

# Student Employment

## Policies and Procedures

FALL 2023  
NORTHWESTERN COLLEGE  
101 7th Street SW, Orange City, IA 51041

## **Terms & Definitions**

Students who work on campus at Northwestern fall into one of two categories: Campus Employment or Federal Work Study. Students who have financial need based on their FAFSA form can earn Federal Work Study dollars. The U.S. Department of Education gives Northwestern a small allotment of money to assist in funding the Student Employment Program. If a student is not eligible for Federal Work Study dollars, he/she is still eligible to work on campus and will just be working under the Campus Employment category. All hourly positions at Northwestern are eligible for either Campus Employment students or Federal Work Study students.

A majority of student jobs on campus are considered to be contracted jobs. Contracted jobs require students to sign a contract with their supervisor which indicates an agreement to that job and the work that is expected. Contracted jobs will fall under two categories: "Contract A" and "Contract B". A "Contract A" Job is a position on campus where students work approximately 5 hours per week throughout the academic year. With "Contract A" Jobs, students can rely on having consistent hours and, therefore, consistent pay. "Contract B" Jobs are positions that are more inconsistent in hours per week. A student could work anywhere from 1-5 hours per week and sometimes have weeks where they do not work at all.

## **Contracted Jobs on Campus**

Student employment positions at Northwestern College should be hourly positions. This allows for fair wage and hour laws to be applied to our student employees. Supervisors also have the ability to monitor the work and hours their student employees are putting in. Federal Work Study funds will be used for students who meet the criteria for a work-study award.

A "Contract A" job on campus at Northwestern College typically averages around 5 hours of work per week. A student can hold two "Contract A" jobs on campus. Any exceptions to this revised policy would need to be discussed between the student, supervisor and Student Employment & Payroll Coordinator. The maximum hours worked by a student each week should not exceed 10 hours per job.

A student should not regularly be working over 5 hours per week at a job unless it is noted on the contract that their job will require more hours on a consistent basis. If a student has one job where he/she works 10 hours per week, that is acceptable but that job will count as two jobs. As a reminder, a "Contract A" job on campus is considered to be 5 hours/week.

In order to hold a second "Contract A" job, a student must be in good academic standing with the college. This policy is meant to ensure academics will not falter if a student is working more (or being allowed to work more). Students must maintain a GPA of 2.0 or above in order to hold more than one contracted job. Note: a student can hold one "Contract A" job and his/her GPA

will not be monitored. This policy is only in place if a student holds more than one “Contract A” job.

“Contract B” Jobs are jobs that are inconsistent in hours. Students are allowed to hold “Contract B” Jobs along with “Contract A” Jobs. However, students are required to notify their supervisors of any and all jobs they hold on campus. The following jobs on campus are considered to be “Contract B” Jobs:

Admissions Callers	Athletic Events – Tickets
Lab Assistants	Concessions
NEXT Mentors	Phonathon
Recycling	RSC Workers
Speech Fellows	Writing Fellows
Learning Commons Maintenance	Maintenance Workers
Music Set-Up/Recorders	Development (Advancement)
Winter English Camp	Snow Removal
ESL Tutors	Student Ambassadors
Student Researchers	Chapel Lighting

All contracts need to be turned in to the Human Resources Office prior to a student starting their job. Working with the Financial Aid Office, the Human Resources Office will load each job into the student employment and payroll system which will then produce a timecard for the student on his/her MyNWC portal system under the Workstudy tab. The student will then also show up on the supervisor’s roster of student employees on the TimeCard Approval page under the WorkStudy Tab on their MyNWC.

Contracts for student employment on campus are annual contracts. Contracts for students will be reviewed and evaluated annually.

**Non-Contract Jobs on Campus**

There are jobs that are considered non-contract. Non-contract jobs can be held by any student, even if they already have contracted jobs. Please see the list below for jobs that are considered non-contract:

Academic Support	Beacon Writers	Athletic Band
Some Grant or Donor Funded Programs (Lily, Templeton Trust/Oxford, Restricted Yoder)		

**Work Week and Weekly Hours**

Northwestern College considers the “Work Week” to be Sunday at 12:00am to Saturday at 11:59pm. Combining all contracted and non-contracted jobs, students should not be working

more than 20 hours/week. Please keep this in mind when applying for and accepting jobs on campus. Students are responsible for accurately logging any hours they work.

Per the U.S. Department of Homeland Security (DHS), International Students with F-1 or J-1 immigration status are not permitted to work more than a total of 20 hours per week during the academic terms when they are enrolled, and no more than 40 hours per week during school breaks. Working more hours could jeopardize their visa status.

Students are not permitted to work during their scheduled class time even if the class is cancelled. It is the supervisor and student employee's responsibility to work out a schedule and to communicate potential conflicts with the work schedule.

Although students need to be responsible for monitoring their hours, supervisors can also assist by making sure they are not working more hours in a week than their contract indicates/allows. Please touch base with Sara Zomermaand in the Human Resources Office if you have any questions or concerns about your student employees and the total hours they are working each week.

If a student is consistently going over the weekly limit for all jobs (20 hours/week), that student will get a reminder of the policy. Supervisors will be included in the second reminder if the student continues to go over the weekly limits. After a third reminder, the student will be limited to working only one job on campus.

### **Stipend Positions**

Stipend payments will be allowed if there is sound reasoning as to why the student cannot be paid on an hourly basis and if the following criteria are met:

- 1) The student must be in a leadership or advising position.
  - a) In charge (at times) of a program or group of people on campus
  - b) Required to attend regular meetings, trainings and/or retreats
  - c) Receives additional trainings and evaluations given the increase in responsibilities and duties
- 2) The student is required to be "on call" for a majority of their time (i.e. Resident Advisors, NEXT roommates).
- 3) The student is an athletic manager.
- 4) The student is receiving a one-time payment for a creative or artistic endeavor.

### **Pre-Employment Forms**

Student employees need to complete pre-employment forms prior to starting their job on campus. These forms only need to be filled out by students one time while they are at Northwestern College. Once complete, these forms need to be turned in to the Human Resources Office. See the table below for more information regarding these forms:

Iowa Code 91A.3.3a allows employers in Iowa to enforce Mandatory Direct Deposit for employees. As a condition of student employment at Northwestern, a student needs to have an active United States bank account. If a student employee refuses to turn direct deposit information into the Human Resources Office, that student will not be allowed to continue working.

To look if a student already has their forms complete, supervisors can access the worksheet titled "Campus Employment\_xx-xx-xxxx" on the J:Drive/Campus Employment.

### **Staff/Faculty Waiver**

Students who receive the staff/faculty waiver are allowed to hold a maximum of two jobs as long as they live on campus. If a commuter student receives the staff/faculty waiver, he/she will be allowed to hold only one job on campus. Students may not work in the same department as their parent or be supervised by someone else in the department that is under the direct supervision of that parent.

### **Hiring**

1. Full-time (12-18 credit hours) and half-time (6-11 credit hours) students are eligible for on-campus employment. Graduated seniors are **NOT** eligible to work as student employees.
2. Before hiring, supervisors will need to determine the number of student employees their office/department will be hiring – this is determined based on their budget and/or the budget report they received.
3. On-campus job openings should be posted on Handshake as that is where all students are directed to look for job opportunities.
  - a. Supervisors are welcome to post an opening for themselves and/or their department. If you need assistance in posting, contact Sara Zomermaand in the Human Resources Office.
  - b. A Handshake Instruction Guide has been completed for supervisors to use if they want to post a job opening and navigate Handshake themselves. This Guide can be found on the J:Drive/Campus Employment/Handshake.
4. Supervisors are responsible for interviewing and hiring students for their positions. Supervisors are responsible for doing this in a timely fashion **AND** for communicating with students who they are not hiring in a timely fashion.
  - a. The following resources are available for supervisors to use while interviewing and hiring student employees: Interviewing Student Workers and Student Applicant Comparison.
  - b. These resources can be found on MyNWC/Workstudy tab/START HERE (Supervisors) or on the J:Drive/Campus Employment/Helpful Documents for Interviewing & Terminating.

## **Work Performance**

Supervisors are responsible for conducting work performance evaluations and informing student employees when criteria and expectations are not being met. Students should not give out confidential information including but not limited to student records and administrative data.

## **Terminating**

If a student employee wishes to voluntarily terminate their position, they must inform their supervisor. The supervisor should then inform the Student Employment and Payroll Coordinator as soon as they are informed by the student employee.

If a student employee is not meeting job criteria or expectations, the supervisor of that student employee must meet with the student employee to review the job criteria and expectations. If the student employee continues to not meet the job criteria or expectations, supervisors should give a second or written warning to the student. After receiving two warnings, student employees may be terminated by the supervisor. Documentation of the warnings and termination meetings with the student employee must be turned into the Student Employment and Payroll Coordinator. Supervisors may use *Exit Interview – Student Employee* as a guide for this documentation. This guide can be found on MyNWC/Workstudy tab/ START HERE (Supervisors) or on the J:Drive/Campus Employment/Helpful Documents for Interviewing & Terminating.

## **Clocking In & Out Procedures**

1. Student employees are required to log their hours worked electronically, either via the clock-in/clock-out station at their job location OR through the TimeCard Entry page under the WorkStudy Tab on the MyNWC portal system.
  - a. There is a guide for student employees that walks them through how to log their hours. This can be found on the J:Drive/Campus Employment/Time Entry Guides.
  - b. There is also a brief video walk-through for students on how to log hours that can be found on MyNWC/Workstudy/START HERE (Students).
2. Supervisors are required to monitor their student's hours and then submit hours on the first working day of the month (for hours worked the month prior).
  - a. Supervisors should tell their student employees that all hours need to be logged by midnight on the last day of the month (this helps ensure that supervisors can then view and submit the correct hours on the first working day of the month).
  - b. There is a guide for supervisors that walks through how to view, edit and submit hours. This guide can be found on the J:Drive/Campus Employment/Time Entry Guides.

- c. There is also a brief video walk-through for supervisors on how to view, edit and submit hours that can be found on MyNWC/Workstudy/START HERE (Supervisors).
- d. The hours submitted through the MyNWC portal system by supervisors feed directly into the student payroll system. Supervisors need to ensure that the hours they are submitting for students are accurate as this is what their student employees will be paid for.

### **Pay Procedures**

Student employees are paid on (approximately) the 10<sup>th</sup> of every month for hours worked the month prior. For example, student employees would be paid on December 10<sup>th</sup> for hours worked in November. If the 10<sup>th</sup> is on a Saturday, student employees would be paid on the 9<sup>th</sup>. If the 10<sup>th</sup> is on a Sunday, student employees would be paid on the 11<sup>th</sup>.

Student employee's pay is not directly applied to their tuition cost and/or their student bill. Student employee's pay is directly deposited into their bank account (the bank account they provide on the ACH direct deposit authorization form). This direct deposit authorization form is mandatory for student employees. If a student employee refuses to turn in this form, that student employee will not be permitted to continue working. Student employees do not receive physical pay stubs; student employees can view a pay stub by going to MyNWC/Workstudy/View My Paystub.

### **Equal Employment Opportunity**

Equal Employment Opportunity are laws that prohibit job discrimination in the workplace. Some types of discrimination that is prohibited include age, disability, and national origin/race. To learn more about the types of discrimination that is prohibited by the Equal Employment Opportunity law, please visit <https://www.dol.gov/general/topic/discrimination>.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) prohibits access to, or release of, educational records or personally identifiable information contained in such records without the written consent of the student. This prohibition is subject to certain exceptions. For more information about FERPA, see <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

### **Fair Labor Standards Act (FLSA)**

The United States Department of Labor (DOL) administers the Fair Labor Standards Act (FLSA). The FLSA addresses different areas of employment such as minimum wage, child labor restrictions, overtime after 40 hours per week, and recordkeeping of documents. For more information, please visit <https://www.dol.gov/agencies/whd/flsa>.

### **Discrimination, Harassment and Sexual Misconduct**

For any instances of discrimination, harassment or sexual misconduct, please see the *Title IX Sexual Assault & Discrimination Policy* located on MyNWC. If you are in need of further information, please feel free to contact the Human Resources Department in the Lower Level of Zwemer Hall.

### **Drug-Free Workplace**

The Northwestern College community faces many challenges as it attempts to facilitate the continued development among the individuals it encounters. One such challenge concerns the use or abuse of alcohol and drugs by employees. In an effort to encourage accountability among employees as well as to establish an additional support system we have prepared information in accordance with the federal guidelines for the Drugfree Workplace Act and the Employee's Assistance Programs. This information is found on the Northwestern College website at <http://www.nwciowa.edu/safety/safecommunity.aspx>. Our hope is that you will utilize its information to continue to assist each other in Christ.

### **Smoke Free Workplace**

In accordance with Iowa's Smoke-free Air Act, Northwestern's campus, including buildings and outdoor spaces, is required to be smoke free. Smoking is prohibited on our athletic fields, inside or outside of our buildings, on parking lots, or in a vehicle on one of our parking lots. In addition, Northwestern College has chosen to be a tobacco-free campus and employees are prohibited from using any tobacco products while on college property. Employees are also prohibited from using products that simulate tobacco use, such as e-cigarettes and herbal chew.

### **Employment Verifications**

If there is a need for Northwestern to verify student employment records, contact Sara Zomermaand in the Human Resources Office. The student needing the employment verification will need to sign a FERPA release authorizing the Human Resources Department to release student employment records if the verifying company is not able to provide an authorization release.