

Saint Paul College  
**Student Employment Handbook**



Financial Aid Office  
235 Marshall Avenue  
Saint Paul, MN 55102

[www.saintpaul.edu](http://www.saintpaul.edu)

## **Nondiscrimination Policy**

Saint Paul College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, Saint Paul College shall work to eliminate violence in all its forms.

Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

This document is available in alternative formats to individuals with disabilities by contacting the Director of Access & Disability Resources at 651.846.1547 or [AccessResources@saintpaul.edu](mailto:AccessResources@saintpaul.edu).

## **Disability Services Statement**

Saint Paul College is committed to providing equal access to education for all students. Students who have a disability, or believe they may have a disability, are invited to contact the Office of Disability Services as soon as possible to determine eligibility and/or request accommodations.

Accommodations are determined on a case-by-case basis. Please contact the Director of Access & Disability Resources at [AccessResources@saintpaul.edu](mailto:AccessResources@saintpaul.edu) or 651.846.1547, or in room 1340 (Advising & Counseling) to request reasonable accommodations. For additional information, visit [www.saintpaul.edu/disabilityservices](http://www.saintpaul.edu/disabilityservices).

The accommodations authorized on your forms should be discussed with your employer. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the semester. Additionally, only accommodations approved by the Office of Disability Services will be provided.

Saint Paul College is an Equal Opportunity employer and educator and a member of the Minnesota State.

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## Table of Contents

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Introduction.....	3
Types of Student Employment .....	3
Eligibility .....	3
Training .....	4
Confidentiality .....	4
Customer Service and Office Behavior .....	4
Terms of Employment .....	4
Hours.....	5
Schedules.....	5
Pay .....	5
Working Between Semesters .....	5
Lunch and Breaks .....	6
Attendance .....	6
Benefits .....	6
Payroll and Time Sheet Procedure .....	6
Health and Safety .....	7
Probation and Dismissal.....	7
Discipline .....	8
Disciplinary Termination .....	8
Student Employment Evaluations .....	8
Student Employment Checklist .....	9
Supervisors Requesting a Student Employee.....	10
Additional Hiring Information for Supervisors .....	10
Student Employment Renewals .....	10
Student Employment Paperwork Checklist .....	10
Appendix A - Computer Usage Policy .....	A-1
Appendix B - Discrimination and Harassment Policy .....	B-1
MNsure and Other Public Marketplaces: Health Coverage Options .....	C-1

## Introduction

Student employment provides Saint Paul College students the opportunity to work in paying on campus positions to help fund their education. These jobs provide students the chance to enhance work-related skills in a professional environment. Student employment is not meant to be the sole source of financial support for a student, nor is it considered part-time employment. It is a form of financial assistance.

This manual has been prepared as a set of guidelines in the hiring and supervision of Saint Paul College student employees. It also presents an overview of supervisor expectations.

This manual is not exhaustive and any department hiring student employees may have additional standards and guidelines, not explicitly defined in this manual. It is the supervisor's responsibility to clearly state the expectations within this manual, as well as all expectations specific to the job for which the student is hired.

## Types of Student Employment

### ***Work-Study***

Students with need-based eligibility may apply for a Work-Study position. The Financial Aid Office determines if a student is eligible based on information from the SAR (Student Aid Report). The SAR is generated once the student has completed and submitted the FAFSA. Students must meet Satisfactory Academic Progress standards to qualify. The funds for this program are paid by the federal government, state government, and Saint Paul College.

### ***Student Worker***

Student Workers do not have to meet the Work-Study need-based eligibility standards. However, all student employees must meet Saint Paul College Satisfactory Academic Progress standards. The funds for this program come from Saint Paul College and, therefore, only students with very specialized skills are hired as Student Workers. Offices or departments may hire students, as their needs require and funds allow, ***with the approval of their respective Dean or Manager.***

Work-Study students and Student Workers will be referred to as "Student Employees" in this document.

## Eligibility

Work-Study students must be enrolled in and maintain at least 6 credits (half-time) per semester. Student Workers do not have to be enrolled half-time, but must be enrolled in at least one class and be considered a current student. Students must also meet Satisfactory Academic Progress Standards, as set forth in Saint Paul College policy. The College recognizes that the top priority for students is to focus on their studies. Therefore, students falling below SAP standards for the first time are placed on financial aid warning and given one semester to improve. Failure to meet Satisfactory Academic Progress Standards for a second consecutive semester will result in termination of all Title IV financial assistance, including student

employment eligibility. Withdrawal from the College, for any reason, will result in immediate termination of employment by the College.

## **Training**

Student employees should be given appropriate training in a timely fashion. It is the supervisor's responsibility to ensure the student employee has the training, tools, and support required to successfully complete assigned tasks. Student employees should ask questions when not certain of their responsibilities or assigned tasks or how to address concerns and/or customer situations. A required group student employee training will be held at the start of the Fall and Spring semesters for all new student employees.

## **Confidentiality**

All student employees must complete a Confidentiality Agreement. Student employees may be working with confidential or sensitive materials and must understand the importance of information and data privacy if their position allows them access to private information. If the student either fails or refuses to sign the Confidentiality Agreement, then the student will not receive a timecard and will not be allowed to work. Some student employment positions may require a background check before the student is hired. If a background check is required, it will be listed on the position description.

## **Customer Service and Professionalism**

Student employees are expected to be courteous and respectful to other employees and customers. They will greet and interact with customers appropriately. By taking on a student employment position, students become representatives of the area where they are working and also represent the College. Student employees must dress in a manner appropriate for the employment assignment. If a student employee has completed all given work assignments, the student must request a new task or project from their supervisor.

Student employees must read and follow the Saint Paul College Computer Usage Policy. It can be found in Appendix A.

## **Terms of Employment**

All work performed by student employees must be supervised. Consequently, work done by student employees is to be performed during the hours scheduled by the supervisor. This work must take place at the College and under the supervision of the person who hired the student employee. Supervision of student employees is not to be delegated to another supervisor. One student employee cannot supervise another student employee. No work is to be performed at the student's home or without direct supervision. No work is to be performed during any time that the student has scheduled classes.

Student employees are expected to work up to the end of the semester, through final exams. A student employee must provide a two week notice in the event that the student must resign the position during the semester.

Because student employees are often the first contact a person may have with the College, they must always act with the utmost level of professionalism. Lack of professionalism on the part of a student worker may result in their termination.

## **Hours**

Students can work up to 20 hours per week while classes are in session and during breaks. These hours must be scheduled by their supervisor. A student employee must attend all scheduled classes to be eligible for work. If a student does not attend class as scheduled, the student is not allowed to work that day. Students cannot have work hours that conflict with their scheduled class hours. Students cannot be paid to attend class. If a student is employed by an instructor from whom they take classes, then the work schedule must show no overlapping or conflicting hours with scheduled classes. In case of absence, students can make up hours from the first week of a timesheet in the second week, but the total hours cannot exceed 40 hours on a timesheet.

## **Schedules**

It is the responsibility of the student employee to notify their supervisor of absences. Failure to do so will be considered an unexcused absence and treated as such. Unexcused absences, as well as habitual absenteeism are grounds for dismissal. Student employees are also expected to work on the days and at the times listed on their work schedules. Student employees must check in with their supervisor at the beginning and end of each shift.

## **Pay**

The hourly wage for all Work Study positions and most Student Worker positions is \$13.00/hr. Some Student Workers are able to receive an increased wage at the discretion of their supervisor with approval from a Dean or Manager. Payroll checks are sent through BankMobile Disbursements or students can choose to have a check mailed to the student's permanent address.

## **Working between Semesters**

Student employees are allowed to work between semesters. However, to qualify for interim work, the student must be registered for classes in the following semester. Work-Study students must be registered for at least 6 credits, in the term following interim student employment.

## **Lunch and Breaks**

A student employee may take a break of 15 minutes for every four consecutive hours of work. Their break should be taken after the first two hours of work. The break will be scheduled and controlled by the supervisor to ensure office continuity. Breaks are not to be taken at the work station.

Students working five consecutive hours or more are allowed to take a 30 minute unpaid lunch break during their shift. This break must be coordinated with the supervisor and recorded on the student employee's timesheet.

## **Attendance**

Student employees are expected to inform their supervisor prior to their shift if they will not be able to report for work as scheduled. Unexcused absences may jeopardize continued eligibility as a student employee. Likewise, excessive tardiness will not be tolerated. Two unexcused absences may result in termination of employment. Only illness and prior permission for absence by the supervisor are considered acceptable absences. The student employee must establish an agreed upon method for communicating absences with their supervisor.

## **Student Employment Benefits**

Student employees are not eligible for benefits, such as overtime, comp time, health insurance, sick pay vacation pay, holiday pay, or unemployment compensation. However, they are eligible for Worker's Compensation under the provisions of Minnesota law. Workers' compensation covers expenses for medical care from job-related injuries or occupational diseases sustained in the course of employment. A student who suffers a work-related injury must report it immediately to their immediate supervisor. The supervisor must report on-the job injuries to the department's business administrator promptly.

Students may purchase student Health Insurance made available through the Minnesota State Colleges and Universities State insurance plan. You can find out more information on MNState website at <https://www.uhcsr.com/>

Key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. Please see attached information at the back of the handbook for more information on MNsure and other Public Marketplaces.

## **Payroll and Time Sheet Procedure**

Timesheets are electronic and can be accessed online through the Student Employment Timesheet Login page on the Saint Paul College website at <http://etimesheet.saintpaul.edu/login.aspx>. Time worked must be recorded by checking in and out , using the electronic timesheet. It is important to let your supervisor know if you forget to clock in or out so they can update your timesheet to accurately show your hours worked. Submission of an incomplete timesheet could delay processing of a paycheck.

Student employees cannot work more than 8 hours in a day. However, because of class schedules, student employees may be allowed to work “split shifts”. If a student splits their shift, they must clock out from their first shift, then clock in for the start of their second shift.

Timesheets will be submitted electronically by Noon the Wednesday after the end of the pay period. Students will get a reminder email to them Wednesday morning to remind them to submit their timesheets. However, if your last day for the pay period is before Wednesday, you can submit your timesheet early for approval.

## **Health and Safety**

All on the job accidents must be reported to the student employee’s immediate supervisor or a Public Safety Officer. The supervisor will contact 911 for assistance as needed. The student employee must complete and submit, within 24 hours, the ***Injury, Illness, Incident Data Form (IDF)***.

## **Probation and Dismissal**

Acceptance of employment through any student employment program implies that the student employee accepts responsibilities and expectations as outlined in this handbook, as well as those communicated from the supervisor. Failure to uphold any of these responsibilities and expectations may result in verbal or written warnings, probation and/or dismissal.

Violations that are cause for warnings, probation and possible dismissal include, but are not limited to, the following:

- Insubordination
- Disrespect for fellow employees or customers
- Unauthorized use of work time for something other than work, such as making personal phone calls, socializing, excessive breaks, doing homework
- Sharing of confidential information with unauthorized persons
- Unsatisfactory/unacceptable work performance
- Habitual tardiness
- One unexcused absence from scheduled work time
- Excessive excused absences
- Violations of safety protocol
- Violations of the Student Code of Conduct

## **Discipline**

Disciplinary steps will vary, depending on the seriousness of the workplace violation. In many cases there will be a two step process.

The first step in disciplining a student employee will be a **verbal warning**. This warning will come from their supervisor and note the specific nature of the problems and/or concerns. Necessary behavior changes will be communicated when called for.

The second step is a **second warning**, as outlined above with an additional communication to the student employee that they have five working days to show significant improvement in area(s) of concern. If the situation has not been resolved within the noted five day period, or there is an additional infraction the student may be dismissed.

In the case of a **serious employment violation**, a student employee is subject to immediate dismissal. Notification of dismissal will then be communicated to the Financial Aid Office with the Student Employment Disciplinary Termination Form and possibly the Dean of Students. Serious workplace violations include, but are not limited to:

- Theft of any kind
- Serious violation of rules
- Insubordination
- Unauthorized use of school property
- Unauthorized use of supervisor's property
- Communication of confidential information to unauthorized party
- False reporting of hours worked on timesheet

## **Disciplinary Termination**

When a supervisor dismisses a student employee for disciplinary violations, the supervisor must complete the Student Employment Disciplinary Termination Form and submit it to their Dean or Manager. The Dean or Manager will, in turn, consult with the student employee's supervisor. Together they will determine if the student should be allowed to apply for future student employment positions. Supporting documentation for the termination is encouraged. The completed termination form will be placed in the student employee's financial aid file so that future College supervisors can take the information into account when deciding whether or not to hire the previously terminated student employee.

If the student is allowed to apply for a different position, the supervisor of the new position will be notified that the student has been previously terminated.

## **Student Employment Evaluations**

The evaluation process is an important part of any employment experience. Evaluations are to assist in the development of students, provide feedback, and further enhance the work environment. The evaluation process will be done at least one time per semester, allowing for growth opportunities and communication between supervisor and student employee. This form can be used to discuss whether the student will be returning to their position, and for future job references.

## Student Employment Checklist

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### Applying for Student Employment

- Students interested in a Work-Study position must complete the FAFSA (Free Application for Federal Student Aid) and receive an award letter before applying for work study positions. (Not necessary for Student Worker positions.)
- Students must activate an account on the JobsOnline Job Board.
- Students can view and apply for open student employment positions using the log-in and password for JobsOnline Job Board.
- The supervisor of the position will contact applicants to set up interviews.
- The supervisor will contact the student they want to hire and will also notify candidates that the position has been filled.

### If Hired

- The student employee will be directed by the supervisor to pick up a Student Employment Packet from the Financial Aid Office to complete the paperwork with their supervisor. The packet includes forms necessary to set up payroll (**W-4 & I-9**) and the Confidentiality Agreement.
- After the forms have been completed the student will bring them to the Financial Aid Office along with documentation establishing identity and employment authorization. Acceptable forms of these documents are listed on the back of the Federal I-9 form.
- The Financial Aid Office will notify the student's supervisor that the student is ready to work and will provide the supervisor with the first timesheet.
- Student employees will be paid through BankMobile Disbursements. Students should log in to the BankMobile website to confirm their method of payroll.

## **Supervisors Requesting a Student Employee**

**Student Employment Position Request** forms are available from the Financial Aid Office. All requests must be submitted to the appropriate Dean or Manager during the budget cycle in which the student employees will be working. Submission of a request does not guarantee that the position will be approved. Once the position is approved, the Career Services will post the position on the JobsOnline Board. Supervisors needing instruction on how to post a position should see the Director of Career Placement Services in the Career Services office. The form must be completed whenever a supervisor is hiring a new student employee.

## **Additional Hiring Information for Supervisors**

Supervisors will receive student applications for review, via the JobOnline Board. After reviewing applications, supervisors will e-mail the Financial Aid Office with potential candidates to determine if they are eligible for work study.

Supervisors will then contact the student applicants(s) to arrange an interview. Once a supervisor decides to hire a student, the student must go to the Financial Aid Office and complete the required paperwork, as well as provide required identification ( see **If Hired**, above). Once the paperwork is completed and submitted, and a timesheet is given to the supervisor, the student may begin working. Failure to complete the required paperwork will delay the student's start date.

A requirement for students to apply for student employment is that they must submit a resume in the JobsOnline Job Board.

## **Student Employment Paperwork Checklist**

- \_\_\_ FAFSA Online (for a Work-Study position)
- \_\_\_ Register for a CAPS account and apply for positions
- \_\_\_ Student Employment Agreement
- \_\_\_ Confidentiality Agreement

***Please contact the Financial Aid Office or the Director of Career and Placement Services with any questions concerning the information in this handbook.***

## **Appendix A - Computer Usage Policy**

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Saint Paul College provides its students wide access to information resources and technologies. Technological resources at the College are shared by its users; misuse of these resources by some users infringes upon the opportunities of all the rest. The College makes its technology available for educational purposes and requires users to observe legal mandates whose aim is to safeguard equipment, networks, data and software that are acquired and maintained with public funds.

### **General Responsibilities**

Computing resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, System-wide or college-wide networks, local-area networks, access to the Internet, electronic mail and similar electronic information) are available only to authorized users, and any use of those resources is subject to this policy. All users of the College computing resources including students are presumed to have read and understood this policy. This policy governs the use of computing resources at the College. Use of the College computing resources by the students is limited to the educational and research purposes.

### **Minnesota Statutes Chapter 609.87 through 609.89 - Computer Crime**

Statute deals with definitions; destructive computer Programs; intentional damage to computers, computer systems, computer networks, computer software etc.; theft of services and equipment; unauthorized computer access; gross misdemeanor and misdemeanor criminal penalties; and reporting violations.

Thus, Saint Paul College computer systems are treated like other College equipment or resources, intended for educational purposes and other College-sanctioned activities. It is not the practice of the College to monitor the content of electronic mail transmissions, files, or other data maintained in its computing resources and the file servers. The maintenance, operation and security of the College computing resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications maintained there. A review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user's privacy will be honored. Nevertheless, that privacy is subject to Minnesota State's public records laws and other applicable state and federal laws, as well as policies of System Governing Board; all of which may supersede a user's interests in maintaining privacy in information contained in the College's computing resources.

### **Computer-Related Laws**

Minnesota and federal law prohibit the theft of a computer as well as unauthorized damage or access to a computer, computer network, software, or related property. (See Minn. Stat., sections. 609.87-609.8911; 18 U.S.C. 1030). There are also state and federal wiretap laws and various anti-fraud provisions that apply to activities on computer and network systems. Frequently, access to the College computing resources can be obtained only through the use of a password known exclusively to the user. It is the responsibility of the user to keep a password confidential. While the College takes reasonable measures to ensure network and data security, it cannot be held accountable for unauthorized access to its computing resources by other users and hackers, both within and outside college. Moreover, it cannot guarantee users protection against data loss due to system failure, fire, etc.

## **Prohibited Conduct**

Prohibited conduct in the use of College computing resources includes (but not limited to) the following:

1. Posting to the network, downloading or transporting any material that would constitute a violation of the College or Minnesota State Colleges & Universities system computing policies.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.
3. Installing or running on any system a program or virus that is intended to or is likely to result in eventual damage to the computer system including fileserver, personal computer, network software or hardware.
4. Performing acts that would unfairly monopolize computing resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software or non-job/non-work related use of Internet.
5. Hosting a personal Web site through the use of the College computing resources without proper authorization.
6. Use of computing resources for non-College commercial purposes.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of the System's Governing Board, including (but not limited to) the System's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law, including (but not limited to) obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any computing resources system by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using computing resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Attempting to gain access to any type of private records (i.e., student, personnel, medical) or attempting to change data or software without proper authorization.
15. An individual may not send electronic messages to individuals who have explicitly asked the sender not to send electronic messages.

## **Sanctions for Misconduct**

Saint Paul College will take all violations of the Computer Usage Policy seriously.

Any violation of this policy by the students will be reported promptly to the Dean of Student Development & Services and will be subject to appropriate sanctions provided under the College's student conduct code.

In addition to sanctions under appropriate student conduct code, anyone who violates Saint Paul College guidelines may be subject to any or all of the following sanctions, depending on the nature and the seriousness of the violation:

- Fines to replace or restore damage to hardware or software and/or to compensate staff required to carry out repair;
- Loss of computer and network system access;

- Civil proceedings; and/or
- Criminal prosecution.

Saint Paul College staff will report any violation to this policy to the proper authorities including, but not limited to, Minnesota State Colleges & Universities system office, local and state police, the State Attorney General's Office, and/or federal law enforcement (FBI or Secret Service).

The College reserves the right to suspend the accounts and inspect files and data of any student suspected of misconduct pending the outcome of an investigation. Data and files may be turned over to the appropriate authorities, if instructed to do so.

In addition to the above Computer Usage Policy, the students are bound by Minnesota State Colleges and Universities System Policy 5.22 Acceptable Use of Computers and Information Technology Resources ([www.mnscu.edu/board/policy/522](http://www.mnscu.edu/board/policy/522)) and Procedure 5.22.1, Acceptable Use of Computers and Information Technology Resources ([www.mnscu.edu/board/procedure/522p1](http://www.mnscu.edu/board/procedure/522p1)).

## **Appendix B - Discrimination and Harassment Policy**

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Saint Paul College is committed to providing students with an educational environment free from discrimination and harassment.

No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to, and participation in, programs, services and activities with regard to: race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission as defined by law, or inclusion in any other group or class against which discrimination is prohibited.

It shall be a violation of this policy for any student, instructor, administrator or other College personnel to harass a student, instructor, administrator or other College personnel through conduct or communication of a sexual nature, or regarding religion and race, as defined by this policy. (For purposes of this policy, College personnel includes College employees, agents, volunteers, contractors or persons subject to the supervision and control of the College.)

It shall be a violation of this policy for any student, instructor, administrator or other personnel of the College to inflict, threaten to inflict, or attempt to inflict racial, disability, or sexual violence upon any student, faculty member, administrator or other College personnel.

The College will act to investigate all complaints, formal or informal, verbal or written, regarding violation of this policy.

Refer to the Student Handbook for additional information on the Discrimination and Harassment Policy