

Supervisor Handbook

Cayuga Community College Student Employment
2021–2022 Academic Year



Student Employment Contact Information

Student Financial Services
(Eligibility Information for Student Employment)

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Preface

This handbook will I

Students are not allowed to work during class time as dictated by federal regulations. If a student has any scheduling conflicts and is not able to work their scheduled hours the student should notify their Supervisor and the Student Financial Services Office.

Maximum Work Hours / Maximum Award

FWS student employees are assigned during the academic year to work a minimum of 5 hours with a maximum of 15

Requesting Student Workers

Returning Students: Prior to the start of each academic year supervisors will receive an email requesting a list of names of returning students they would like authorized to work in their department in the upcoming academic year. Each supervisor must reply with a list of names in order of preference by the said deadline. To assist the supervisors, the Student Financial Services Office will review the student's eligibility and notify the supervisor if the requested student(s) will be eligible for authorization.

Note: If a supervisor does not want a student to return to their department for future employment, the supervisor should notify the Student Financial Services Office as soon as possible.

Returning students who are interested in continuing their employment must file a FAFSA and enroll in classes for the upcoming fall semester to be considered eligible. Supervisors should remind their student employees of these requirements.

New Students: New students will be awarded FWS by the Student Financial Services Office if they meet the established eligibility requirements.

Office, must be submitted to start the process. There may be a waiting period and / or fee to process lost checks.

Job Switching Policy

Students are not allowed to switch jobs once they have been hired unless extreme circumstances are present. After careful review of the circumstances, the Student Employment Coordinator will make the final decision as to whether or not a student will be granted authorization to switch

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- f* Sexual harassment
- f* Insubordination
- f* Breach of confidentiality

Termination of employment may occur for any of the following reasons in addition to those previously listed

- f* Failure to comply with all Student Employment and College policies
- f* Failure to perform job duties
- f* Failure to report to work or call in if not able to work
- f* Excessive or unexcused absenteeism or tardiness
- f* Failure to meet Satisfactory Academic Progress Standards
- f* Changes in enrollment status / cost of attendance
- f* Additional financial aid was awarded making the student ineligible for FWS program
- f* All necessary paperwork was not completed

If a student is terminated from a position, the Student Financial Services Office will review the circumstances surrounding the termination and decide as to whether or not the student may seek another position. If reauthorized for hire, the student will be placed at the bottom of the active student employment waitlist and is not guaranteed a new position.

Resignation

Students must notify their supervisor and the Student Financial Services Office as soon as possible

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 the law)

I-9 Form

All student employees must have a completed 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 or in the Human Resources Office. Both the I-9 form and the appropriate form(s) of identification must be completed with the Human Resources Office prior to the first date of employment.

NYS IT 2104 FORM

All student employees must have a completed NYS IT 2104 Employee Withholding Allowance Certificate 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 on file in the Human Resources Office. Students must complete and submit this form to the Human Resources Office prior to the first date of employment.

Web Time Entry

Timesheet policies and payroll schedules

FERPA 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 confidential 6 TT3 . 6 TT foa(f)1fial (o)1.6 (l
