

TABLE OF CONTENTS

SECTION I – STUDENT EMPLOYMENT POLICIES AND PROCEDURES FOR SUPERVISORS

Introduction	2
Administration	2
College Employment Policies	2
Financial Aid Connection	3
Employment Allocation	3
Maximum Earnings Limit	3
Accepting/Declining	4
Placement	4
Accessing Job Information	5
Junior Year Abroad and Leave of Absence	5
Community Service	5
Administrative Fellows Program	5
Department Hiring	6
Supervisor’s Responsibilities	7
Annual Evaluations	8
Discipline/Termination Process	8
Payroll Procedures	9
Payroll schedule	10
Payroll Documents	10
Dress Code	11
Department Requests for Additional Positions	11

SECTION II – JOBX 11

How the Process Works

SECTION III – ATTACHMENTS

Student Employee Conference Form	13
Student Employee Evaluation Form	14
Student Wage Structure	15
FAQ Sheet	16
Final Note	18

SECTION I – Student Employment Policies and Procedures

Introduction

The employment of students at Mount Holyoke College is an integral part of the daily operation of the College. The purpose of this manual is to focus on the policies and procedures governing the employment of all Mount Holyoke College students who work on campus. Information regarding the employment of financial aid and non-financial aid students, eligibility for employment at the College, student/supervisor responsibilities, the grievance process and procedures for dismissal are but a few of the topics included. We welcome any questions, suggestions and comments that you may have about this manual and the Student Employment Program.

Administration

The administration of student employment for all on and off-campus positions is coordinated by the Student Employment Office, (SEO).

Proper supervision of student employees is primarily the responsibility of the Supervisor in the department. Supervisory responsibility includes writing and/or updating all job descriptions on an annual basis as required by the federal government, communicating all job expectations to the student employees, signing off on all timesheets and delivering them to the Payroll office, evaluating student job performance and when warranted, taking disciplinary action. Further information on these responsibilities is offered in a later segment of this manual.

College Employment Policies

- ◆ Students are paid only for actual hours worked. Students are not eligible for paid leave benefits of any kind. They do not receive pay for holidays, sick days, vacation days, lunch hours or on those occasions when offices close due to adverse weather conditions.
- ◆ Students may work a maximum of 8 - 10 hours per week when classes are in session and up to 40 hours per week when classes are not in session. If a student works more than 40 hours in a given week, we are required by law to pay that student overtime wages. If a student is working in two or more departments, all of these departments must contribute to her overtime.
- ◆ First-year students are required to work in Dining Services. They will be given a schedule by the Dining Services Student Manager (Administrative Fellow) to fulfill at least three (3) hours, if not more. At that time, if the first-year student has not obtained more than 3 hours, she may proceed to look elsewhere on campus to get additional hours.
- ◆ Annually, the College reviews its student wage rate guidelines. Once established for any given academic year, these wages apply to all Mount Holyoke College students.
- ◆ Students who graduate at the end of the academic year, may continue to work on the student employment payroll until graduation. If they plan on continuing after that, the hiring department must submit a Personnel Change Form and the student will be put on the staff payroll. The summer wage rates would apply to those students working after June 1.
- ◆ Students with work-study as part of their financial aid package have priority in hiring. Non-aided students cannot be hired until the start of the third week of each semester.

Financial Aid Connection

Financial assistance is awarded to students on the basis of financial need as determined by the College. Financial need is defined as the difference between the cost of education and the assessed family contribution toward this cost. The contribution is comprised of a parent contribution and a student contribution, based upon a review of the family's income and assets. The College is committed to meeting the full financial need of students and does so through a combination of loans, work-study, Mount Holyoke College grant and federal and/or state grants.

Work-study is offered as part of almost every student's financial aid package. Students are not required to work, but the burden of making up this portion of the package rests with the student and her family.

Students who are offered work-study may receive an allocation for either Federal College Work-study (FCWS) or Mount Holyoke Work-study (MHW). Federal Work-study is funded jointly by the U.S. Department of Education and Mount Holyoke College. Mount Holyoke Work-study is funded entirely by the College. The source of funding has no impact on the student, except in cases where she wishes to work at an approved off-campus site. In such cases, only students offered FCWS are eligible.

Please remember that a student who is receiving work aid, whether Federal College or Mount Holyoke work-study, must be given priority in hiring. Also, a student who receives work-study may not earn more than the authorized limit designated by the Office of Student Financial Services (MEL – maximum earnings limit). It is the student's responsibility, in collaboration with her employer(s), to stay within this limit. If an employer has a special need that might require a student to surpass her work-study earnings limit, an appeal may be made directly to the Student Financial Services office. These will be considered on a case-by-case basis.

Employment Allocation

The recommended number of hours per week for students is 8-10 hours with a maximum of 10 hours per week during academic periods and up to 40 hours per week during non-academic periods (January term and summer). The "maximum earnings limit" assigned by the Office of Student Financial Services takes this recommended number of hours and the prevailing student wage rate into consideration. This schedule of hours allows students the opportunity to earn money to assist them with their educational expenses without infringing on time needed for academics or extracurricular activities.

NOTE: J-term earnings and summer earnings are not included in the student's maximum earnings limit, except in the case of an off-campus Federal Work Study position, where the wages do count towards maximum earnings.

Maximum Earnings Limit

A maximum earnings limit is the amount a financial aid student may earn from a campus job during the academic year. Occasionally, a student's award may be increased or decreased by the Office of Student Financial Services. A maximum earnings limit translates into the allowable number of hours of work per week and per year. Mount Holyoke College has an overriding policy of limiting the number of hours a week that any student can work. This long-standing policy is intended to insure

academic integrity and encourage extracurricular participation among all students. Federal regulations mandate that students cannot work more than 8 hours per day, or 40 hours per seven-day week (during J-term and the summer). The recommended hours are 8-10 per week with a maximum of 10 hours per week. The Financial Services Office monitors student earnings through bi-weekly reports of total wages earned on campus. A notice will be sent to a student approaching her limit. Students who earn their maximum earnings limit prior to the end of the academic year must discontinue their employment for the remainder of the academic year unless their earnings limit is increased by the Office of Financial Services. It is the supervisor's and student's responsibility to ensure that the student does not exceed her award limit.

Wages earned during the summer do not count towards a work-study student's maximum earnings limit. Students are able to work up to 40 hours per week during January Term (earnings during J-Term do not count towards the student's maximum earnings limit) and summer vacation. If a student is working in two departments and works over 40 hours, both of these departments must contribute to her overtime earnings.

Accepting/Declining

The college attempts to provide employment for all students who wish to work. For work-study students, a job is part of their financial aid award. These students may elect to decline their job award. If a student decides to decline her campus work award, she must notify the Office of Student Financial Services (Financial Aid) in writing as soon as possible. (Student Financial Services, Mount Holyoke College, 16 Skinner Hall, South Hadley, MA 01075, tel 413-538-2291, fax 413-538-2512.) **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.**

Placement

Job descriptions must be entered into the student employment database, **JobX** (see Section II for instructions). Once these job descriptions have been approved by the Student Employment Office, the student can view them on-line. The students are instructed to directly contact the person listed on the job description to arrange for an interview, unless otherwise stated in the job description.

In April, the Student Employment Office sponsors a Virtual Job Fair for students who have a job as part of their Financial Aid package, to help them secure positions for the next academic year. This process gives work-study students priority-hiring opportunities. Notification of summer jobs are also included as part of the Spring Job Fair. All students may inquire about or apply for on-campus summer jobs.

During the first two weeks of September and the start of the spring semester, supervisors may only hire work-study students and are encouraged to give first consideration for any job openings that are available to them. Beginning with the third week of classes, non work-study students may be hired for jobs that remain open.

Accessing Job Information

JobX – Student Employment Database

On-Campus jobs are posted on a student employment data base called JobX. Available jobs can be searched by department, days and time and term the student is available to work.

JobX can be accessed either from the Career Development Center's website at: <http://www.mtholyoke.edu/offices/careers/se0/se0.htm> or directly by going to: <https://se0jobs.mtholyoke.edu>. Students will apply on line for available jobs. Please see the link to the JobX Supervisor's Guide and Manual to JobX on the Student Employment site for complete instructions on how to use this exciting tool.

JobX is updated daily as new jobs are posted or vacancies occur during the academic year. On-campus spot jobs should also be posted on JobX

Supervisors are expected to update JobX for the following academic year in time for the annual Job Fair in April. At the Job Fair, work-study students have priority access to jobs for the following academic year.

Junior Year Abroad and Leave of Absence Students

It is the intention of the Student Employment Office to assist all students with on-campus employment. We encourage Junior Year Abroad and Leave of Absence students to access JobX to search and apply for available positions.

Community Service

Mount Holyoke College participates with the Federal government in the Federal College Work-Study Program (FCWS); the primary purpose of which is to stimulate and promote the part-time employment of students at Community Service agencies in the area. Students eligible for a FCWS award meet certain requirements of need and citizenship as specified under federal guidelines. If a student meets the federal criteria for FCWS eligibility, she will be paid in part from federal funds. Students can be employed at Community Service agencies only during the academic year (summer is not included). If students work at agencies during the summer, the agency is responsible for 100% of their salary.

The off-campus component of the Federal Work Study program operates mainly with the cooperation of non-profit, non-sectarian agencies. Students interested in arranging an off-campus position during the academic year should review the Community Service jobs listed on JobX. Only students eligible for FCWS may participate in this program. International students are not eligible for these off-campus positions. There are campus vans available for certain locations in Holyoke, in addition to the 5-college bus. Otherwise, students must have their own transportation.

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 having an Administrative Fellow in your department, you need to work in conjunction with the Career Development Center to develop the position. There is a special position description template that you will be asked to complete. As the Supervisor of an Administrative Fellow you will be expected to work in partnership with your AF to complete a Planning and Evaluation Form each semester. For questions, contact Joanna Adler in the Career Development Center.

Department Hiring

The Student Employment Office serves as the central resource for student employment. Departments must hire all student employees through the Student Employment Office according to the following procedures:

- ◆ Post job descriptions on JobX. Departments should keep in mind that work-study students have priority for all campus positions. Only in instances where no qualified financial aid recipient can be found may a non-work-study student be hired during the first two weeks of school. Non-work-study students may be hired beginning with the third week of each semester.
- ◆ A student is hired on JobX. The Student Employment Office will then approve the student. This approval will produce a work authorization form, which in turn allows the student to be paid once she submits her time sheet to the Payroll Office.
- ◆ All first-year work-study students are required to work in Dining Services. Dining Services requires a large work force to meet the needs of the College, and in order to assure that those student jobs are filled, as well as to promote other task force objectives, this policy has been instituted. Dining Services allows the flexibility needed to accommodate a first-year student's schedule. The student is expected to remain in her position in Dining Services for the **entire academic year**. First-year students are eligible to work in other departments on campus if they first secure at least 2-3 hours in dining services.
- ◆ All students (work-study and non-work-study) must complete the Federal tax (W4) form, the Massachusetts State Tax (M4) form and the Federal Employment Eligibility Verification (I9) form. The Payroll office will hold a work clearance meeting, usually the Tuesday morning before the start of classes to go over these forms. All students planning to work on campus are required to attend this meeting. Students are asked to bring with them the required forms completed in advance of this meeting. These forms can be accessed on the Human Resources website at www.mtholyoke.edu/offices/hr. With these forms, original valid forms of identification are required. A student will have her paycheck held by the Payroll Office until she completes these forms. Students need only to complete these forms once during their tenure at Mount Holyoke

College.

- ◆ Upper-class financial aid students are advised of campus job opportunities at the Spring Job Fair. With hiring priority given to financial aid students, upper-class students are encouraged to secure their campus job before leaving for the summer.

Supervisor's Responsibilities

Students are an important component of Mount Holyoke's labor force. Most students are dependable, creative, and trustworthy and demonstrate initiative and confidentiality when given proper instructions. The key to good performance by students lies in training and supervision. Good employers give thought to the jobs they design for students and provide attentive direction and feedback. When you hire students, try to recognize that you are responsible for providing supervision that teaches the job, the value of the work and good work ethics. Students should gain from their work experience at Mount Holyoke College.

During the hiring process, supervisors should provide job descriptions, schedules and other details to fully explain their expectations from the students performing the job. Review the job and be sure that enough training will be provided to insure the student's ability to do the job. Set aside a "new employee orientation" time to discuss with the student her responsibilities and to suggest ways to cope with schedule conflicts.

Supervise student's work, give deadlines for assignments whenever possible and evaluate performance frequently. Praise and encouragement go a long way, but always be honest. Students can and should learn valuable lessons about accepting praise and constructive criticism. When a job is mundane and tedious, try to mix it with something else. Try to ascertain from the student what special skills and interests she has and adapt them to your workplace. This encourages the student, helps her maintain her interest and adds a fresh perspective to the work environment.

Set the procedure that you will follow in dealing with infractions – a student who does not show up for work, for example, or one who is consistently late – so that the student will know in advance the consequences of her actions. Definite policies regarding substitutions, lateness and absenteeism can make these issues easier to deal with if and when they arise. The following are some of the supervisor's responsibilities to the student employment program.

- A. Keep the Student Employment database up to date, reactivate the job description when a position opens, and remember to close the job if you do no longer need to hire. JobX will automatically close down a job if all openings are filled.
- B. Make sure students are notified **as soon as possible** whether they are accepted or not in the position.
- C. Establish a desirable working schedule that does not conflict with the student's academic schedule. (Schedule jobs that enable students to stay within their 8-10 hour limit.)
- D. Define the job duties/responsibilities.
- E. Train the student for assigned duties.
- F. Provide supervision while the student is working.

- G. Complete the time sheets for actual student work time, make sure students are submitting time sheets on a regular basis. Students should never hold time sheets and submit several at once.
- H. Return the completed time sheet signed by the supervisor to the Payroll Office by NOON on the Monday following the end of the pay period. Please get time sheets in on time, since late time sheets cannot be processed until the next pay period.
- I. Students working 4 plus hours at a time should be allowed to take a 15 minute break during their shift.
- J. If a student is terminated from her position, she may not work on or off campus in any capacity the remainder of the semester. A Student Employment Conference Form must be completed.
- K. Complete a yearly Evaluation Form for each student employee and review the evaluation with the student prior to submitting the form to the SEO.
- L. It is the responsibility of the supervisor and the student to monitor the students' earnings so she does not exceed her maximum earnings limit. We suggest that you record the number of hours worked by your students on a regular basis so you will be aware of those students' earnings at any time during the semester. In order to be fair to all students, non-aided students must follow the limits set for aided students. They should not work more than 10 hours per week.

Annual Evaluations

The Student Employment Office requires supervisors to evaluate the performance of their student employees annually. The format of the evaluation is at the discretion of the supervisor and records of evaluations should be sent to the Student Employment Office and maintained as part of a student's permanent record for reference regarding on-campus employment and employment after graduation. Supervisors should share the evaluations with the student. When a supervisor has maintained strong communication throughout the year, the evaluation process will prove to be valuable to the student.

Discipline/Termination Process

For many students on campus, student employment is part of their financial aid package and it should be viewed as part of the educational process of a student at Mount Holyoke College. In that light, careful consideration should be given prior to termination of a student's employment. Nevertheless, if a student is unreliable or fails to perform required responsibilities, she may be terminated. Students are entitled to due process prior to termination. We recommend the following steps when disciplining a student.

- A. Inform Student Employment as soon as possible of any concerns you may have regarding a student.
- B. The supervisor must give a verbal warning to the student indicating the problems as well as suggestions for improvement. In order to confirm that the student understands the seriousness of the matter, the supervisor is encouraged to state "this is a verbal warning" and then outline the possible ramifications if performance is not improved (i.e. progressive discipline and dismissal

process). You are required to fill out the Student Employee Conference Form as a record of your warning to the student as a first step in the discipline process. A copy should be sent to the Student Employment Coordinator.

- C. If the situation does not improve, the supervisor must fill out a Student Employee Conference Form and issue a written warning with the student stating the problem and terms to be upheld if employment is to continue. The student should be given an opportunity to improve by a certain date. The supervisor and student should sign the form and a copy should be sent to the Student Employment Office. An example of the form is included in this manual.
- D. If the student fails to improve, a notice of termination is given to the student by the Head/Chair or supervisor of the department. All grounds for termination should be stated. A copy must be sent to the Student Employment Office.
- E. After a student has been dismissed, it is college policy not to rehire her in any capacity until the following semester. If the student is a first-year student and it's the first semester, she must be re-hired back into dining services the following spring semester to meet her dining requirements.

The above procedures should be followed except in the case of flagrant, willful violation of College Rules or Honor Code, for which a student can be terminated immediately. Such reasons include:

- ◆ Falsifying a time sheet
- ◆ Stealing
- ◆ Insubordination
- ◆ Breach of confidentiality

Payroll Procedures

Recommended Time Sheet Procedures

Review the time sheets bi-weekly to make certain each student has filled in the appropriate number of hours that they worked. Notify the Student employment Office of problems immediately.

The supervisor must be able to verify the students' time-in and time-out and be able to review their work. The Student Employment Office recommends that supervisors keep a log of the hours worked by the students in their departments so they can authorize pay for hours submitted by students on their time sheets. In the event of absence or illness on the part of the supervisor, someone in an authorized position must be responsible for time sheets.

Students must be given the opportunity to review their time sheets and confirm the hours. This can be done at the time of signing the form. The supervisor is the last person to sign the time sheet confirming its accuracy.

Special care needs to be taken in completing Scanned Time Sheets. Time sheets must be filled out completely and legibly and must have both the student's and supervisor's signature. Signatures (not initials) must be in ink. Time sheets that are submitted without the student's AND supervisor's signatures or that are illegible or incomplete will be returned to the department. Also, the scanned (bubble) section where the student's identification number, the department number, position number and total hours worked must be error-free. No white-out, erasures or cross-outs. The time sheet will

not scan properly if these mistakes occur.

Time sheets are due in the Payroll Office by NOON on the Monday following the end of the pay period. They may be handed in earlier, such as the previous Thursday or Friday if the student's work week is over. Time sheets should be hand delivered to the Payroll Office; campus mail may delay arrival to the Payroll Office. The Payroll Office hours are 8:30-5:00, Monday through Friday. The office is located in Skinner Hall.

Time sheets must be signed and submitted bi-weekly. Students may not accumulate timesheets and submit them all at once. This violates Federal law and distorts payroll records and will not be permitted.

Do not allow, under any circumstances, a substitute to be paid on another student's time sheet. This is illegal and puts the College in jeopardy in the case of an accident or injury.

Make certain each time sheet accurately reflects the student's work record for the pay period reported. Occasional over-earning may not affect the maximum earnings limit for Financial Aid students. However, repeated increases of the student's schedule can cause problems for you and the student. It is best to confer with the Student Employment Office in advance. Money earned on campus during the summer or January is not included in calculating the maximum earnings limit.

Payroll Schedule

At the beginning of each year, a schedule of pay dates for the entire academic year is printed on the back of student time sheets. This schedule will include Pay period End Dates, Time Sheet Due Dates and Pay Date. Please familiarize yourself with this schedule, paying special attention to holiday periods.

Students are paid bi-weekly with time sheets being submitted to the Payroll Office, Skinner Hall, by Noon of the "Time Sheet Due Date" listing. Checks are placed in the students' on-campus post office box on the morning of the scheduled payroll date. A student's paycheck will be held in the Payroll Office if she has not completed her I-9, W-4 and Mass Tax Forms.

Payroll Documents

In order for a student to be paid, certain documents must be filed in accordance with Federal Law. All students must have on file a current Employee Withholding Allowance Certificate (W-4) and a Massachusetts Employee's Withholding Exemption Certificate (State Tax M-4). These documents are used to determine how much (if any) tax should be taken from a student's paycheck.

Please note that under IRS tax changes: **STUDENTS ARE NOT AUTOMATICALLY EXEMPT FROM HAVING TAXES WITHHELD. ALSO NOTE THAT INTERNATIONAL STUDENTS ARE NOT AUTOMATICALLY EXEMPT FROM PAYING U.S. TAXES.**

International students who are exempt from paying U.S. taxes based upon their country's Tax Treaty with the United States may file an Exemption from Withholding on Compensation for Non-Resident Alien Individuals. This is done through the Office of International Affairs at the beginning of the academic year.

In accordance with Internal Revenue codes, the College will provide all students with a W-2 (Wage and Tax Statement) at year end. This statement is provided to students by January 31st of the new year and it is mailed to the student's post office box unless she has made other arrangements with the Payroll Office, by January 15. International students have their W-2's sent to their post office boxes. Students may be surprised to learn that the income they earn on campus, including work-study, is taxable income.

The second Federal document that must be on file in the Payroll Office in order for the college to pay a student is an Employment Eligibility Certification Form (I-9). This form verifies an individual's citizenship status to insure that only individuals eligible to legally work in the United States do work. Students who are employed by Mount Holyoke College must go through this verification process only once. Students should be prepared to provide the appropriate documentation at the time they sign up for their jobs or at the orientation process. Some forms of proper identification would be a passport, a driver's license or school identification, social security card, etc. An I9 must be completed within 3 business days of the hire.

Dress Code

Individual departments may have a dress code for safety reasons and in situations where students are highly visible to the community. It is advisable for the supervisor to make known any specific dress requirements before hiring students.

Department Requests for Additional Positions

The student employment program at Mount Holyoke College is extensive and represents a substantial portion of the financial aid budget. The Office of Financial Services through Student Employment tries to be responsive to the changing employment needs of departments. Such requests, most often for additional positions, have an impact on the budget.

The proper method to request permanent additional student employees is through the budget process. A department requisitions additional funds in its budget request. This process begins nearly a year in advance. Funds approved in this way are transferred to the department budget for the following year.

SECTION II – JobX

How the Process Works

Student supervisors will input their department's student job descriptions and scheduled hours into JobX. As student jobs are posted in the system, the Student Employment Office will review them for accuracy and uniformity with student employment policies. Departments and students will be able to access these job descriptions on-line. The Student Employment Office will then release the job descriptions to be posted on JobX. Departments will hire student(s) and place them in available openings. The Student Employment Office will then review all students assigned, approve the hire, which will then produce a work authorization form. As in the case of Dining Services, the Dining Services Student Manager (Administrative Fellow) will be responsible for inputting the students' names, I.D. numbers and complete email addresses of the students who are assigned to them.

Students will conduct job searches using JobX via the website and will be able to do so basically from any location. Students can search for jobs by department, all active jobs, the 25 most recently posted positions, most openings, summer, first-year jobs, fewest/most hours per week, January term, spot jobs and America Reads/Counts and Community Service positions. The more information you place in the job description, the easier it will be for students to search for jobs that meet their schedules and their skills.

SECTION III – Attachments

Student Employee Conference Form

TO: Student Employment Office

Date: _____

RE: _____
Student Employee Name and Class Year

FROM: _____
Supervisor's Name and Department

[A verbal notice must precede the first written notice]

Verbal notice given on _____
Date

Circle One: **First Written Notice** **Final Written Notice**

The following concerns were discussed with the student on (date): _____

State the terms of continued employment and the date by which improvements must be made: _____

If this is the final written notice, indicate the performance of the student since the first written notice:

If this is the final written notice, state your specific recommendations for the future: _____

Circle One: **Retain** **Dismiss**

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Student Employee Evaluation Form

To: Student Employment Office

Date:

Student Employee's Name and Class Year

Supervisor(s)' Name and Department

Please evaluate the student in all of the following areas at the end of each semester, January Term or summer if she is leaving the position, or at the end of each academic year. This evaluation will be kept on file in the Student Employment Office. Be as specific as possible evaluating both the strengths and weaknesses of the student in each category, using the following scale.

- 1 = Outstanding
- 2 = Above Average
- 3 = Average
- 4 = Needs Improvement
- 5 = Unsatisfactory

- Job Knowledge: ___ Understands procedures and techniques
 ___ Follows instructions
- Quality of Work: ___ Works accurately and thoroughly
 ___ Achieves goals in work
- Utilization of Time: ___ Plans and organizes ___ Prioritizes tasks
- Attitude: ___ Interested and Enthusiastic ___ Receptive to Criticism
- Initiative: ___ Originates Ideas ___ Anticipates what needs to be done
- Cooperation: ___ Interaction with Peers ___ Interactions with supervisor(s)
- Dependability: ___ Follows through on assignments
 ___ Keeps supervisor informed of significant matters
 ___ Attendance
- Judgment: ___ Analyzes a problem, develops alternatives, and arrives at a logical conclusion
- Communication: ___ Communicates effectively (written and oral)

Using the same scale, rank the student's Overall Performance: _____

Comments:

Student's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

Return the completed evaluation to the Student Employment Office.

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 the following 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.

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 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 Department 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 Task Force.

SUMMER WAGES – (follow the same criteria as above)

Summer 2008

Level 1 - \$8.30

Level 2 - \$8.55

Level 3 - \$8.80

Level 4 - \$9.30

**If you have questions
regarding...**

Please contact:

Payroll

time-sheets
paychecks/direct deposit
W-2's
I-9's
pay dates/time sheet due dates

Payroll Office in Human
Resources
Room 1, Skinner Hall
Monday-Friday,
8:30-5 (413) 538-2503

Dining Services

payment questions for student
employment by Dining
Services

Dining Services Office
Food Services Building
(Kohler Building)
Monday-Friday,
8:30-5 (413) 538-2100

Financial Aid

Maximum Earnings Limit (MEL)
interpretation of federal
guidelines

Financial Aid Office in Financial
Services
Room 16 Skinner Hall
Monday-Friday,
8:30-5 (413) 538-2291

JobX

a database of all on-campus jobs and
off-campus federally funded work

<https://seojobs.mtholyoke.edu>

Virtual Job Fair

April at the CDC

Community Service Work Study (off-campus
federally funded work study)

Student Employment Office
Career Development Center
Daniel L. Jones Building
Monday-Friday, 8:30-5:00
(413) 538-2080
e-mail: jkane@mtholyoke.edu

Administrative Fellows Program

Student Employment Office
Career Development Center
Daniel L. Jones Building
Monday-Friday, 8:30-5:00
(413) 538-2400
e-mail: jadler@mtholyoke.edu

Reunion Jobs

Alumnae Association
Mary Woolley Hall
Monday-Friday,
8:30-5:00
(413) 538-2739
e-mail:
rkrzanow@mtholyoke.edu

Worker's Compensation Insurance

Human Resources Department
Room 1, Skinner Hall
Monday-Friday, 8:30-5:00
(413) 538-2503

FINAL NOTE

This manual is provided to assist supervisors in understanding the policies and procedures of Mount Holyoke College's Student Employment Program. If you have any questions or suggestions in any aspect of student employment, please contact the Student Employment Office, x2080. It is important that we all work together to keep each other informed of changes and opportunities that are beneficial to students, their education, and their overall experience at Mount Holyoke.

Mount Holyoke College admits qualified students with any disability and of any age, religion, sexual orientation, race, color, national origin or Vietnam-era veteran status to all the rights, privileges, programs, and activities generally accorded or made available to students and do not discriminate on the basis of these factors in the administration of its educational policies and programs.

Mount Holyoke College reserves the right to modify or change these policies from time to time. Mount Holyoke College will attempt to notify students of policy changes. Students however, are expected to keep up to date with all policy changes that might be made with or without notice.