



Student Employment **SUPERVISOR HANDBOOK**

Purpose

This Student Employment Handbook is designed for supervisors of student employees at Central Ohio Technical College. It contains an overview of the Student Employment Program and explains the rights and responsibilities of a supervisor. Any questions should be directed to Student Financial Services. The Student Employment program is committed to promoting the employment of students on campus.

Student Employment

- Enhances the education and personal growth of students by providing work-related learning experiences.
- Equips students with professional and practical training in their area of academic pursuit.
- Supplies students, who for financial reasons may not have been otherwise able to attend, with additional funds to afford college.
- Provides valuable job references for future employment.
- Provides departments with additional help to better meet departmental goals.
- Furnishes departments with unique one-on-one experiences with students.
- Brings students with fresh perspectives and innovation to an assignment.

Types of Student Employment Funding

The Student Employment Program includes both Federal Work Study (FWS) and Student Wage funding. The hiring process is the same for all students.

COTC Federal Work Study (FWS): This fund is for COTC students who have been awarded Federal Work Study. Students earning FWS funds must adhere to the Financial Aid Standards of Academic Progress Policy, must be enrolled at least six credit hours, and may not earn more than their annual FWS award. Student can monitor their earnings via their award page. Supervisors will be sent periodic updates.

COTC Wages: This fund is for COTC students who have not been awarded Federal Work Study (FWS). The Unit Budget Manager of each department will receive a yearly allocation as a line item within the department budget. It is the responsibility of the Unit Budget Manager, in conjunction with the supervisor, to monitor this item.

The Hiring Process

- Access [COTC Hiring Process](#) for the steps on how to create a position, select a student, initiate on-boarding process and complete the on-boarding process.
- *Students with FWS should be given preference in the hiring process, as the campus is committed to employing students who demonstrate need. However, hiring a student with FWS is not mandatory.*

- NOTE: A new Payroll Authorization is required each academic year *and* when a student changes source of funding, pay, job # or department #.
- The entire on-boarding process must be completed before a student can begin working.

General Guidelines

- COTC students may work in COTC and Cost-Shared departments.
- Campus e-mail is the primary tool for Student Employment communications. Student employees and supervisors are responsible for all information provided to them.
- Student Employment coincides with the academic year (Summer, Autumn, Spring).

Orientation/Training

Supervisors should discuss details, such as the work schedule, job requirements and terms of employment with the students at the beginning of the students' employment. Supervisors should introduce them to the regular staff and explain the role the department plays. The orientation will provide student employees with an opportunity to understand their role within the department so they may better meet the department's goals. If the student does not already have a copy of their job description and Payroll Authorization, give it to them at this time. Students should be given at least a verbal list of the expectations the supervisor and the department will have for them.

It is important each student understands the significance of her/his position. Students should arrive on time, complete assigned tasks, and stay until they are scheduled to leave. If they are ill or unable to come in as scheduled, students should inform their supervisor prior to their scheduled time. Supervisors may vary on how they deal with their own employees but should be consistent with students on the same task. Supervisors should address expectations such as confidentiality, dependability, dress code, office etiquette, work ethic, and job requirements and explain the relative weight of each.

Student employees are employed at will and serve at the discretion of the employing unit. Accordingly, their employment may be ended at any time by either the student or the college.

Class Schedule

Federal regulations prohibit students from working during scheduled class times. Students should provide a copy of their class schedule to their supervisor each semester and arrange a work schedule which does not conflict with their classes and ensure the maximum allowable hours per week is not exceeded. Refer to Maximum hours below for hour limitations.

Timesheets

- Students must submit time worked in the pay period it is worked. It is the supervisors' responsibility to ensure this is enforced.
- The supervisor will instruct the employee on completion procedures. *Tutorials are located on Payroll's website.*
- COTC students use Time Entry located on Employee Self Service.
- Refer to the [Payroll Schedule and Calendar](#) for pay period dates, timecard due dates and paydays.

Maximum Hours

- 28 hours/week during academic terms in which the student is enrolled.
- 38 hours/week during "off" academic term and official school breaks of at least a full week (Sun. thru Sat.) Please refer to [Payroll Schedule and Calendar](#) for specific dates.

Enrollment Requirements

- Enrollment of at least 6 hours is required to earn FWS.
- One term of non-enrollment “off-term” is permitted per academic year to earn wages. Refer to the [Payroll Schedule and Calendar](#) for specific dates.

Evaluations

- Evaluations of student employees are highly encouraged. These evaluations will not only serve to give positive reinforcement to students and constructive advice but are also valuable when preparing letters of recommendation for student employees.
- In the event a student does not perform satisfactorily, supervisors should maintain documentation of this for future reference should the supervisor decide to discontinue the student’s employment. Supervisors should notify Student Financial Services and Payroll when a student’s employment terminates, whether it is voluntary or involuntary.

Merit Raises

- Merit raises are given based on job performance.
- Supervisors must request a merit raise for specific students in writing.
- A merit raise will increase the student’s wage by .30/hour.
- Merit raises may be given to student employees if adequate funding is available.
- Student Financial Services will inform the supervisor of the student’s new pay rate and effective date via an updated Payroll Authorization.

Work Permit Guidelines

- Student and supervisor will be notified if a Work Permit is required at the time the on-boarding process is begun.
- Students meeting the definition of a minor, as defined below, may not begin working until a Work Permit is on file. The supervisor will be notified when the Work Permit has been received.
- Supervisors must ensure that all restrictions and requirements are enforced.
- The [application](#) for a work permit is available [here](#).

Minor

Any person less than 18 years of age and has not graduated from high school.

Break Requirement

All minors are required to have a 30-minute uninterrupted break when working more than 5 consecutive hours which must be documented.

Employment Hours

Minors 14 and 15

- **When school is IN session minors 14 & 15 cannot** be employed before 7:00 a.m. or after 7:00 p.m.; work more than 3 hours on any School Day; work more than 18 hours in any School Week; work during school hours, unless employment is incidental to bona fide vocational training program.
- **When school is NOT in session minors 14 & 15 cannot** be employed before 7:00 a.m. or after 9:00 p.m.; work more than 8 hours per day; work more than 40 hours per week.

Minors 16 and 17

- **When school is IN session minors 16 & 17 cannot** be employed before 7:00 a.m. or 6:00 a.m. if not employed after 8:00 p.m. the previous night; or after 11:00 p.m. Sunday through Thursday. There is no limitation in hours per day or week.
- **When school is NOT in session, minors 16 & 17 have no limitation as to the starting and ending time and no limitation in hours per day or week.**