



COVENANT
COLLEGE

Student Employment Program Handbook

2017-2018

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Table of Contents

Purpose Statement	2
General Information	3
Program Administration	3
Drug-Free Workplace.	3
OSHA Requirement.	3
Sexual Harassment	3
AIDS Policy	4
Worker’s Compensation	4
Title IX Policy.	5
Student Employment Program	12
Awards	12
Assignments	12
Paperwork	13
Pay Schedule	14
Time Cards/Submission	15
Payroll Deposits	16
Disciplinary & Termination Policies	17
Disciplinary Procedures	17
Reducing Student Employment Hours.	18
Quitting Student Employment	19
Changing Departments	19
Supervisor Requests	19
Performance Evaluations	20
Employment Verification	20
Community Service	20
Study Abroad	21
Dress Code	21
Absence Policy	21
Part-Time Students	22
Additional Employment Opportunities.	22
Helpful Contact Information	22

PURPOSE STATEMENT

In addition to providing a way for students to earn money to help pay for their education, the Student Employment Program is intended to help the student to do the following:

1. To develop an attitude of service.
2. To learn an acceptable work ethic from their supervisors.
3. To assist the college in holding down operating costs.

Students working in college departments perform services intended to help meet the needs of many diverse areas of the college. We believe that leadership calls for an attitude and posture of service and a recognition of the dignity and value of every kind of work, including tasks that may seem to be menial to the student. Therefore the Student Employment program is designed to realize the following objectives:

1. To provide the means and environment in which student workers can share with their co-workers and supervisors our calling to serve one another in love.
2. To help students gain an appreciation for the value of work and of working under the leadership of others.
3. To provide the opportunity for students to gain experiences in employee/supervisor and employee/co-worker relationships (including, but not limited to, taking directions, giving and receiving constructive criticism, learning to work with others, etc.) which will serve them in post-graduation employment.

Staff supervisors are expected to take their role of supervisor and mentor seriously. The object lessons they present to their student workers are a base for those workers' interactions with future supervisors and co-workers. Staff supervisors are expected not only to instruct their workers in the actual mechanics of performing their jobs, but also to impart the inherent responsibilities of being a Christian employee, as well as a Christian supervisor.

As employees of an institution of higher learning striving to integrate learning and life experiences, we have an obligation to apply ourselves as Student Employment workers and/or supervisors to ensure that we are doing our part to provide an acceptable work ethic to those who work with us in accomplishing our daily tasks.

GENERAL INFORMATION

Program Administration

The Financial Aid Office, with the assistance of the Student Employment Coordinator, administers the student work programs at Covenant College in accordance with college standards and policies, as well as any applicable local, state, or federal regulations. All questions regarding any program policies and/or procedures should be directed to the Student Employment Coordinator, Sarah Grace Kaye, at sarah.kaye@covenant.edu or 706-419-1120. Students participating in the Student Employment Program will have access to an electronic edition of this “Student Employment Handbook” in the Employee section of Banner, as well as on the college’s website.

Drug-Free Workplace

In accordance with the Drug-Free Workplace Act of 1988, this statement is a written notification to student workers of Covenant College’s policies regarding controlled substances.

Use or possession of an illegal substance or a non-prescribed controlled substance by student employees of Covenant College is strictly prohibited. Student employees may not manufacture, distribute, dispense, or possess illegal substances or non-prescribed controlled substances anywhere on the college campus. Any student employee found to have, use, or sell such substances is subject to immediate termination from student employment and/or dismissal from the college. Any student employee convicted of possession, manufacturing, distributing, or dispensing illegal substances or non-prescribed controlled substances must notify the Student Development Office, and he or she will be subject to such disciplinary procedures as govern students of Covenant College.

OSHA Regulations

All students participating in the Student Employment program must view the “Blood-borne Pathogen” video(s). This is a federal regulation, as well as a safety requirement. Arrangements are made at the beginning of each fall semester for a group viewing of the required video(s). Students beginning Student Employment assignments during the spring semester will need to make arrangements for viewing the required video(s) with the Student Employment Coordinator. Any student who fails to view the video(s) will be subject to disciplinary procedures, including having a hold placed on his or her student account.

Sexual Harassment Policy

Covenant College will not tolerate any form of sexual harassment or any conduct with the purpose or effect of interfering with an individual’s work performance or creating an

intimidating, hostile or offensive work environment. Such conduct when experienced or observed should be reported to the student employee's immediate staff supervisor and/or the Student Employment Coordinator. An investigation of alleged violations to this policy will be promptly initiated, in accordance with the Title IX Grievance Procedure detailed in this handbook. The college will do its utmost to respect the privacy of all parties involved in the investigation, and will take necessary action to resolve the complaint.

AIDS Policy

The college's Health Services Department distributes a complete listing of policies and procedures to Covenant College students. The College's AIDS policies will be reviewed periodically by the Dean of Students and the Director of Health Services to ensure that these policies are based on the latest and most reliable medical information generally available regarding management of AIDS, ARC, or HTLV-III. These policies may be modified periodically based on new findings and recommendations from medical and health agencies.

Any student employee of the college infected with AIDS, ARC, or HTLV-III is subject to the provisions of the college's AIDS policy. If it is determined that continued employment or the initial hire of a student employee infected with AIDS, ARC, or HTLV-III places an undue burden on the College with respect to reasonable accommodations or that the individual in question would endanger personnel, the college may dismiss or refuse to hire such an individual.

Worker's Compensation (WC)

In the event of an on-the-job injury or illness, the student employee must do the following:

1. Contact their direct staff supervisor or someone in charge immediately; and
2. Seek treatment with Tina Holt, NP, in the clinic, located in Jackson Hall (JH112 & 113).
3. If the clinic is closed, stop by Human Resources (HR) and speak with Judy Pennyman or see Keith McClearn in Safety and Security (S & S) to discuss next steps toward treatment.
4. If the clinic is closed, and Judy Pennyman (ext 1113) and Keith McClearn (ext 1209) are unavailable, and the situation is classified as an emergency, search for a provider that is located on the Workers' Compensation list of participating physicians and facilities found on a bulletin board throughout campus, also on Banner, under the Employee tab; and
5. If a trip to the hospital or emergency room is warranted, the hospital administration should be notified that the injury is a WC accident/illness.

"Worker's Compensation" forms should be obtained from the clinic, HR (and eventually the HR website), Banner Web, or S & S and should be completed within 24-48 hours of the injury/illness. The student employee and staff supervisor must complete corresponding sections of the forms. Questions regarding WC policies and procedures should be directed to HR: Judy Pennyman, 706-419-1113.

TITLE IX GRIEVANCE PROCEDURE

Covenant College does not discriminate on the basis of race, color, gender, national and ethnic origin, age, or disability in Admissions or other programs, and in compliance with and to the extent required by Title IX of the Educational Amendments Acts of 1972. Any student who has a complaint alleging a violation of Title IX shall inform the Vice President of Student Development by written notice of the specific nature of the complaint and identify the individuals involved.

Discrimination, Harassment and Retaliation Policies

I. Statement of Policy

Covenant College is committed to complying with all State and Federal laws prohibiting discrimination, harassment and retaliation, including Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination on the basis of sex.

Discrimination: “Discrimination” is unequal, adverse treatment of an individual because of his or her protected legal status, such as race, color, age, gender, national origin, or disability. Such discriminatory behavior violates the law and is contrary to Covenant College’s Statement of Purpose, and it will not be tolerated.

Harassment: “Harassment” is unwelcome, hostile, or inappropriate conduct directed toward an individual because of his or her protected status (such conduct includes, but is not limited to, derogatory comments or slurs, unwelcome touching, insulting drawings, or jokes directed to an individual’s race, color, age, gender, national origin, disability, or any other protected legal status). Such conduct violates the Statement of Purpose, College policy, and may violate the law if it (a) has the purpose or effect of creating a work, living, or study environment that a reasonable person might find intimidating, hostile, or offensive; or (b) threatens substantial interference with an individual’s work, living, or study environment. To ensure that no employee or student is subjected to such harassment, Covenant College strictly prohibits any offensive or unwelcome physical, written, or spoken conduct regarding any person’s race, color, age, gender, national origin, or disability.

Sexual harassment is one form of illegal harassment. It includes unwelcome sexual advances or requests for sexual favors or acts, unwanted touching or intimacy, insulting or degrading sexual remarks or conduct, epithets, slurs, or negative stereotyping based on gender and the posting or display of sexually offensive or degrading materials on campus or any property owned by the College, or at any College-related function. Covenant College is committed to providing its employees and students with an environment free of sexual harassment. A student’s refusal to submit to or willingness to engage in such conduct can never be the basis for any faculty member or other employee to make educational decisions regarding such matters as the grade for a course, admission to a program, or a favorable recommendation. Covenant College strictly

prohibits its faculty members, supervisors, and other employees from implying or suggesting that a student's submission to, or refusal to submit to, sexual advances or participation in sexual conduct is a condition of a grade, admission to a program, favorable recommendation, or other educational decision.

II. Prohibited Acts

Title IX of the Educational Amendments of 1972 states: No person in the United States shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any education program or any activity receiving Federal financial assistance. Title IX, as it pertains to the Covenant College community, applies to but is not limited to, fair practices regarding: recruitment, admissions, housing, athletic, and extracurricular activities, rules and regulations, discipline, class enrollment, access to programs, courses, and internships, distribution of financial assistance, distribution of institutional resources, hiring practices, employment, promotion and policies, among other things.

III. Title IX Coordinator

The Title IX Coordinator responsible for Title IX compliance at Covenant College is Tim Sceggel, Associate Athletic Director for Compliance and Operations, Covenant College, 14049 Scenic Highway, Lookout Mountain, GA 30750.

Phone: 706-419-1517

Email: tim.sceggel@covenant.edu.

IV. Complaint Procedures

Any student at Covenant College who believes that s/he has been discriminated against on the basis of sex (the "complainant"), by Covenant College students, faculty, staff, or outside parties is encouraged to promptly take the following actions:

1. Immediately communicate with the individual perceived as engaging in discriminatory conduct (the "respondent") and request a proposed course of action to resolve the situation.
2. If the matter cannot be resolved at that level or if the complainant does not wish to or feel comfortable communicating directly with the respondent, then the complainant may make a complaint in writing within two weeks of the alleged discriminatory conduct to the Vice President for Student Development. If the Vice President for Student Development is involved in the acts that the complainant believes to be discriminatory, then the complaint should be made to the Chief Human Resources Officer.
3. The complaint should provide the following information.
 - a. The names, addresses and telephone numbers, if available, of the complainant and respondent;
 - b. Specific acts alleged, including dates, times and locations;

- c. Names of any potential witnesses, including addresses and telephone numbers, if available;
- d. Actions taken by any party to address the discrimination, if any.

V. Investigation Procedures

The following procedures will govern all investigations of complaints alleging violations of this policy. Covenant College reserves the right to deviate from these procedures only when such deviation is necessary to ensure appropriate processing of the investigation.

1. The investigation will begin within 10 work days of the receipt of the complaint. Should the Vice President for Student Development be unavailable within the time frame, his/her designee will act instead. If the Vice President for Student Development or his/her designee is involved in the alleged discrimination, the complaint will be investigated by the Chief Human Resources Officer. If the Chief Human Resources Officer is involved in the alleged discrimination, the complaint will be investigated by the Chief Financial Officer. If the Title IX Coordinator is involved in the alleged discrimination, the complaint will be investigated by the Chief Human Resources Officer.
2. The Title IX Coordinator will investigate allegations of violations of this policy. The Title IX Coordinator may request assistance from other trained and qualified employees. If the claimant or the respondent is an employee of the college then the Chief Human Resources Officer would assist in the investigation.
3. If the complainant or the respondent is under 18 years of age his/her parent or legal guardian will be notified of the complaint via phone, e-mail or U.S. mail.
4. The investigation should include interviewing the complainant and the respondent, as well as any relevant witnesses suggested by the complainant and the respondent.
5. The investigation should also include interviewing any additional witness or reviewing any documents deemed relevant by the Vice President for Student Development or his/her designee(s) or the Title IX Coordinator.
6. Confidentiality of the investigation will be maintained to the extent possible.
7. If witnesses cannot be reached or are not available, the complaint will be investigated in their absence.
8. After all available information is reviewed and interviews are completed, the Title IX Coordinator will review with the Vice President of Student Development and:
 - a. Determine whether a violation of this policy has occurred, and if so, the appropriate response.
 - b. Notify the complainant and the respondent either verbally or in writing of the outcome of the investigation within ten working days after the completion of the

investigation.

- c. Make recommendations to the appropriate supervisor/dean regarding discipline, if warranted.
- d. Partner with departments, divisions, programs and deans to take any corrective action as may be appropriate under the circumstances.

9. All complaints will be adjudicated as expeditiously as possible and generally within 60 work days.

VI. Appeal Procedures

1. Within two weeks of being notified by the Title IX Coordinator of the decision regarding the investigation, either party may appeal the decision by submitting a written statement of the basis for the appeal to the Vice President of Student Development.
2. Appeals will be heard by the Vice President of Student Development who will hear/review statements (oral or written) from the parties and review evidence compiled by the Title IX Coordinator during his/her investigation. All appeals will be heard as expeditiously as possible and generally within 30 work days.

VII. Retaliation

Covenant College prohibits reprisals or retaliation against any person for:

1. alleging or complaining about discrimination or harassment,
2. for filing an internal complaint of discrimination or harassment, or
3. for filing an agency action or lawsuit alleging discrimination or harassment, or
4. for participating in a harassment investigation.

Any person who retaliates against a complainant will be subject to disciplinary action up to and including, in the case of an employee, termination of employment, and in the case of a student, expulsion.

Knowingly making false allegations of discrimination or harassment, or providing evidence during an investigation with knowledge that the evidence is false, is also a violation of College policy and will subject a person to disciplinary action up to and including termination of employment or expulsion. Complaints of retaliation should be reported in the same manner as complaints of discrimination or harassment.

Sexual Assault Policy

Covenant College acknowledges the religious, moral, legal, physical, and psychological seriousness of all sexual assaults, including those commonly designated as “acquaintance rape.” Sexual assault conflicts with Covenant College’s Statement of Purpose and is prohibited by law. Such behavior will not be tolerated, and all reported cases of sexual assault will be taken seriously and investigated promptly. This sexual assault policy works under the umbrella of and

in consort with Covenant College's Title IX Grievance Procedure.

I. Definition

"Sexual assault" is defined as forcing, threatening, or coercing an individual into sexual contact against the individual's free will with or without the individual's consent. It includes, but is not limited to, any sexual act performed on an individual or any sexual act required to be performed by an individual against that individual's free will. Sexual assault includes having sexual contact with a victim while knowing or having reason to know that the victim was incapacitated by drugs (including alcohol) or was otherwise unable to consent. Verbal misconduct or any misconduct that does not involve unwanted sexual touching, does not constitute sexual assault under the College's policy but may constitute sexual harassment or another form of misconduct. Likewise, consensual premarital sexual contact, while not a violation of the College's policy against sexual assault, conflicts with the Statement of Purpose and constitutes misconduct.

II. Procedure

Any student who has been a victim of sexual assault should, as soon as possible,

1. Report the incident to the Vice President of Student Development or the Title IX Coordinator or to Safety and Security. Please note that Safety and Security is open 24 hours a day, seven days a week. In addition, victims of sexual assault may notify the civil authorities, either through Safety and Security or on their own.
2. Seek medical attention and do not interfere with the preservation of evidence (e.g., do not bathe, change clothing, or disturb items in the room or other specific locale in which the assault took place).
3. Notify the Vice President of Student Development. Upon request, by either party, the College will help to prevent any unwanted contact between the complainant and the accused, by, for example, making reasonably available changes to academic schedules or housing situations.
4. The College also recommends and encourages victims involved in such incidents to seek counseling and/or identify a support person. A support person plays an important role in providing personal encouragement to a victim in a crisis situation. Information regarding counseling options, both on campus and in the community, can be obtained from the Vice President of Student Development.

Complaints of alleged sexual assault in which the alleged perpetrator is a student will be investigated and resolved using the Investigation Procedures, detailed above in the Title IX Grievance Procedure, as modified by the College in its sole discretion to respond to the circumstances of a particular case. The current applicable version of these procedures is maintained by the Student Development Office, and copies may be obtained there. Complaints of alleged sexual assault in which the alleged perpetrator is an employee or vendor will be

investigated and resolved by the Title IX Coordinator and the Chief Human Resources Officer, in consultation with the Vice President of Student Development.

Protection of the campus community is paramount, however; and the College may find it necessary to take appropriate disciplinary action with or without concurrence of the complainant, where a sexual assault is found to have occurred.

During any on-campus disciplinary action relating to a sexual assault, the complainant and accused are entitled to the same opportunities to have one advisor present during a campus disciplinary proceeding; neither party, however, shall have the right to have an attorney present during the proceeding. At the conclusion of an on-campus disciplinary action relating to a sexual assault, both the complainant and accused shall be informed of the outcome of any campus disciplinary proceeding alleging a sexual assault.

Disciplinary action at the College will normally proceed even if criminal proceedings have been initiated. College action will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced, or that no criminal charges have been brought. The procedures and burdens of proof in a disciplinary action are different from those applicable to a criminal trial. If civil authorities are notified, students can anticipate that the College may consult with and be in communication with such authorities.

III. Outcomes for Sexual Assault

Students violating the College's policy against sexual assault may be subject to disciplinary action, up to and including suspension, dismissal, or expulsion.

IV. Programming

During mandatory hall meetings in the first week of classes, Residence Directors will provide information to all students regarding sexual assault awareness. Included in this will be a program regarding safety and security. In addition to those specific discussions, the Student Development Department will have literature available for members of the campus community dealing with sexual assault.

For further information regarding sexual assault or other safety awareness programming, please contact the Student Development Office.

Contact Information:

Covenant College
14049 Scenic Highway
Lookout Mountain, GA 30750

Brad Voyles, Vice President of Student Development
706-419-1107

brad.voyles@covenant.edu

Tim Sceggel, Associate Athletic Director for Compliance and Operations and Title IX
Coordinator

706-419-1517

tim.sceggel@covenant.edu

Keith McClearn, Director of Safety and Security

706-419-1209

keith.mcclearn@covenant.edu

STUDENT EMPLOYMENT PROGRAM

Awards

- Student Employment is awarded as a self-help portion of the student's financial aid package. The amount of the award is based on the student's financial need, as indicated by the Free Application for Federal Student Aid (FAFSA), and is determined by the Financial Aid Awarding Committee. This Student Employment award is subject to change based on updated financial information. The amount awarded represents the *potential monies* the student employee may earn during the academic year, for the student will only be paid for actual hours worked.
- Student employees are expected to work and record their assigned and scheduled hours throughout the school year. Students may discuss rescheduling shifts with their staff supervisors, but supervisors are not required to approve these requests. The Student Employment awards of workers who fail to complete at least 90 percent of their assigned hours in the school year may be reduced or cancelled for the following academic year. Exceptions to these parameters may be made on a case-by-case basis at the discretion of the Financial Aid Office. Departments are not expected to re-hire workers who do not complete at least 90 percent of their assigned Student Employment hours.
- Similarly, if a student is terminated or quits during the school year, their Student Employment award will be cancelled for all following academic years. An appeal will be necessary in order for Student Employment to be available for future years. This can be made via email to the Student Employment Coordinator at sarah.kaye@covenant.edu and will be considered by an Appeals Committee.

Assignments/Placements

- Incoming and returning students are requested to complete a Student Employment Placement Preference on Banner under the "Financial Aid Requirements" screen. Though student requests and departmental openings will be considered in the placement process, most students will be placed in one of the college's two largest departments: Facilities Services or Grounds.
- Students will be assigned to a particular department and supervisor and will be expected to complete all awarded hours in that particular assignment. Student Employment assignments are issued for the full academic year (fall & spring semesters). By participating in the Student Employment program, students are agreeing to work in their assigned departments for both semesters. Students are also agreeing to the terms and conditions of employment. Students will be emailed a copy of their Student Employment Contract which contains details about their assignments and the terms and conditions of

employment for their records. A job description that outlines student responsibilities by the work department supervisor is available upon request and may be used as part of the training process.

- Students may not have more than one work study assignment or work in more than one department at a time.
- Responsibilities for Student Employment begin the first day of classes and continue through the week of final exams. Students must work their assigned hours during exam weeks and be prepared to work through the last day of exams unless prior changes are discussed with and approved by their supervisor(s). Students should contact their staff supervisor(s) as soon as possible upon accepting their job assignments to determine their weekly work schedule and beginning work date. Due to the nature of some positions, students may be required to work on select Sundays.
- According to federal regulations, **students may not work during scheduled class, lab, or testing times, even if class got out early or was cancelled that day.** Recording and submitting work hours during scheduled class time could lead to Student Employment termination. Time submitted reflecting work during scheduled class will be returned for correction. When an individual class is canceled, students should *not* report to their Student Employment assignment. Instead, students should use the cancelled class time as personal study time. Similarly, students and supervisors should not schedule work shifts during weekly chapel services, unless the student's' job is related to running chapel services.
- The only time students may work during a normally scheduled class time is when there is an official college closure for inclement weather, Reading Days, etc.
- The average number of hours students need to work (10 or 15 per week) factors in break weeks and those breaks will not generally cause students to get behind on their hours. This can depend on a student's weekly work schedule so the student should work with their immediate supervisor to make sure that they are on track to complete their hours throughout the year.
- If a student is terminated or quits during a semester, his or her Student Employment award will be cancelled, making employment unavailable for the duration of that academic year. An appeal will be necessary in order for Student Employment to be available for future years. Problems concerning a job assignment should be brought to the attention of the student's supervisor. If the problem persists, the issue should be brought to the attention of the Student Employment Coordinator.

Paperwork

- All new work study employees must complete an I-9, W-4, and G-4 form as part of the

Student Employment process. These forms must be completed in person at the Human Resources office. Students must bring with them their document(s) establishing identity and employment authorization for I-9 completion. (See www.uscis.gov/i-9-central/acceptable-documents for regulations about these documents.)

- Any students returning to the work study program after more than a year break in employment will have to complete updated employment paperwork in the Human Resources office.
- The I-9 form is a document required by the Immigration & Naturalization Service to establish that all students employed by the college are US citizens or international students with work permission. All international students must have a US Social Security card. Human Resources must make a copy of the card for the student's file before the student may begin work. Students will be notified when an update is needed to the I-9 form. The W-4 must be updated when a student employee changes his or her name or marital status or when work authorization has expired. The W-4 form is used to set up student accounts for payroll and tax purposes.
- Included in all Student Employment contracts that are sent by email is a copy of the **Compliance Statement for Access to Covenant College's Network**. Confirmation of the Student Employment contract is agreement to abide by this compliance statement. Any students found in violation of this agreement may be subject to disciplinary measures up to and including termination.
- **Student employees are not eligible to begin work until all paperwork is completed and on file in the Human Resources office and/or the Financial Aid office.** (This includes verification paperwork if the Department of Education has chosen the student employee's FAFSA for the verification process.) Students who lose work time due to late completion of required documentation must make up those missed hours in order to earn the maximum amount of awarded monies. Students must not report to work until these are finished and supervisors must not allow students to work without verifying that they have completed their paperwork.

Pay Schedule

- **Students are paid semi-monthly generally on the 15th and the last business day of each month.** The Pay Schedule showing the time submission due dates will be distributed to students during Student Employment training. An electronic version can be found on the Employee tab under Pay Information on Banner.
- Pay periods are typically 2 or 3 weeks long. Checks are usually scheduled to be paid within 2 weeks of the end of the pay period.

- If a student did not work during a certain pay period, they will not receive a payment during that payment cycle.

Time Cards and Time Card Submission

- **Students must use the electronic time entry system on Banner to report hours worked.** Students should be entering their hours daily at the end of each shift. At the end of each pay period, students will submit the electronic time card to their supervisor(s) for approval by noon on the submission Monday. Supervisors are responsible for approving electronic time submissions as well as turning any paper time cards in to the Financial Aid office for processing and disciplinary records. Online timesheets will not be accessible after the submission deadline.
- **Students and their supervisors must make every effort to ensure that accurate, class-conflict-free timesheets are submitted online by the relevant deadline at the end of each pay period.** It is both the supervisor and student's responsibility to confirm that all hours worked have been submitted properly, either online or when necessary through the paper timesheet process. Supervisors should regularly check banner to ensure that their student workers are logging time consistently and accurately. Supervisors should be aware of the status of each of their students' timesheets before the submission deadline. Supervisors may institute earlier submission deadlines as a department that they ask their students to adhere to, but submission deadlines may not be moved later.
- **Failure to submit time electronically necessitates immediate paper time card submission and may result in an official disciplinary warning, delayed processing of pay, and possibly termination.** Paper time cards will be distributed to supervisors and students by email to print and fill out completely. Paper time cards must be turned in to the Student Employment Coordinator in the Financial Aid office immediately upon missing the deadline online.
- Supervisors are responsible for instructing their student employees on how to record time worked on their paper time cards. To comply with Federal payroll regulations and for auditing purposes, the following must be on every student time card:
 - student's first and last name and banner ID number
 - printed inclusive work week dates (ex: 8/2/15 – 8/15/15)
 - department name or abbreviation (ex: Facilities Services or FACSER)
 - time "in" & "out" times for each shift worked
 - AM and/or PM indicated next to recorded times
 - Total hours worked each week
 - student's signature
 - supervisor's signature

- It is the student's responsibility to ensure that all of this information is on each of his/her time cards. As always, times reported must not conflict with scheduled class, lab, or test times. **Time cards that are incomplete, messy, unreadable, or indicate class conflicts will be returned for completion, correction, and/or clarification.** Delays in correction or submission from the student or supervisor may result in timesheets being processed with the following payroll.
- Federal regulations require that students be paid at least once a month for work study earnings. The standard college payroll schedule is set up to pay students twice monthly (generally on the 15th and last business day of the month, assuming students have worked and submitted hours for each of the relevant pay periods).
- If students realize that there has been an error on their timesheet or in their pay, they must notify their supervisor and the student employment coordinator immediately so that it can be corrected in the following payroll process.
- **Missing/incomplete/inaccurate/unsubmitted/unapproved timesheets will result in delayed receipt of payroll deposits to the following payroll process.** Both student and supervisor are notified about timesheet issues as soon as they are identified though that may be before or after the scheduled payday. If the student and supervisor act to resolve any outstanding timesheet issues quickly, the student will receive their paycheck on the next payday. Payroll deposits can only be paid when all paperwork is submitted accurately and completely. If the delay in payment is due to lack of action on the part of the supervisor, they may be subject to disciplinary action by Human Resources. Students who fail to turn in their paper timesheet in a timely manner (within the next full pay period) may be subject to increased warnings.

Payroll Deposits

- Students' earnings will be applied directly to their Covenant College student account balance unless they complete, sign, and return a Direct Deposit Authorization Form to the Human Resources office.
- Depending on the timing of when the form is turned in and processed, the change in payment destination may not take effect until the following pay period.
- Once a student has turned in a direct deposit form, all future payments in the current and following years from the college will be directed to that account instead of the student account unless the student contacts the Human Resources office to change that request.

Disciplinary & Termination Policies

- The employment relationship between students and the college is an “employment at-will” relationship. If a student employee is terminated, this action becomes part of the student's work record for future reference.
- Reasons for termination include, but are not limited to, the following:
 - 1) working during scheduled class or lab times – even if class is cancelled or dismissed early
 - 2) failure to record work hours daily and to submit electronic timecard by the deadline of noon on Mondays
 - 3) failure to work at least 90% of the accepted number of hours
 - 4) voluntary or involuntary withdrawal of the student from Covenant College
 - 5) failure of the student to perform quality of work expected
 - 6) consistent failure of student to report for work
 - 7) dishonesty, including falsifying time cards
 - 8) any conduct deemed gross misconduct by the Student Employment program and/or Student Development
- If the student is determined to have committed infractions deemed “gross misconduct” as listed in (8) above, it may be grounds for immediate suspension from work and/or termination. If immediate suspension and/or termination from work are not necessary, students exhibiting the above behaviors and the appropriate officials will proceed with the following disciplinary procedures.

Disciplinary Procedures

- Supervisors are responsible for addressing and tracking disciplinary issues with their student workers. Supervisors should address issues with the appropriate level of warning and notify the student employment coordinator whenever a warning is given. Depending on the type of infractions and timing of issues, a student may not receive all levels of warning before reaching termination level.
- **Students may also be given warnings for failure to turn in timesheets** in which case the student employment coordinator will contact both student and supervisor about the level of warning they have received. This will serve as documentation of that warning and a meeting will not be required unless the student has reached termination level, in which case the student, supervisor, and student employment coordinator will meet to discuss whether a probationary period or termination is most appropriate. (The first time

that a student turns in a late/paper timesheet, no warning is given, *but after the second occurrence, the student is given the next level of warning from wherever they currently are. Each additional late timesheet will increase the warning a full level and can result in termination.*)

- 1) **Grace Warning:** Student will be informed of unacceptable performance and presented with an acceptable way to correct the problem and improve his/her work performance. Supervisor will notify the Student Employment Coordinator (SEC) of this warning, and SEC will apply a GRACE warning to the student's Banner account.
- 2) **Verbal Warning:** Student will be informed of unacceptable performance or uncorrected behavior and presented with an acceptable way to correct the problem and improve his/her work performance. Supervisor and student will sign and date a Verbal Warning Form, which will be kept on file in the departmental office. Supervisor will notify SEC of this warning, and SEC will apply a VERBAL warning to the student's Banner account.
- 3) **Written Warning:** Student will attend a disciplinary meeting with supervisor and Student Employment Coordinator in which the uncorrected problem(s) and suggested solutions to improve the student's work performance will be discussed. Supervisor and student will sign and date a Written Warning Form, which will be kept on file in the departmental office. SEC will apply a WRITE warning to the student's Banner account.
- 4) **Termination:** If the behavior or problem persists without effort to change shown on the part of the student, he/she will be called to a termination meeting with his/her supervisor(s), SEC, where previous disciplinary actions will be discussed. A Termination Form will be signed and submitted to the SEC, who will apply a TERM notification to the student's Banner account. Student will be provided with information on appeals process.

Reducing Hours

- Students may feel it is necessary to reduce the number of hours they work per week due to extensive class load or other extenuating circumstances. Students are responsible for notifying their staff supervisors of the reduction in hours prior to working less time. Written or verbal requests made to a Financial Aid representative are both sufficient for making this change.
- Reducing Student Employment hours results in a reduction of the funds included in the student's financial aid award; it is the student's responsibility to supply any deficit. Students will be required to complete at least 90% of their new reduced amount of hours to maintain a Student Employment award for the following year.

- The level that students drop to is the level that they will be required to maintain for the duration of the current year. They may not choose to raise or lower their hours multiple times in the year.
- Students' Student Employment awards for the following year will reflect this reduced amount, and students will not be able to increase their hours to the original award amount without a Financial Aid appeal.

Quitting

- Students may give either written or verbal notification to the Financial Aid office that they intend to quit Student Employment. Students are also responsible for notifying their supervisors that they intend to quit their Student Employment job. At least two weeks' notice should be given to both the Financial Aid office and the staff supervisor. Students should inform their parents that they have decided to quit as well.
- Dropping Student Employment will normally result in the student not being offered a Student Employment award in following years. Declining a Student Employment award in the original financial aid package will also result in the award not being offered in following years.
- Once a student has notified of their intention to quit, they should finish recording any hours that they worked and submit their final timesheet so that they can be compensated for those hours.

Changing Departments

- Student Employment assignments are given for the full academic year. Students will only be re-assigned under extenuating circumstances (medical issue/injury, complete schedule conflict, etc.). Any conflicts in a student's current situation must first be discussed with his/her supervisor. If a conflict cannot be resolved between the student and the supervisor, the matter must be brought to the attention of the Student Employment Coordinator. Attempting to switch departments without first discussing the matter with staff supervisor and/or the SEC may result in termination from the Student Employment program. Students may complete a Student Employment Placement Preference form requesting a different department for the following year.

Supervisor Requests

- Faculty and staff may make specific student requests and/or write new job descriptions. Supervisors should then contact the Student Employment Coordinator, Sarah Grace Kaye, including number of requested positions along with job descriptions for each. The Student

Employment Coordinator will review each request and inform the department whether or not the request is approved or is able to be filled for the current year.

- Availability of students fluctuates from year to year so the exact number of students supplied to each department may vary each year. We will work to place the requested amount of students in each department though some years there may be fewer or more than requested in a given department.

Performance Evaluations

- The Student Employment Program is designed to help students in developing responsible work habits which will be advantageous to them in the future. Each student may be evaluated by his/her supervisor to monitor the development of the student's work habits. The evaluation is to be discussed with the student, and then signed by the student and supervisor. Evaluations may become part of the student's permanent record for future employment verification and reference.
- Students may also be given an opportunity to evaluate their Student Employment assignment. This information is confidential, and is used for future supervisor training and program improvement. Grievances should first be discussed with the supervisor and then, if necessary, with the Student Employment Coordinator.

Employment Verification (Future Work References)

- Future employment verification reference requests from outside of the college regarding Student Employment will only include dates of employment and the position(s) held. Students must provide a written “release of information statement” to any prospective employer in order for the Human Resources department to release any additional information, including work habits and rehire eligibility. This request should be sent to the HR office, not an individual supervisor.
- Students may choose to sign an official release form before they leave, granting HR permission to release any future requested information. Please note that married students should provide their maiden name, if applicable, on any employment verification request.

Community Service

- In order to comply with Federal regulations, 7% of Federal money received for Student Employment positions must be used to pay students to work in “community service- type” jobs. The types of positions awarded as “community service” are defined by the Federal Regulations governing Student Employment funding. Students working these community service positions must have their own transportation if necessary, but may be paid a higher

rate of pay as compensation for travel time and/or expenses.

- Community service students report to the Student Employment Coordinator in the performance of their jobs. They will meet with the Student Employment Coordinator to evaluate their off-campus work experiences. In compliance with Federal regulations, the SEC will also make on-site visits to evaluate students' performance, as well as the participating institution(s). All policies and procedures regarding Student Employment are applicable and enforceable for the Community Service Program participants.
- Students participating in community service will complete paper time cards for their on-site supervisor to sign, and they will submit these to the Student Employment Coordinator as soon as possible following the submission deadline of each pay period. Electronic timesheets must also be entered for approval and payment.

Study Abroad

- Students who participate in the college's study abroad program are not eligible for Student Employment funds during the semester they are away. Study Abroad students are responsible for replacing monies normally paid through the Student Employment Program. Upon their return, however, students will receive their Student Employment awards again.
- Students planning to study abroad should inform their supervisor or future supervisor so that they can plan around the absence.

Student Employment Dress Code

- Students should consult with their staff supervisors as to appropriate dress for their particular work areas. Jeans, shorts, and other casual wear are not appropriate in most Covenant College offices, for example, while closed-toe footwear is required in Facilities Services.
- Students must abide by the dress code policies of the department that they are assigned to and are expected to respond to the requests of supervisors if they deem that certain clothing or footwear is not appropriate for the job.

Absence Policy

- Students must notify their staff supervisors as far in advance as possible regarding any absences. Absences due to illness are to be reported by the Health Services office.
- Hours that students miss due to illness, sports, etc, must be made up in order to assure that students hit 90% of their hours by the end of the year.

- If a serious health issue or injury arises that will prevent the student from fulfilling their duties or meeting the required hours, the student should speak with their supervisor and contact the Student Employment Coordinator.

Part-Time

- Students are typically not eligible to continue in the work study program if they are not registered as a full time student. Exceptions to this policy will be evaluated on a case-by-case basis by the financial aid office.

ADDITIONAL EMPLOYMENT OPPORTUNITIES

- Occasionally, other part-time, temporary employment opportunities are posted by the Center for Calling and Career on Handshake. These opportunities include local jobs, summer work, conferences and special events, internships and so on. For more information concerning such opportunities, contact the Center for Calling and Caree at 706.419.1156 or careerdevelopment@covenant.edu
- If a student is not eligible for work study, they are not eligible for most jobs that occur on campus. They could be hired by a department that wanted to take the student on as a temporary staff member, but funding for that position would come out of the department budget not work study funding.
- Resident Assistants are not considered a work study position and so any student can apply for those positions. However, a student may not hold a work study position and a resident assistant position at the same time. For more information about resident assistants, please contact Student Development at 706.419.1107

HELPFUL CONTACT INFORMATION

For general questions about Student Employment, please send an email to studentemployment@covenant.edu.

Financial Aid Office
 Phone: (706) 419-1126
 Email: financialaid@covenant.edu

Human Resources Office
 Phone: (706) 419-1113
 Email: employment@covenant.edu

Beth Bailey
 Director of Financial Aid
 Phone: (706) 419-1104
 Email: beth.bailey@covenant.edu

Kyla Castleberry
 Payroll Coordinator
 Phone: (706) 419-1138
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Sarah Grace Kaye
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