

Student Employment Handbook:

A Resource for Supervisors & Students

This handbook is provided by:



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Introduction

What do we do in Career and Transfer Connections?

The office of Career and Transfer Connections is designed to highlight the relationship between majors, careers, and transferring to a 4-yr college/university. Our services include career exploration, learning how majors are connected to industry, internships and work experience, job preparation, transfer awareness and planning, and career and transfer counseling. Our office is a critical resource to help students connect the classes they take to their career and transfer goals. In our office we have three program areas, each serving students in different ways. Please take a moment to acquaint yourself with how each program area works to support students, the community, and the District. Our office is located on the Chula Vista Campus in Building 68, on the second floor.

Career Connections

This program area works to help students conduct career exploration so that they can tie their career interests and goals to future careers. Through 1:1 counseling with career counselors, workshops that offer access and information about career exploration, and our annual Career Expo week and Job Fairs, students are provided intentional opportunities to help them work towards achieving their academic and professional goals.

Student Employment Services

This program area works to connect students to industry professionals so that students can engage in internship and various employment opportunities designed to help them explore career pathways, connect with industry professionals, and ultimately enter the workforce prepared to succeed. Through our Work Experience Program and on-campus employment opportunities, students will also have the opportunity to gain skills here at Southwestern College and with employers within our community to earn college credit!

Transfer Connections

This program area works to support students interested in transferring to 4-year colleges and universities. We do so by offering 1:1 counseling with transfer counselors, workshops that offer transfer application information and support, and events such as our annual Transfer Fair.

What Future and Current Student Workers Need to Know



What Future and Current Student Workers Need to Know

Eligibility Information to be a Student Worker

Below is a list of various types of employment opportunities and eligibility details.

On Campus Employment

Federal Work Study (FWS)

FWS is federal subsidized employment available to students who demonstrate financial need at SWC. Priority is given to those students who apply for FAFSA (Free Application For Student Aid) [by the priority deadline](#) and have been awarded by the [SWC Financial Aid Office](#). The length of a student's employment under FWS funding is based on the student's FWS award, pay rate, and hours worked per week. Most FWS jobs are on campus; however, some Off-Campus FWS Community Service positions might be available.

To be eligible for FWS employment, students must:

- Have been awarded federal financial aid at SWC and have eligibility for the FWS program.
- Maintain satisfactory academic progress (2.0 overall GPA)
- Remain enrolled in at least one SWC class (for credit).

District Work Study Employment (DWS)

DWS offers the opportunity for students to work within Southwestern College departments and/ or programs who have their own funds to employ SWC students. This employment opportunity does not require students to apply for Federal Financial Aid (FAFSA).

To be eligible for DWS employment, students must:

- Maintain at least a 2.0 GPA each semester.
- Remain enrolled in at least one SWC class (for credit).

The Student Worker Hiring Process:

Once you have identified the student that you want to hire and you have secured the funding that will be used to pay the student worker, the following must be done:

- ☐ Issue an "[Offer of Employment Letter](#)" to the student that you want to hire
- ☐ If the student accepts, forward the letter to [Financial Aid with the subject "Offer of employment Letter for student worker position"](#)
- ☐ Wait until the [Financial Aid Department](#) onboards and clears the student to work
- ☐ Once cleared, meet with the student to establish a start date, work schedule, duties, tasks, etc.
- ☐ Ensure that you submit the student worker's monthly timesheet to the SWC Payroll Services

Off-Campus Employment

Students seeking off-campus can visit the Career and Transfer Connections office located on the Chula Vista campus in Bldg. 68- 208, or by sending an email to swcctc@swccd.edu or by calling (619)421-6700, Ext. 5247.

Volunteering

Students who are enrolled in CalWORKs, Work Experience Education, Service Learning, and/ or are required to participate in volunteering opportunities as part of a class assignment are authorized to volunteer in a position that would normally receive monetary compensation. For more information about volunteering opportunities, please visit the Career and Transfer Connections office located on the Chula Vista campus in Bldg. 68- 208, or by sending an email to swcctc@swccd.edu or by calling (619)421-6700, Ext. 5247.

Job Searching on Campus

To search for employment opportunities ON CAMPUS, please visit [SWC Handshake platform](#) to search for opportunities on (and off campus). If you need assistance with setting up your profile or need help using the platform, please reach out to our Career and Transfer Connections office located on the Chula Vista campus in Bldg. 68- 208, or by sending an email to swcctc@swccd.edu or by calling (619)421-6700, Ext. 5247.

Searching for Jobs

All job postings may be viewed through the [SWC Handshake platform](#) (<https://sandiego.joinhandshake.com/>) via [MySWC](#) (<https://experience.elluciancloud.com/myswc/>).

Resume and Interview Support

If you need assistance with developing, writing, or updating your resume, or need help with preparing for an interview, please reach out to Career and Transfer Connections office located on the Chula Vista campus in Bldg. 68- 208, or by sending an email to swcctc@swccd.edu or by calling (619)421-6700, Ext. 5247. OR You can make an appointment with one of our staff members via the [SWC Handshake platform](#)!

You GOT the Job! Time for the Onboarding Process.

Student Worker Hiring Paperwork

Soon after you have been given an offer letter by your future supervisor, you will receive an email from the Financial Aid Department to submit the necessary paperwork. These forms will be emailed to you to complete and submit in person along with supporting documents that prove your identity and legal right to work in the U.S.A. Please reach out to the [Financial Aid Department](#) if you have any questions.

Rate of Pay

Student workers are paid either the federal, state or local minimum wage, whichever is greater. Please reach out to the [Financial Aid Department](#) if you have any questions.

Working Hours, Lunches, Breaks

Your work schedule will be negotiated and determined by your supervisor. If this information is not apparent on the job application or announcement, we encourage you to ask what your working hours will likely be if you are offered the job.

Once the job begins, please keep in mind the following:

[*This information was gathered from the California Meal Break & Rest Break Law](#)

- Breaks:
 - Break times are to be coordinated with the supervisor.
 - Student workers are granted rest breaks which, insofar as practicable, shall be in the middle of each work period, at the rate of fifteen (10) minutes per four (3.5) hours worked or major fraction thereof. "Major fraction thereof" shall be defined as two (2) hours or more.
 - If you work at least 3.5 hours in a day, you are entitled to one rest break. If you work over 6 hours, you are entitled to a second rest break (two 10 minute breaks).
 - Rest breaks must be taken, to the extent possible, in the middle of each work period.
- Lunch:
 - Student workers are granted ½-hour (30 minute) **unpaid** lunch or dinner break IF they work more than five consecutive hours. You should work out beforehand with your supervisor when you intend to take your unpaid ½ hour (30 minute) lunch break should be taken during your workday.

Sick Leave

As of July 1, 2015, Student Workers earn 1 hour of paid Sick Leave for each 30 hours worked. A maximum of 24 hours can be used each school year. Students can begin using accrued sick leave after 90 days of employment. Any unused sick leave will be carried over (Max of 40 hrs) from year to year; however, it will be lost if a break in employment of one year occurs. Supervisors will indicate Sick Leave usage on the timesheet and Payroll will indicate accrual/usage on the monthly pay stubs. Supervisors should review the students last paystub to ensure enough sick leave has been accrued. Please reach out to the [Financial Aid Department](#) if you have any questions.

Time Sheets Submissions

Student Worker supervisors are responsible for submitting their student worker timesheets in a timely manner to the SWC Payroll Services department via the SWC ServiceNow platform and in accordance with the SWC [Payroll](#) Services requirements to ensure wages are paid on time. Please work with your Supervisor and or a member of their team should you have questions about your timesheet submission deadlines. Please reach out to the [Financial Aid Department](#) if you have any questions.

When submitting timesheets, please reference the checklist below to ensure all details are accurate before submission:

- ☐ Your name is spelled correctly
- ☐ Department Name/ Program Area is listed
- ☐ Supervisor Name is listed
- ☐ Position Number is correct
- ☐ The correct payroll period is listed
- ☐ Total hours are correct
- ☐ Hours on the timesheet are to be listed by half hour increments only
- ☐ You did not indicate working hours on a holiday or days that SWC was closed
- ☐ Your signature is on the timesheet
- ☐ Keep a copy of the timesheet for your records

Student Worker Responsibilities, Guidelines, and Rights

Student employment is intended to be a learning experience and a productive activity which supplements a student's academic program. We encourage supervisors and students to be aware and mindful of their responsibilities and to be active agents in making the employment experience a positive one.

Responsibilities and Guidelines

Please reference your job description for a detailed list of duties and responsibilities. Additionally, once hired please ensure you are documenting and tracking any duties and responsibilities you have been assigned as needed by the program area supervisor.

Additional Student Worker Responsibilities to Consider:

- Give sufficient advance notice when possible to your supervisor at least 24 hours (if possible) prior to starting your workday if you are unable to work your assigned time due to illness or other acceptable reasons.
- Student workers are to regard any information they have access to, on students or staff, as confidential. Southwestern College adheres to the [Privacy Act of 1974](#), [Family Education Rights and Privacy Act \(FERPA\)](#), and the [Information Practices Act of 1977](#). All privacy acts are designed to provide protection for individuals by public agencies.
- Complete all hiring paperwork in a timely manner.
- Become familiar with information provided regarding the terms of student worker policies.
- Provide the supervisor with a copy of your class schedule.
- Understand the specific job responsibilities, as well as the supervisor's expectations and standards.
- Observe specific unit work rules and safety requirements.
- Perform tasks in an efficient and timely manner.
- Use time productively and avoid socializing on the job.
- Perform assigned duties of official business only. Avoid doing work (this includes schoolwork) while on duty (unless otherwise instructed by your supervisor).
- Be courteous at all times with the supervisor, other department workers, and guests.

- Dress appropriately for the position. Business casual is recommended.
- Report all workplace injuries to both the supervisor and the Student Employment Service office soon as possible.

Student Worker Rights

- A specific job description, as well as the supervisor's expectations and standards.
- A clearly defined work schedule indicating the number of hours to be worked per week.
- Adequate training to perform assigned tasks.
- A safe and sanitary work environment.
- Clear explanation of the procedures for submitting completed timesheets.
- Instructions regarding procedures to be followed if the student cannot report for a scheduled work period.
- A procedure for stating concerns related to the job or supervisor.

Standards of Student Conduct “Prohibitions” and Grounds for Termination

The following is a list of performance issues that may result in disciplinary action or termination.

- Unauthorized disclosure of confidential information or falsifying information.
- Personal business is not to be conducted on the job (i.e., completing homework, using the telephone or computer for personal business, etc.).
- Improper use of any college property including office supplies, equipment, mail or phone service.
- Threatening, attempting, or doing bodily harm to another person.
- Use of alcohol or illegal drugs during work hours or reporting to work under the influence of such.
- Possession of illegal weapons.
- Falsification of hours and/or signatures on timesheets.
- Theft of money, equipment, or other property.
- **Students are subject to immediate dismissal from their campus employment for:**
 - Not reporting to work as scheduled without a legitimate reason and/or without calling their supervisor.
 - Falsification of information on time sheets.
 - Falsification of sufficient skills (computer competency, literacy, etc.) needed to perform the job assignment.
 - Breaches of confidentiality of student records, staff, or the college.

This list is not comprehensive and supervisors may deem other actions inappropriate thus resulting in reasonable cause for disciplinary action or termination.

Student Worker Training

Please consult your supervisor to learn of any Student Worker Onboarding processes put in place to assist you with acclimating to your new position. It is your responsibility and part of your job duty to attend

any and all training designed to prepare or train you for your work. Inability to attend any trainings or not showing up to training can result in disciplinary action or termination.

Student Worker Performance Evaluations

Your supervisor will conduct a 1 month, 2 month and 3 month evaluation to support your professional development and to ensure job duties and responsibilities are being met. Please discuss your performance evaluation timelines with your supervisor. A sample [Student Worker Performance Evaluation](#) is available for reference, review, or use.

Multiple Sources of Employment

If approved by SES Supervisor, students may work under multiple pay sources or in two or more departments; however, the student must not work more than a total of 20 combined hours per week.

Resignations

Should you choose to resign from your position, please follow these steps to ensure successful processes.

- ☐ Inform your supervisor with as much advance notice
- ☐ Send a termination letter stating your last day and time of work
- ☐ Notify the SWC Student Employment Services Specialist of your last day of work
- ☐ Make sure you sign your last timesheet

Grievance Procedures

If a student worker has a grievance, we highly recommend AND encourage them to meet with their immediate supervisor and make an earnest attempt to resolve the problem.

If after meeting with the supervisor the grievance or situation has not been satisfactorily resolved, or the student worker does not feel comfortable with discussing the issue with their supervisor, they should first speak with the SWC Student Services Specialist (who may consult their Supervisor) for support. Otherwise, a grievance can be filed with the SWC Student Services Department.

Student Worker Strategies for Professional Advancement

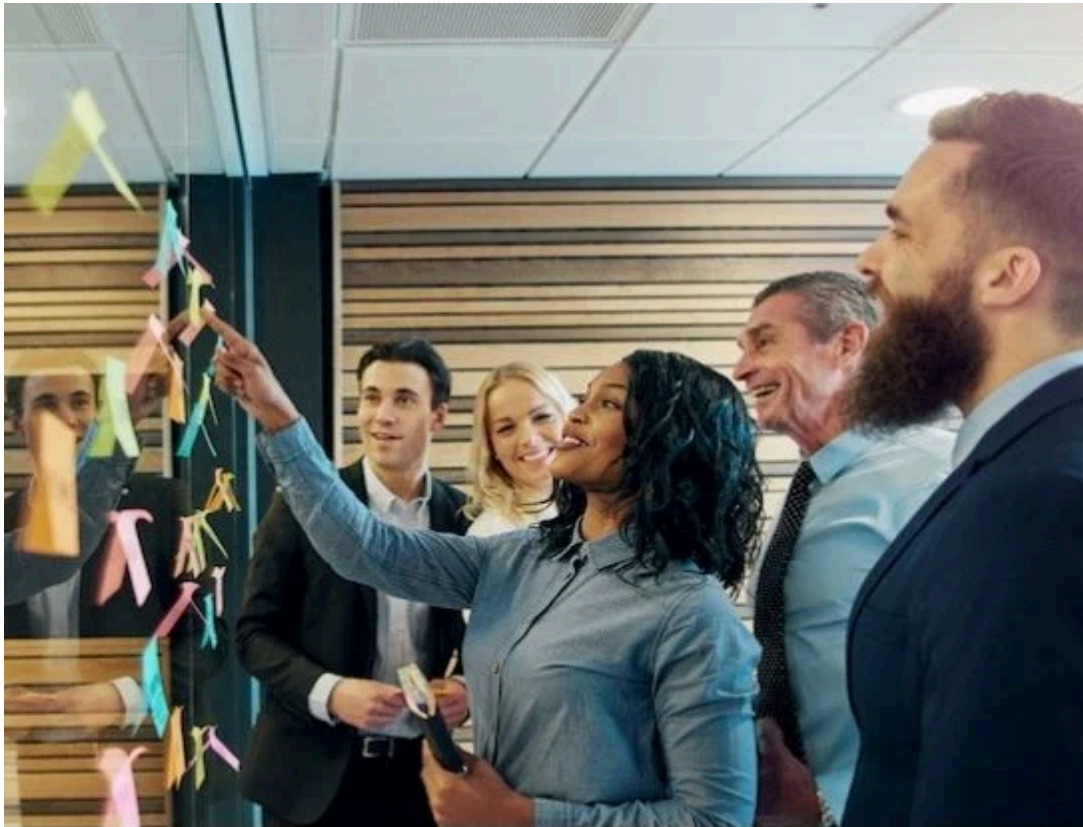
Student Worker positions are designed to prepare students for the World of Work. It is a place where students can develop soft skills, technical knowledge, professionalism, and business acumen. Therefore, here are some recommendations to follow to ensure a successful professional experience that support the possibility of career advancement and readiness for future professional opportunities.

Be aware of the [Top 10 Customer Service Rules](#)

1. **Be nice.** Sincerity and an honest interest to support others is necessary and not always easy when faced with challenging or difficult situations, especially when dealing with someone who might be frustrated. If you find yourself in a situation where you have exhausted your patients, step away and let the person know you will find someone who can better assist them.

2. **Respect students, faculty, staff, administrators, community members and “customers”.** All of these people are the reason for your job and your success, so it is important to be thoughtful, respectful, and polite to those around you.
3. **Listen.** [Active listening skills](#) are real and something that is also learned. Be mindful about how you are communicating. Give space or create space for others to share and be sure to FIRST listen to understand. Avoid listening to respond.
4. **Be positive.** While being positive in the light of challenging situations, or negative people isn't easy, it is an important skill to learn and one that will contribute to your success at work and in life. Find ways to seek out the positive in situations, focus on solutions and not “this won't work because...”. Instead consider, “we could do this or that as a way to address this issue...”
5. **Offer solutions, not excuses.** In this position, and in future professional (and personal) settings, there will often be challenges, or problems that might not have immediate solutions, or reasons/ excuses for these problems. Instead of dwelling on the lack of immediate solutions, or the reasons/ excuses that hinder the ability to address or resolve the issue, consider exploring with your team or the student what they see as a possible solution to their challenge or problem. This may require humility on your part. This will come into play when dealing with students or people that might be unstable. Avoid engaging, correcting, arguing, or questioning their reasoning. Instead ask what they need to be done or provided to address their concerns.
6. **Be honest and trustworthy.** Lying will get you nowhere. Being honest about your accomplishments, struggles, or mistakes will demonstrate that you are trustworthy. It will also teach you accountability and pave the path to more successful experiences.
7. **Find ways to go above and beyond.** No one is asking you to do someone else's job or to do work that is not within your scope. Instead, consider ways you can elevate, improve, or create solutions, strategies, or ways of doing things that make work easier, more accurate, consistent, and or efficient. We recommend sharing your ideas BEFORE implementing them. This encourages collaboration and engagement.
8. **Accountability is key to learning.** Don't be afraid to make mistakes as they lead to increased learning and professional development. And don't be afraid to check in or apologize if you have offended or hurt someone.
9. **Be open to feedback.** Part of your supervisor's responsibility is to provide you feedback on your professional development and work in the office. Consider this an opportunity to learn what is working well and what areas need further development and/ or growth.
10. **Say “thank you” or show appreciation.** Taking the time to say “thank you” might seem like a small gesture, when in fact it is not. Showing appreciation is critical to developing meaningful, professional and positive relationships in the workplace.

What Current and Future Managers/ Supervisors Need to know



What Current and Future Managers/ Supervisors Need to Know

Managing and/ or supervising student workers at Southwestern College is a privilege and an honor because you play a critical role in fostering a productive, educational, and professional environment designed to prepare the student for the world of work. Please see this resource as a tool to support and enhance your responsibilities as their manager/ supervisor to ensure a successful student employment experience for you and the student.

Recruitment

Two Types of Employment: Federal Work Study Funding and District Work Study Funding

Federal Work Study (FWS)	District Work Study (FWS)
<p>FWS is federal subsidized employment available to students who demonstrate financial need at SWC.</p> <p>Priority is given to those students who apply for FAFSA (Free Application For Student Aid) by the priority deadline and have been awarded by the SWC Financial Aid Office. The length of a student's employment under FWS funding is based on the student's FWS award, pay rate, and hours worked per week. Most FWS jobs are on campus; however, some Off-Campus FWS Community Service positions might be available.</p> <p>To be eligible for FWS employment, students must:</p> <ul style="list-style-type: none">• Have been awarded federal financial aid at SWC and have eligibility for the FWS program.• Maintain satisfactory academic progress (2.0 overall GPA)• Remain enrolled in at least one SWC class (for credit)	<p>DWS offers the opportunity for students to work within Southwestern College departments and/ or programs who have their own funds to employ SWC students. This employment opportunity does not require students to apply for Federal Financial Aid (FAFSA).</p> <p>To be eligible for DWS employment, students must:</p> <ul style="list-style-type: none">• Maintain at least a 2.0 GPA each semester.• Remain enrolled in at least one SWC class (for credit).

Job Postings

Post your position announcements using [Handshake](#) to ensure it is shared with all students. For assistance with this please reach out to the Career and Transfer Connections Office.

Before posting please ensure the following:

- ☐ Accurate descriptions of the position: [Student Worker Job Announcement](#)
- ☐ RATE OF PAY: Please consult with the [Financial Aid Department](#) if you have any questions about how to determine pay rate
- ☐ Posting should remain up for recruitment at least one month prior to the filling of a position to ensure reviewing of applicants can occur in a timeline manner
- ☐ Be mindful of district deadlines for hiring students when fall and spring sessions have started or are ending
- ☐ Post your position announcements using Handshake to ensure it is shared with all students. Before posting.

Interview Process

The interview process must be conducted in a professional and structured manner to ensure fair and equitable practices. We welcome you to apply the same interview approaches used on SWC's own interview processes. Below is a list of best practices to consider when conducting interviews:

- ☐ Ensure that all candidates receive the same line of questions ([Sample Interview Questions for Student Workers](#))

Hiring Process

We recommend you follow the recommendations below BEFORE offering the employment opportunity to the candidate.

- ☐ **Conduct reference checks** for the candidate by requesting they share with you at minimum 2- 3 references who have served as their previous supervisors
- ☐ **If reference checks clear**, we encourage you to call the candidate to offer them the position via a phone call.
- ☐ **Following the call, please email the candidate a [formal offer letter of employment](#)** to ensure documentation of the offer and the candidate's acceptance of said position.
- ☐ Upon the student's acceptance of the position, you may begin the onboarding process by reaching out to the [Financial Aid Department](#).
- ☐ Await confirmation of the student's onboarding and clearance from the [Financial Aid Department](#) before the student starts work.

Rehires, Resignations, and Terminations

Re-hiring Student Workers (FWS and DWS)

- If a student has not worked for **1 year**....
 - Please send your students to the [Financial Aid Department](#)
- If a student has not worked for **1 semester**...
 - Please send your students to the [Financial Aid Department](#)
- If student is no longer working for your office as a FWS student
 - Please contact the [Financial Aid Department](#) as soon as possible

Making changes to a Student Worker's funding sources/ job titles or positions

- Please reach out to the [Financial Aid Department](#) to make any updates or changes

If you are experiencing any challenges, have concerns, or questions about your student worker position, or have Title IX concerns

- Contact the Director of Financial Aid

Best practices when hiring...

- **An International Student:**
 - F1 Visa (International students) are limited to work ONLY on campus in a District Work/Study position for a maximum of 20 hrs. per week. The actual number of hours will depend on the department that hires them. It could be less than 20 hours per week. Additionally, students must have permission from the [SWC International Students Office](#) to apply for an on-campus job.
 - When hired, F-1 Visa students will have to obtain a social security card from the Social Security Administration. In order to do so, they must first be hired for an on-campus job and then the SWC International Students department will supply them with a letter to take to the Social Security Administration Office to apply for the SS card.
 - F-1 Visa students will have to complete the student worker hire forms and will have to provide the following original documents before they can be cleared to start working:
 - F-1 VISA
 - I-20 form
 - Their Country of Origin Passport
 - I-94 form
 - And their original social security card once they obtain it.
 - A photo I.D. card.
 - For additional information contact the [Financial Aid Department](#)
- **Nepotism:** [As stated in BP 7310](#), "No member of the immediate family of any supervisor, manager, or administrator may be employed in the same department or office where there would be a supervisory relationship between the supervisor, manager, or administrator and the immediate

family member. No employee shall participate in the decision-making process concerning employment, work assignment, evaluation, promotion, retention, or termination of an employee who is an immediate family member as defined above.” And as it states, ““Immediate family” as used in this policy means parent, spouse, son, son-in-law, brother, brother-in-law, daughter, daughter-in-law, sister, sister-in-law, grandchild, aunt, uncle, cousin, niece, nephew, step-relative in any of the above categories, domestic partners as defined by Family Code Section 297, et seq., or any relative living in the current employee’s home.”

Notifying candidates not selected for the employment opportunity

For students who interview and are not selected for the position, we highly recommend contacting them as soon as possible to ensure they have ample time to continue searching for employment on campus. You can call them or you can send an email informing them that another candidate was selected. You can view or use our [sample email/ letter to update the candidates on the selection process](#).

Guidelines for Managing/ Supervising Student Workers

The following information is designed to support your ability to work successfully with your student worker and ensure you are aware of best practices when it comes to training, student worker rights, student conduct, and payroll.

Student Worker Training

We highly encourage you to implement a training program for your student worker by using a “Student Worker Onboarding” tool to ensure they are acquainted with your office and the resources/ services/ programming you offer. This also ensures your student is aware of the various student services and resources they may be directing students to outside of your office or program area.

10 Tips to ensure a successful hire and onboarding process:

To ensure a successful hire and onboarding process that results in creating a productive and supportive work environment, we recommend the following 10 tips.

1. Develop and implement an onboarding process that includes a training schedule
2. Introduce your new student worker to the entire team via email and in person by walking them around the office
3. Provide them with a small “welcome gift” if fiscally feasible (a simple card to say “Welcome to the team” is a nice touch)
4. Learn about [how they need to be supported](#). Please feel free to reference this sample Google Form so you can have your new hire complete. Upon completion, sit down with your new employee and review the form together by providing your responses in addition to theirs
5. Pair your new hire with a seasoned employee who can support them during their first month
6. Set expectations: discuss with your new employee what expectations they have of their experience with you and what your expectations are of them in the workplace
7. Identify early on a space and place for your new hire to work
8. Create weekly, bi-weekly and or monthly meetings to check in with your new student worker
9. Avoid information overload: implement an onboarding process

10. Ask your new hire for feedback about how things are going for them and be willing to adjust as they need you too. Everyone needs different levels of support.

Student Worker Performance Evaluations

As part of a student worker's employment, it is critical we create opportunities to support a student's awareness of what they can expect in the world of work, this included how to address Performance evaluations. Do recognize this tool is not meant to be punitive or a evaluation of what the student is not doing on the job. Instead, consider this activity an open dialogue with the student designed to enhance their skills, encourage commitment, and provide growth in the areas of leadership and self-efficacy. As their manager, you serve as a model to what successful, healthy, and productive work environments look like, so we encourage you to engage in conducting Performance Evaluations WITH your Student Worker and not FOR your student worker.

Here is a sample [Student Worker Performance Evaluation](#) form you can use in your area. Feel free to adjust it to your needs.

Working Hours, Lunches, Breaks

Your work schedule will be negotiated and determined by your supervisor. If this information is not apparent on the job application or announcement, we encourage you to ask what your working hours will likely be if you are offered the job.

Once the job begins, please keep in mind the following:

[*This information was gathered from the California Meal Break & Rest Break Law](#)

- Breaks:
 - Break times are to be coordinated with the supervisor.
 - Student workers are granted rest periods which, insofar as practicable, shall be in the middle of each work period, at the rate of fifteen (15) minutes per four (4) hours worked or major fraction thereof. "Major fraction thereof" shall be defined as two (2) hours or more.
 - If you work at least 3.5 hours in a day, you are entitled to one rest break. If you work over 6 hours, you are entitled to a second rest break.
 - Rest breaks must to the extent possible be in the middle of each work period.
- Lunch:
 - Student workers are granted ½-hour (30 minute) unpaid lunch or dinner break IF they work more than four consecutive hours. You should work out beforehand with your supervisor when you intend to take your unpaid ½ hour (30 minute) lunch break should be taken during your workday.

Sick Leave

As of July 1, 2015, Student Workers earn 1 hour of paid Sick Leave for each 30 hours worked. A maximum of 24 hours can be used each school year. Students can begin using accrued sick leave after 90 days of employment. Any unused sick leave will be carried over (Max of 40 hrs) from year to year; however, it will be lost if a break in employment of one year occurs. Supervisors will indicate Sick Leave usage on the timesheet and Payroll will indicate accrual/usage on the monthly pay stubs. Supervisors

should review the students last paystub to ensure enough sick leave has been accrued. Please reach out to the [Financial Aid Department](#) if you have any questions.

Time Sheets Submissions

Student Worker Managers/ Supervisors are responsible for submitting their student worker timesheets in a timely manner to the SWC Payroll Services department via the SWC ServiceNow platform and in accordance with the SWC [Payroll](#) Services requirements to ensure wages are paid on time. Your Student Worker will work with you and/ or a member of your team regarding the submission of the timesheet and what deadlines need to be met. If you have questions about this process, please reach out to the [Financial Aid Department](#).

When submitting timesheets, please reference the checklist below to ensure all details are accurate before submission:

- ☐ The Student Worker name is spelled correctly
- ☐ Department Name/ Program Area is listed
- ☐ Supervisor Name is listed
- ☐ Position Number is correct
- ☐ The correct payroll period is listed
- ☐ Total hours are correct
- ☐ Hours on the timesheet are to be listed by half hour increments only
- ☐ You did not indicate working hours on a holiday or days that SWC was closed
- ☐ All signatures are present on the timesheet
- ☐ Keep a copy of the timesheet for your records

Student Worker Rights and Responsibilities

As the manager/ supervisor of your student worker, please remain informed on their rights and responsibilities by reviewing the following section.

Student Worker Rights

- It is highly recommended that the student worker be provided a specific job description, as well as your expectations and standards
- A clearly defined work schedule indicating the number of hours to be worked per week
- Adequate training to perform assigned tasks
- A safe and sanitary work environment
- Clear explanation of the procedures for submitting completed timesheets
- Instructions regarding procedures to be followed if the student cannot report for a scheduled work period
- A procedure for stating concerns related to the job or supervisor

Student Worker Responsibilities

- Determine collaboratively with your student what is considered giving sufficient advance notice when you want to be informed of vacation or sick leave requisitions. We recommend student

workers should notify their manager/ supervisor at least 24 hours (if possible) prior to starting their workday if they are unable to work their assigned time due to illness or other acceptable reasons

- Student workers are to regard any information they have access to concerning students or staff, as confidential. Southwestern College adheres to the [Privacy Act of 1974](#), [Family Education Rights and Privacy Act \(FERPA\)](#), and the [Information Practices Act of 1977](#). All privacy acts are designed to provide protection for individuals by public agencies.
- Ensure your student worker has completed all hiring paperwork in a timely manner BEFORE they start working
- Become familiar with information provided regarding the terms of student worker policies
- Ensure the student has provided you with a copy of their class schedule
- Ensure you have gone over the specific job responsibilities, as well as the expectations and standards you have of the role and the student in your office
- Observe specific unit work rules and safety requirements
- Be courteous at all times with the your student worker

Standards of Student Conduct “Prohibitions” and Grounds for Termination

The following is a list of performance issues that may result in disciplinary action or termination, in addition to what is determined by the Manager/ Supervisor.

- Unauthorized disclosure of confidential information or falsifying information
- Personal business being conducted on the job (i.e., completing homework, using the telephone or computer for personal business, etc.)
- Improper use of any college property including office supplies, equipment, mail or phone service
- Threatening, attempting, or doing bodily harm to another person
- Use of alcohol or illegal drugs during work hours or reporting to work under the influence of such
- Possession of illegal weapons
- Falsification of hours and/or signatures on timesheets
- Theft of money, equipment, or other school/ office property
- **Students are subject to immediate dismissal from their campus employment for:**
 - Not reporting to work as scheduled without a legitimate reason and/or without calling their supervisor
 - Falsification of information on time sheets
 - Falsification of sufficient skills (computer competency, literacy, etc.) needed to perform the job assignment
 - Breaches of confidentiality of student records, staff, or the college

This list is not comprehensive and supervisors may deem other actions inappropriate thus resulting in reasonable cause for disciplinary action or termination. However, if you need additional information or grounds for termination, please contact Human Resources.