

The Student Manual to Undergraduate Employment
Mount Holyoke College

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General Guidelines

The primary purpose of Mount Holyoke's student employment program is to help you meet your educational and personal expenses while attending college. More than 70% of Mount Holyoke's undergraduates work in offices, labs, dining rooms, the grounds, the computing center, the library and the sports center.

In these areas, and in many others, you will find an opportunity to learn and practice skills you will need for internships, summer and post-graduate employment and graduate work - searching for a position, successful interviewing strategies, organizing work schedules, and practicing team membership and team leader roles.

On-Campus employment will also give you the opportunity to learn more about the Mount Holyoke Community and become a valued part of it. Supervisors respect student perspectives and the added help you will bring to their departments.

Employment at the college is designed so that work does not prevent you from meeting your academic responsibilities. Positions are available in a wide variety of areas to fit your schedule. **It is Mount Holyoke's policy that students should not work more than 8-10 hours per week during the fall and spring academic terms.**

It is your responsibility to follow the College's Employment Policies in Section 2 and the College's Guidelines for off-Campus employment in Section 3.

The Student Employment Office



The Student Employment Office (**SEO**) of the Career Development Center coordinates the student employment program on campus, administers the Community Service Federal Work Study Program, and maintains the off-Campus Job listings and Spot Job Listings.

The Financial Aid Office, the Payroll Office, Dining Services, and the Office of Human Resources administer different aspects of student employment. If you have a question or concern that is not answered by this guide, please check the **F A Q's (Frequently Asked Questions)** information sheet and call the appropriate office.

Types of Employment

There are 6 types of employment for Mount Holyoke Undergraduates:

1. On-Campus Employment
2. Community Service Positions (off-Campus) for federally funded work study students
3. Spot Jobs (one-time or temporary jobs on and off campus).
4. Mount Holyoke Commencement/Reunion Jobs *
5. On-Campus Summer Positions at Mount Holyoke **
6. Off-Campus Employment Opportunities (employment by businesses and individuals in the area and not connected with financial aid)

* On-Campus housing available.

** On-Campus housing available at a cost to the student.

All first-year students who are offered on-campus student employment as a part of their financial aid package are required to work in dining services their first year.

If a first-year work study student wishes to seek employment in another department **IN ADDITION TO HER DUTIES IN DINING SERVICES**, she must first get a release from her Dining Services Student Manager.

Locating a Job

It is your responsibility to locate a job using the resources described in this manual - **On-Campus Employment**, Section 2 and **Off-Campus Employment**, Section 3.

In order for you to be paid for on-Campus work you must have completed three documents to comply with federal and state law: federal and state tax withholding forms (W-4 and M-4) and the employment eligibility verification form (I-9). You only need to complete these documents once at Mount Holyoke. Your check will be held in the Payroll Office if you have not completed these forms. Original documents of identification are required. Read **Required Identification Documents** on page 11 & 12 carefully.

Also, the Payroll Office highly recommends that you sign up for **direct deposit**. This helps alleviate the problem during school breaks or if you are not on campus on a payday. Your check would automatically be deposited to your bank account on your scheduled pay date. The instructions and form to sign up for direct deposit is available at: <http://www.mtholyoke.edu/offices/hr/payroll/signup>.

First-year students will meet to sign up for dining services jobs. The Dining Services Student Supervisor will help you schedule your new work shifts.

Upper-class students should consider the benefits of dining services positions. The jobs are very flexible and easily scheduled. Dining Service workers have the opportunity to be promoted and become Dining Services Student Managers (Administrative Fellows).

Applying for a Job

Mount Holyoke uses a student employment database called **JobX**. This system is web-based and can be accessed either from the Career Development website at <http://www.mtholyoke.edu/cdc> and click on student employment or directly by going to <https://seojobs.mtholyoke.edu>. Students will apply on line for available jobs. Please see the link to the JobX Student User Guide on the Student Employment site for complete instructions on how to use to this exciting tool.

Tips for a successful application process are on the Mount Holyoke Career Development Center's web site at: <http://www.mtholyoke.edu/cdc>

Check out information about:

Telephone and in-person interviews - strategies for a favorable impression

Cover letters and resumes - how to present yourself on paper

Application forms - how to make your application stand out

References (recommendations) - how to request the most substantial letters and how to use the Interfolio System. (It is customary in North America for recommendations to be confidential; that is, the student waives her right to see the letter.)

Accepting a Job - Your Responsibilities

If you are hired by Mount Holyoke, it is your responsibility to follow the college's **Employment Policies**.

If your employment is off-Campus, it is your responsibility to follow the college's guidelines for assessing the integrity of the position and accepting employment. See Section 3, **Off-Campus Employment**.

Mount Holyoke is not responsible for the safety, wages, or other aspects of off-Campus Employment.

It is Mount Holyoke's policy that no student should work more than 8-10 hours per week on or off campus during the academic terms. This also pertains to students who work on campus that aren't on workstudy. Students may work up to 40 hours per week during January term or the summer based on the department's budget and it won't count towards their maximum earnings limit.

If you have any questions about college policies for on-campus employment or questions about the college's guidelines for off-campus employment, please contact the Student Employment Office.

On-Campus Employment

The Student Employment Data Base

Section 2



On-Campus jobs are posted on the student employment database, called JobX. Available jobs can be searched for by department, days and time and term you are available to work.

You can access JobX either from the Career Development website at <http://www.mtholyoke.edu/cdc> or directly by going to <https://seojobs.mtholyoke.edu>. Students will apply on line for available jobs. Please see the link to the JobX Student User Guide on the Student Employment site for complete instructions on how to use to this exciting tool.

JobX is updated daily as new jobs are posted or vacancies occur during the academic year. Spot Jobs on campus, that is, one-time or temporary positions, are also posted on JobX.

Department supervisors update JobX for the following academic year in time for the annual Virtual Job Fair in April. At the Job Fair, workstudy students have priority access to jobs for the following academic year.

Hiring Policies for On-Campus Employment

It is Mount Holyoke's policy that no student should work more than 8-10 hours per week during the academic terms. This long-standing policy is to ensure academic integrity and encourage extracurricular participation by all students. This also applies to students who are working on campus that aren't on workstudy.

All first year students who are offered a job as part of their financial aid package are required to work in dining services their first year. If a first-year workstudy student wishes to seek employment in another department in addition to her dining services hours, she must first get a release from her Dining Services Student Manager.

During the first two weeks of each semester, supervisors may **only** hire students who have been awarded, and accepted, the opportunity to work as part of their financial aid package.

Non-Financial aid students can be hired by departments after the first two weeks of each semester.

Exceptions to the College's hiring policies may be made by the SEO in cases where no financial aid student can be trained to fill a particular position, or possesses the skills necessary to perform a particular job, or applies for a particular position. Non-aided students hired after the two-week wait are allowed to work in the same department the following year without having to wait the two weeks.

Summer employment positions on the Mount Holyoke campus are filled by departments based on skills and a rolling application system. Openings for summer employment on campus are posted on JobX.

In some cases, priority for summer positions on campus will be given to international students who must remain on campus, but who are not allowed by United States Immigration and Naturalization regulations to work off campus.

Employment Policies for On-Campus Employment

- All student employees of Mount Holyoke College are covered by the Massachusetts Workers' Compensation Insurance Law. Coverage is automatic upon employment, and the college assumes the total cost of your coverage.
- If you are certifiably disabled and require extra accommodations in order for you to perform your duties as a student worker, the college will work with you, your campus employer, and if applicable, your off-Campus agency to reasonably accommodate your needs.
- Employees of Mount Holyoke College may have access to confidential information about staff, faculty, students, alumnae, and others. In order to protect the privacy of individuals, all employees must understand that information seen and heard on the job must not be shared with anyone outside the immediate department. This information includes, but is not limited to, the following: financial information, gifts, employment, education, and family/personal/financial situations. Failure to comply with the confidentiality policy will result in immediate termination of employment. Student workers will be asked by their supervisor to sign a "Statement of Confidentiality" form.
- Individual departments may have a dress code for health or safety reasons or in situations where you are highly visible to the community. Your supervisor can describe any specific dress requirements, if they are not already included in the job description. Items required by law, such as hats and gloves for food service, are provided by the department.
- Your supervisor is required to evaluate your performance annually, or when you leave your position, using the SEO Student Evaluation Form. Supervisors will share your evaluation with you before the end of the academic year. These evaluations will be collected and maintained in the CDC.
- If your supervisor writes a favorable annual evaluation, it is to your advantage to ask him/her to write a letter of recommendation based on the evaluation. This recommendation can be used when applying for other on and off campus jobs and can be filed with Interfolio, a credentials service we have partnered with. Please go to their website: <http://www.interfolio.com> and register.

- Individuals outside Mount Holyoke College frequently call for information to help them locate people who they think might be, or have been, employed by the College. The requests may also involve employment verification for loans, credit and housing. The Student Employment Office will release upon request only the dates of your employment.
- All students, except those hired only for Summer, January Term, Reunion or Spot Jobs, are expected to perform their on-campus job for the entire academic year, including reading period and examination period. If you must leave campus before the end of the examination period, you must notify your supervisor as early as possible and make every effort to arrange for a substitute.
- If you must resign from your on-campus position, it is customary and courteous to give two weeks notice to your supervisor. Remember -- departments rely on student workers.
- It is recommended that you work a maximum of 10 hours per week when classes are in session and no more than 40 hours per week when classes are not in session, if the department's budget allows for it.
- By federal law, if you receive your employment as part of your financial aid package, your total on-campus earnings from the start of classes in September to the end of classes in May, excluding January Term, may not exceed the dollar amount of your work award.
- The student wage rates apply to all students. The college reviews its student wage rates annually.
- Before you can receive your first paycheck for on-campus work or community service work study, you must complete the federal and state tax withholding certificates (W-4 and M-4) and the federal verification of employment eligibility form (I-9). These forms are available in the Payroll Office. There is a required meeting in September for all students who think they might be working on campus during the academic year for the first time.
- Documents of Identification are required for the I-9 form. Read carefully **Required Identification Documents**. You need to complete these forms only once.
- As an employee, you are responsible for following the procedures of the Payroll Office to insure that your paycheck is issued on time. Student Employment paychecks are issued bi-weekly.
- If you work more than 40 hours in a given week, Mount Holyoke is required by law to pay you overtime wages. If you are working in two or more departments, all departments must contribute to your overtime.
- You are paid for actual hours worked. You will not receive pay for holidays, sick days, vacation days, lunch hours, or other leave.

- You will not be paid for hours missed on those infrequent occasions when offices close due to adverse weather conditions. You may be given the opportunity to make up the missed hours at the discretion of your supervisor.
- It is your responsibility to call your supervisor if you will be late, cannot go to work or are ill. Departments rely on student workers. You may be given the opportunity to reschedule the missed hours at the discretion of your supervisor.
- Some departments, especially Dining Services, require that you find a substitute for the hours you are unable to work. All substitutes must submit their own time sheet.
- Dining Services also requires that a substitute be drawn from a pre-approved list. This list is maintained by the Dining Services Student Manager and is posted on the bulletin board in the kitchen or service room.
- It is your responsibility to find your own replacement as well as to notify the student manager of your absence.
- Persistent lateness, failure to obtain a substitute as required and unsatisfactory job performance may all be grounds for your dismissal. In cases of willful violation of the Mount Holyoke Honor Code or the College's Rules of Conduct, you will be dismissed immediately. See **Discipline & Dismissal**.
- If you are dismissed, college policy does not permit your re-hire in any capacity until the following semester.
- If you have a complaint or concern about the terms or conditions of your employment, utilize the college's **Grievance Procedures**.

Mount Holyoke reserves the right to modify its student hiring and employment policies from time to time.

Wage Rates for On-Campus Employment

Student Wage Structure effective January 1, 2008.

The Student Employment Office (SEO) Task Force, made up of student representatives and student supervisors from a variety of campus offices, has created a student wage structure that will provide clear guidance on what to pay our great variety of student workers in a fair, equitable and consistent manner.

Level 1 \$8.00/hr

Will refer to positions that require performing office duties such as clerical, reception, filing or fulfilling responsibilities that do not require pre-requisite knowledge, certification, training or skills. Dining Service kitchen workers and some facilities management student workers fall into this category.

Level 2 \$8.15/hr

Will refer to positions that require prior training, certification, knowledge or skills to perform duties central to the position. Examples include tutors, teaching assistants, web

designers, graders, speaking mentors, writing assistants, research assistants, riding instructors, admissions tour guides, medical assistance personnel (EMT's, athletic trainers), and lifeguards.

Level 3 \$8.35/hr

Will refer to supervisors of other students, computer lab supervisors, and EMT supervisors.

Level 4 \$8.70/hr

Will refer to “administrative fellow” positions that are para-professional in nature. Departments sponsoring an administrative fellow position assume responsibility for creating a significant, intentional work experience that requires high-level proficiency and careful mentoring. An example would include Admissions Fellows. Level 4 will also include Art Dept. models.

Level 5 Stipend

Will refer to positions where it is difficult to ascertain the exact amount of time needed to perform their duties as they do not work for set, continually recorded hours. Examples include hall presidents and student advisors.

All of these wages apply regardless of the origin of student salary, including outside grants. Students on leave working in “student” jobs will be paid the student wage commensurate with the position. Students on leave filling in for professional staff positions will receive a higher wage to be determined by the supervisor and the Chair of the Student Employment Office Task Force.

The following are summer wages and follow the same criteria as academic year wages:

Summer

Level 1 - \$8.30

Level 2 - \$8.55

Level 3 - \$8.80

Level 4 - \$9.30

Dining Services - On-Campus Employment

All first-year students who are offered on-campus student employment as a part of their financial aid package or non-aided students, are required to work in dining services their first year. If a first-year financial aid student wishes to seek additional employment in another department she must first get a release from her Dining Services Manager before seeking other employment.

You are expected to work for the entire semester, including reading periods and examination periods. If you must leave campus before the end of the examination period, you must notify your supervisor as early as possible and make every effort to arrange for a substitute.

From the founding of the college in 1837, students have been responsible for assisting in the daily life on campus. Mary Lyon's vision of a community of women and scholars included communal household activities. In the 20th century, students no longer form

butter into pats or iron the linens, but participate in the life of the residence halls by working in Dining Services.

Without student workers, the availability of meals in each of the dining halls would not be possible. All students rotate through the different Dining Services Positions: Checker, Service, Potwasher and Dishwasher.

After working in Dining Services for one year, students may apply to become Student Dining Services Managers (Administrative Fellows). These students are an important part of residential life and are chosen for their communication and managerial skills.

Not the least of their responsibilities is administering *M & C's*, milk (soda and juice) and cookies served in each residence hall. *M & C's*, a tradition at Mount Holyoke for over 80 years, was originally milk and crackers and was, and is still intended to be, a break from studies and a time to socialize. In 1912, homemade college crackers were available at every hour of the day and night. That tradition was eliminated during WWI because of food shortages. After the war, milk and crackers were again provided as a social break, and again stopped during WWII. An alumna from the class of 1951 remembers *M & C's* in its present form being served when she entered Mount Holyoke in 1947. Traditions like these are part of the fabric of the community of women and scholars at Mount Holyoke - a quilt of serious academic work, extra-curricular activities, communal activities and social life.

Required Identification Documents

for On-Campus Employment

In order for you to be paid for on-Campus work, you must have completed three documents to comply with federal and state law - federal and state tax withholding forms (W-4 and M-4) and the employment eligibility verification form (I-9). You only need to complete these documents once at Mount Holyoke. Your check will be held in the Payroll Office if you have not completed these forms.

All students must complete a federal employment eligibility certification form (I-9). This form verifies an individual's citizenship status to ensure that only individuals eligible to legally work in the U.S. do work. An I-9 must be completed within 3 business days of your date of hire. Students who are employed by Mount Holyoke College need to go through this verification process only once unless your citizenship or visa status changes.

The I-9 form requires proof of identification. The forms of identification **must** be originals; no copies are acceptable. If you have questions about the forms of identification, contact the Payroll Office at 413-538-2503 or fax at 413-538-2512.

All students are asked to complete a federal employee withholding allowance certificate (W-4) and a Massachusetts employee's withholding exemption certificate (M-4). These documents are used to determine how much (if any) tax should be withheld from your paycheck. If you do not complete these forms, the College is required to withhold tax at an IRS default rate of "single & 0".

The I-9, W-4 and M-4 forms are available on the Human Resources website at www.mtholyoke.edu/offices/hr. Once on the website – left margin, click on “student payroll” and then under the heading “student work clearance”, click on “work clearance”. The Payroll Office staff will be available to assist students at the beginning of the fall semester.

Income Tax

Under IRS regulations, students, including international students, are not automatically exempt from having taxes withheld.

You may also be surprised to learn that the income you earn on campus, including work study, is taxable income. In addition, international students are not automatically exempt from paying U.S. taxes.

Questions about international students and employment, including questions about taxes, and visas, should be directed to the Office of International Affairs, 413-538-2072, fax 413-538-2584, 303 Mary Lyon Hall.

International students are automatically federally taxed \$4.00 per week and needs to be listed on the W-4 form.

In accordance with Internal Revenue Service codes, the college provides all students with an annual W-2 form (Wage and Tax Statement) no later than January 31 of the new year. The W-2 will be sent to your campus post office box. These are official tax documents and care should be taken to safeguard them.

Payroll Schedule

for On-Campus Employment

Student employment checks are issued bi-weekly by the payroll office upon the receipt of a completed time sheet. Checks for the federally funded Community Service Work Study Program are issued by Mount Holyoke College.

Completed time sheets are due in the Payroll Office by NOON on the Monday following the end of the pay period. You or your supervisor may turn them in earlier if your work week is completed. Students working off campus **must bring their timesheets signed by their supervisor to the CDC** by 10:00am on the Monday following the end of the pay period

**Time sheets that arrive late (even if sent by campus mail)
are incomplete or are filled out incorrectly,
will be processed for the next pay date in two weeks.**

A schedule of Pay Periods and End Dates, Time Sheet Due Dates and Pay Dates is printed on the back of every Student Employment Time Sheet. .

Read this Payroll Schedule carefully, paying special attention to holidays and end of semester periods when the Time Sheet Due Dates may be different.

Time Sheets for On-Campus Employment

Incomplete or inaccurate time sheets are the primary cause of delayed paychecks.

Dining Services workers use time cards and time clocks. Student Dining Services Managers in each residence hall fill out and submit the time sheets to the Dining Services Office. Direct questions regarding payment for Dining Services work to your Student Supervisor, or if the problem cannot be resolved, to the Dining Services Office.

Student time sheets are scanned. You should use only blue or black ink, and have no erasures, cross-outs or “white-out”.

Every time sheet must have this information completed accurately:

- 1. your full name (printed): Last, First, Middle Initial**
- 2. your department name**
- 3. the ending date of the pay period**
- 4. your Student I.D. number – the number starting with either a 0 or 9**
- 5. your department number**
- 6. your job position number**
- 7 your total hours worked for week 1, week 2 and 2-week total**
- 8 your full signature and date - in ink (not initials)**
- 9 your supervisors full signature and date - in ink (not initials)**

Mount Holyoke College uses your full legal name (last name, first name and complete middle name) on all of its records, including your transcript and eventually your diploma. If you have any questions about your name as it appears on college records, or wish to change how your name appears on college records, see the staff in the Office of the Registrar, Room 6, Mary Lyon Hall (ground floor).

Your full name on your time sheet should be your last name, first name and middle initial. Do not use a nickname!

Each matriculated student is assigned a Student I.D. number. Your Student I.D. number is used on all your Mount Holyoke records, including your transcript and payroll records. It is **not** the same as your social security number. It is either of the two I.D. numbers found on your OneCard starting with either a 0 or a 5.

Each department is assigned a Department Number for accounting purposes. Each job on campus is also assigned a Position Number. Your supervisor will tell you what your Department and Position Numbers are. Be sure to complete them accurately on your time sheet.

Only submit hours that you actually work. Lunch and dinner breaks, sick time, holidays or when the College closes due to adverse weather conditions are not paid.

If you arrange for a substitute, the substitute must submit her own time sheet. You cannot be paid for time worked by a substitute. See **Substitutes**.

Make sure you sign your time sheet with your full signature in ink and date it. Do not initial the time sheet or allow your supervisor or anyone else to sign it for you.

It is your responsibility to follow your department's procedures for submitting time sheets to meet the Time Sheet Due Date in the Payroll Office. Time sheets that arrive in the Payroll Office after the Due Date will be processed with the next pay period.

Checks for late time sheets will be delayed two weeks.

Submit your time sheets bi-weekly as scheduled. **Do not hold your time sheets and do not submit more than one time sheet per pay period for each department in which you work.** Federal labor law requires that all wages earned during a bi-weekly payroll be paid within 6 days of the last worked day (or 7 days for a 7-day work week).

If, because of illness or any other unforeseen event, you have un-submitted time sheets for more than one pay period, complete them and take them as soon as possible to the Payroll Office.

Recommended Student Time-Keeping Practices for On-Campus Employment

You are encouraged to keep your own personal log as a backup to confirm that you receive proper pay.

You should make a copy of the completed time sheet for your records.

Some departments may have students pre-sign their time sheets. This is an acceptable practice as long as the department provides the student with a copy of the completed time sheet.

Payroll Checks for On-Campus Employment

On the morning of the bi-weekly pay date all paychecks will be sent to the college post office and distributed to student post office boxes.

If you are expecting a paycheck and do not receive one, notify the Payroll Office at (413-538-2709) as soon as possible.

You may elect to have payroll deductions from your bi-weekly payroll check for tuition and general bills. These arrangements can be made through Financial Services, Office of Accounting, Student Accounts Department, Room 15, Skinner Hall, tel 413-538-2034, fax 413-538-2512.

The college highly recommends that you sign up for direct deposit. This transfer can be made to any bank or credit union within the United States. Direct Deposit has many benefits and we strongly encourage students to take advantage of this program. Arrangements can be made through the Payroll Office. At the end of the academic year, direct deposit can be stopped with three days notice if needed.

If you decide to close your bank account, or for some reason you change account numbers, it is imperative that you notify the Payroll Office **before you make the change.** If you take either of these actions and do not notify the Payroll Office there will be a delay in getting your money.

Your Financial Aid Package

and On-Campus Employment

Financial assistance is awarded each year on the basis of financial need as determined by the college. You must reapply for financial aid each year.

The financial aid package consists of:

- loans
- campus job
- federal, state and other scholarships
- Mount Holyoke College grants

A campus job is offered, **but not guaranteed** as a part of the financial aid package. The dollar amount packaged is determined by your financial need and your class year.

You are not required to accept a job as part of your financial aid package, but the burden of making up this portion of the package rests with you or your family. Declining a job in one year has no effect on the offer of aid in future years. If you wish to decline your campus job, you must notify the Office of Student Financial Services **in writing**. Students who decline their work study in order to increase their eligibility for loan funds will not be allowed to work on campus for the academic year.

Student Financial Services Office
16 Skinner Hall
Mount Holyoke College
South Hadley, MA 01075
tel 413-538-2291 fax 413-538-2512,

If your financial aid package includes a campus job, you will be assigned to either **FCWS**, Federal College Work Study, or **MHW**, Mount Holyoke Work. Federal Work Study is funded by both the federal government and Mount Holyoke College, based on federal guidelines of financial need and federal eligibility. Mount Holyoke Work is funded entirely by the college. The source of funding has no impact on student employment, except that **FWS** students may be eligible for certain federally funded Community Service Jobs off-campus.

The college attempts to provide employment for **all** students who wish to work. However, a student who has a campus job as part of her financial aid package is given priority in hiring. Supervisors may hire only Financial Aid students during the first two weeks of classes of each semester. Beginning with the 3rd week of each semester, non-financial aid students may be hired for the jobs that remain open.

In early April, a Job Fair is sponsored by the SEO (Student Employment Office) to help students who have a campus job as part of their financial aid package secure a position for the next academic year. Students use JobX, the data base of all on-campus jobs, updated by department supervisors for the upcoming academic year. Only workstudy students can be pre-hired for the next academic year.

If you have been awarded a campus job as part of your financial aid, your on-Campus academic year earnings cannot exceed the amount specified in your financial aid award - **a maximum earnings limit (MEL) for on-Campus academic year earnings**. Per federal regulations, Mount Holyoke must enforce the maximum earnings limit. It is your

responsibility to stay within your maximum earnings limit (MEL) using the following guidelines. This applies to non-aided students working on campus as well.

A maximum earnings limit translates into a recommended number of hours per week for the academic year at the current student wage rates.

$$\text{MEL} = \text{Hours/Week} \times \text{Wage Rate} \times \text{Total Weeks Worked}$$

Mount Holyoke has a long-standing policy of limiting the number of hours a week that any student can work while classes are in session. This policy is intended to ensure academic integrity and encourage extra-curricular participation among all students.

Federal regulations mandate that regardless of whether students are on workstudy or not, they cannot work more than 8 -10 hours per week or 40 hours per 7 day week. Mount Holyoke limits these full-time hours to January term and the summer.

Money earned on campus in the summer, including Reunion Work, is **not** counted toward your maximum earnings limit (MEL).

Your total earnings to date are printed on each bi-weekly pay check stub. When your earnings approach the MEL (maximum earnings limit), a notice will be sent by the Office of Student Financial Services to you and to your supervisor. If you earn your MEL prior to the end of the academic year, you are required to discontinue your employment for the remainder of the academic year - unless your earnings limit is increased by the Office of Student Financial Services.

An increase in the MEL (maximum earnings limit) can only be made when there has been a change in a student's educational expenses, for example, graduate school application fees or excessive course book expenses. Requests for an increase in the MEL must be made in writing to the Office of Student Financial Services.

Administrative Fellows Program

The Administrative Fellows Program is a student employment opportunity designed to provide para-professional positions in college administrative and academic departments. Administrative Fellow positions are structured to give students an in-depth exposure to the field, acquisition and application of specific skills related to the field, opportunities for professional development, and developmental assignments, as well as coaching and feedback from their Supervisors.

Administrative Fellow positions are two semesters or one-year in length and average eight to ten hours a week. They are open to rising Sophomores, Juniors, and Seniors. The position is Level 4 in the Student Wage Structure. The pay is \$8.70 per hour. Level 4 positions are para-professional in nature with more complexity, responsibility, accountability, and autonomy in decision making than Level 1-3 positions.

Departments sponsoring an Administrative Fellow position assume responsibility for creating a significant, intentional learning and work experience that requires high-level proficiency and careful mentoring. Administrative Fellows are involved in essential work of the department and may be assigned tasks similar to the professional staff.

If you are interested in becoming an Administrative Fellow, the departments seeking qualified students will advertise their positions on JobX. You would apply for this job like any other campus job, following the requirements specified in the job description.

Community Service Work/Study Program

for Federal Work/Study Financial Aid Students

Mount Holyoke participates with the federal government in the Federal Work Study Program (FCWS), a federally funded assistance program for students who are U.S. citizens (or federally eligible) and who meet certain financial need criteria. The Community Service Program is the off-Campus component of the Federal Work Study Program; its primary purpose is to stimulate and promote the part-time employment of students at local non-profit, non-sectarian agencies. Only students eligible for the FCWS may apply for the off-campus Community Service positions. If you are not sure if you are eligible, check your eligibility status with the Office of Financial Services.

If you are eligible and are interested in arranging an off-Campus position during the academic year, review positions on JobX. All available Community Service Positions can be easily accessed from JobX by clicking on Community Service/America Reads/America Counts in the Quick Search Section. You must contact the organization directly and request application materials. In addition to work in non-profit organizations, Mount Holyoke participates in the **America Reads/Counts Program**. Under this program, students provide tutoring and literacy mentoring in schools and organizations in the 5-College area.

Students participating in the Community Service program are paid through the payroll office of Mount Holyoke College and must complete all of the required work clearance documents in September. Your earnings during the academic year may not exceed the amount specified in your financial aid award.

Wage rates for Community Service jobs follow the same wage structure as on-campus jobs.

You are responsible for your own transportation to and from off-Campus positions. The Community Service Program only funds positions when classes are in session. If you continue working for the agency during non-academic periods, such as summer, the agency is responsible for 100% of your salary. If you work during J-tem, your hours are limited to 8-10 per week, as these wages do count towards your MEL.

January Term and Spot Jobs On and Off Campus

Use JobX to search for January Term Jobs. These jobs are posted on JobX by departments as early as October of fall semester. A search of the database by “January Term” will select those positions which are offered and vacant. If you search regularly during the fall semester, you will be aware of jobs as they are posted.

All students, regardless of their financial aid status, are eligible to pursue **Spot Jobs**. Spot Jobs include a wide variety of opportunities for on and off-Campus work, including child care, tutoring, yard work, house cleaning, large mailings, and office work. See **Off-Campus Employment**.

Commencement/Reunion Jobs on Campus

Commencement/Reunion I week followed by Reunion II week require a large number of student workers to meet the needs of alumnae, seniors, parents and guests.

Approximately 150 students are hired for the week up to and including the weekend of Commencement/Reunion I, and of those roughly 100 students stay and work for the week up to and including the weekend of reunion II. Students are assigned a variety of jobs that can include housekeeping, grounds crew, waitressing, golf cart driving and ushering for Commencement. Students can also be pre-hired for jobs requiring specific certification such as lifeguards, EMT's, van drivers or skill sets such as computer laboratory assistants, tour guides and working with elderly alumnae. Students do receive room and board on campus as a bonus for completing their assigned schedule.

A required information session is held in February for all students who would like to work Commencement/Reunions. The Alumnae Association will send invitations to all students in early February via mail and email with the date, time and location of this session. Details about the application process, job expectations and wages are covered in this session.

Working during this time is a great opportunity to make connections with other students and alumnae.

Summer Jobs On and Off Campus

Many departments hire students to work on campus during the summer as tour guides, computer lab assistants, receptionists, library aides, and office assistants, to name just a few. While some students choose to live off campus, students may remain on campus by applying to the Office of Residential Life in late spring. A meal plan is not available during the summer, but students do have access to a kitchen in the residence hall.

Summer jobs on-Campus are posted in JobX. Each year listings for the summer and following academic year are made available to students in April on the first day of the Job Fair. If you are interested in a job on-Campus during the summer, you should check JobX and apply directly to the sponsoring department. The Career Development Center receives many notices of summer jobs off-Campus in a wide variety of fields and locations.

You can also search for summer jobs on the Web. A list of all Career Development workshops is on the web at:

<https://mtholyoke-csm.symplicity.com/students/>

Section 3



Off-Campus Employment During the Academic Year

If your employment is an **off-Campus non-workstudy position**, it is your responsibility to follow the College's guidelines below for assessing the integrity of the position and accepting employment.

Mount Holyoke is not responsible for safety or other aspects of off-Campus employment.

- * It is your responsibility to research the organization or individual to whom you are applying.
- * Use caution and common sense when applying for any position off-campus. For example, if a job is at a residence, it may be best to have the interview at a public place, rather than at the residence. Don't put yourself in a vulnerable situation. You should not go alone to any residential address to apply for a job.
- * If a job is offered by an individual, ask for references and the name of the last person to work for them.
- * Make sure that you and your employer have agreed upon the rate of pay, the hours required and the job requirements. If you are unsure about any of these, ask the employer to put them in writing.
- * Be sure to discuss how and when you will be paid. Tutors and child care providers are paid after each session, unless you and your employer agree to a different arrangement. If you are working in a Spot Job, arrange to be paid after the work is completed. Spot Jobs, tutoring, child care, yard work, house cleaning, large mailings, and office work are just a few of the jobs you will find on JobX. Jobs are phoned and mailed in to the Career Development Center and are listed immediately on JobX.

If you are interested in this kind of employment, check JobX frequently. International students are not eligible to work off campus.



Guidelines for International Students

Most on-Campus employment policies are the same for all students, irrespective of citizenship. One notable difference is that Immigration regulations, and therefore College policy, prohibit international students from working more than 20 hours per week while classes are in session. Another difference is that in some cases, priority for summer on-campus employment will be given by Mount Holyoke College to international students who remain on campus but who are not allowed to work off campus by U.S. Immigration and Naturalization regulations.

All students, including international students, must have on file current federal and state tax withholding forms (W-4, M-4) and a federal employment eligibility certification form (I-9).

Under IRS (U.S. Internal Revenue Service) regulations, international students are not automatically exempt from having taxes withheld, and are not automatically exempt from paying U.S. taxes. You may be surprised to learn that the income you earn on campus, including work study, is taxable income. International students are automatically federally taxed \$4.00 per week and this needs to be listed on the W-4 form. In accordance with IRS Code, the college provides all students with an annual W-2 form (Wage and Tax Statement) by January 31 of each year. The W-2 will be sent to your campus post office box. These are official tax documents and care should be taken to safeguard them. You will need to submit these forms with a federal income tax return between January 1 and April 15 each year, based on earnings during the previous calendar year. Depending on your total income, and whether there is a tax treaty between the US and your country of residence, you may be entitled to a refund of some or all of the taxes withheld.

Your visa status may limit your eligibility to work off campus. Direct questions about employment and visas to the Office of International Affairs, 303 Mary Lyon Hall, tel 413-538-2072, fax 413-538-2584.

Sections 5 & 6



Guidelines for Non-Financial Aid Students

During the first two weeks of each semester, supervisors may only hire students who have been awarded, and accepted, the opportunity to work as part of their financial aid package. Non-Financial aid students can be hired by departments in the 3rd week of the semester.

Exceptions to the College's hiring policies may be made by the SEO in cases where no financial aid student can be trained to fill a particular position, or possesses the skills necessary to perform a particular job, or applies for a particular position. If a non-aided student is hired after the two-week waiting period, she can return to that job the following year.

There are Spot Jobs available on and off-Campus. There are also academic year off-Campus jobs such as child care, tutoring, housekeeping, yard work, etc., that all students except International students, may apply for at any time. These jobs are listed on JobX.

On-Campus Spot Jobs are also posted on JobX. See **January Term and Spot Jobs On and Off-Campus**.

Remember - it is Mount Holyoke's policy that any student should not work more than 8-10 hours per week during the academic year.

Guidelines for Students on Junior Year Abroad or Leave of Absence

You can search for jobs while you are away on JobX through the CDC website or directly to JobX at <https://seojobs.mtholyoke.edu>. The jobs will be posted on JobX in early to mid-April. Non-Financial Aid students must still wait until the third week of each semester to be hired. You are encouraged to speak with your current supervisor if you would like to return to your position or continue working in that department in another capacity. Let your supervisor know in the spring that you are interested in continuing employment your senior year.



Workmen's Compensation Insurance and Benefits

All student employees of Mount Holyoke College are covered by the Massachusetts Workers' Compensation Insurance Law which provides for partial income replacement and the payment of medical expenses incurred due to injury or illness arising out of, and/or in the course of, the performance of their duties. Coverage is automatic upon employment, and the college assumes total cost of this coverage.

It is essential that you immediately report to your supervisor all accidents or job-related injuries, no matter how minor, in order to protect your rights to appropriate benefits and to insure the proper handling of claims. Supervisors are required to complete the **First Report of Injury Form** immediately and forward it to the Human Resources Office for official filing. These forms may be obtained from the Human Resources Office, the Dining Services Office and the Office of Buildings and Grounds.

If you require medical services for a job-related illness or injury, you should consult the Mount Holyoke College Health Center. If the Health Center is closed, or if the injury needs additional attention, you will be referred to the **Work Connection at Holyoke Hospital**. If you receive medical treatment for a work-related injury at a hospital or at the Health Center, you should:

Inform the health care provider that the injury occurred at work.

Request that all bills for service be forwarded to the:

Office of Human Resources
Mount Holyoke College
50 College Street
South Hadley, MA 01075-1453
tel 413-538-2503
fax 413-538-3359

Submit receipts for prescription medications, crutches, or other medical equipment to the Office of Human Resources for reimbursement.



Discipline & Dismissal

Concerns

- If you are having problems or concerns at work, you are encouraged to discuss these potential issues with your supervisor or the Student Employment Office.
- If your supervisor feels that your work performance is unsatisfactory, she/he is required to make every effort to help you understand the problem(s) and to offer suggestions for improvement.

Harassment

- If you feel that you have experienced a form of harassment at work, you should call and ask to speak with the Director of the Career Development Center **immediately**.

Discipline Procedures

- If there are performance concerns, your supervisor will give you a verbal warning. The supervisor is required to say “this is a verbal warning” and state the problems and the terms to be upheld if employment is to continue. For many students on campus, student employment is part of their financial aid package and supervisors must give careful consideration before proceeding with written warnings or formal dismissal. Likewise, you should take any verbal warnings you receive very seriously so as to not jeopardize your financial aid package.
- If the situation doesn’t improve, your supervisor will fill out with you a **Student Employee Conference Form**. The form will state the problem(s), the terms of continued employment, the date by which improvements must be made and the supervisor’s recommendations for the future. There is space on the form for your corrections or additional comments. You and your supervisor are asked to sign and date the form, in acknowledgment of your meeting and discussion.

A copy of the Student Employee Conference Form is sent to the SEO (Student Employment Office). If the terms set out in the conference form are not met, your supervisor may issue a dismissal notice.

- If there is continued unsatisfactory job performance, chronic lateness or persistent failure to obtain a substitute for absences, you may be dismissed.
- If you are dismissed, college policy does not permit your re-hire in any capacity until the following semester.
- The process above will be followed except in cases of flagrant, willful violation of the Honor Code, or the colleges Rules of Conduct, or the college's Employment Policies, for which students may be dismissed **immediately**. Such reasons include:

Falsifying a time sheet

Stealing

Insubordination towards a Supervisor

Breach of
Confidentiality

The Honor Code is included in the *Student Handbook* given to each first-year student and is also on the web at:

<http://www.mtholyoke.edu/cic/stulife/handbook>.

For further information about the Honor Code, contact the Office of the Dean of the Students, 300 Mary Lyon Hall, tel 413-538-2550, fax 413-538-3059.

Grievance Procedures

It is important that you voice your concerns. A productive workplace is one where discussions about the work environment and work responsibilities, policies and procedures, can occur among all members. Often, after discussion, what is perceived as a grievance by one party, is found to be an oversight or misunderstanding by the other party. Almost all work place concerns can be constructively resolved by you, your co-workers and your supervisor.

The SEO (Student Employment Office) strongly recommends that you follow the procedures below for the most rapid and equitable resolution of your grievance.

Express your concerns to your supervisor as soon as possible. This should be within 7 calendar days of the occurrence.

If you prefer, you may first seek advice from the Director of the CDC as soon as possible. This should be within 7 calendar days of the occurrence. If appropriate, you may then be asked to discuss the problem with your supervisor within 7 calendar days of your SEO meeting.

At your meeting with your supervisor, you and your supervisor should make every effort to discuss the problem, listen to each other's understanding of the problem and resolve the grievance. If appropriate, the Director of the CDC may be present to facilitate this meeting at the request of either party.

If your discussion with your supervisor doesn't resolve the problem, discuss the situation with the Director of the CDC as soon as possible, but no later than 7 days after your meeting with your supervisor. The Director will review your complaint with you and your department head.

Your department head must inform you of the department's proposed resolution within 7 calendar days of that review. The resolution must be in writing and if agreed to by all, signed and dated by you, your department head and your immediate supervisor.

If the resolution offered by your department head is unacceptable to you, discuss the situation again with the Director of the CDC as soon as possible, but no later than 7 calendar days of your learning of the proposed resolution.

The Director will arrange to have your grievance reviewed by you, the College Ombudsperson and the Director of Human Resources. These grievances can be an alleged violation, misinterpretation, or improper application of the college's policies or procedures regarding employment as set out in this booklet. A grievance can also be a misunderstanding about a position's responsibilities or expected performance standards. A grievance is any work situation you are concerned about which you cannot resolve in the daily work environment. Administrators will work with you and your department to resolve the dispute. The Director of Human Resources will inform you, your department head, and your immediate supervisor of the college's resolution within 14 calendar days of your meeting with her. You and your department will be bound by this resolution.