

Student Handbook

Cayuga Community College Student Employment

2021-2022 Academic Year



For both FWS and CWS positions signed authorization cards are required as part of the hiring process. Once a supervisor's signature is obtained, the student is required to schedule an appointment with a representative of Cayuga's Human Resources Office. Title 729.96(i)(2)(i)(8) 43a)14

If there are extenuating circumstances which prevent a student from carrying out their job responsibilities, the student should discuss any concern or difficulties with their immediate supervisor. If there can be no resolution at that level, the student should then go to the Student Financial Services Office to discuss the problem.

Employment Violations

Violations of student employment policies will be addressed properly. Discussion of violations will be done in private between the student and supervisor. Concluding the discussion of the violation, the student will be notified by the supervisor as to any action that needs to be taken.

Employment Terminations

Each individual supervisor has the right to terminate a student at any time. Immediate termination of employment may occur under serious conditions. Terminations should be discussed in person with the supervisor and documented in writing to the student. Examples of serious conditions which are grounds for immediate termination include, but are not limited to, the following:

- x Workplace violation
- x Theft of College property
- x Sexual Harassment
- x Insubordination
- x Breach of confidentiality

Termination of employment may occur for any of the following reasons Tw 27.71 0 Td [(to)12 (f0078>

Student Evaluations

Supervisors are encouraged to complete a student employment performance review and spend time with the employee(s) providing feedback on an ~~as needed~~ as needed basis. This information will prove valuable to the student and should be used as a tool to teach the student about their own performance and skills. The employment review forms are available ~~at the Student Financial Services Office~~ at the Student Financial Services Office. Copies of completed student evaluations should ~~be submitted to the Student Financial Services Office~~ be submitted to the Student Financial Services Office and will become a part of the student's permanent employment records.

Student Employment Packet Enclosures

All students, both FWS and CWS ~~must~~ must complete all forms before the first date of employment or they will not be allowed to start working.

W-4 Form

All student employees must have a completed ~~W-4 Form~~ W-4 Form on file with a representative of the College's Human Resources Office. ~~Cayuga Community College does not withhold FICA or Medicare from FWS students' earnings if they are enrolled in more than 6 credits. The amount of Federal and State Tax withholding is based on the completion of the W form.~~

I-9 Form

All student employees must have a completed ~~Employment Eligibility Verification Form (I-9)~~ Employment Eligibility Verification Form (I-9) on file in the Human Resources Office and are required to show proof of work eligibility. A list of specific documents that are designated as acceptable proof can be found in the instructions for the ~~I-9 form~~ I-9 form or in the Human Resources Office. Both the ~~I-9 form~~ I-9 form and the appropriate form(s) of identification must be completed ~~with~~ with the Human Resources Office prior to the first date of employment.

NYS IT 2104 FORM

All student employees ~~must~~ must have a completed NYS IT 2104 Employee Withholding Allowance Certificate ~~on file in the Human Resources Office~~ on file in the Human Resources Office.

Notice and Acknowledgement of Pay Rate and Payday Section 195(1) of the NYS Labor Law

All student employees must have a completed ~~Notice and Acknowledgement of Pay Rate and Payday Section 195(1) of the NYS Labor Law~~ Notice and Acknowledgement of Pay Rate and Payday Section 195(1) of the NYS Labor Law ~~on file in the Human Resources Office~~ on file in the Human Resources Office. Students must complete and submit this form to ~~the Human Resources Office~~ the Human Resources Office prior to the first date of employment.

Web Time Entry

FERPA Policy

Family Education Rights and Privacy Act

Cayuga Community College Authorization and Release for Pre Employment Background Check

Cayuga Community College Workplace Sexual Harassment Prevention Policy

Cayuga Community College Consensual Relationship Policy

Cayuga Community College Drug Free Workplace

Confidentiality Agreement and Security Policy for Students

Cayuga Community College regards security and confidentiality of data and information to be of the utmost importance. Students who have access to any student record while performing their employment duties must complete Cayuga Community College Confidentiality Agreement and Security Policies for Students. Students must complete and submit this form to the Human Resources Office prior to the first date of employment. These forms will be kept on file in the Human Resources Office.

Acknowledgement of Ability to join the NYS Retirement System

All student employees have the option to join the New York State Employees' Retirement System. Students are required to sign the acknowledgement statement that is attached to the Student Employment Packet. All student employees must complete and submit this form to the Human Resources Office prior to the first date of employment. If a student chooses to join the NYS Retirement System they must work with the Human Resources Office.

Cayuga Community College Direct Deposit Authorization Form

All student employees may have any portion of their paycheck directly deposited into a savings and/or checking account at the Financial Institution of their choice. Direct Deposit forms can be obtained in the Student Financial Services Office or Human Resources Office.

Student employees are strongly encouraged to have their paychecks direct deposited. Direct Deposit is secure, convenient and fast. This option expedites the payroll process allowing students to have access to their money earlier than a traditional check and it helps to prevent loss of paychecks.

NOTE: Effective date is not immediate. Accounts need to be ~~open~~ opened first. Direct deposit advice will be emailed to students in a password protected pdf attachment.

Nepotism Employment of Family Members and Household Members Policy:

(please note exception process)

RESOLVED, that the College adopt the following Employment of Family Members and Household Members policy effective August 1, 2017:

In order to avoid conflicts of interest and to ensure College employees are judged objectively and employed on the basis of individual qualifications, the following policy applies to all full and part-time employees, student workers, temporary employees and contractors. An employee and the immediate family member and household member of the employee cannot:

- x Work directly or indirectly for each other where there is direct or indirect management decision oversight, compensation or performance decision oversight by either person, including matrix reporting relationship.
- x Report to the same manager, including where there is a ~~reporting~~ reporting relationship

The definition of family member includes spouse, parent, child, stepparent, stepchild, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew, aunt, uncle, legal guardian.

Written exception requests should be addressed to the functional area Vice President stating the nature of the exception, rationale for an exception and proposed provisions to avoid a conflict of interest. (e.g. when the policy is in conflict with a collective bargaining agreement) Decisions will be made in consultation with Human Resources and the President. EOE/AA and job posting guidelines apply.