

Vassar College Student Employment Handbook



Updated February 24, 2021

INTRODUCTION & MISSION.....	3
FINANCIAL AID	3
STUDENT EMPLOYMENT ELIGIBILITY	4
INTERNATIONAL STUDENTS	4
REQUIRED DOCUMENTATION.....	4
I-9 FORM.....	5
W-4 FORM.....	5
SOCIAL SECURITY CARD.....	5
FINDING A JOB	6
ACADEMIC YEAR JOB REGISTRATION	6
ON-CAMPUS JOBS	6
OFF CAMPUS COMMUNITY SERVICE WORK STUDY (CSWS) JOBS.....	7
BREAK JOBS.....	7
STUDENT WORK HOURS AND PAY PRACTICES.....	8
POLICIES ON WORKING HOURS.....	8
LUNCH/REST BREAKS.....	8
STUDENT SICK LEAVE.....	8
PAY RATES.....	9
SUGGESTED HOURS AND EARNINGS LIMITATIONS	10
PAYROLL PROCESS	10
SUBMITTING LATE TIME.....	10
STUDENT PAYCHECKS.....	11
LOST PAYCHECKS.....	11
TAXES.....	11
VASSAR STUDENT EMPLOYMENT POLICIES.....	12
STUDENT EMPLOYEE RESPONSIBILITIES & EXPECTATIONS	12
TERMINATIONS	12
DISCIPLINE AND DISMISSAL.....	12
RESIGNATION.....	13
STUDENT EMPLOYEE RIGHTS.....	13

INTRODUCTION & MISSION

The Student Employment Office is part of Human Resources and assists students in finding on campus jobs.

Our Mission

To support the educational goals of Vassar College and its students by offering part-time on-campus and off-campus employment opportunities for students demonstrating financial need. By providing assistance in the operation of the Vassar campus and community with administrative and academic support and resources, students are able to achieve both professional and personal development.

The Student Employment Office collaborates with all Senior Officers, departments, employers, community partners, and students in order to enforce policies and provide job opportunities which foster a safe and amicable work experience for all. The Student Employment Office works directly with Payroll and Student Financial Services in order to comply with all state and government regulations. All Student Employment related information can be found on the Student Employment website: studentfinancialservices.vassar.edu/jobs/. Student Employment is located in Baldwin House.

FINANCIAL AID

Vassar awards financial aid exclusively on the basis of demonstrated financial need. "Financial Need" is the difference between the Cost of Attendance (tuition and fees, room and board, books, personal expenses, and travel) and the calculated Family Contribution. If a family's contribution is determined to be insufficient to cover the costs, then that student demonstrates financial need. Vassar meets 100% of each student's need first from self-help sources such as work study and a small student loan, followed by grant or need-based scholarship aid.

Eligible financial aid recipients receive an allocation for either Federal Work-Study (federally funded) or Institutional Work Study (Vassar-supplied employment funds). Work study gives students the opportunity to work part-time and earn funds to help pay expenses such as books, personal items and/or travel. Since the funds are earned, they are not credited in advance to the student account. Rather students receive them in the form of a biweekly paycheck for the hours that they work. Additionally, the work study allocation does not represent a guaranteed earnings figure. If a student does not work enough hours to meet their full award, the remaining funds are forfeited.

Work study eligibility gives students priority in the job application/hiring process. For the first 30 days of each semester, JobX is only open to students with a work study award in their financial aid package.

Community service work study jobs are offered through a federally funded program. They are only available to students with a Federal Work Study award.

Student Employment Eligibility

All matriculated Vassar students enrolled in at least 2 units (6 credits) are eligible for on-campus employment with priority given to students awarded either a Federal Work Study (FWS) award or an Institutional Work Study (ISEP) award as part of their financial aid package. Students must have a 2.0 GPA in order to remain enrolled. The annual earnings limit or a student's work study award represents the maximum amount a student may earn from his/her/their academic year job. Students who are studying abroad are not eligible for Vassar student employment during the time that they are away.

Many of the federal work study policies concerning student employment are linked to financial aid. Policies stem from legislative mandates, federal financial aid regulations, institutional policies, and budgets. Vassar, however, mandates that all students who work be treated equitably, regardless of their financial aid status. Although financial aid students receive priority consideration for jobs, the policies are the same because Vassar College has made a commitment to offer the opportunity to apply for jobs to all those who are eligible. Beyond the priority, there is no distinction.

International Students

International students with an F-1 or J-1 visa status who receive financial aid may work, but will need to apply for a U.S. social security number **Students only have 90 days from their first day of work to provide Student Employment with documentation of their social security number.** This is coordinated with the Director of International Services. The F-1 or J-1 visa status allows the student to work on campus only. International students who are not on an F-1 or J-1 visa may not work unless they obtain special employment authorization through the INS. International students seeking first-time employment at Vassar should come to the Student Employment Office to request assistance.

In order to obtain a social security number, you must have been offered a job. The Office of International Services will arrange for a social security representative to visit campus early in the fall semester to facilitate the social security application process. After the visit in the fall, and any time in the spring, for any students who obtain a job and need to apply for a social security number, the Office of International Services will coordinate trips to the SSA office with one or more of the department's interns. The Student Employment Office may provide the Social Security Administration with a letter to issue an official social security number. ***Note: You must secure a job prior to applying for a social security number.** International students can work prior to receiving a Social Security number; however, they must complete the I-9 form in the Student Employment Office. Please note paychecks cannot be produced without a social security number, once the document has been received payment will be issued for hours worked. For further information, please contact stuemp@vassar.edu.

REQUIRED DOCUMENTATION

In order for a student to be employed by Vassar College, certain documents must be filed *prior to working* in accordance with federal laws. All students, including U.S. citizens, must file an Employment Eligibility Verification Form (I-9) prior to beginning their employment. Once completed, this form is generally good for all four years. Per the NYS Department of Labor Standards, a student

attending Vassar does not need working papers in order to work on campus through Student Employment.

A student cannot be formally hired in our student employment software, JobX, or begin employment until the I-9 form is completed. Departments must not allow a student to work until this form is completed. The college may not pay for work done before the student completes an I-9 form and is hired through JobX. This is a Federal Law.

Once the student is hired through JobX, they will receive access to Workday within 24hrs of their start date. The student will need to complete their tax withholding (W-4) form as part of the Workday Onboarding process.

Students must also verify their Social Security Number (SSN) in Workday. Students cannot be paid without a social security number.

I-9 Form

Federal law requires Vassar to verify every student employee's identity and employment authorization by filing an Employment Eligibility Verification form, otherwise known as an I-9 form. The I-9 requires proof of citizenship and valid identification. It ensures that only legally eligible individuals work in the United States. The form is required by federal law administered by the U.S. Department of Justice. Students must go through this verification process before they begin working. Students should be prepared to provide the appropriate documentation at the time they submit the I-9 form to the Student Employment Office. Original documents are required; the Student Employment Office cannot accept photocopies or facsimiles.

A list of all acceptable documentation which can be used to establish your identity is available on the I-9 form. Students can also contact Student Employment for this list.

W-4 Form

The W-4, Employee Withholding Allowance Certificate, completed on Workday by the student, directs Vassar College Payroll to withhold the correct Federal income tax from your pay. A W-4 requires the individual to have a valid U.S. social security number. International students waiting for a Social Security number must wait to complete the W-4 and are required to keep track of their hours. Once they receive the Social Security number, they will need to complete the W-4 and submit timesheets for any previous pay so they can get paid for the hours they have worked. By law, Student Employment is not permitted to advise a student on how to fill out the W-4.

Social Security Card

International Students can work prior to obtaining a social security number however cannot be paid until they obtain a social security number (SSN). Workday will not allow students to submit their timesheets without an SSN on file. Once the student receives their social security card, they must bring their signed card to the Student Employment Office and we will update their SSN in Workday.

FINDING A JOB

Students are responsible for conducting their own job search from start to finish. The Student Employment Office is here to help facilitate the employment process, but we do not place students directly into academic year jobs nor do we guarantee job placement.

The Student Employment Office posts all available jobs on our [JobX Website](#). JobX is updated regularly and only active jobs with available positions are listed. For detailed instructions on how to navigate JobX and apply for Jobs, please view the [JobX Student User Guide](#).

Students may apply for as many jobs as they wish. Department supervisors will review applications and schedule follow-up appointments. Students will be contacted by the supervisor to schedule an interview and any follow-up appointments. Ultimately it is up to the supervisor to determine which student(s) has the necessary skills to do the job and complete the hiring process.

We encourage supervisors to communicate with all applicants, and notify students who were not selected once the job is filled. However, students should also monitor their job applications on their JobX dashboard. If you have not yet been hired and the jobs that you applied for show “0” openings, you should continue to apply for more jobs. If you have any further questions about the job application process, please see detailed instructions [here](#).

Academic Year Job Registration

For the first month of each semester, job registration is only open to students with work study awards (FWS/ISEP) in their financial aid packages. This reserved hiring period is intended to prioritize the hiring of students who demonstrate the financial need and count on work study funds to meet their educational expenses. Students not on work study must wait until JobX opens to all students to be eligible for a student job on campus.

On-Campus Jobs

Student jobs within academic departments and programs fall into the following categories: Academic Interns, Research Assistants, Office Assistants, and Department Support positions. Jobs will generally be maintained at existing levels, based on actual usage of student help as determined by the Student Employment Office.

The Academic Intern Program enables departments to nominate exceptional undergraduates to serve as junior colleagues in the work of the department or program. Departments and programs make their nominations to the Dean of Studies, who will review each nominee’s academic and other qualifications prior to making the appointment.

Research Assistants aid faculty members both in their ongoing research projects and in substantive academic tasks associated with course work. They are particularly expected to do library and bibliographic research. They are not expected to do office work, and assessment of the quality as well as the quantity of their work is a continuing responsibility of the faculty member to whom they are assigned. Faculty members should be sure that the work of their research assistants is genuinely contributing to the goals they have established and the students have worked the hours they claim to have.

Office Assistants are expected to supplement the operations of the departmental or program office.

Department Support Positions cover a variety of areas on campus. Some of the positions developed in the expansion of the student employment program have been redefined as Program Interns or Technical Assistants in this category of student employment. Departments and student organizations may also hire students into temporary on-campus positions that fall into this category.

Off Campus Community Service Work Study (CSWS) Jobs

Students with a Federal Work Study award in their financial aid package are eligible to work off-campus at various pre-approved non-profit organizations in the local community. Community service positions are meant to provide enriching experiences for both our community partners and the student employees. Education is the primary focus of this program, with job opportunities in tutoring, literacy, a range of after-school programs, community advocacy, farm education, etc. Because these positions are funded through federal funds, only students with FWS are eligible. The only exception to this is if a student held a CSWS job the previous year, and wants to continue in the same job.

Transportation: Most job sites are within walking/biking distance to campus. The [Dutchess County Bus Route L](#) also reaches many agency sites. When these options are not feasible, the college has contracted with a local taxi company to provide transportation for students. Student Employment works directly with the taxi company to develop a transportation schedule for students. Please visit the [CSWS section](#) on the Student Employment website or email communitytaxi@vassar.edu for more information. Students who hold a CSWS job are eligible to submit ½ hour of paid travel time each day worked.

Break Jobs

Winter, spring, and summer breaks are considered periods of non-enrollment; therefore, students are NOT permitted to work their regular, academic year jobs during these times. Vassar offers a limited number of on-campus jobs for each break period so students must meet certain eligibility requirements in order to apply for them. Student Employment will notify eligible students by email prior to each break registration. If hired for a position, the student is required to sign a “Break Commitment Form” to confirm acceptance of the position.

Break jobs are full time (37.5 - 40 hours/week), pay is consistent with the academic year wage, and students are expected to work the full break period. Wages earned during breaks (winter, spring, and summer) do not count toward the student’s academic year earnings limit. Students may not work more than 40 hours/week as Student Employment does not fund overtime wages. *In the event that a department does not follow the policies above regarding suspending academic positions during break and/or prohibiting overtime hours during break, the department will be required to fund the earnings for the hours worked during the break period.*

- Winter and Spring Break Registration –Due to the limited number of jobs and high number of applicants, Student Employment places students into positions according to the following criteria: international students on financial aid, domestic students that live abroad on financial aid, domestic students with the highest financial need. Students going on JYA or who will not be enrolled for the spring semester are NOT eligible.
- Summer Break Registration –Supervisors review applications and do their own hiring. Students must be entering their sophomore, junior or senior years, demonstrate a specific

level of financial need, and enrolled for the fall semester to be eligible. (*Exception: graduated seniors may work Reunion weekend*)

October break is still considered a period of enrollment so regular academic year jobs may continue. Departments that remain open during October break must communicate this to their student employees and confirm any scheduling changes well in advance. Students should stick to their regular academic year hours/week schedule as earnings during October break do count toward the student's academic year earnings limit.

STUDENT WORK HOURS AND PAY PRACTICES

Policies on Working Hours

Meeting student employment responsibilities is important, but academics should always be the student's first priority. Students are NOT permitted to work during their scheduled class times.

Paid Only for Time Worked: As hourly employees, students are only eligible to be paid for the hours that they actually work.

- Students are NOT eligible for "fringe benefits" (i.e., paid holidays, inclement weather pay, etc.) Students may be permitted to work during a holiday or inclement weather event; however, those hours will be paid at the regular hourly rate.
- Students are not guaranteed pay based on their work study award allocation. Students may only log hours that they actually work. They are not permitted to arbitrarily log 7-9 hours/week to receive their work study allotment.

Lunch/Rest Breaks

Per New York State Labor Laws students who work a shift that is at least 6 hours long are required to take a 30-minute unpaid meal break for lunch. Vassar allows students who work a shift shorter than 6 hours one paid 10-minute rest period daily. Student employees and their supervisors should agree, in advance, on the timing of breaks and rest periods.

Student Paid Sick Leave

Vassar College will provide paid sick and safe leave (collectively, "sick leave") to student employees in accordance with the terms of the New York Labor Law. A student employee will accrue 1 hour of sick leave for every 30 hours worked. Employees began accruing leave on September 30, 2020. As of January 1, 2021, a student employee may use unused, accrued sick leave. In Workday, a student employee may view a summary of the amounts of sick leave accrued and used.

A student employee may carry over all unused, accrued sick leave over breaks and into the next academic year. If a student employee separates from the College and is rehired within 6 months of separation, previously accrued unused sick leave shall be reinstated, and the student employee can use sick days immediately upon rehire. A student employee will not be paid for any remaining sick leave balance upon separation from employment.

Employees may not use sick leave in increments of less than 1.0 hour and may use up to a maximum of 56 hours of accrued sick leave in an academic year.

A student employee is required to provide his or her supervisor with advance notice (of up to 5 days), orally and/or in writing, of the need to use sick leave for foreseeable reasons. If the need for sick leave is unforeseeable, the student employee is required to provide his or her supervisor with notice as soon as practicable. The following reasons impacting the employee or a member of their family for whom they are providing care or assistance with care:

- Sick Leave:
 - For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave; or
 - For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.
- Safe Leave:
 - For an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:
 - to obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
 - to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
 - to file a complaint or domestic incident report with law enforcement;
 - to meet with a district attorney's office;
 - to enroll children in a new school; or
 - to take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

Student employees have the responsibility for keeping a full record of sick leave in Workday. Hours are recorded on their Workday timesheet using the Time Type of "Sick Time" and can be submitted with all other worked hours from that pay period. All hours including the time off will route to the supervisor for approval when submitted. Student employees may view a summary of the amounts of sick leave accrued and used in Workday. Instructions for submitting time and reviewing balances can be found [here](#).

Students should contact their supervisor or the Student Employment department (stuemp@vassar.edu) with any questions.

Pay Rates

During the academic year, students are classified as non-exempt employees and are paid an hourly wage for each hour they work. Vassar determines the college-wide minimum wage for student employees. The pay rate for each position can be found on the job posting on JobX.

Department, grant or gift funded summer positions may pay a different wage, provided it is not below the college-wide minimum.

Suggested Hours and Earnings Limitations

For students with a work study award (FWS or ISEP) in their financial aid package, the total annual earnings may not exceed their allotted award. Vassar College also sets an annual earnings limit which pertains to all students, including those without work study. For all students the maximum work study award/earnings limit is \$3,000. The Student Employment Office will recommend a maximum number of hours per week that students should work each semester to maintain consistency; these recommendations are not requirements, but are intended to prevent a student from being terminated early due to hitting their earnings limit. Individual schedules will be arranged with the student's direct supervisor.

Employers should be mindful of the earnings policy when scheduling students for work. Ultimately it is the student's responsibility to budget their employment award accordingly and keep track of their earnings. Once a student's award/earnings limit is met, they must stop working and will be terminated from their position(s).

International students are capped at a maximum of 20 hours/week during the academic year per visa requirements.

During the winter, spring and summer breaks, students may work up to 40 hours per week and there is no set earnings limit.

Payroll Process

Students are paid on a bi-weekly basis for their total hours worked, every other Friday. Vassar's student payroll calendar can be found [here](#).

In order to receive payment, students must submit their hours in Workday by 10AM on Monday of the designated payroll week. Supervisors must approve submitted hours by 12PM that Monday. The timely submission of accurate hours is the responsibility of BOTH the student employee and supervisor.

Federal regulations state that employees must get paid for the hours they have worked, and failure to turn in timesheets by the payroll deadline is a violation of our student employment policy and federal regulations.

Community Service Work Study Students – students employed at an off-campus organization will log their hours in Workday and in a log provided by their supervisor at their place of employment. Off campus supervisors do not have access to Workday so student employment will collect time logs from each supervisor on payroll Mondays and approve the students' Workday hours accordingly.

Submitting Late Time

If a student misses the 10AM deadline, the hours will be processed with the next pay cycle. After the Monday 10AM deadline, payroll will freeze timesheets for processing. Students will not be able to edit their hours or submit them until they reopen at the end of the day on Thursday.

Students may enter their time up to 6 weeks back from the current pay period in Workday. Any hours older than 6 weeks must be submitted on a late paper timesheet. The [paper timesheet](#) is available on the Student Employment website.

All academic year timesheets must be submitted and approved no later than the payroll directly after Reunion Weekend in early June. Supervisors are responsible for ensuring that their academic year student employees meet this final deadline. If the deadline is not met, the department will be responsible for funding any hours approved on the late timesheet(s).

Student Paychecks

It is strongly recommended that students sign up to have their paychecks deposited directly into their checking or savings accounts. Students can enroll in Direct Deposit in Workday. Select Pay > Payment Elections > Add Account. A bank's routing number and account number are required. Further instructions for enrolling in [direct deposit](#) can be found on the Student Employment website.

Students not enrolled in direct deposit will receive a paper check in their student mailbox on campus.

Lost Paychecks

If a check is lost, the student should complete the Lost check form which can be found [here](#). Vassar will issue a stop payment order which may take the bank up to 10 days to process. (Although banks usually charge for stop payment orders, the college does not currently charge students for this service.) If the bank notifies the college that the lost check has not been cashed, the Payroll Office will issue a replacement check within two weeks. If the bank notifies the college that the check has been cashed by someone other than the student, the student must seek restitution through the bank.

Taxes

All wages paid to student employees, including students on work study, are subject to income taxes. Students must complete the Employee's Withholding Allowance Certificate (W-4) during the onboarding process in Workday. Information reported on this form is used to determine how much (if any) tax should be withheld from a student's pay.

During the academic year student employees are exempt from paying FICA taxes if enrolled at least half time. During the summer, a period of non-enrollment, students and employers are subject to FICA taxes.

At the end of the calendar year, a statement of wages (W-2) is issued to each student employee by Vassar College. Students may access their W-2 in Workday. Hard copies are mailed to the student's permanent home address before January 31st. W-2 forms are used to file federal and state tax returns.

Students should direct questions regarding the W-4 and/or tax preparation to an accountant or the IRS. The tax assistance hotline is 1-800-829-1040. Vassar employees are not permitted to provide tax related advice.

VASSAR STUDENT EMPLOYMENT POLICIES

Student Employee Responsibilities & Expectations

- Report to work at your scheduled start time and check in with your supervisor when you arrive. Notify your supervisor as soon as possible if you are unable to make your shift or if you will be late.
- If your schedule changes or you have academic conflicts, notify your supervisor. Departments understand that certain times of the year (i.e., mid terms, end of the semester exams) may conflict with your work schedule and they will be as accommodating as possible.
- Work hours are to be used for department work only. Complete job duties as assigned. If your assigned work is complete, check with your supervisor for the next project.
- Accurately track hours worked and submit timesheets in accordance with payroll deadlines.
- Follow your hiring department's rules regarding appropriate dress code. Vassar encourages self expression, but some departments may have certain expectations.
- Ensure that your workstation is clean, orderly and maintains a professional appearance at all times.
- Do not use College phones, computers, printers, etc. for personal use.
- Treat colleagues, supervisors, visitors, etc. with respect. Be courteous, positive, and professional.
- Monitor your wages to ensure that you are not exceeding your work study award or maximum earnings limit.
- Maintain the confidentiality of all information learned in connection with your student job at Vassar College. You may not use such information for any purpose other than to perform your job.
- If you experience a work-related problem, first address it with your immediate supervisor. Many issues may be resolved with proper communication. If the problem persists or you are unable to resolve it with your supervisor, please contact Student Employment at stuemp@vassar.edu or set up an in-person appointment.

Terminations

Student employees are classified as “at will” employees and may be terminated at any time without cause. Supervisors may request that Student Employment remove a student from a position via the Student Termination Request form on JobX.

Student Employment will automatically terminate students from their positions once the job's end date has passed. Mass terminations occur at the end of the academic year, after each break period, and at the end of the fall semester for spring JYA students.

Discipline and Dismissal

Not every student will be a perfect fit for a particular job. Careful consideration should always be given prior to termination of a student's employment. Nevertheless, if a student is unreliable or fails to perform required responsibilities, they may be terminated. The Termination Process below should be followed in order to maintain fair and equitable treatment:

- i. The employer should issue a verbal warning to the student at the time of the incident or the next time the student reports to work. The supervisor should clearly identify the negative behavior, explain the problem, and offer a solution or clarify their expectations.
- ii. If the negative behavior continues, the employer should issue a written warning. The notice should reference the verbal warning and inform the student that they will be terminated should the undesired behavior/event occur again. A copy must be sent to the Student Employment Office.
- iii. If the student fails to improve, the supervisor may issue the termination to the student either verbally or in writing. All grounds for termination should be stated. The supervisor then needs to complete the Student Termination Request form on JobX to finalize the termination.

In the case of flagrant violations, the above procedures for discipline may not be deemed appropriate, and judgment by the supervisor is often necessary. Examples of these types of violations include but are not limited to:

- Falsifying a timesheet
- Stealing
- Insubordination
- Breach of confidentiality
- Physical or sexual abuse

Departments should contact Student Employment immediately in any of these cases. In such cases, students may be charged with violating [college regulations](#) and may be brought before the Dean of Students for disciplinary action.

Resignation

If the student wishes to leave their job, they must notify their supervisor directly and should provide sufficient notice.

Student Employee Rights

As an hourly student employee at Vassar college, you have the right to:

- Receive adequate training pertaining to your position and fully understand your duties, responsibilities, and job expectations.
- Have a safe, professional, and supportive working environment.
- Be treated with respect.
- Be paid on-time, in accordance with Vassar's bi-weekly payroll calendar.
- Discuss questions or concerns with your supervisor.
- Resign from a position at any time, for any reason.
- Engage various College resources if you need assistance with any employment matter that cannot be resolved with your supervisor (i.e., Student Employment Office, Payroll Office, The Office of Equal Opportunity and Affirmative Action (EOAA), etc.)