							
Tues	01/08/00							
Wed	01/09/00							
Thurs	01/10/00							
Fri	01/11/00							
Sat	01/12/00							
Sun	01/13/00							

NOTE: Total hours per week cannot exceed 30 (International Students 20)

Total Weekly Hrs	0.00
Total Reg Hrs	0.00
Total OT Hrs	0.00

I hereby certify that this time card is a true statement of the hours worked by this employee. Student work performance for the pay period: _____ Satisfactory _____ Unsatisfactory

Comments: _____

Employee's Signature

Supervisor's Signature

Budget Control Officer's Signature

**This sheet must be turned in to the Payroll Office (CPP 323)
by noon on Monday following the end of the pay period.**

GRAND RAPIDS COMMUNITY COLLEGE

***STUDENT EMPLOYEE PAY PERIOD AND PAY DATE SCHEDULE
2008-2009***

<u>PAY PERIOD DATES</u>	<u>PAY DATE</u>
06/16/08 - 06/29/08	07/11/08
06/30/08 - 07/13/08	07/25/08
07/14/08 - 07/27/08	08/08/08
07/28/08 - 08/10/08	08/22/08
08/11/08 - 08/24/08	09/05/08
08/25/08 - 09/07/08	09/19/08
09/08/08 - 09/21/08	10/03/08
09/22/08 - 10/05/08	10/17/08
10/06/08 - 10/19/08	10/31/08
10/20/08 - 11/02/08	11/14/08
11/03/08 - 11/16/08	11/26/08
11/17/08 - 11/30/08	12/12/08
12/01/08 - 12/14/08	12/26/08
12/15/08 - 12/28/08	01/09/09
12/29/08 - 01/11/09	01/23/09
01/12/09 - 01/25/09	02/06/09
01/26/09 - 02/08/09	02/20/09
02/09/09 - 02/22/09	03/06/09
02/23/09 - 03/08/09	03/20/09
03/09/09 - 03/22/09	04/02/09
03/23/09 - 04/05/09	04/17/09
04/06/09 - 04/19/09	05/01/09
04/20/09 - 05/03/09	05/15/09
05/04/09 - 05/17/09	05/29/09
05/18/09 - 05/31/09	06/12/09
06/01/09 - 06/14/09	06/26/09
06/15/09 - 06/28/09	07/10/09

Please use the above Pay Schedule when reporting your time to your Supervisor.

Make sure that you fully complete your Timesheet including your Signature.

The Payroll Office (3rd Floor – CPP) will not accept timesheets turned in by students.

Failure to complete your timesheet fully may result in a two (2) week delay in your paycheck!

All student employees must present a Picture ID Card (i.e. Drivers License, Michigan or GRCC ID) to receive their paycheck. Your paycheck may be picked up in Student Life (Student Center) between 8:00 a.m. and 2:00 p.m. on payday. After 2:00 p.m., your check will be in the Payroll Office, Room 323 (3rd Floor), College Park Plaza. Hours are Monday – Friday 8:00 a.m. – 5:00 p.m.

New hire

Rehire

PART I-PLACEMENT: Student Referral Form

Student's Name		Employee ID	
MI Workstudy	FED Workstudy	Student Assistant	Award Amount
Maximum # of hours student can work per week	Pay rate/hour	Semester	# of credits currently enrolled
Supervisor's Name			
Department/Division			

PART II-SUPERVISOR: Supervisor's Agreement/Authorization

In order to accept and maintain the above named student for employment under my supervision, I understand and agree to adhere to the following:

1. The assignment of a student employee is made for the entire academic year (September-May) unless otherwise noted.
2. That the student is currently enrolled for a minimum of 6 credits hours as a Grand Rapids Community College Student.
3. That the student assigned **will not work more hours per week than stated above or will not work more than 30 hours per week under any circumstances.**
4. That **all time sheets** will be personally signed by both the budget control officer and student; those turned in without both signatures will not be accepted and will be returned to the supervisor.
5. That time sheets are due in the GRCC Placement Center, Room 103, Main Building or Payroll, Room 324, College Park Plaza. All time sheets are to be turned in by the budget control officer or supervisor **ONLY, by noon on the Monday following a pay day.** Any time sheets received after Monday noon will be entered on the next payroll.
6. That the student's given name, employee identification number, and the proper pay day periods at the top of each time sheet will be properly completed prior to submission to the Placement Center or Student Payroll Office.
7. That I acknowledge receiving a copy of the dates for pay periods and pay dates.
8. To notify all student employees under my supervision of all necessary pertinent information and procedures they need in performing their specific job function.
9. That employment of this student may not result in the displacement of employed workers nor fill positions that are vacant because the employer's regular employees are on strike.

Supervisor's Signature _____ Ext. _____

Date _____

Effective Date _____

General Ledger Account Number: _____

Job Placement Sign-Off _____ Spreadsheet _____

Note: Supervisors must return original form to Job Placement, Room 103, Main Building, immediately after hiring.

Student must complete tax forms in Job Placement BEFORE beginning employment. Failure to complete proper payroll forms will result in a delay of their paycheck.



Student Employee Agreement

In accepting employment, I fully understand and agree to:

1. Adhere to all supervisor's rules and regulations.
2. Not to work more than **30** hours per week (international students, 20 hours per week). Failure to comply will result in an immediate two week suspension of your employment. A second violation will result in the loss of employment for the remaining part of the school year.
3. Be currently enrolled as a Grand Rapids Community College student and maintain a minimum of 6 credits hours.
4. Work each hour scheduled.
5. Notify supervisor immediately in case of illness or an emergency which would require you to miss any scheduled hours.
6. Properly sign and date all time sheets.
7. Record only the actual hours worked. You are paid only for the actual hours worked and scheduled.
8. Personally pick up your check every two weeks. Paychecks will only be given to the person to whom the check is issued. Student identification is **mandatory**.
9. Job assignments are made for the entire school year (August through May) unless otherwise notified.
10. **Time sheets are due in the GRCC Job Placement or the Student Employee Payroll Office by noon on the Monday following a payday. NO student will be allowed to turn in their individual time sheet, this is the responsibility of your supervisor or budget control officer.**
Late time sheets may result in a two week delay in receiving a paycheck.
11. I acknowledge receiving a copy of all pay periods and pay dates.
12. I agree to complete student employee customer service training. Failure to comply may result in being laid-off until training is complete.
13. I have read the Grand Rapids Community College policy and suggested procedures regarding *The Family Educational Rights and Privacy Act of 1974*, "Buckley Amendment" and signed the "Buckley Amendment" Acknowledgement.

I understand that any falsification of information on the Placement forms, payroll time sheets, and any violation of Grand Rapids Community College regulations, may result in loss of employment, release from the work study program, possible dismissal from the college and /or civil/criminal prosecution.

Student Signature _____

Printed Name _____

Date _____



STUDENT EMPLOYEE EVALUATION FORM

STUDENT NAME: _____		DEPARTMENT: _____		STUDENT ID # _____		
SUPERVISOR: _____		DATE EMPLOYED: _____		REVIEW PERIOD: _____		
SKILL AREAS	PERFORMANCE RATINGS					COMMENTS
	Excellent	Good	Average	Fair	Poor	
Attendance (regular, punctual)						
Accuracy (attention to detail)						
Efficiency (wastes little time)						
Thorough (follows through)						
Productivity (produces desired quantity & quality)						
Ability to Meet Deadlines						
Customer Service (courteous, concerned)						
Initiative (self-starter, interested)						
Ability to Learn/Change (accepts constructive criticism)						
Cooperative (works well w/ others, team player, pleasant)						
Care of Equipment & Materials (not wasteful, takes care of equipment)						
OVERALL PERFORMANCE RATING						Recommendation: Continue Employ _____ Probation _____ Release _____
<p>Strengths:</p> <p>I agree with this evaluation _____ I disagree with this evaluation _____</p> <p>COMMENTS:</p>						
<p>Behavioral/skill areas that need improvement:</p>						
Supervisor Signature: _____						Date: _____
WHITE COPY - STUDENT		YELLOW COPY - SUPERVISOR		PINK COPY - JOB PLACEMENT		

Student Employee Discipline Form

Campus Location _____

Employee Name _____

EMPLID: _____

Date of Infraction _____

Time of Infraction _____

Description of Incident

Comments to Employee

Employee Comments (optional)

Action Taken:

 Step 1 – Verbal Warning Step 2 – Written Warning Step 3 – Released from Assignment

Date _____

Date _____

Date _____

My signature does not signify agreement with this warning. It is, however, acknowledgment that the contents have been reviewed with me and I understand that any additional performance or conduct issues may result in disciplinary action up to and including termination of my employment.

Signature of Employee_____
Date_____
Signature of Supervisor_____
Date

White Copy: Department File
Yellow Copy: GRCC Job Placement
Pink Copy: Employee

**GRAND RAPIDS COMMUNITY COLLEGE
GRIEVANCE FORM**

I. Date first submitted to supervisor: _____

II. Division or office of supervisor: _____

III. Aggrieved employee: _____

Home address: _____

Work assignment: _____

Immediate supervisor: _____

IV. Type of grievance:

A. Event or condition (not arbitrary): _____

**V. Description of grievance (including time, date, and place of occurrence):
please attach.**

Signature of Aggrieved

Date

VI. First written answer by supervisor: (please attach)

Signature of Supervisor

Date received _____ Date answered

Aggrieved shall submit copies to: Immediate Supervisor
Placement Center
Employee



JOB PLACEMENT CENTER
Student Employment Clearance Approval Form

Student employees will not be permitted to work on campus without all of the necessary forms completed, and signature on this form from Job Placement Center Staff.

Student Name: _____

Supervisor: _____ **Department:** _____

Your Student Employee is:

____ Cleared to work in your department *contingent on background check results*

____ Not cleared to work and needs to submit the following information before working

Forms	Rec'd	Comments
1-9- U.S. Department of Justice		
Tax Forms (City, State, and Federal, Walker City Tax form if needed)		
Beneficiary Nomination Form		
Student Employee Agreement		
FERPA Acknowledgement		
Emergency Contact Form		
Student Application		
Student Referral Form		
Identification (See back of I-9)		
Background Check		
EEO Disclosure Form		
Bloodborne Pathogen/Right to Know		

Comments _____

Job Placement Staff Signature: _____ **Date** _____

Student Signature: _____

White - Job Placement

Yellow – Supervisor

Pink – Student Employee

FOR JOB PLACEMENT USE ONLY	
Information Completed <input type="checkbox"/>	E-mail Sent <input type="checkbox"/>
JPC Staff Signature: _____	Date: _____



mission

It is the mission of Grand Rapids Community College to provide the community with learning opportunities that enable people to achieve their goals.

vision

Grand Rapids Community College is a vibrant institution of higher education dedicated to enriching people's lives and contributing to the vitality of the community.



www.grcc.edu



Equal Opportunity and Non-Discrimination Statement

Grand Rapids Community College is an equal opportunity institution and does not discriminate on the basis of gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran, and/or any other legally protected class not heretofore mentioned, in any of its educational programs and activities, including admissions and employment.

The above measures, in conjunction with other related state laws and the College's policies and procedures, will assure all individuals opportunity for consideration or redress of complaints of illegal discrimination. Affirmative Action, Equal Employment Opportunity, and Americans with Disabilities Act information may be obtained from the Director of Human Resources/Labor Relations & EEO, 404B CPP, 143 Bostwick Avenue NE, Grand Rapids, Michigan 49503-3295. Telephone (616) 234-3972. 148183 7/08