



# Student Employment **EMPLOYEE HANDBOOK**

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## **Purpose**

This Student Employment Handbook is designed for student employees attending Central Ohio Technical College. It contains an overview of the Student Employment Program and explains the rights and responsibilities of a student employee. 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 the funds to afford college.
- Provides valuable job references for future employment.

## **Types of Student Employment Funding**

The Student Employment Program includes both **Federal Work-Study** and **Student Wage** funding programs.

- **Federal Work-Study (FWS):** Students must complete a FAFSA and indicate their interest in FWS. It is awarded to students based on financial need and the availability of funds. Students will be notified of their FWS eligibility in their Financial Aid Award Letter. 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 Wage:** Students need not be eligible for financial aid to be employed on campus through student wages. The students are paid from the individual department's budgets.

## **How to Find a Job**

Access [COTC Hiring Process](#) for steps on how to apply for a position, secure a position and complete the on-boarding process

## **Tips for Job Search**

- Complete the application entirely, including work experience, training and skills that would highlight your contribution to the department.
- Include a resume with your application.
- Show interest in the job by introducing yourself to the supervisor.
- Conduct yourself in a professional manner.

## **Requirements before Beginning Work**

The entire on-boarding process must be completed before a student can begin working. You will receive a "Welcome" email from the Payroll Office when it is completed. Refer to [Hiring Process](#) for on-boarding details.

## **General Guidelines**

- COTC students may work in COTC and Cost-Shared departments.
- Student Employment coincides with the academic year (Summer, Autumn, Spring)
- Campus e-mail is the primary tool for Student Employment communications. Be sure to read your e-mail frequently. You are responsible for all information provided to you.

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## **Orientation/Training**

Your supervisor should provide you with an orientation of the department after you have been hired. It should cover details such as: work schedule and job requirements. If you have any questions regarding your job responsibilities or other employment questions, ask your supervisor. Your on-campus student employment should be handled like any other job. You should understand your employment within the department and should be advised of any expectations the supervisor and department may have for you. Likewise, you should also know to whom you directly report, and follow any guidelines set by your supervisor regarding the department goals.

It is important that you understand the significance of your position. You are expected to arrive on time, complete assigned tasks, and stay until you are scheduled to leave. If you are ill or unable to come in as scheduled, you should inform your supervisor PRIOR to your scheduled time. Supervisors may vary on how they manage employees. Individual supervisors may have expectations regarding confidentiality, dependability, dress code, office etiquette, work ethic, and job requirements. If you have any questions regarding the importance of certain job duties and expectations, these concerns should be discussed with your supervisor.

Student employees are employed at will and serve at the discretion of the employing unit. Accordingly, your employment may be ended at any time by either you 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 term 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”](#) section for hour limitations.

## **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.

## **Timesheets and Pay Information**

- Students must submit time worked in the pay period it is worked. The supervisor will instruct the employee on completion procedures. Tutorials are located on Payroll’s website.
- COTC students submits time and views pay advices on [Employee Self Service](#).
- Refer to the [Payroll Schedule and Calendar](#) for pay period dates, timecard due dates and pay days.

## **Maximum Hours**

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

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## **Evaluations**

During the time that you are employed, your supervisor may evaluate your work performance. The evaluation will give you an idea of your performance in their department and will provide your supervisor with a reference point should you request a letter of recommendation.

## **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.
- 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.**

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