Student Employee Handbook

CAREER SERVICES

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.

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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.

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 on campus 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.

Enrollment Requirement

You are eligible to work as a student employee in any given fall or spring semester if you are registered in an Oakton credit or Alliance for Lifelong Learning course for that semester. You are eligible to work in the summer if you were enrolled the preceding spring, during the current summer term, or for the following fall.

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. **Note: Alliance for Lifelong Learning consistently drops students for nonattendance.**

Each pay period Career Services generates a report that lists the names of the student employees who have submitted a time sheet, the number of credit hours he or she is enrolled in and whether he or she is enrolled in an Alliance for Lifelong Learning class. If you are listed as not enrolled, Career Services will contact your supervisor(s). The supervisor(s) 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.

<u>The bottom line is that you cannot work as a student employee if you do not meet the enrollment requirement</u>.

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 Student Visa, your authorization to work as a student employee at Oakton will automatically be withdrawn once you graduate. As a result, you must end your employment no later than the last day of student attendance of the semester in which you graduate.

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 or Judy Bloink at 847.635.1274.

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 listed on your official Oakton transcript.

Limitations to Student Employment

Multiple Assignments

Each individual student employee job is referred to as an assignment. A student employee may work at multiple student employee assignments. Students who accept more than one assignment must coordinate work hours with supervisors so work hour limitations are not exceeded (see work hour limitations on page 10).

Limitation in Semesters Employed

Normally, a student will not work as a student employee more than 12 semesters (excluding summer).

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.

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, etc.

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 Associate Vice President, 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**.

Student Employee Pay Rates

Step	Level 1	Level 2	Level 3	America Reads Tutoring Program
1.	$8.25/hr	$8.40/hr	$8.60/hr	$10.00/hr
2	$8.40/hr	$8.60/hr	$8.90/hr	
3	$8.60/hr	$8.90/hr		
4	$8.90/hr			

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.

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.

Income Taxes and W-2

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

Beginning with the 2010 tax year, if you are employed at the College you will receive your **-** W-2 electronically through myOakton. They will NOT be mailed. If you have ended your employment your W-2 will be mailed no later than January 30.

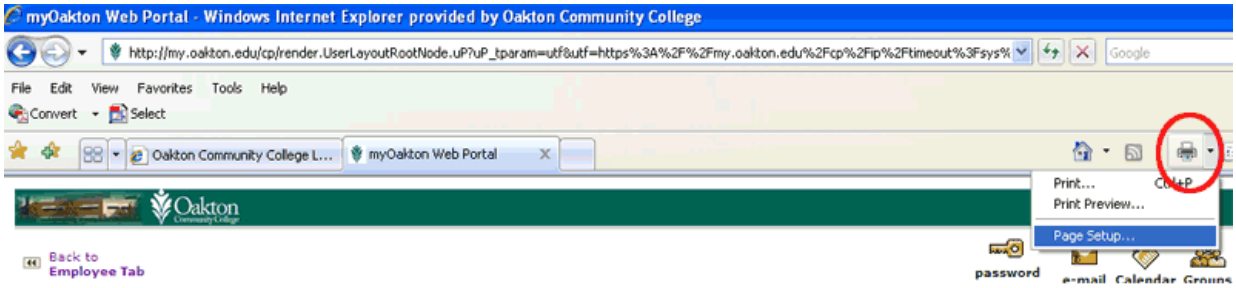
Please review your W-2 carefully and direct any questions to the Payroll Department at payroll@oakton.edu or 847.635.1755.

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**.



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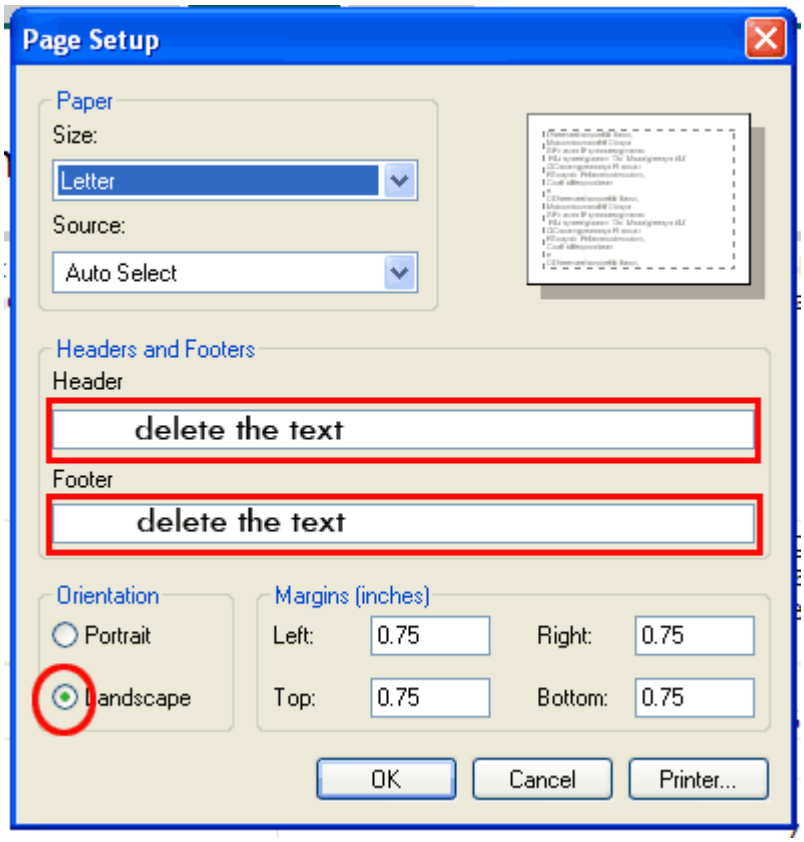

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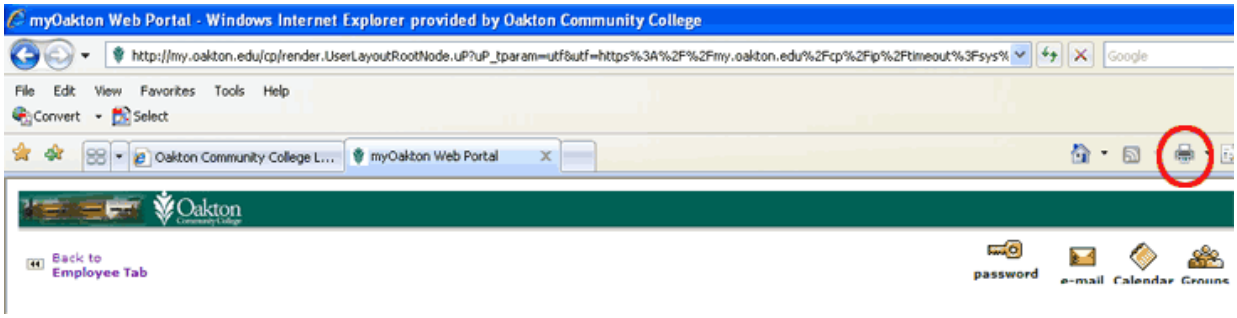


If you have any questions regarding income tax information for international (F1) students contact Cynthia Lynn at 847.635.1713 or Judy Bloink at 847.635.1274.

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. Enrollment in Alliance for Lifelong Learning classes are not considered.

Oakton will make 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, 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. Complete an application in Career Services, room 1125 on the Des Plaines Campus or in the Enrollment Center, room A100 on the Skokie Campus.

Do not contact supervisors directly.

Find Out Which Student Employee Positions Are Currently Available

Current opportunities are displayed in a binder at each campus. The binders are located in Career Services on the Des Plaines Campus and in the Enrollment Center on the Skokie Campus and are posted on www.collegecentral.com/oakton. Keep in mind, the list of currently available positions changes frequently.

Simply follow the instructions on the Career Services' Job Listings page to create an **Access ID** and a **Password,** (www.oakton.edu/studentservices/career_services/job_listings/index.php). When you have logged in, click on **Search for Jobs/Opportunities Posted to My School**, then check the box next to **Student employment**, and click on **Begin Search**.

Important things to remember when filling out your application:

- You are only applying for those specific opportunities you have listed on the application. You CANNOT APPLY FOR STUDENT EMPLOYMENT IN GENERAL, only for specific openings.
- A single application may be used to apply for multiple positions.
- **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 or update your address through myOakton. Be aware that a change in address may effect your tuition rate.
- Be as specific as possible when listing your available hours. You greatly decrease your chances of being called for an interview if you are not specific about your available hours.
- Neatness counts; your application is a reflection of you. A sloppy, incomplete application does not make your application attractive to a prospective supervisor.
- If you do not wish to use your Social Security number on your application, you can use your Oakton identification number. However, 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 listed on your official Oakton transcript.

*__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. If you do not hear from anyone after two weeks, visit Career Services and ask about the status of your application.
4. 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.
5. 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 a career counselor to enhance your job search techniques. Career counselors can help you develop the many skills essential for a successful job search.

You can make an appointment to see a career counselor at either campus:

Des Plaines Campus, Career Services, Room 1125, 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 1125 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.

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 a web 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
- Career Services' employment form
- *Student Employee Handbook* receipt
- Student Employee Self-Identification Employee Survey
- Authorization for Direct Payroll Deposit (optional)

If you have been previously employed or are currently employed as a student employee, contact Career Services at x1735 (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 DP and RHC 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 1125.

Work Hours, Breaks and Timesheets

Work Hour Limitations

The number of hours a student may work should be mutually agreed upon by the student and the supervisor based on institutional need and the student's schedule and other constraints.

Student employees are **NOT** permitted to work more than forty (40) 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 forty (40) 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.

Breaks

Student employees may not work more than six hours continuously without a half-hour unpaid break. A half-hour unpaid break is required after six 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 six hours for each assignment, if the total number of hours continuously worked is six 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 six 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.

Time Sheets

Time sheets are completed online through myOakton. Instructions for completing a time sheet begin on page 17.

Remember:

- 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.

- 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, the last day of the pay period (it will aromatically fill in all the other dates), an X next to "Time sheet was not completed/approved on line," and 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.

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.
- Time sheet REVISIONS must be submitted manually (the manual time sheet is an Excel spreadsheet).
  - 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, the last day of the pay period (it will aromatically fill in all the other dates), an X next to "Time sheet is a revision for previous time sheet submitted," and 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 revised manual time sheet is to be signed by your supervisor and requires an administrator's signature to be processed by Payroll.

Student Employee Responsibilities

When you accept a student employee assignment you AGREE TO:

- Adhere to Oakton Community College's Code of Student Conduct (a copy can be found on page 13).
- 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

Code of Student Conduct

The Oakton Community College "Code of Student Conduct" is printed in the Student Handbook. What follows is a code summary. Students may obtain a complete copy in the Office of Student Affairs, room 2270 or Student Life, room 1430 on the Des Plaines Campus or room A160 on the Skokie Campus.

Purpose

The purpose of the Code of Student Conduct is to provide fair and reasonable rules and procedures to promote human development and to ensure that students do not engage in conduct that materially or substantially interferes with the requirements of appropriate discipline for the operation of the College.

Jurisdiction

Generally, College jurisdiction and discipline will be limited to conduct which occurs on College premises and other sites at which instruction is being conducted or which adversely affects the College community and/or the pursuit of its objectives.

Proscribed Conduct

1. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false information to any College official, faculty member or office.
   b. Forgery, alteration or misuse of any College document, record or instrument of identification.
   c. Tampering with the election of any College recognized student organization.
   d. Academic dishonesty as defined in Policy 5155.
   e. Violation of copyright and/or failure to acknowledge source of material submitted for evaluation or publication.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, and other College activities, including its public service functions on or off campus, or other authorized non-College activities, when the act occurs on the College premises.
3. Behavior, in class or out of class, which for any reason materially disrupts the coursework of others, involves substantial disorderly conduct, invades the rights of others, or otherwise disrupts the regular and essential operations of the College.
4. Physical abuse, verbal abuse, threats, intimidation, harassment, hazing, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
5. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
8. Violation of published College policies, rules or regulations.
9. Violation of federal, state or local law on College premises or at College sponsored or supervised activities.
10. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
11. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and College regulations. Public intoxication.
12. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on College premises.
13. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
15. Conduct which is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
16. Theft or other abuse of computer time (see Policy 8330.2), including but not limited to:
    a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
    b. Unauthorized transfer of a file;
    c. Unauthorized use of another individual's identification and password;
    d. Use of computing facilities to interfere with the work of another student, faculty member or College official;
    e. Use of computing facilities to send obscene or abusive messages;
    f. Use of computing facilities to interfere with normal operation of the College computing system.
17. Abuse of the judicial system, including but not limited to:
    a. Failure to obey the summons of a judicial body or College official;
    b. Falsification, distortion or misrepresentation of information before a judicial body:
    c. Disruption or interference with the orderly conduct of a judicial proceeding;
    d. Institution of a judicial proceeding knowingly without cause;
    e. Attempting to discourage an individual's proper participation in, or use of, the judicial system;
    f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of, the judicial proceeding;
    g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during and/or after a judicial proceeding;
    h. Failure to comply with the sanction(s) imposed under the Student Code;
    i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

Substance Abuse Policy

The Board of Trustees of Oakton Community College, in conformance with the Federal Drug-Free School and Communities Act of 1989, has approved a policy on Substance Abuse which prohibits the unlawful possession, use or distribution of illicit drugs and alcohol, and prohibits the consumption of alcohol on campus or at any College-sponsored activity without prior approval. Students who violate the College policy are subject to disciplinary procedures and sanctions specified under the Code of Student Conduct, up to and including suspension or expulsion. Consistent with local, state, and federal law, students may also be referred for prosecution.

Sexual Harassment and Sexual Assault Policy

It is the intent of this policy to prevent any occurrence of sexual harassment at Oakton Community College and to inform all members of the College community of the procedures to follow if questions or problems arise. Sexual harassment is illegal under both state and federal law and objectionable under any circumstance. To provide an environment conducive to learning and professional performance and development, Oakton will not tolerate sexual harassment in any form by any student or employee.

It is Oakton's policy that no member of the College community may sexually harass or assault any other member of the College community. The College will not condone sexual harassment or assault of or by students, faculty members, staff members or administrators.

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute harassment when:

- Submission to such conduct is deemed to be either explicitly or implicitly a term or condition of an individual's employment of education;

- Submission to or rejection of such conduct by an individual is deemed to be used as the basis for academic or employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. This includes any program or activity under the auspices of the College.

Sexual assault is constituted by:
- Physical contact of a sexual nature that is against one's will or without one's consent;
- Rape, including acquaintance rape, defined as sexual intercourse that is against one's will or without one's consent.

In addition to any criminal prosecution that is initiated, Oakton Community College will pursue disciplinary action through its own channels when there is reason to believe that the College's regulations against sexual assault have been violated. Thus a member of the Oakton community may be prosecuted by the state and disciplined by the College at the same time, and even if criminal authorities choose not to prosecute, the College may pursue disciplinary action.

Any student or employee who believes she or he has been sexually harassed or assaulted should report such incidents to the Associate Vice President of Human Resources, or to the Vice President for Student Affairs. All reports or complaints will be promptly investigated. Substantiated charges will result in appropriate corrective action up to and including discharge or expulsion of the offending party. In responding to complaints of sexual harassment or assault, rights of due process and confidentiality will be respected. Any person who, in good faith, brings forth a complaint of sexual harassment or assault will not be subjected to retaliation. A complete copy of the policies and procedures regarding sexual harassment and assault can be obtained from the Office of Student Affairs and Human Resources.

Nondiscrimination Policy

Oakton Community College does not discriminate on the basis of race, color, creed, religion, national origin, disability, age, marital status, veteran's status, sex or sexual orientation in admission to and participation in its educational programs, college activities and services, or in its employment practices.

Inquires regarding compliance with nondiscrimination policies and regulations should be directed to the Vice President for Student Affairs or the Associate Vice President of Human Resources.

Instructions for Completing a Student Employee Time Sheet

Remember:

- 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.

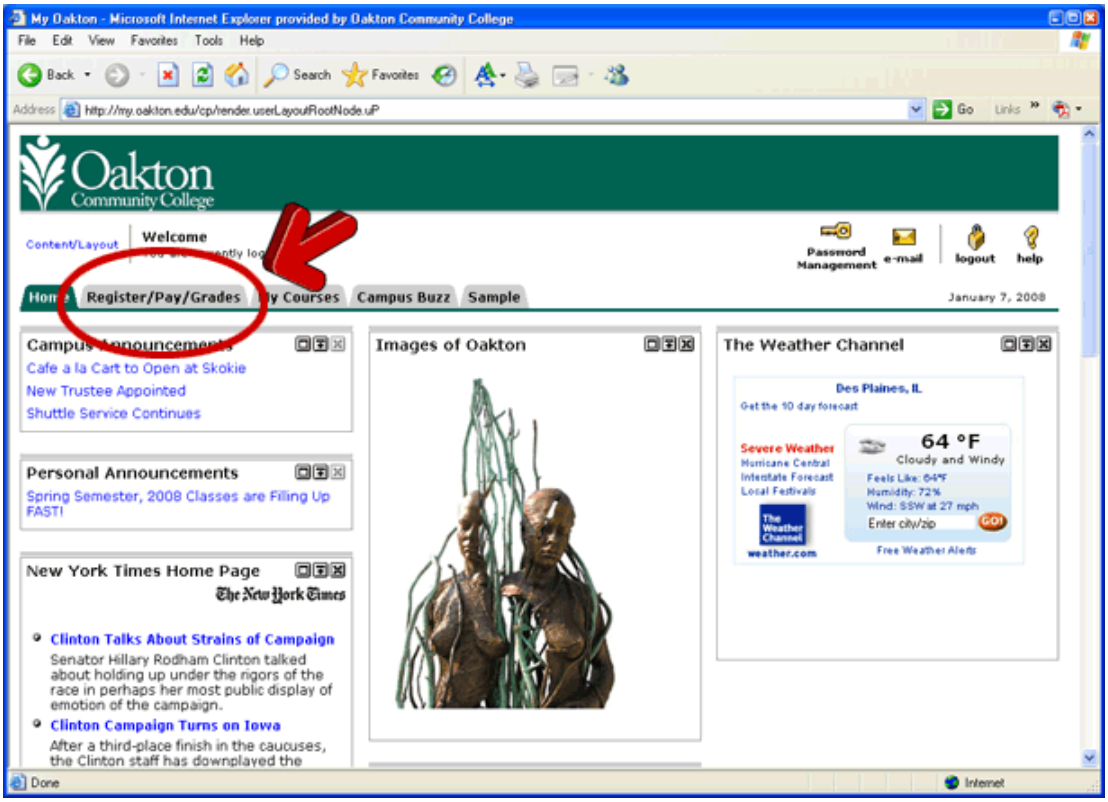
After the deadline, online time sheets for the pay period will be closed. Any time sheet submitted after the deadline must be submitted manually (the manual time sheet is an Excel spreadsheet). Expect significant delays in payment with manual time sheets.

- 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, the last day of the pay period (it will aromatically fill in all the other dates), an X next to "Time sheet was not completed/approved on line," and 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.

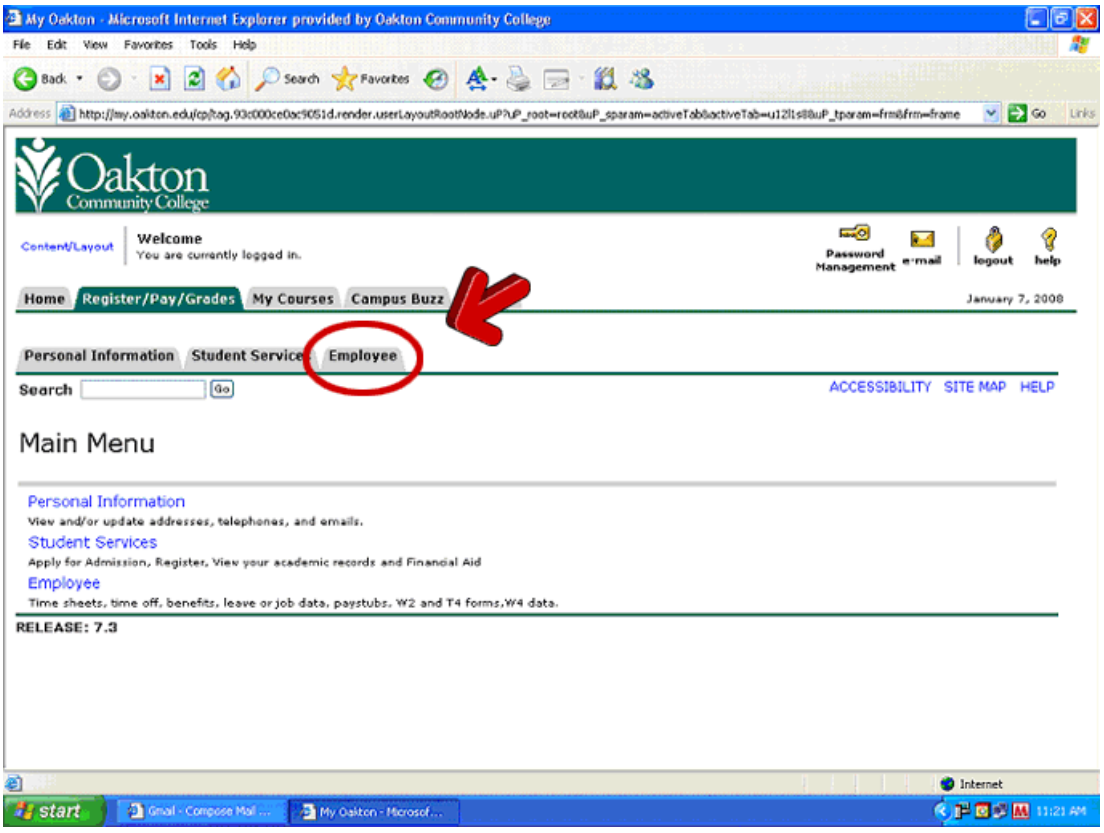
If you made an **ERROR** on your time sheet you must submit a time sheet **REVISION**.

- You need to include only those days where an error occurred on your revised time sheet.
- Time sheet REVISIONS must be submitted manually (the manual time sheet is an Excel spreadsheet).
  - 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, the last day of the pay period (it will aromatically fill in all the other dates), an X next to "Time sheet is a revision for previous time sheet submitted," and 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 revised manual time sheet is to be signed by your supervisor and requires an administrator's signature to be processed by Payroll.

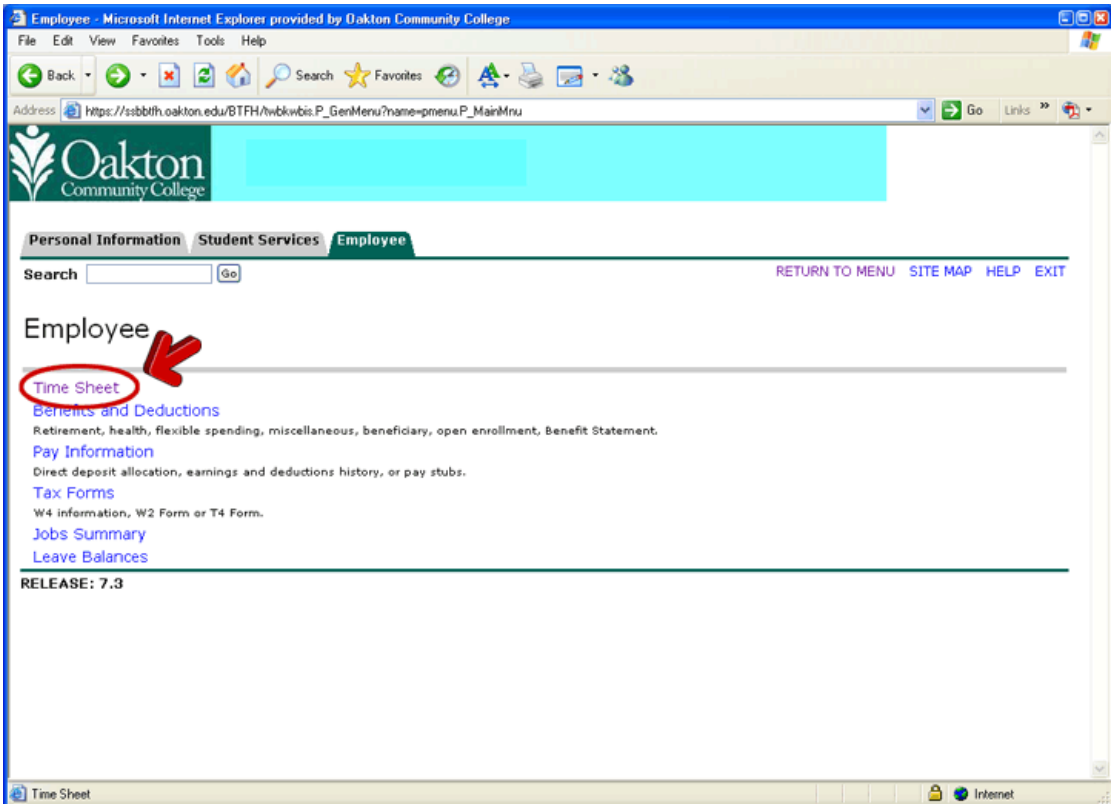
1. Log on to myOakton.
2. Click on **Register/Pay/Grades.**



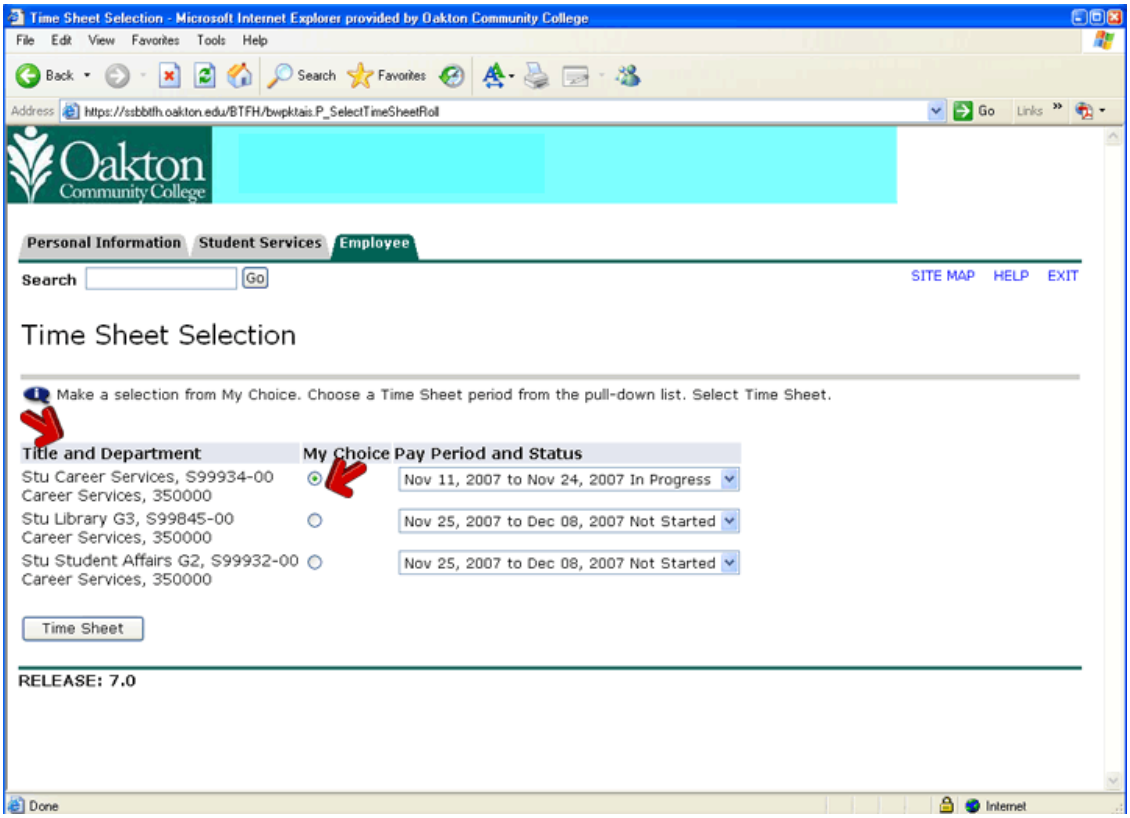
3. Click on the **Employee** tab.



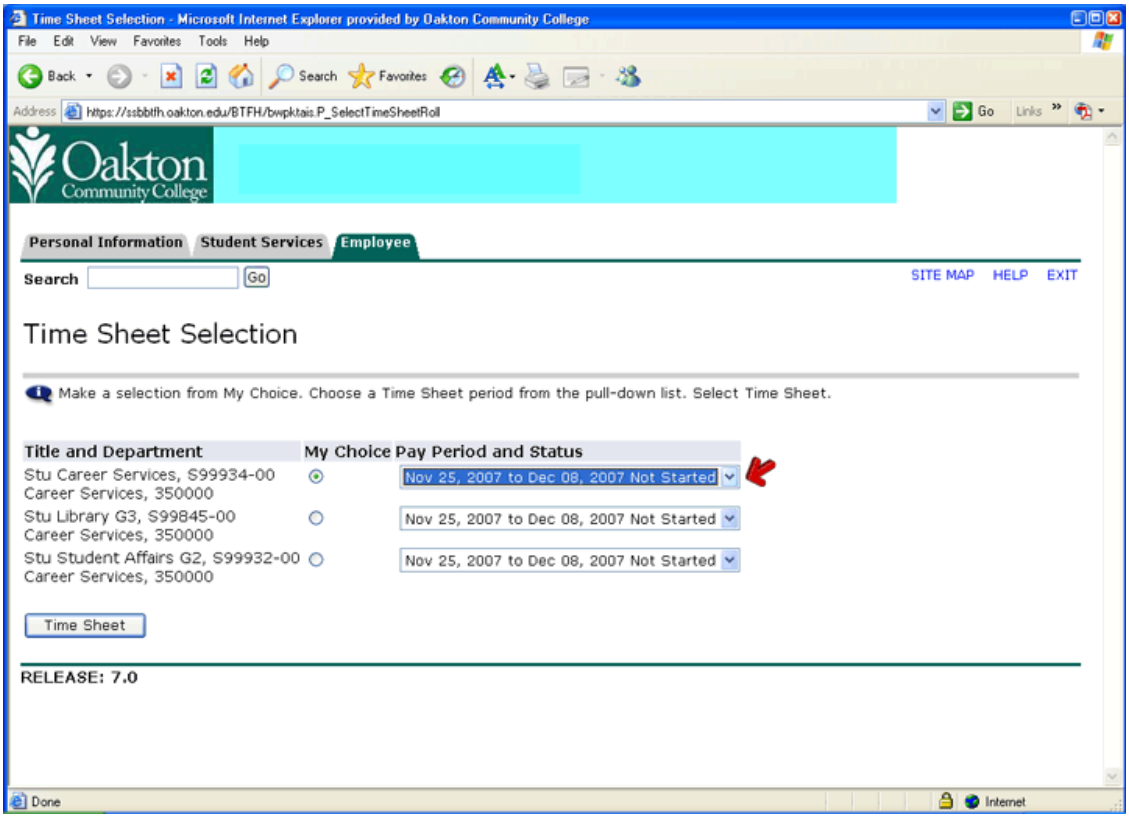
4. Click on **Time Sheet.**



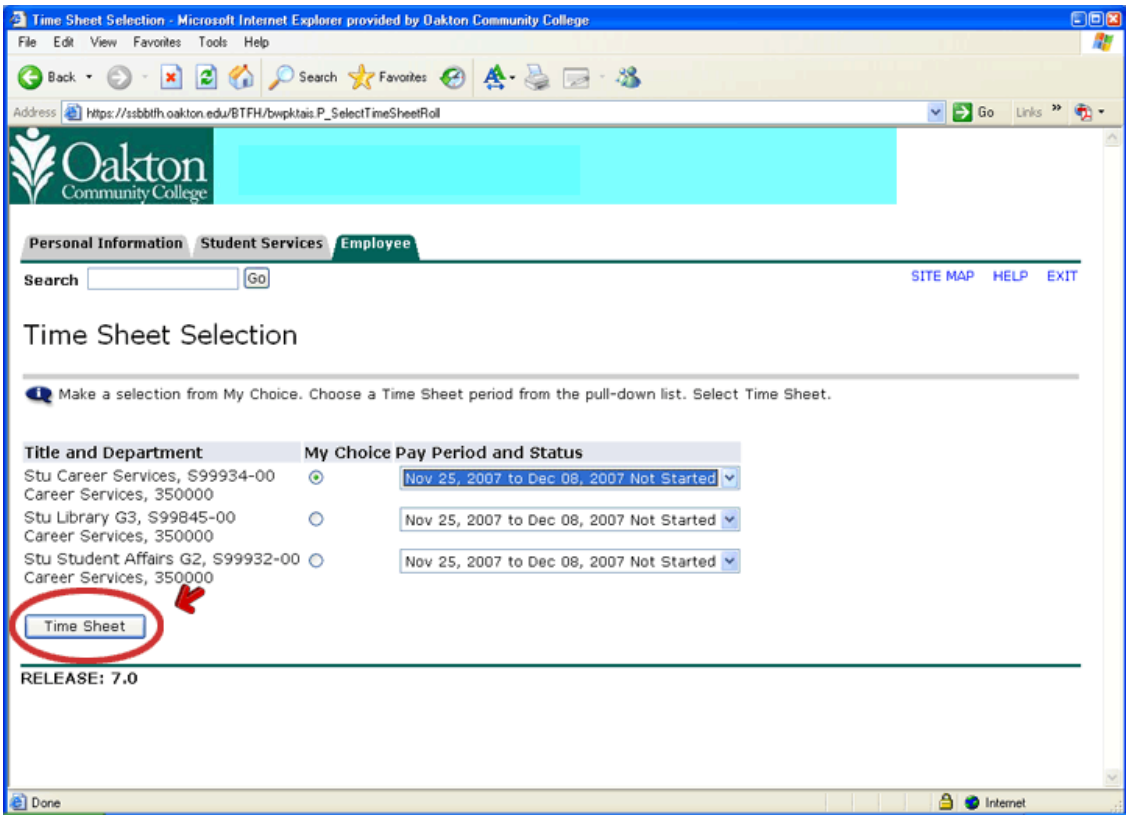
5. The Time Sheet Selection screen will open. You will have a separate Time Sheet for each of your student employee positions. The positions will be listed under the words **Title and Department.** Under **My Choice** click the radio button beside the position for which you would like to enter hours.



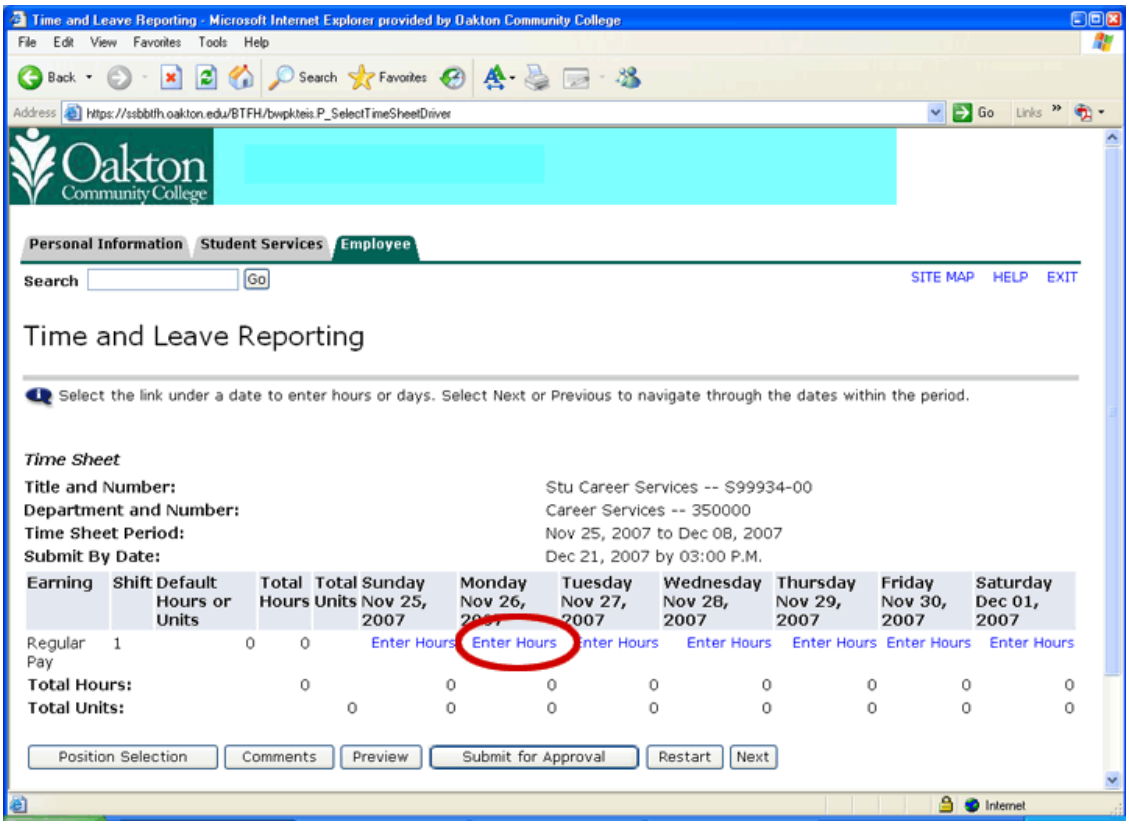
6. Under **Pay Period and Status** choose the correct time period from the pull-down list.



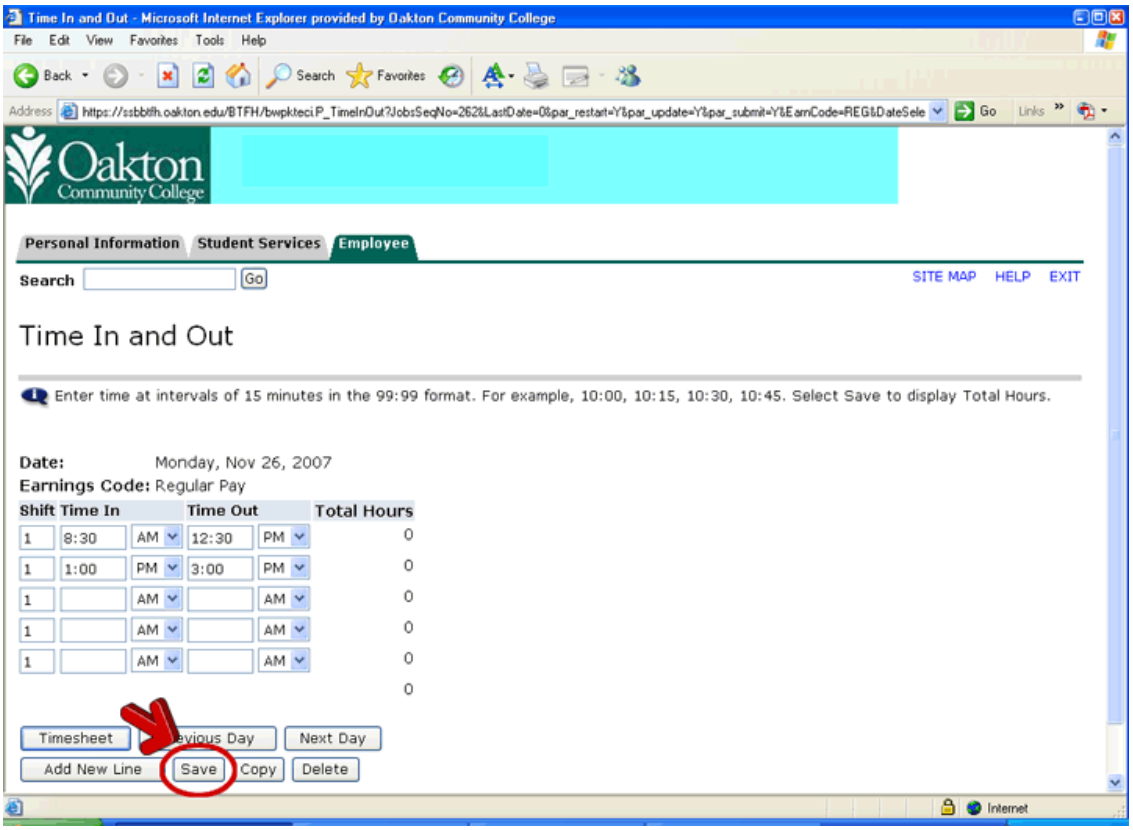
7. Click on the **Time Sheet** button.



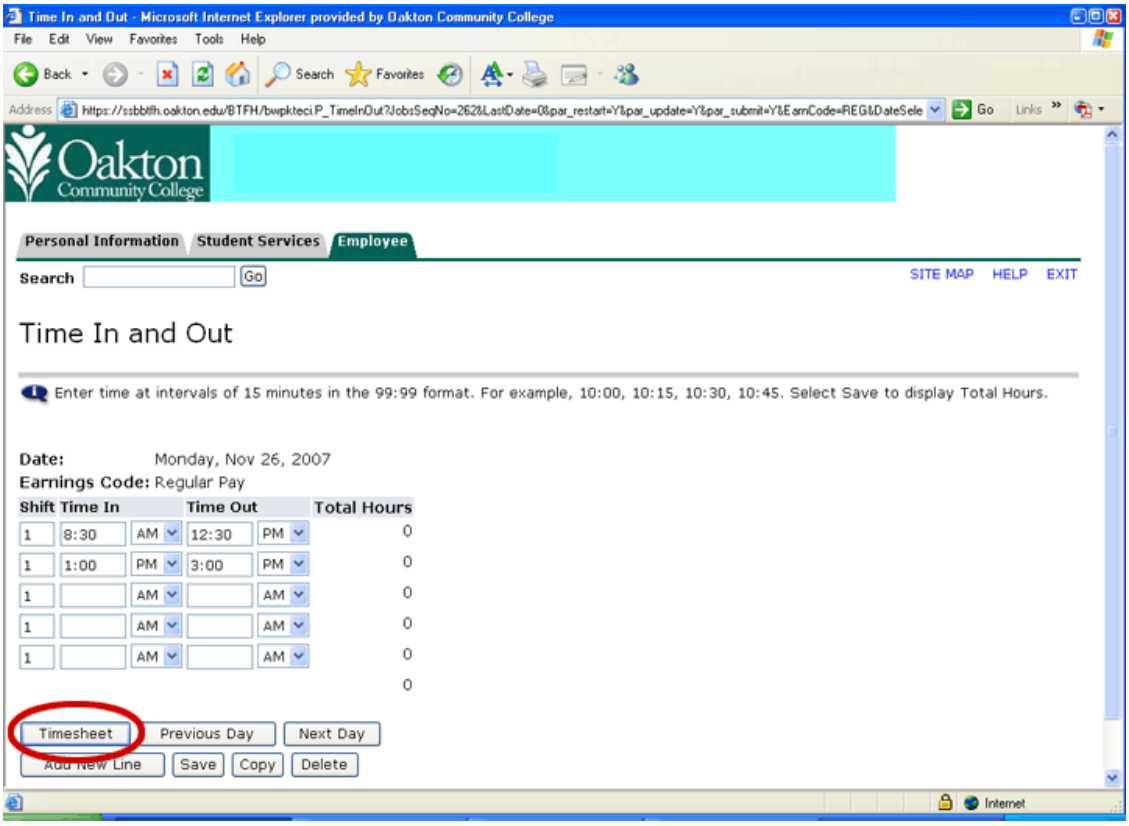
8. The Time and Leave Reporting screen will open. Click on **Enter Hours** for the appropriate day.



9. Enter your time in intervals of 15 minutes and select AM or PM. Click on **Save.**

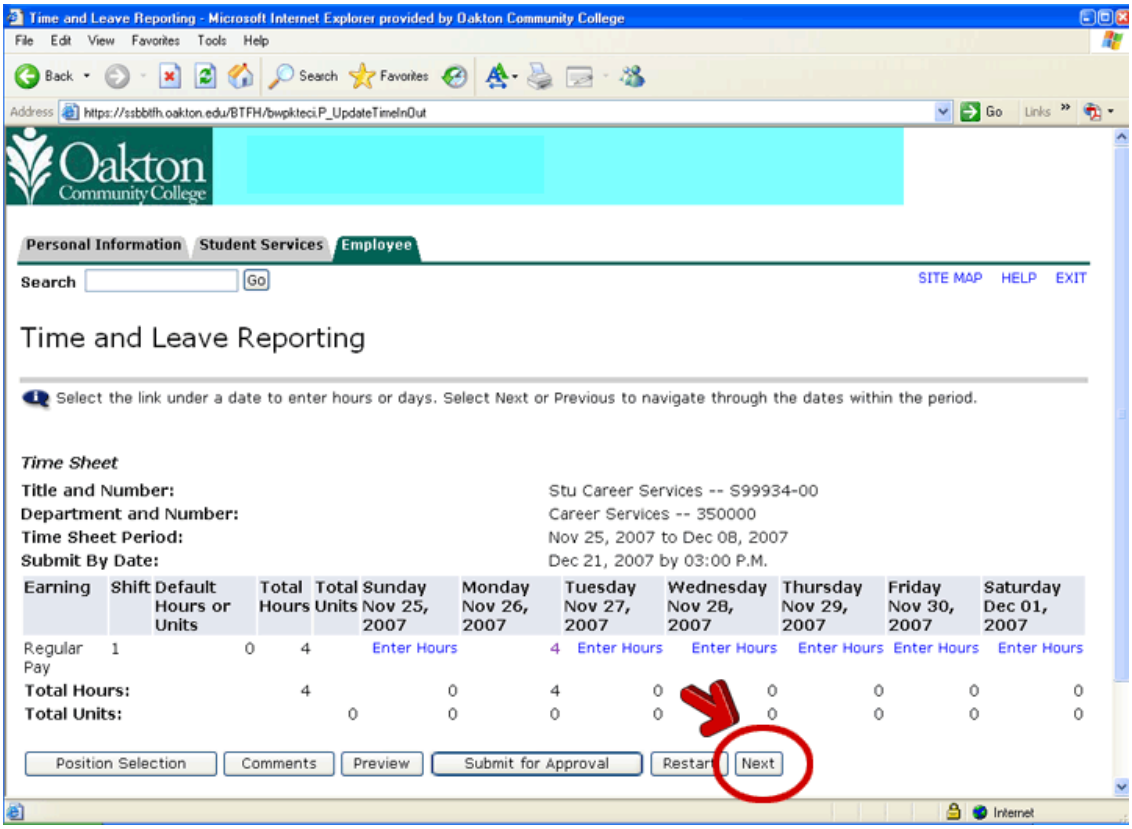


10. Click on the **Timesheet** button.



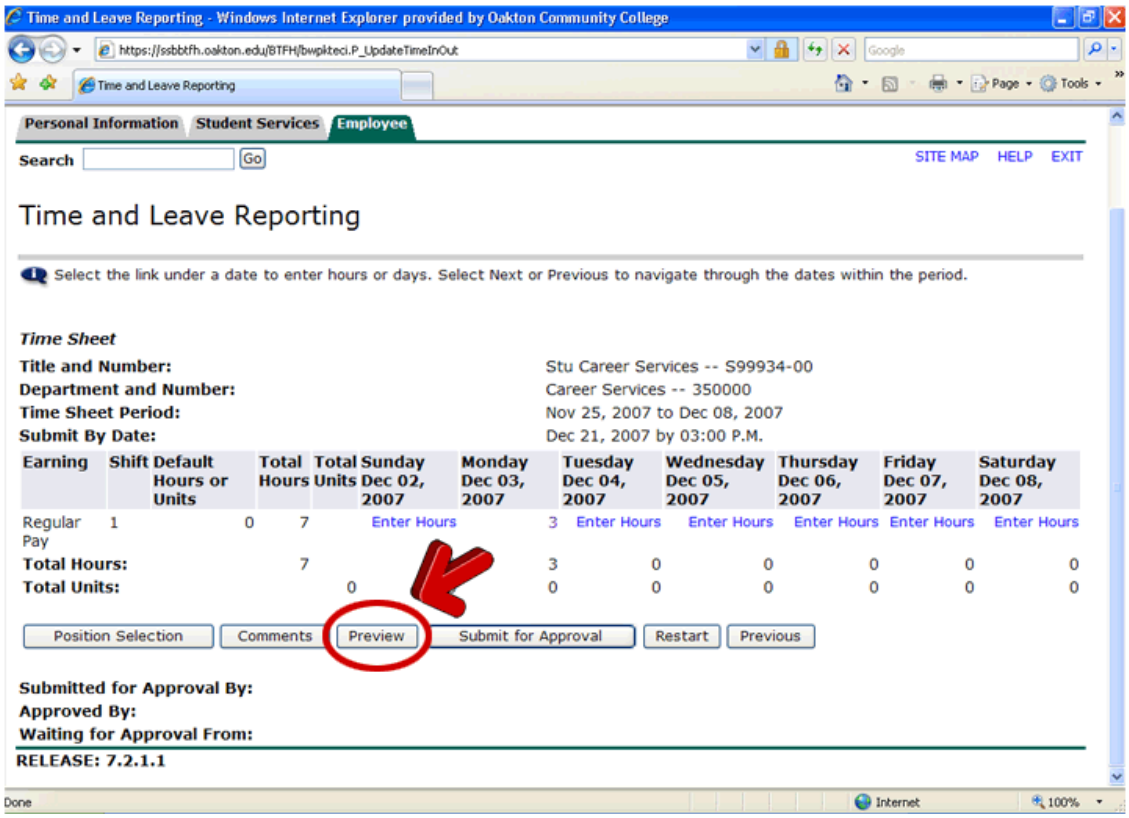
11. Repeat for each day you worked at the position for that week.

12. When you are finished entering for the week click on the **Next** button for the second week of the pay period.

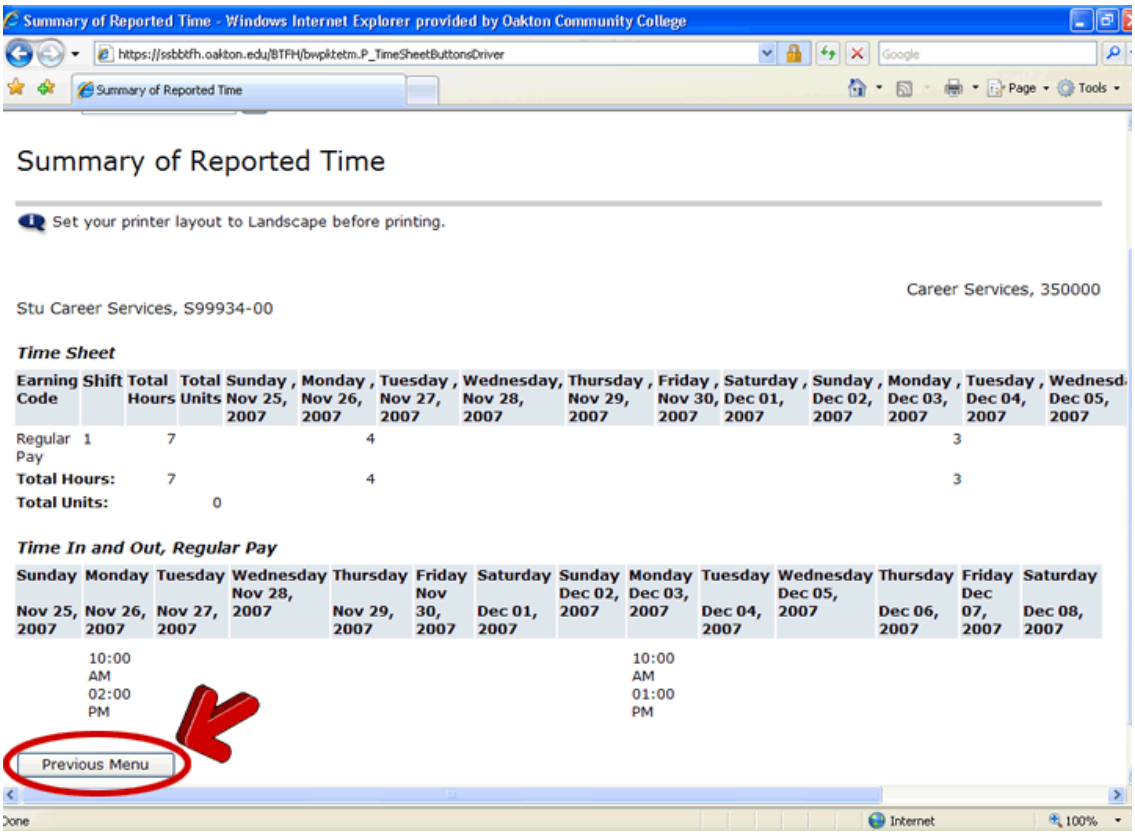


13. Enter your hours for the second week of the pay period.

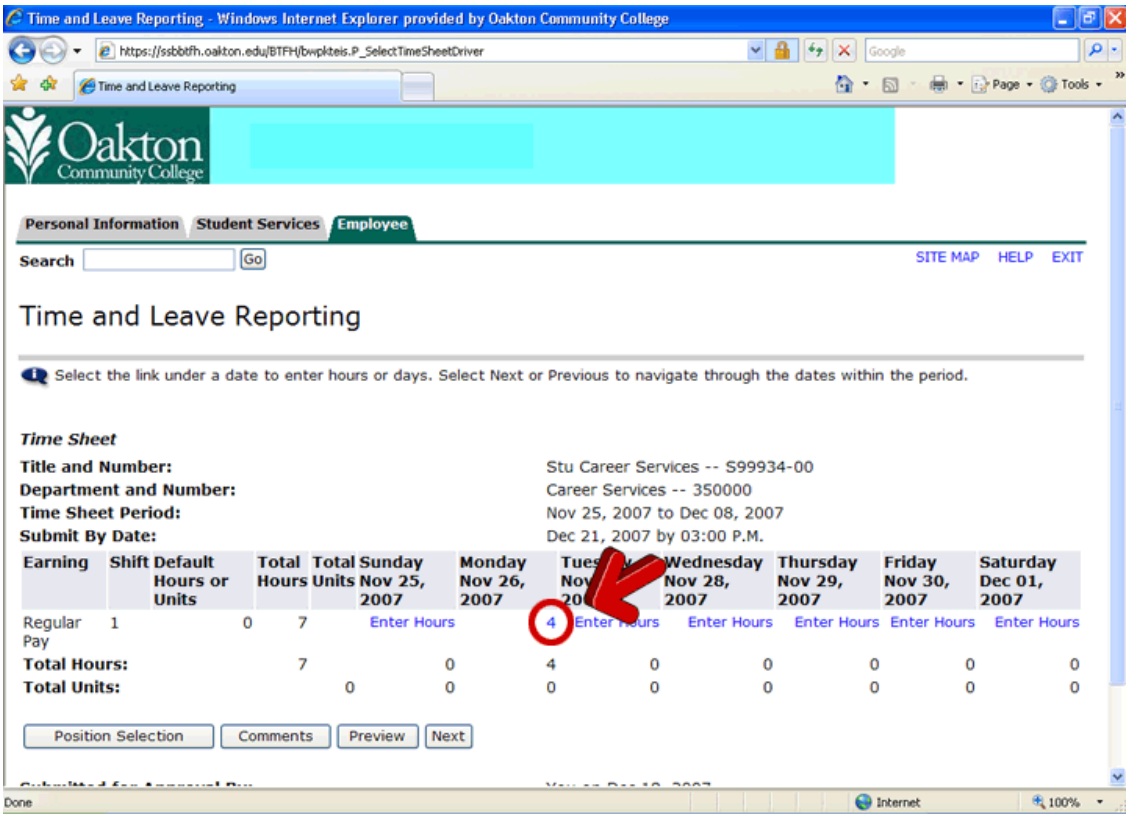
14. Click on **Preview.**



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

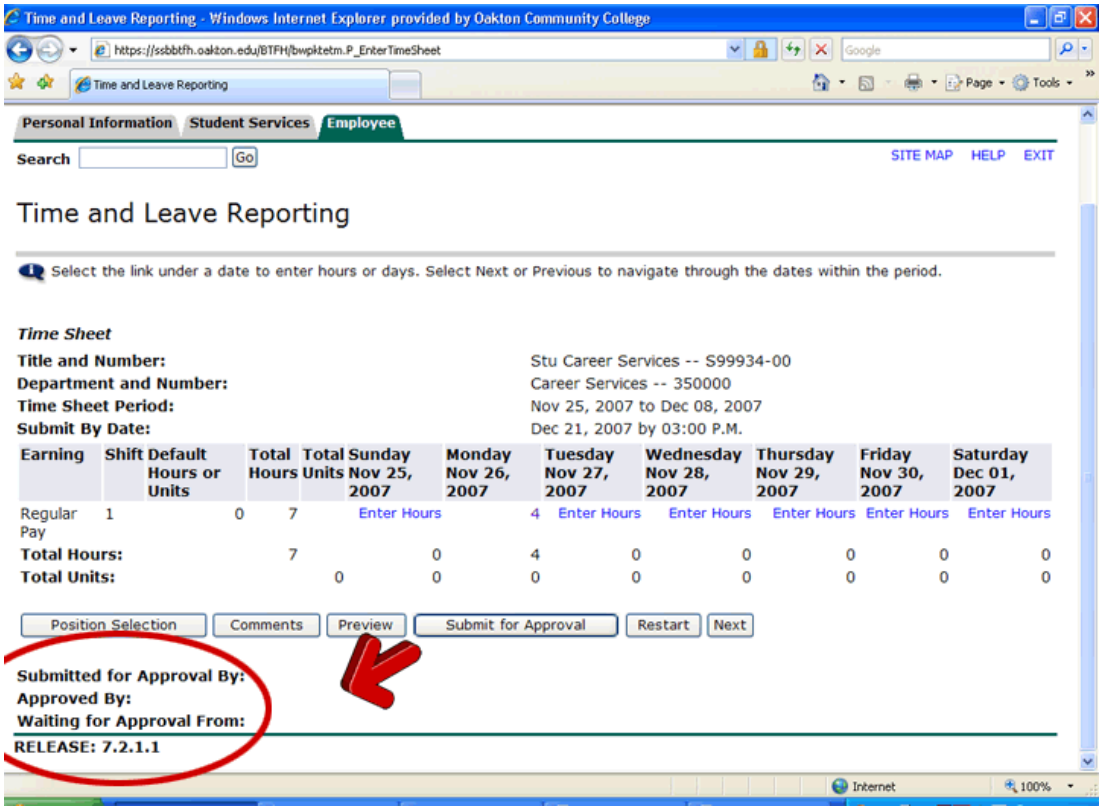


16. Make any corrections by simply clicking on the hours of the day you would like to fix.



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.



Oakton Community College

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