



# PAUL SMITH'S COLLEGE

Student Employment Program Handbook  
Human Resources  
Phelps Smith Administration Building 003  
hr@paulsmiths.edu  
(518)327-6374 telephone  
(518)327-6161 fax

## ***For Supervisors and Student Employees***

Welcome to the Paul Smith's College Student Employment Program. Jobs through the student employment program are REAL jobs and all student employee positions are regulated by State and Federal Laws. For this reason, it is **NECESSARY** that certain procedures be followed in order for us to remain in regulatory compliance. Please take the time to review this handbook as it can answer most, if not all, of your questions. Your cooperation in following these procedures is greatly appreciated. Should you have questions, please contact Human Resources at ext. 6374.

## **ELIGIBILITY and GUIDELINES**

- The Student Employment Program offers employment to all full-time Students regardless of Federal Work Study eligibility. The funding categories for student employment are:
  - **Federal Work-Study:** The Federal Work-Study program is offered as part of a financial aid award package. The Financial Aid Office provides these awards on the basis of financial need. Acceptance of this aid is not mandatory. For questions about your eligibility, status, or award, please contact the Financial Aid Office, Phelps Smith Administration Building 103, and by phone at (518) 327-6220.
  - **Paul Smith's College Student Employment:** Full-time Paul Smith's College students who are not eligible for federal Work Study would be eligible for a job on campus through this funding source.
- Students must be enrolled full time in order to be eligible for the Student Employment Program during the academic year and must maintain the minimum GPA requirement of 2.0.
- Student Employees are ***students first*** and working is secondary to their primary purpose for being here – their education! Student employment must not negatively impact grades or student involvement on campus. These jobs should offer a learning experience for our students as they assist faculty and staff.
- **First Semester Freshmen** and **Transfer students** may interview and accept a position but may not work until the second week of classes. This allows time to adjust to course schedules and acclimate to the new college environment. Incoming HEOP students who have attended a HEOP orientation session can begin working the first week of classes.

- Students should hold **only one job at a time**. Students must inform their supervisors and Human Resources if they are working in more than one position.
- Students are approved to work up to 20 hours per week.
- Supervisors can post a job on the Paul Smith's website by contacting Human Resources at x6374.
- **Every job** requires a separate **Student Employment Authorization Form**, obtained from Human Resources.
- Supervisors are not to hire a student who does not have a **Student Employment Authorization Form**.
- In order for the student to receive a Student Employment Authorization form they must...
  - Have completed an [I-9](#), [W-4](#) & [IT-2104](#) with Human Resources.
    - W-4 & IT-2104 forms need to be completed each semester.
    - One I-9 form is generally valid for the student's uninterrupted Paul Smith's College career.
    - Identification is required for the I-9. Please refer to the I-9 form for acceptable forms of identification. The most common forms of identification are...
      - A passport  
**Or**
      - A driver's license **or** school id (picture ID)  
**And**
      - Either a social security card **or** birth certificate.
- **Supervisors must promptly return the completed Student Employment Authorization Form to Human Resources, Admin 003. *This is the responsibility of the supervisor.*** They can be dropped off in the Human Resources office or sent via inter-campus mail. It is imperative that these sheets are received in Human Resources as soon as possible so that students will be paid in a timely manner.

## EMPLOYMENT POLICIES

The following employment documents should be reviewed. A signed Employment Policy Acknowledgment form will be kept on file in the Human Resources Office.

[Business Ethics Policy Statement](#)  
[College Confidentiality Agreement](#)  
[Drug-Free Alcohol-Free Work Place Statement](#)  
[Whistleblower Policy](#)  
[Annual Security Report \(Clery Act Information\)](#)

## WAGES

- Most Student Employment positions pay minimum wage. There are limited positions available that may pay more but these require advanced skills and credentials.
- A Timesheets must be completed legibly and signed, by both the Employee and the Supervisor, for each position held. They are transmitted to the Payroll Office, by the Supervisor, according to the College's Payroll schedule.
- Wages are not directly applied to tuition or to a student's account. Wages are paid directly to the student by check or are directly deposited into the student's bank account. Direct Deposit is encouraged for prompt and secure receipt of your wages. A Direct Deposit form must be completed, and a copy of a voided check or a bank statement must be attached to the Direct Deposit form. This ensures that accurate bank account numbers are submitted to the Payroll Office. OR you may have your local Bank or Credit Union complete their Direct Deposit form, for you, with accurate information pre-populated by them.
- With proper identification, paychecks will be available for pick up following the Payroll Schedule in the Student Account's Office in the Phelps Administration Building 101 for three business days. Checks not picked up will be transferred to Payroll, ADM 108, and they will be mailed out the same day, to the address indicated on the student's W-4.
- W-2's will be mailed, in late January, to the address on file in Payroll.

## STUDENT EVALUATION

Supervisors are responsible for training student employees in the responsibilities of the position and providing feedback as to work performance, punctuality and hours worked. Supervisors are encouraged to evaluate students each semester. Please use the [Student Employee Evaluation Form](#) and keep a copy for your records.

## RESIGNATION/TERMINATION PROCEDURE

Student employees may resign from their student employee position by giving advance notice to the supervisor, generally two weeks prior to the last day of work.

Should a supervisor feel that the student employee is not performing the job satisfactorily after a suitable trial period, they may terminate employment by following the 3-step procedure below.

### 1. Verbal Warning

After the first infraction, a description of the verbal warning and the situation that caused it **must be documented** and kept in the student's employee file.

### 2. Written Warning

After the second infraction, a copy of the written warning must be forwarded to the Human Resources office either by written memo or email. Keep a copy in your student employee's file.

### 3. Termination

After the third infraction, the Human Resources office must be notified immediately in writing.

**Warnings may result from but are not limited to the following behavior:**

- Student is late for work or absent without prior notification.
- Loitering on the job.
- Failure to fulfill job responsibilities in a satisfactory manner.

**Immediate dismissal may be issued for the following violations:**

- Dishonesty and/or theft.
- Verbal or physical abuse to a supervisor or other personnel, including another student employee.
- Abuse to Paul Smith's College equipment or property.
- Excessive failure to attend classes.
- Disclosure of confidential information to an unapproved party.
- Falsifying timesheets.
- Violation of the College's Drug-Free Alcohol-Free Work Place policy.

**Written Warnings and Terminations must be forwarded to the Human Resources Office for documentation. Forward a copy by fax 6161 or e-mail [bgarver@paulsmiths.edu](mailto:bgarver@paulsmiths.edu)**

**QUESTIONS**

The student employment experience at Paul Smith's College should be a positive experience for students, faculty, and staff. If you have questions regarding the Student Employment process, please contact one of the following offices for assistance.

Human Resources: ADM 003 x6374  
Career Services: LIB 206 x6082  
Payroll Office: ADM 108 x6203

**“Paul Smith's College will provide upon request the Annual Security Report, Annual Fire Report and all campus crime statistics as reported to the United States Department of Education. The statistics are available on the US Department of Education website <http://ope.ed.gov/security/> or on the college website <http://www.paulsmiths.edu/campussafety/annual-security-fire-report/>**

**You can also request a printed copy of the report by contacting the Director of Campus Safety at 518-327-6300 or the Compliance Coordinator at 518-327-6451.”**