

BLUE RIDGE CTC

**STUDENT EMPLOYEE
HANDBOOK**

Job Hunting

Q: Where do I go if I am interested in working while I am a student at Blue Ridge CTC?

A: Student employment is administered by the Human Resources Office. The Office maintains a list on www.blueridgectc.edu of available jobs and provides the student with applications and other forms necessary for employment, such as W-4s and I-9s. The telephone number is (304) 260-4380 X 2232. You could be hired for either a position funded through institutional funds (REG) or Federal Work Study funds (FWS).

Q: What is Federal Work Study?

A: Federal Work Study (FWS) is a federal financial aid program designed to provide part-time employment for eligible students. To receive a FWS award, you must apply for financial aid by filling out a Free Application for Federal Student Aid (FAFSA). The Federal Government, through the department of Education, then calculates your Expected Family Contribution (EFC), which the Financial Aid Office uses in awarding financial aid, including this award. FWS funds are restricted to students who are either citizens or permanent residents of the United States. Accepting FWS does not guarantee you a position. You must find a job on the job list and apply for the position with the contact person, who then determines whether or not to hire you.

Q: What is Regular Work Study?

A: Some departments on campus have money allocated in their budgets for student employment. If you have not been awarded Federal Work Study, you can apply for one of these positions.

Q: I am an International student worker. What do I do?

A: You must have a Social Security Number. To apply for a Social Security Number with the Social Security Administration, you will need a letter from the Human Resources Office. To get this, you need to prove that you have an F1 Visa. You must submit a copy of your unexpired passport with an I-551 stamp or an I-94 and your I-20 from Blue Ridge, which indicates employment authorization. You will also need to be registered full-time for classes at the College. An international student is only allowed to work 20 hours per week maximum during the school year, but can work 40 hours per week during breaks. An international student cannot work off campus unless it is academically relevant and he/she has permission from the federal government.

Q: How do I complete a W-4?

A: If you write exempt on your W-4, you must complete a new W-4 every year by February 15th in order to confirm your exempt status, otherwise you need only fill the form out once. If you get married or wish to change your number of allowances, you need to fill out a new W-4.

Q: How do I complete an I-9?

A: Come to the Human Resources Office to complete an I-9 Form. Complete and sign section one. Present the form(s) of identification listed on the back of the I-9 to the Human Resources Coordinator and she will complete the second section of the I-9. **Identifications must be originals. Copies will not be accepted.**

Q: What if I have worked on campus before?

A: At the beginning of the fall and summer semester, you must complete an employment application even if you had the same position previously. An application must be filled out for each job that you have. You may not need to complete an I-9 again, check with the Human Resources Office.

Q: When do I get to start?

A: You are allowed to start your job once your supervisor receives confirmation from the Human Resources Office that you are authorized to work. **Do not begin working before you have received approval.** This would result in legal issues for the college and issues with your pay.

Getting Paid

Q: Who pays my salary while I work for Blue Ridge CTC?

A: *The Federal Government and/or Blue Ridge CTC.*

Q: How much will I be paid?

A: *Generally, all students begin at \$7.50. Some positions may qualify for other hourly wages. Your supervisor will have this information if applicable. For each academic year that you work consecutively in the same position, you **may** be able to receive a raise. Raises are calculated only at the beginning of the fall semester.*

Q: Whom should I contact if I have questions about timesheets and payroll?

A: *You should contact the payroll office at (304) 260-4380 X 2215.*

Q: How much am I able to earn through Federal Work Study?

A: *Most people are given an initial award of \$1500 per year. You, your supervisor, and the Payroll Office monitor your hours and earnings to know when you have reached the awarded amount. It is possible for you to request an increase in your FWS award amount when you have almost reached your limit. Your request will be granted if there are remaining FWS funds and room in your financial aid package.*

Q: How much am I able to earn through Regular Work Study?

A: *The total amount that you are allowed to earn as a student when being paid through institutional funds is determined by your supervisor and how much money they have in their student employment budget. You should discuss this with your supervisor before you accept a position.*

Q: When and where do I turn in my timesheet?

A: *Timesheets must be turned into the Human Resources Office, located in B01 by noon on the day that they are due, either the 10th and 25th of the month. If you do not turn your timesheet in on time, you will not receive a check for that time period. Remember that your supervisor must sign your timesheet.*

Q: When and where am I paid?

A: *All Student Payroll is paid in arrears. You will receive your paycheck approximately 2 ½ weeks after a timesheet is turned in. The pay dates are usually the 15th (16th) and the 30th (31st) of each month.*

If the 15th (16th) or 30th (31st) falls on a Saturday or Sunday, your paycheck will be available on the Friday before. If payday falls on a holiday, your paycheck will be available the day before the holiday. You may pick up your check from the Payroll Office. You must have a photo ID in order to receive your check. You may also sign up for direct deposit through the Human Resources.

Q: Are Federal taxes taken out of my paycheck?

A: *Federal taxes are withheld from your pay depending on what you write on your W-4 form. If you claim EXEMPT, taxes will not be withheld from your pay. If you claim EXEMPT you will have to fill out a new W-4 every year before February 15th.*

Q: Are WV taxes taken out of my paycheck?

A: *WV residents are responsible for WV taxes regardless of student status. PA, MD, KY, OH and VA residents do not have to pay WV taxes if they complete a WV Certificate of Nonresidence. Residents from all other states are responsible for WV taxes. However, if the student earns less than \$10,000 per year as a single (\$5,000 married) he/she can fill out a WV/IT-104. 1 each year to claim exemption from WV taxes.*

Q: What is FICA and when is it taken out of my paycheck?

A: *FICA is Social Security and Medicare taxes. FICA is not withheld from your pay if you are enrolled at least half-time at the institution where you are working. If you work during the summer for Blue Ridge CTC and are not enrolled in classes, FICA would be withheld from your pay. If you are taking classes at least half-time (3 hours during the summer), then FICA would not be taken out of your paycheck.*

Q: May I work during school breaks?

A: *You may work during breaks if you have permission from your supervisor and funds are available (supervisor must get permission from Human Resources Office). Work is limited to forty hours per week when classes are not in session. You must make sure that you have enough funds to be paid for this work. Students can work during the summer. FWS funds can be available for students who complete financial aid summer school applications.*

Q: What about overtime?

A: *International student employees are not allowed to work over 20 hours per week while classes are in session. It is recommended that all students should limit their hours to 20 hours per week while classes are in session. Students are allowed to work 40 hours per week during school breaks and other times when classes are not in session. Students are not permitted to work over 40 hours per week unless granted specific permission. If granted permission to work overtime, you would be paid time and a half. Students are not permitted to work on College observed Holidays or on days that the College is closed due to inclement weather, unless the Human Resources Office has approved them to do so.*

Q: How will I receive my W-2s?

A: *The Payroll Office will mail W-2s to your permanent address (which was provided on the W-4) on or after January 31. You may also pick them up in person at the Payroll Office when they become available.*

Q: What happens if I drop some classes or withdraw from school?

A: *Notify the Human Resources Office immediately of any change(s) in your enrollment status. If you drop below half-time enrollment, you will be asked to resign from your position.*

Appropriate Conduct

Q: Once I set up working hours with my supervisor, how strictly must I follow that schedule?

A: *You should consider your student employment as a serious commitment. When hired for a position, you become a member of a work unit that depends on you. You should report to work on time and be ready to work. You need to keep an accurate record of hours worked. Projects and exams may occasionally interfere with your work schedule. You should notify your supervisor immediately when you know that you will not be able to report for work. They know that your main reason for being at Blue Ridge CTC is to get an education. Even so, good attendance is an important job requirement, and failure to meet the requirement may result in dismissal. Check with your supervisor about his or her particular attendance policy.*

Q: What should I wear to work?

A: *The nature of your position with the College determines the type of dress that is appropriate for work. You are expected to dress in a manner that will present a favorable image of Blue Ridge CTC to the community. Your supervisor will address any specific dress requirements for your position.*

Q: How should I react if I come into contact with confidential information?

A: *Some positions at Blue Ridge CTC involve regular access to confidential information. You must not discuss such information with anyone except fellow employees and only when it is necessary for the performance of your job. A breach of confidentiality is subject to immediate dismissal.*

Q: What other policy should I understand about employment?

A: *Blue Ridge CTC employment follows the same zero-tolerance policy for illegal drugs in the work place as stated in the Student Handbook, Student Code of Conduct, Blue Ridge CTC Drug Policy.*

Evaluation

Q: Is my performance evaluated?

A: Your supervisor is asked to evaluate your work at least once a year. The quality of your work and your dependability on the job will be evaluated. Your evaluations will be kept with your student employment file and be used for personnel purposes. Blue Ridge CTC retains the right to dismiss any student employee on the grounds of inappropriate behavior or conduct.

Q: Will I be able to report how I feel about my job?

A: You will be asked at least once a year to evaluate your job. You will be asked what type of work you performed, what kind of training you were provided, and if you were satisfied with your job.

Special Opportunities

Q: What are community service jobs?

A: The College has contracted with local nonprofit, governmental, and community-based organizations designed to improve the quality of life for community residents, particularly low-income individuals to provide community service jobs for Blue Ridge CTC students. Jobs are available in such fields as health care, childcare, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement.

Q: What if I have more than one job on campus?

A: You need to notify each of your supervisors if you have more than one position on campus. This is especially important if you are a FWS employee.

Student Employment at Blue Ridge CTC is on an “at will” basis, and a student employee may be dismissed for poor performance at the discretion of the supervisor. Blue Ridge CTC retains the right to dismiss any student employee on the grounds of inappropriate behavior or conduct.

If you have questions, you can contact:

***Human Resources Office
(304) 260-4380 X 2232
Office B01***