# Student Employment Handbook

**Blue Ridge Community and Technical College**
**13650 Apple Harvest Drive**
**Martinsburg, WV 25403**

# Table of Contents

# Program Description

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](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 part-time employment opportunities to qualified students to use toward educational and living expenses. The program allows 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.

# Eligibility Requirements

## Work Study Program Requirements
To be eligible for a student employment position, students must:
- Have received Federal Work Study through financial aid and accepted the award in BRIDGE. (applies to FWS positions only)
  *If you do not see a federal work study award in BRIDGE, please make an appointment with financial aid to see if you 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. SAP requirements include:
  - Students must either be Degree seeking or in an eligible certificate program
  - Students must maintain a 2.0 grade point average.
  - Students in a program leading to an Associate's Degree must complete their degree or certificate program in 96 credit hours or 150% of usual hours required by the program.
  
  *Further information on SAP can be found in the student handbook under the Satisfactory Academic Progress chapter or you may contact 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

## Before you apply:
Prior to applying, it is important to know:
- A student employee is defined as an employee enrolled at the institution as a student with the primary purpose of obtaining an education
- A student employee is not eligible for benefits
- A Work Study position requires a serious commitment
- Student Employees are expected to uphold standards of conduct and professionalism
- Students are not guaranteed the full amount of the FWS awarded by the Financial Aid Office that is posted in BRIDGE. The actual approved awarded amount is determined by multiple factors at the discretion of the FWS office including supervisor need, availability of funds, and more
- Student employees are temporary, at-will employees which means they can be dismissed at the supervisor's discretion
- Students may not work more than 20 hours per week while classes are being held

To help expedite the FWS student employment hiring process students should:
- Ensure that they have met all of the FWS eligibility requirements
- Confirm that they have accepted their Federal Work Study award in BRIDGE

***Being eligible for Federal Work Study does not guarantee employment.***

# Employment

***It is the student's responsibility to conduct a job search, apply for jobs, and interview.  Student employment positions are not guaranteed.***

## Finding a Position
Students can view student employment job postings at **jobs.blueridgectc.edu** or by clicking the job link at the top of the Blueridgectc.edu website. They can also be viewed on the student employment bulletin boards located in the Headquarters Building.

*The FWS office recommends that students search for jobs that most interest them and are directed toward their degree.*

 Many positions have required knowledge, skills and abilities that must be considered when applying for a position.  Positions that allow non-FWS students to apply will be stated as such.  Students should contact the hiring supervisor for questions regarding the position.

*Applicants should NOT apply to a position until they have accepted their Federal Work Study (FWS) award in BRIDGE. For assistance with BRIDGE or questions regarding the awarding of FWS, please contact the financial aid office.*

## How to Apply
*The Blue Ridge CTC Student Employment Program does not accept paper applications.*

1. **Application Process**
    a. Review positions on the **jobs.blueridgectc.edu** web site
    b. Upon selecting a position click on the Apply to this job link on the positions view details page.
    c. Complete the electronic application
    An email will be sent to the applicant once the application has successfully been submitted.  For questions regarding the applicant portal please contact HR@blueridgectc.edu.

2. **Interviewing and New Hire Selection**
    The hiring supervisor will review resumes and applications and schedule interviews as desired. FWS interviews should always be taken seriously and be handled professionally. During the interview, supervisors and students should discuss job duties, work schedules and other expectations.

    Upon selection for a work study position, students will be notified via email. The email will provide detailed directions necessary to complete the hiring process.  New Hire emails will only be sent to a student's Blueridgectc.edu email account.

*It is highly recommended that a resume be included in the applicant system.  For information and assistance with creating and/or writing a resume, interviewing, etc. please visit the Blue Ridge CTC Career Services Office located in the Headquarters Building or email careerservices@blueridgectc.edu*

# Employment (continued)

## New Hire Paperwork and Orientation

Students who have accepted a work study job offer are required to attend a Student Employment Orientation once they complete new hire paperwork and it is approved.  Available times will be included in the new hire email and students should reply with a confirmation date and time based on availability.

**What to Bring to Orientation:**
- Specific forms of identification are required for employment eligibility verification. All documents MUST be originals, no copies. Students may not complete their paperwork if they do not have the necessary documents during orientation.  For a list of documents click here: http://www.usis.gov/files/form/i-9.pdf
- A voided check or memo from your bank on letterhead that includes the bank name, routing number and account number are necessary to start direct deposit for payroll checks. This method of payment is highly encouraged.  All other payments will be put on a debit card.

**Paperwork Required for Employment**

- I-9 Form – Employee Eligibility Verification.  Federal regulation requires that all employees provide proof of eligibility to work in the United States.
*BRCTC uses E-Verify to validate the identity and employment eligibility of all persons hired, as required by Federal law.*
- W-4 Form – Federal Tax Withholding form
- State Tax Withholding Form
- West Virginia Certificate of Non-Residence form (if applicable)
- Payroll Payment Election form
- Blue Ridge Policies and forms
    - Harassment and Drug Free Workplace policy
    - Confidentiality Form
    - Retirement Supplemental

*The Human Resources office will not provide consultation or give advice on the decisions needed to fill out tax forms. Please research and have the information necessary to complete the forms prior to the orientation session.*

**Returning Students**

As long as students remain eligible, they may reapply each school year for the student employment program. Returning students do not have to complete the full new hire packet of documents at orientation. Returning students will need to:
- Follow and complete the eligibility and employment process as outlined in this manual
- Validate that their address has not changed or complete a change of address form
- Confirm that their tax documents and payroll election form shall remain the same or complete new forms as applicable

**Hire Approval and Start Dates**
Once new hire paperwork is completed by the student, Human Resources will review, process and approve the hire.  The student will then receive instructions to register for MyApps and schedule a date for training/orientation.  Once that is complete, the hiring supervisor will be notified via email with an approval letter that contains the student's name and the number of hours the student is approved to work. It is the supervisor's discretion as when to notify the student to begin work.

**Dual Positions**
Due to system constraints, students are limited to one position at a time.

**Workers Compensation**
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.

**Unemployment Compensation**
Student Employees are not entitled to Unemployment Compensation through Blue Ridge Community and Technical College.

## End of Employment
BRCTC Human Resources Office requests that all resignations and terminations be provided in writing. Students should give their notice to their supervisor in a timely manner.   Supervisors should attach all resignation and termination supporting documentation along with the separation form to Human Resources.

**Resignations**
> 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.

**Terminations**
> BRCTC may terminate a federal work study student's employment as deemed necessary. Reasons for removal may include, but is not limited to:
> - Failure to meet the eligibility requirements
> - Student graduating
> - Lack of funding
> - The supervisor does not have sufficient work for the student to continue working
> - Excessive tardiness or absenteeism
> - Unsatisfactory work performance
> - Misconduct
> - Pattern of timekeeping issues

# Pay

**Wages**
Student Employees are paid on an hourly basis. Wage rates and levels are determined by the BRCTC Human Resources Office by following the provisions provided by the Department of Education.  BRCTC has 3 levels of pay that is based on the duties and responsibilities of positions as requested by the supervisor. A student employee's qualifications do not change the level of the position.
The 2016-17 Pay rates are as follows:

LEVEL 1            $8.75 per hour
LEVEL 2            $9.19 per hour
LEVEL 3            $9.65 per hour

*Work Study wages are subject to the same federal, state and local income taxes as any other earned income. However, students under the FWS program are exempt from Social Security (FICA) and Medicare deductions.*

**Pay Schedule**
Student employees are paid biweekly. Pay days are every other Friday.  If pay day falls on a holiday, then pay will be available the day before the Holiday.

**Pay Stubs**
- **Direct Deposit**
  **https://www.wvsao.gov/login.aspx**
- **Pay Card**

**Payroll Forms and Changes**
To make modifications on payroll forms, students must go to the HR office to complete new forms.

- Tax Forms – to update your exemptions or if you move to another state you will need to complete a new tax form
- Payroll Payment Election form – To change the bank for your direct deposit you will need to complete a new form**.  NEVER close a bank account until you have received a pay into the new account. This may cause a delay in receiving a pay check.**
- Address Changes – It is important to complete a new address form when your place of residence has changed.  The address on file is where pertinent information may be mailed as well as Wage and Tax Statements (W2s).

  ***IMPORTANT****: Changing your address in BANNER DOES NOT update your student employment address on file.  Student employees must make address change with both Human Resources and through Enrollment Management.*

# Time Management

**Timekeeping**
Federal regulations require that timesheets be maintained for hours worked by Federal Work Study Students (FWS). All FWS employees are required to use an online timekeeping system that is supported by BRCTC.

- Instructions and login information will be provided to students during mandatory training.
- It is imperative that students punch in prior to working and punch out at the end of their shift or for a break.
- As mandated by the state, work shifts over 6 hours require a 30-minute meal break. Students must punch out during these breaks and punch back in when returning to work.
- Modifications and corrections to timecard must be requested to their supervisor including the date and clock hours that need adjusting. Requests for adjustments should be made as soon as possible. Changes will not be made unless authorized by the supervisor.
- Students are required to approve their timecards on the timecard due date. Failure to do so may delay pay. **Timesheets are due on the Friday of a pay day.**

**Managing and Tracking Approved hours**
It is the student's responsibility to ensure that thy do not go over the hours they were approved for. It is recommended that you plan to earn half of your award each semester while working the agreed upon hours.
Students, in conjunction with their supervisor, are responsible for tracking these hours. The online timekeeping system provides reporting capability that can assist the student in managing hours worked.

In certain cases, as work is needed, supervisors may request more hours for FWS students, however, an increase is not guaranteed. Requests should be made 2 weeks in advance from the time a student will run out of hours. Students should also ensure that they have been awarded enough FWS funds for an increase.
Once the hours have run out, students must cease working. Failure to do so may lead to immediate termination of employment and/or may affect their financial aid status.

**Work Schedules**
A student's primary responsibility is their academic achievement and work should not become a priority. Students may not work over 20 hours per week while classes are in session. They may work over 20 hours per week during school breaks, at the supervisor's discretion, if work is needed and the student has enough hours. Students must be supervised at all times.

**School Closures and Holidays**
Students **may not work** on Holidays, Sundays or any time the College is closed, including emergency closures and delays and before and after the Colleges operating hours. Community Service student employees may NOT work on days the school is closed even if the Community Service Organization is open.

# Contact Information

**Blue Ridge Community and Technical College (BRCTC)**
Main Campus
13650 Apple Harvest Drive
Martinsburg, WV 25403
304-260-4380

**BRCTC Human Resources Office**
304-260-4380
HR@blueridgectc.edu

>	**Student Employment**
>	Tami Aabel ext. 2233
>	taabel@blueridgectc.edu
>
>	**Human Resources**
>	Teresa Noll ext. 2232
>	tnoll@blueridgectc.edu
>
>	**Career Services**
>	Chris Cobian ext. 2125
>	ccobian@blueridgectc.edu

**BRCTC Financial Aid Office**
304-260-4380 ext. 2106
Finaid@blueridgectc.edu

# Resources

**Blue Ridge Community and Technical College (BRCTC)**
www.blueridgectc.edu

**BRCTC Student Employment Information**
http://www.blueridgectc.edu/about-blue-ridge/human-resources/student-employment/

**Resume and Interview Assistance**
http://www.collegecentral.com/blueridgectc.edu

**Student Employment Positions**
https://jobs.blueridgectc.edu/

# Conditions of Employment

## Responsibilities/ Expectations

Work Study students are expected to:

- Understand the specific job responsibilities and the supervisor's expectations.
- Treat your position as a "real" job and perform all duties and assignments in a professional manner as you are an important representative and employee of Blue Ridge Community and Technical College (BRCTC) and the FWS program.
- Understand that student employment is a serious commitment and that tasks should be performed in an efficient and timely manner.
- Notify their supervisor immediately of anticipated absences or known late arrivals.
- Adhere to all time keeping and time management requirement's, such as clocking in and out on time, not working over allotted hours, and taking breaks as required.
- Refrain from conducting personal matters during work hours (includes personal phone calls and internet use, texting, socializing, etc.).
- Students should not work more than 20 hours per week while classes are in session.
- Check their Blue Ridge CTC email on a regular basis. Important notices and communications, including start dates, timekeeping and payroll information will be sent to this email and it is the student's responsibility to respond appropriately.
- Dress appropriately for the job. Any questions or concerns regarding suitable attire should be addressed with the supervisor.
- Conform to all applicable employment policies and procedures.

I acknowledge that I have received and read the Student Employment Handbook and fully understand the procedures and conditions of employment.

_____          _____
Students Name (Print)                              Students Signature

_____
Date