Student Employee Handbook
Student Employee Handbook
The handbook does not constitute a contract for employment. All student employment and the conditions of such employment are governed by the Statutes of the State of Illinois and federal regulations concerning student employment.

The College reserves the right to change the Student Employee Handbook at any time without prior notice.

Student Employment Program
Oakton Community College provides employment opportunities to students in order to enhance their educational experience, promote their involvement with the College and to enable the College to function in an effective and cost-efficient manner. The goal of student employment is to advance education and promote student learning, persistence and success.

Definition of a Student Employee
Student employees are STUDENTS of District 535 (Oakton Community College) employed in non-classified personnel positions.

Eligibility for Student Employment
A student is eligible to work as a student employee if:
1. He or she meets the enrollment requirement.
2. The student can show proof of eligibility to work in the United States.
3. At time of hire the student has a minimum cumulative GPA of 2.0 or first semester enrolled at Oakton.
4. He or she is making satisfactory progress toward achieving their educational goals.
   Satisfactory progress mirrors Oakton’s SOAP policy.

Enrollment Requirement Defined
Students are eligible to work as a student employee in any given fall or spring semester if he or she is registered in a minimum of 3 credit hours for that semester. Courses changed to audit and Alliance for Lifelong Learning classes will not be considered for eligibility for student employment.

Students are eligible to work in the summer if they were enrolled in at least 3 credit hours the preceding spring, during the current summer term, or for the following fall.

Satisfactory Progress Defined
Students who maintain a minimum 2.0 GPA each semester and cumulatively are considered to be making satisfactory progress and remain eligible for student employment.

- If a student employee is placed on academic probation according to SOAP, Oakton Community College’s academic policy, the student must return to good standing OR remain on academic probation in order to maintain eligibility for student employment.
- If a student progresses to suspension or dismissal they are no longer eligible for student employment.
- Students on suspension or dismissal return are not eligible for student employment.
**How a Student Returns To Good Standing:**
- A student on academic probation who successfully meets the GPA standard in that semester and whose cumulative GPA is 2.0 or above will be returned to good standing.

**How a Student Remains On Academic Probation:**
- A student on academic probation who successfully meets the GPA standard in that semester but whose cumulative GPA remains below 2.0 will remain on academic probation.
- A student on academic probation does not successfully meet the GPA standard in that semester, but whose cumulative GPA remains over 2.0, will remain on academic probation.

**Your enrollment is checked every pay period!** If you end your enrollment for any given fall or spring semester (e.g., you dropped your classes or were dropped because of nonattendance), you must also immediately end your employment. If you are not enrolled, Career Services will contact your supervisor(s). The supervisor will be advised not to allow you to continue to work (not even a single day) if you do not prove that you are registered. Your subsequent registration will be checked by Career Services.

**Eligibility to Work in the United States**
Pursuant to the Immigration Reform and Control Act of 1986, the College requires all employees to complete a Department of Homeland Security, U.S. Citizen and Immigration Services, Employment Eligibility Verification Form I-9. Career Services is required to examine documentation that demonstrates a person’s eligibility to work in the United States. The documents that are accepted for demonstrating eligibility are listed on the Form I-9. Oakton must complete the Form I-9 within 3 days of the date on which an employee is hired (this is a Federal Law). **It is important not to begin work until your I-9 has been completed.**

**Student Visa (F1)**
If you are in the United States on a Student Visa (F1), Oakton’s Enrollment Center has sole jurisdiction for providing authorization to work in the United States. The Enrollment Center grants authorization to work and withdraws that authorization if you fall out of compliance with your Student Visa.

If you are not in compliance with the requirements of a Student Visa, your authorization to work will be withdrawn; as a result you will need to end your employment.

If you are in the United States on a F1 status (Student Visa), authorization to work as a student employee at Oakton will automatically be withdrawn once you graduate or transfer your I-20. As a result, you must end your employment no later than the last day of student attendance of the semester in which you graduate or the date your I-20 is transferred.

If you entered the United States on a Student Visa and your visa status has changed, you will need to complete a new I-9 and present Career Services with the CURRENT documentation that demonstrates your eligibility to work in the United States.

If you have any questions regarding Student Visas contact Cynthia Lynn at 847.635.1713.
Social Security Number
Before you begin your employment, you must obtain a Social Security number which is valid for employment.

You provided Career Services with your Social Security Number on a number of employment documents (State and Federal W-4, I-9, etc.) Be advised that while providing a Social Security Number is not required for College admission, Oakton has one shared data base for student and Human Resources functions. Therefore, when you provide your Social Security Number for employment it will also be part of your academic record.

Limitations to Student Employment

Work Hour Limitations
Student employee work assignments range from 1 to 25 hours per week.

Student employees with an F1 visa (Student Visa) cannot work more than twenty (20) hours per week during the semester and no more than twenty five (25) hours per week during periods between semesters, spring break and during the summer term. (If the summer term is your first semester at Oakton you will be limited to twenty (20) hours per week.)

If you have multiple assignments, you are not permitted to work more hours than listed above for all assignments combined without explicit permission. If you fail to adhere to this policy you and your supervisor(s) will be contacted by Career Services. Repeated failure will result in your termination.

You are not allowed to work at times when your classes are scheduled. Such practices are prohibited by Federal Work-Study Program federal guidelines.

Multiple Assignments
Each individual student employee job is referred to as an assignment. A student employee can be active in a maximum of 2 student employee assignments at any given time. Students who accept more than one assignment must coordinate work hours with supervisors so work hour limitations (25 hours per week) are not exceeded.

No-Work-From-Home Policy
Oakton Community College has a no-work-from-home policy. This applies College wide to all employees except senior Administrators. Student employees are not permitted to work-from-home.

Limitation in Semesters Employed
A student will not work as a student employee more than 12 semesters (excluding summer).
**Breaks**

Student employees may not work more than 6 hours continuously without a half-hour unpaid break. A half-hour unpaid break is required after 6 hours of continuous work even if the hours worked were at multiple assignments. This circumstance could occur if you went directly from one student employee assignment to another. Although you worked less than 6 hours for each assignment, if the total number of hours continuously worked is more than 6 hours, you need to take a half hour unpaid break.

If you do not report a half-hour unpaid break on your time sheet after more than 6 continuous hours Payroll will dock your pay a half-hour for that day.

Student employees are not eligible for paid breaks.

Time sheets are to be an accurate record of hours worked.

**Other Limitations**

A student employee cannot work in the same department/office as an “immediate relative” staff, faculty or administrator.

Immediate relative refers to: spouse (includes common-law spouse and domestic partner), parent, child, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law; grandparent, grandchild, aunt, uncle, niece, or nephew. The same considerations shall apply to step-relationships.

Students are welcome to apply for other student employee positions in other departments/offices.

A student employee cannot concurrently work in any other capacity at Oakton Community College. In other words, a student employee cannot hold any other type of paid position on campus. This includes part-time faculty for credit or Alliance for Lifelong Learning, part-time staff, full-time staff, professional tutor, etc.

**Employment Address**

The address you use for student employment must be the same as the address listed as permanent on myOakton.
Compensation and Taxes

Compensation
Wages range from $8.25 to $8.90 per hour. Compensation is reviewed by the Executive Director of Human Resources and recommended by the President annually.

Position Levels
Student employee positions are categorized by level of skill required: Level 1 - the position requires basic skills, Level 2 - the position requires some specialized skills, and Level 3 - the position requires the most specialized skills and involves the most difficult duties. For information regarding the America Reads Tutoring Program visit www.ed.gov/americareads/.

The rates effective as of July 1, 2010.

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Salary Step Increments
Salary step increments will be awarded twice per year. Effective dates will be the first day of the pay period which begins subsequent to January 1 and July 1. A step increase will be awarded provided you have worked nine pay periods (you received nine paychecks) during the previous six months.

Salary Step for Additional Assignments
If you are already working as a student employee in another office, your current step carries over to additional assignments. This is in keeping with Oakton’s other employment practices.

Pay Checks
For those student employees receiving a PAPER paycheck your check will be mailed. Student employees do not have the option of picking up their paychecks on-campus.

Direct Deposit is a great alternative to the paper paycheck. If you don’t want your paycheck to be mailed stop by Career Services and complete a Payroll Direct Deposit Authorization Form.

Federal Work-Study Program
Also known as FWSP, FWS or “Work-Study”, the Federal Work-Study Program is an employment program for some, but not all, financial aid recipients. Through FWSP, the federal government pays the wages of students with financial need, allowing them to earn money to help pay education expenses. When you apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA), you can indicate on your application that you want work-study assistance.
Oakton Community College receives an allocation from the federal government each fiscal year which is used in combination with College funds to **pay the hourly wages** of those student employees with FWSP awards.

FWSP earnings are not included as “income” on the FAFSA. See the Office of Student Financial Assistance for detailed information about how to report any FWSP earnings on your FAFSA.

If you have received a Federal Work-Study Program award you can apply for any Student Employee position. The only position where an FWSP award is **required** is the America Reads Tutoring Program.

If you have an FWSP award and are hired for a student employee position you will be paid an hourly wage; the same as all student employees. You will not see evidence of the FWSP award on your paycheck. The FWSP award is dealt with in Oakton’s Accounting Office.

**Income Taxes and W-2**

Student employment earnings are subject to federal and state income taxes.

If you are employed at the College you will receive your W-2 electronically through myOakton. See page 22 for instructions. The W-2 will NOT be mailed. If you have ended your employment your W-2 will be mailed no later than January 30.

Please review your W-2 carefully and direct any questions to the Payroll Department at payroll@oakton.edu or 847.635.1755.

If you have any questions regarding income tax information for international (F1) students contact Cynthia Lynn at 847.635.1713.

**FICA**

The Internal Revenue Code imposes a tax that was enacted as part of the Federal Insurance Contributions Act (FICA). **FICA** is Social Security and Medicare taxes.

There is a student employee FICA tax exception. The exception reads: **a student employee does not have to pay FICA if he or she is enrolled at least halftime and works at the college or university at which they are enrolled or a F1 student.** (This exception does not affect Federal and State Income Tax.)

Oakton students are classified as at least half time for the fall or spring semester if they are enrolled for at least 6 credit hours; and as at least half time for the summer session if they are enrolled for 3 or more credit hours. Therefore, to be eligible for the student employee FICA tax exception you must be registered for at least 6 credit hours in the fall or spring semester and 3 credit hours in the summer session.

**Oakton makes a determination of a student employee’s FICA tax exception status each pay period in which classes are in session.** If you do not meet the criteria for the FICA tax exception for any given pay period, FICA will be deducted from your paycheck.
Closed Building Pay
Student employees are not eligible for closed building pay and should submit time sheets reflecting only the actual hours worked.

Unemployment Benefits
Student employees are not eligible for unemployment benefits. Pursuant to the Illinois Unemployment Insurance Act, Section 224, “the term ‘employment’ shall not include service performed in the employ of a school, college or university, by a student who is enrolled and is regularly attending classes at such school, college or university…” For further information on unemployment benefits and eligibility, contact the local Illinois Department of Employment Security office.

The Hiring Process

Applying for a Student Employee Position
Career Services acts as Human Resources for student employment.

A complete list of current openings and the Student Employee Application are online, http://oaktonstudentemployee.applicantpro.com/jobs/.

You can also access the online application from our online job board https://www.collegecentral.com/oakton/. When you use our online job board you log in, click on Search for Jobs/Opportunities Posted to My School. In Job Location select On Campus and click on Begin Search. Simply click on “Apply Online” in the student employee job description for which you would like to apply.

Important things to remember when completing your application:

- You need to meet eligibility requirements to apply for student employment.
- The name used on the application and all employment documents must be your legal name. Your legal name is also the name you must use on your myOakton account. Everything must match.
- The address used for student employment will be the same as the address listed as permanent on myOakton. If you have moved, please go to the Enrollment Center and complete a change of address form. Be aware that a change in address may affect your tuition rate.
- Be as specific as possible when listing your available hours. You greatly decrease your chances of being interviewed if you are not specific about your available hours. For example 8:30 a.m. – 11:00 a.m. and 2 p.m. – 7 p.m. This scenario would let the supervisor know you are available to work in the early morning, and then you have class or other obligations, and starting at 2 p.m. you are again available to work.
- Your application is a reflection of you. An incomplete application is unattractive to prospective supervisors. Make sure to complete the skills section!!
- If hired you must display your Social Security Number on employment documents. Be advised that while providing a Social Security Number is not required for College admission, Oakton has one shared data base for student and Human Resources functions. Therefore, when you provide your Social Security Number for employment it will also be part of your academic record.

*Important note: you cannot begin working unless you have a Social Security number which is valid for employment.
What Happens After You Complete an Application
1. Career Services will forward a copy of your application to the supervisor of each of the positions for which you applied.
2. The supervisor(s) will review the applications and decide which students they would like to interview. If you are selected to be interviewed, the supervisor will contact you directly.
3. Keep an eye on your email. Career Services will be emailing you regarding the status of your application.
4. If you do not hear from anyone after two weeks, contact Career Services at 847-635-1735.
5. After you are interviewed:
   - If you are selected for the position, the supervisor will contact you directly.
   - If you were interviewed but not selected, typically either the supervisor or Career Services will contact you.
6. If you are not hired for any of the positions you applied for, and you are still interested in student employment, it is essential that you apply for other openings. Take a look at the current list of available positions to find out if there are any other positions for which you would like to apply. Make an effort to look at the list regularly, because the list of available positions changes all the time.

Learn More about Conducting a Successful Job Search
Student employee positions are competitive. If you have not secured a student employee position, you may want to meet with someone in Career Services to enhance your job search techniques. Career Services staff can help you develop the many skills essential for a successful job search.

You can make an appointment at either campus:
Des Plaines Campus, Career Services, Room 1740, 847.635.1735
Skokie Campus, Enrollment Center, Room A100, 847.635.1400

Once You are Hired

Employment Forms
When you are hired for a student employee position, you must visit Career Services either at Career Services, Room 1740 on the Des Plaines Campus or the Enrollment Center, Room A100 on the Skokie Campus to complete required employment forms before you begin your employment.

If you will be completing your employment forms in Skokie you must make an appointment with Ellen Lieberman, Enrollment and Advising Specialist. The best appointments times are between 1:30 to 4:30 p.m. Monday through Friday. You can contact Ellen to schedule an appointment at 847-376-7678 or elieb@oakton.edu.

Failure to complete all of the employment forms listed below will result in the inability of Career Services to complete your employment file. Consequently, you will not have time sheet and you will not receive a paycheck.

Employment forms include:
- State and Federal W-4 (Employee's Withholding Allowance Certificates)
- I-9 (Department of Homeland Security, U.S. Citizen and Immigration Services, Employment Eligibility Verification)
- Illinois Public Act 85-827 (Statement that you do or do not have an outstanding educational loan in default)
- Vets-100 Employment Survey
- Student Employee Handbook receipt
- Student Employee Self-Identification Employee Survey
- Sign your student employee application
- Authorization for Direct Payroll Deposit (optional)

If you have been previously employed or are currently employed as a student employee, contact Career Services at 847-635-1735 (for positions at both campuses) to check if your employment file is complete and up to date.

Employment Files
The employment files of student employees are kept in Career Services on the Des Plaines Campus (both Des Plaines and Skokie student employees).

Student employees can review their employment file during Career Services normal hours of operation. If you would like to review your file, bring photo identification to Career Services, Room 1740.

Student Employee Responsibilities
When you accept a student employee assignment you AGREE TO:

- Maintain confidentiality at all times. Some student employees will have access to confidential information. Your supervisor may require you to read and sign the “Student Employee Statement of Understanding.”
- Ask your supervisor when you have questions.
- Discuss workplace problems directly with your supervisor.
- Report to work on time and ready to work.
- Keep an accurate record of hours worked.
- Adhere to time sheet deadlines set by your supervisor.
- Follow your supervisor’s procedures regarding notification when you will be absent because of illness or emergency.
- Make requests for time off as early as possible. Projects, exams and college related activities may occasionally interfere with your work schedule. Most supervisors will make every effort to accommodate your request.
- Exercise professional etiquette. This includes, but is not limited to, dressing appropriately for the work setting, cleanliness, personal hygiene, manner of speech, and other proper conduct.
- Deliver excellent customer service.
- Conform to your supervisor’s rules regarding homework in the workplace. If homework is permissible in your office, only do homework when all of your work tasks have been completed. When a work task arises, stop doing your homework.
- Abide by your supervisor’s regulations regarding computer and Internet usage.
- Follow your supervisor’s policy regarding personal telephone calls. If personal calls are permitted, they should be kept to a minimum.
- Avoid engaging in overly social behavior with fellow student employees or other students while at work.
- Refrain from taking food from catered events unless invited, or when an event has obviously ended and all attendees have left.
Follow safe working practices and observe safety rules. Safety of employees is a responsibility shared by the College and every student.

- Promptly notify the supervisor of any job-related accident.
- Providing your supervisor two weeks notice when you are going to end your employment is appropriate business etiquette.
- Return all College property to your supervisor when you end your employment. Property includes, but is not limited to documents, files, computer files, keys, laptops, computer accessories and office supplies.

**Workplace Challenges**
If you encounter a problem at work, discuss it with your supervisor. If you cannot reach a resolution with your supervisor, you may meet with the Manager, Career Services or one of Career Services’ career counselors to talk about possible strategies for an effective resolution.

If your supervisor calls you into a meeting and you believe you will be disciplined, you may ask the Manager, Career Services to accompany you. Your supervisor may direct you not to work until the meeting.

**Termination**
Student employees may be terminated at any time. Illinois is an at-will state and student employees are not covered by any contract.

The following problems account for the majority of student employee terminations:
1. Student employees should be familiar with the Code of Student Conduct. Failure to adhere to the Code of Student Conduct may result in termination of student employment.
2. Unreported absences, excessive absences and/or tardiness as a general rule will result in termination.
3. Fraudulent reporting of hours worked constitutes gross misconduct and typically will result in termination of student employment.

**Verifying Past Student Employment**
Career Services will only provide information regarding your student employment to a third party in writing (no telephone inquiries) and only with a signed release. The information Career Services will provide is limited to the dates of your employment (at each assignment) and job title(s).
STUDENT EMPLOYEE STATEMENT OF UNDERSTANDING

I understand that by virtue of my employment with the ____________________________
Office at Oakton Community College, I may have access to records that contain individually
identifiable information, the disclosure of which is prohibited by the Family Educational Rights and
Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of
this information to any unauthorized person could subject me to criminal and civil penalties imposed
by law. I further acknowledge that such willful or unauthorized disclosure also violates Oakton
Community College policy and could constitute just cause for disciplinary action including
termination of my employment regardless of whether criminal or civil penalties are imposed.

____________________________________  ____________
Student Employee’s Signature          Date
Timesheets

Time sheets are completed online through your myOakton account.

- Time sheets are legal documents which are required to be an accurate reflection of time worked.
- Student employees are responsible for accurately reporting all hours worked and supervisors must certify that the time sheet is a true and accurate record of actual times and hours worked.
- The U.S. Department of Labor, Wage and Hour Division regulation 29 CFR Part 516 requires complete and accurate timekeeping information.
- The supervisor of a Fair Labor Standards Act (FLSA) non-exempt employee must closely monitor the employee's work hours and ensure that all time is accurately reported.
- An accurate time sheet protects you from being held responsible for any adverse event that could occur when your time sheet states you were on the job.
- An accurate time sheet safeguards you from exceeding work hour limitations.
- Accurate time sheets are necessary for you to be paid properly and fully.
- Complete ONE time sheet for each TWO WEEK pay period.
- Save at every step. DO NOT Submit for Approval until you have completed entering your time for the entire pay period.
- Adhere to time sheet deadlines set by your supervisor. Repeated failure to adhere to deadlines may result in termination.
- The “Submit By Date” is the date and time when your supervisor must approve time sheets. As a result your supervisor will require you to submit your time sheet for approval at an earlier time.
- After the deadline, online time sheets for the pay period will be closed. Any time sheet submitted after the deadline must be submitted manually (the manual time sheet is an Excel spreadsheet). Expect significant delays in payment with manual time sheets.
Instructions for Completing a Web Time Sheet

1. Log on to myOakton.
2. Click on Register/Pay/Grades.
3. Click on the Employee tab.
4. Click on **Time Sheet**.
5. The Time Sheet Selection screen will open. You will have a separate Time Sheet for each of your student employee positions. The positions will be listed under the words **Title and Department**. Under **My Choice** click the radio button beside the position for which you would like to enter hours.

6. Under **Pay Period and Status** choose the correct time period from the pull-down list.
7. Click on the Time Sheet button.

8. The Time and Leave Reporting screen will open. Click on Enter Hours for the appropriate day.
9. Enter your time in intervals of 15 minutes and select AM or PM. Click on Save.

10. Click on the Timesheet button.

11. Repeat for each day you worked at the position for that week.
12. When you are finished entering for the week click on the **Next** button for the second week of the pay period.

13. Enter your hours for the second week of the pay period.

14. Click on **Preview**.
15. Review the time sheet for accuracy. After your review click on Previous Menu.

16. Make any corrections by simply clicking on the hours of the day you would like to fix.
17. When you are certain that your time sheet is complete *(FOR BOTH WEEKS OF THE PAY PERIOD)* click on **Submit for Approval**. You cannot make any changes once you click on the Submit for Approval button.

18. After you have submitted your time sheet for approval you can check the approval status by going back into the timesheet.
Instructions for Completing a Manual Time Sheet

- The manual time sheet to be used is titled Payroll Time Revisions and Labor Distribution Overrides.xls which can be located in L:/Student Employment.
- Enter your name
- Banner ID
- Position number. FYI - you will find your position number next to your job title on your web time entry time sheet.
- The last day of the pay period (it will aromatically fill in all the other dates). FYI - it is always Saturday.
- An X next to “Time sheet was not completed/approved on line,”
- Your time in and out on the spreadsheet.
- The spreadsheet must do the math for you (do NOT write in by hand hours worked).
- The printed manual time sheet is to be signed by your supervisor and requires an administrator’s signature to be processed by Payroll.
- Submit the time sheet to Payroll when complete.

If you made an ERROR on your time sheet you must submit a time sheet REVISION.
- You need to include only those days where an error occurred on your revised time sheet. It is always a good idea to put an explanation in the comments section; especially when you removing time.
- Time sheet REVISIONS must be submitted manually on the Payroll Time Revisions and Labor Distribution Overrides.xls. See above for instructions with one difference: put an X next to “Time sheet is a revision for previous time sheet submitted.”

Time in and time out must follow a specific format.
Hour: minute (space) AM or PM
For example 9:00 AM
If you enter the time in any other format the spread sheet will not work correctly. See following image.
To view your electronic W-2 form in myOakton:

- Go to www.oakton.edu.
- Click on myOakton and login.
- Click on the Register/Pay/Grades tab.
- Click on Employee.
- Click on Tax Forms. Under Tax Forms click on W-2 Wage and Tax Statement.
  The Tax Year field is set to the most current year available.
- Click Display.

To print your W-2:

- Scroll to the bottom of your electronic W-2.
- Click the Print button in the lower left corner for a printer friendly version of your W-2 Wage and Tax Statement.
- Click on arrow next to printer icon and choose Page Setup.

- Remove information under Header and Footer, change layout to Landscape and click OK.
- Click Print.