

## FREQUENTLY ASKED QUESTIONS

### I. HIRING A STUDENT EMPLOYEE

#### How do I request a student employee?

- Email the Financial Aid Adviser/Student Employment employee with your request. A job description form will be emailed to you to complete. Be sure to include the desired shifts, any special skills or abilities, and what wage you plan to offer. If you do not have a job description on file, you may be asked to supply one.
- All job requests will be posted online at the Student Employment website at mhcc.edu.

#### Is there a waiting list for SA or FWS employees?

- Since there are so few SA jobs at present, no waiting list is available for interested students.
- For students desiring a FWS award, a FWS waiting list is available. Supervisors should direct student hopefuls to the Financial Aid Adviser/Student Employment employee to be placed on this waiting list.

#### What do I ask in the interview?

- Discuss the student's class schedule and your needs, and determine if the student's personality and skills will suit the particular work assignment available.
- Be careful of questions that can be discriminatory in nature, i.e. childcare concerns, age, ethnic background, transportation, marital status.

### II. THE WORKPLACE

#### When do student employees get breaks?

- Meal periods of 30 minutes must be provided if the workday is six hours or longer. (Meal periods are unpaid.) Employees must be relieved of all duty during this time. If they can't be relieved, then the meal period must be paid.
- Paid rest periods of at least 10 minutes for adults (15 minutes for minors) must be provided for every four-hour segment, or major part of four hours, worked in one work period.

#### Why do I have to fill out forms to hire a student?

- The Financial Aid Adviser/Student Employment employee uses these forms to scan and index the Hiring Authorizations.
- The Financial Aid Adviser/Student Employment employee keeps electronic files on student workers, and the hiring forms create a history of a student's employment.
- If the paperwork you have on file is temporarily or permanently unavailable, the Financial Aid Adviser/Student Employment employee can make you a copy.
- Students periodically file unemployment claims and accurate record keeping aids in accurate claims.

- Future employers of our graduated student workers sometimes call to verify employment dates listed on resumes and job applications.

#### **Why are new Hiring Authorizations required every year?**

- The funding for the financial aid programs is driven by MHCC's fiscal year. Students with Summer FWS cannot begin earning it until July 1 and SAs continuing to work in an area would also be paid from the new fiscal year.

#### **Why are the PCN numbers used?**

- These account numbers help Student Employment, Payroll and other departments keep track of budget expenditures.

### **III. SALARY QUESTIONS**

#### **What do I pay my student employee?**

- Minimum wage in Oregon is \$9.25 an hour. Raises can be given at any time after the initial hiring.
- Usually higher wages are in proportion to a higher skill set. Determining a wage for a student employee should take into account the skills required, the student employee's skill set and the needs of the job.
- FWS workers cannot be paid more than other SA or part-time employees for doing the same work. This is federal and state law and non-compliance can result in fines.

#### **What if I want to give my employee a raise?**

- You may request a raise by emailing Student Employment. The required information is the student's name, ID#, previous wage, new wage, and month the raise is effective. If the job duties have increased or changed, a new job description and Hiring Authorization is necessary.
- Students may not request a wage change; supervisors must do so.
- Generally all wage increases are approved except in rare circumstances. Contact the Financial Aid Adviser/Student Employment employee if you have questions.
- Changing the pay rate on a timesheet is not a request for a wage change.
- Retroactive wage increases are discouraged. Students should know their hourly rate in the month that they earn it.

### **IV. PERFORMANCE ISSUES**

#### **What do I do about a student employee who has a performance problem?**

- Document, train, document. Even though there are no procedures in place for handling student employee performance issues, student employees can initiate legal or institutional actions if they feel they were wrongfully terminated.
- Initiating behavioral change can be achieved through one-on-one counseling about the performance issue. Employee evaluation forms are available from the Financial Aid Adviser/Student Employment employee if supervisors wish to approach the performance issue that way.

- Contact the Financial Aid Adviser/Student Employment employee or HR for advice about how to handle performance problems.

### **Do I have to evaluate my student employee's work performance?**

- No, you don't have to, but it is recommended after their first term. During this session you can address areas where he/she can improve and praise him/her for jobs done well. It's a great tool for boosting employee morale.
- Forms are available by request through the Financial Aid Adviser/Student Employment employee or you can use your own.

### **Do I have to do a Student Employee Evaluation to give a raise?**

- Only if you want to—it is not mandatory.

## **V. TERMINATIONS AND QUILTS**

### **What if a student employee quits, graduates, or transfers?**

- Notify the Financial Aid Adviser/Student Employment employee by email if a student quits, graduates, or changes jobs. **Those end dates may be used in Unemployment Claims.**
- Notify the Financial Aid Adviser/Student Employment employee of your employment needs.

### **What if I terminate a student employee?**

- Contact the Financial Aid Adviser/Student Employment employee and Payroll immediately!
- State regulations require that any terminated employee must receive their final paycheck by the end of the next business day.
- Final timesheets should be taken to Payroll with "Final timesheet" written across the top and an email sent to Student Employment.

### **What are grounds for terminating a student employee?**

- The same as for any other employee. Tardiness, attendance problems, no shows, violation of stated policies, harassment, or behavioral issues. Be sure to document specific incidents that support your decision to terminate.
- If a student loses their FWS due to falling below contracted credit hours, receiving a scholarship, or dropping out of school, you may be notified that the student may no longer work for you if you do not have SA funding.

### **Why do I have to turn notify Student Employment about terminating a student employee?**

- Unemployment claims must reflect correct beginning and end dates.
- If a student uses their employment at MHCC on their resume, the Financial Aid Adviser/Student Employment employee needs the correct beginning and end dates if a future prospective supervisor calls for employment verification.

## **VI. TIMESHEETS**

### **Why are PCN numbers used?**

- These account numbers help the Financial Aid Adviser/Student Employment employee and other departments keep track of budget expenditures.

### **Why can't student employees turn in their timesheets to Payroll?**

- Falsification of hours worked is against the law. To ensure that the hours worked are correct, only supervisors should turn in signed timesheets.

### **Why can't student employees take their timesheets home with them?**

- If a student employee is ill or simply needed to study more and had the timesheet at home, the timesheet would not be processed in a timely manner.
- Fraudulent misuse of timesheets through alteration or unintended use as documentation for off-campus purposes can happen if the timesheets are taken from the employing department/agency, especially given the widespread use of computers.

### **Why can't student employees work more than 8 hours a day?**

- Student employees may work at different locations either on or off campus, but the bottom line for all of these student workers is that they are STUDENTS. Their success as students comes before any job, and working more than eight hours a day or 30 hours in a week does not acknowledge that fact.
- All overtime must be approved by the Financial Aid Adviser/Student Employment employee on a case-by-case basis.

### **How can student workers be paid without their signature?**

- The supervisor's signature on the timesheet certifies that the student worked those hours. Payroll will try to get the student signature AFTER the student has been paid.

### **What if I turn in my timesheets late?**

- The student employee will get paid, but perhaps not by payday. Supervisors should make every effort to get timesheets turned into Payroll by the first of every month. Remember, our student workers rely on their paychecks as much as we do.

### **Why do students have to write their time worked on the correct day of the month?**

- If the student employee is injured on the job, it is essential that the timesheet correctly reflect the days the student worked. This is a worker's compensation and safety in the workplace issue.

## **VII. FEDERAL WORK-STUDY QUESTIONS**

### **Can I spend FWS funds not used in a previous term?**

- No. Once the term is over, those funds are no longer available.

### **Can I spend FWS funds from the next term?**

- Yes, but only in a limited way. Contact the Financial Aid Adviser/Student Employment employee for approval **BEFORE** you spend the funds.

Overspending without approval may result in charges made to your departmental budget.

### **How are FWS workers placed?**

- Eligible financial aid students are notified to email the Financial Aid Adviser/Student Employment employee. Once a student is eligible to have work study added to the financial aid award, he/she is directed to do the Student Employment Orientation, bringing the employment papers and appropriate ID into the lobby of Student Services.
- After Student Employment verifies that the paperwork is good, the Hiring Authorization is emailed to the student with directions on how to access the online JobList. The student chooses where he/she wants to work and then calls supervisors and sets up interviews. During this process, a FWS and a supervisor decide to work together.
- If student workers have worked on campus before, they email Student Employment and request that work study be added to their award. A Hiring Authorization will be emailed to them. Often student workers choose to stay in their previous assignments.

### **How many FWS workers are available every year?**

- Roughly 250-400. Not everyone who gets FWS funding uses it—some choose to cancel the FWS and get loans, some cancel because they're too busy, and some just never use it. The number who actually gets placed is closer to 230.
- Most FWS are placed in the fall term. Some openings may be filled throughout the year, but most placements happen in September.

### **How much money is allocated for FWS?**

- Because of the reasons listed above, the Financial Aid Adviser/Student Employment employee awards 300% more than the FWS funding allocated to MHCC. At year-end, the budget usually balances to the original allocation.

### **How many FWS jobs are there on campus?**

- Probably close to 325—we have many more jobs than we have FWS who can fill them.

### **How do I request a FWS worker?**

- Email or call the Financial Aid Adviser/Student Employment employee with your request. Be sure to include the desired shifts, any special skills or abilities, and what wage you plan to offer. If you do not have a job description on file, you may be asked to supply one.
- If you wish to have your job advertised on the JobList, please inform the Financial Aid Adviser/Student Employment employee or make up your own flyer.

### **Why didn't my department get a FWS worker?**

- Since the FWS employees choose where to interview and subsequently where to work, some departments may not get the FWS workers they wanted.

## **VIII. STUDENT AIDE QUESTIONS**

### **Why do SAs have to take six credits?**

- The definition of a SA is that they are a student. If a student employee is not taking at least half-time classes for two consecutive terms, then they are not considered a student and must be converted to Part-Time Hourly.

### **Why can't SAs work more than 20 hours in a week and no more than 8 hours a day?**

- Student employees may work at different locations either on or off campus, but the bottom line for all of these student workers is that they are STUDENTS. Their success as students comes before any job, and working them more than eight hours a day or 30 hours a week does not acknowledge that fact.
- All overtime must be approved by the Financial Aid Adviser/Student Employment employee on a case-by-case basis.

## **IX. EMPLOYMENT LAW**

### **Can I pay my student employees less than \$9.25?**

- The minimum wage in Oregon is \$9.25 an hour—this is the least a student employee can be paid.

### **Can I pay my student employees a wage that will allow them to earn their entire FWS award quickly?**

- The Bureau of Labor and Industries for the state of Oregon, as well as the Federal Fair Labor Standards Act state that wages should match the skill level of the job. If a student is a clerical assistant who answers the phone and makes copies and does minimal computer work, their wage should fall in the range of Area Aide I.

### **Can I pay my FWS more than my SA for the same job?**

- No. All student workers, no matter what account they are paid from, should be paid the same wage for the same job.

### **Can my student worker get paid two different wages if the job responsibilities are different?**

- Yes. You would submit two Hiring Authorizations and two timesheets each month.

## **X. INTERNATIONAL STUDENTS**

### **Where do you direct an International student with questions about on-campus employment?**

Have them email the Financial Aid Adviser/Student Employment employee who will explain the process to become eligible to work on campus. **Because of procedures in place by the Department of Homeland Security, an international student must have a job offer in place before a Social Security card can be issued.**

International students may only work on campus for 20 hours a week when school is in session, and up to 30 hours a week during breaks and one term of non-attendance. They cannot work until all employment paperwork is finished and employment eligibility is verified.