The Supervisor’s Guide to Student Employment

Human Resources Office
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There are 2 types of student employment, Federal Work Study and Regular Student Employment. All of the information in this handbook pertains to both types of employment, unless noted otherwise.

Federal Work Study (FWS) Program
The Federal Work Study (FWS) program is a federal financial aid program offered to students with demonstrated financial need as measured by the U. S. Department of Education. As authorized by Title IV of the Higher Education Act of 1965 as amended, the FWS program is partially funded by the federal government with a percentage match funded by the employer.

Federal Work Study is awarded as a part of a student’s financial aid award package. Work study must be applied for each year by completing the Free Application for Federal Student Aid (FASFA). Money awarded under the program is earned over the course of the semester or year. All positions are paid on an hourly basis. Allocation of FWS funds to students is based on multiple criteria: overall budget, program requirements, student FWS award eligibility and supervisor need.

For more information on FWS awards, students can visit the [www.Blueridgectc.edu](http://www.Blueridgectc.edu) website and click on the Financial Aid link or make an appointment with a financial aid counselor.

The FWS program at Blue Ridge CTC provides temporary part-time employment opportunities to qualified students to use toward educational and living expenses. The program will also allow students to gain valuable work experience and build relationships both in the community and at Blue Ridge. There are 2 types of FWS job categories, Community Service Positions (off-campus) and On-campus positions.

**Community Service Positions**
BRCTC offers opportunities for students to work in community service related fields. Community service positions contribute to the improvement in the quality of life for local residents. Positions in community service may include services such as health care, child care, literacy training, tutoring, community improvement, and emergency preparedness and response.

**On-Campus Positions**
The FWS program provides a variety of on-campus job opportunities for those eligible for FWS funding. Students are encouraged to seek positions related to their course of study. Examples of on-campus positions include office assistants, tutors, student graders, lab assistants, culinary assistants, café staff, and more.

The awarding of FWS does NOT guarantee a job.

**Regular Student Employment**
Departments within BRCTC may have their own budgeted funds for student employment. You do not need to have been awarded FWS to apply for these positions, although they are limited. Positions that do not require FWS will be noted as so on the position announcement.
Position Information
FWS employment must not displace employees or impair existing service contracts.
- The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student under FWS must be paid for all hours worked.
- Student employees are paid on an hourly rate.
- FWS students must be working in their written job descriptions at all times. Do not assign a student to work in a different area or do other tasks other than described in the position description described in the job posting.
- Students are permitted to work in no more than two positions simultaneously during a semester; however they must have approval from their primary (first) position prior to being approved for a second position as hours are limited. Keep in mind that the monies must be split between the 2 positions.
- Position descriptions must be entered into the automated position management system used by the HR office. Position descriptions should always include duties and responsibilities associated with the position and general and/or specific qualifications, if applicable.
- For positions that will be monitored by an adjunct, include the instructors name and email address in the position description request.

Blue Ridge CTC Student Eligibility:
- Have received Federal Work Study through financial aid and accepted the award in BRIDGE. (applies to FWS positions only) 
  If they do not see a federal work study award in BRIDGE, please have them make an appointment with financial aid to see if they are eligible.
- Be enrolled for at least six (6) credit hours in a degree seeking program
- Maintain Satisfactory Academic Progress (SAP) standards as defined by the Financial Aid Office.
- Be a United States citizen or a non-citizen who is eligible to work in the United States
- Have a valid Social Security Number
- Be 18 years of age and obtained a high school diploma or GED equivalent.

Hiring Process
- Complete Position Requisition in the automated position management system
- Review Applications in the automated position management system
- Contact applicants for interviews
- Select candidate in the automated position management system and send to HR
- Candidate will be notified via email by HR within 2 business days for Orientation/New Hire paperwork availability dates
- Upon approval, HR will notify Supervisor via email of approval start date and hours approved
- Supervisor notifies student of start date

Allocation of approved FWS funds for students is based on multiple criterion including, student FWS award amount, Blue Ridge FWS budget and supervisors request. Applications are processed on a first come basis and will be completed by the HR office within 10 business days after receiving all required documentation for processing.
Interviewing/Candidates
- All Candidates should be interviewed prior to selection. It is recommended that you schedule and interview multiple candidates if available.
- Supervisors should ensure that the student is eligible for FWS and that the FWS has been approved in Bridge prior to recommending them for hire.
- Supervisors can refer to the Supervisor’s Guide to Successful Interviewing located on the HR Training web site for interview guidance and suggestions.

Supervision
- When supervisors are unavailable during work hours, an alternate should be assigned. If an alternate supervisor is not available, the student may not work.
- Permanent change in supervision must be discussed with HR first.
- If a student is injured or has an accident while performing their duties as a student employee, the student must immediately notify their supervisor and the Blue Ridge CTC Human Resources (HR) Office. An incident report must be completed with the HR office and a drug screening may be required. Students may not return to work until cleared by HR.

Work Schedules
- A student’s main responsibility is their academic success. Work must not be considered as priority over school obligations.
- Students may not work more than 20 hours per week while classes are in session.
- Students may not work more than 37.5 hours per week when classes are not in session.
- As mandated by the state, and in accordance with Federal FLSA guidelines for a meal period, students must take a 30 minute (unpaid) break if they work over 6 hours straight. They should punch out of Replicon during this break.
- Students are not permitted to work in FWS positions during scheduled class times.
- Students should only be scheduled when work is available.
- Students may not work on holidays, Sundays or any time the College is closed, including emergency closures and delays and before and after the College’s operating hours.

Timekeeping – Replicon
- Supervisors should ensure that students have a computer available to students for logging into Replicon to track their time.
- Replicon should never be accessed via a tablet, ipad, iphone, etc.
- Time sheets should be submitted by students and approved by supervisors within 2 days after the timesheet due date. Timesheet due dates are posted on the students Replicon punch in screen.
- All adjustments to timesheets in Replicon should be sent via email by the supervisor to replicon@blueridgectc.edu as soon as possible for correction.
- Timesheets should not be submitted or approved with pending adjustment requests.
Office Etiquette

- Students are expected to be professional and courteous while interacting with faculty, staff, students and the community.
- Although there is no formal dress code, student employees should dress in a manner that is appropriate for their job on or off campus. Individual supervisors may establish a dress code that is specific to their Department and the student’s responsibilities (i.e. food assistants.) Dress codes should be discussed during the student’s interview process.
- Personal business including phone calls, visitors, messaging should not be allowed during work hours. It is at the supervisor’s discretion to allow students to do homework, read or other personal work during work hours.
- Students are required to sign a confidentiality statement pertaining to the College as a whole. Supervisors should discuss department specific confidential information as it related to the students responsibilities.

Resignations/Terminations/Separations

- Students may discontinue employment at any time without penalty; however, a minimum of two weeks’ notice is requested when resigning from any BRCTC student employment position.
- A separation form should be completed as soon as possible when a student separates or is terminated.
- Students should provide a resignation letter when they are no longer able to continue their student employment position. This letter should accompany the separation form and sent to the HR office.
- Supervisors, in consult with HR, may terminate a student employee as deemed necessary.

Terminating students based on non-compliance, unsatisfactory performance or disciplinary actions should be handled as follows:

1. Verbal Warning (followed up with an email) – Have a face to face conversation with the student that provides specific reasons for their warning and suggest ways to improve or help the issue. Provide the student a timeframe for improvement.
2. Termination – If a student fails to improve after 2 warnings then it is recommended that the supervisor terminate the student. Notice of termination should be done both verbally and in writing. All copies of communications between the supervisor and student should be sent to HR with a separation form.