



# THE COLLEGE *of* IDAHO

## Student Employment Standards

## STUDENT EMPLOYEES

Students at The College of Idaho may be hired for temporary, part-time employment, based on qualifications, experience, and need-based Financial Aid awards.

Employment opportunities can be located on the campus job board, [Coyote Connections Live/Handshake](#). This job board will provide the ability to create a professional profile, as well as view and apply for jobs. All employment opportunities will be posted on Coyote Connections Live/Handshake.

For further information on how to develop your resume and cover letter, visit The [Center For Experiential Learning \(CEL\)](#) webpage. Appointments are available to discuss opportunities and to build your professional portfolio. Please contact [CareerServices@collegeofidaho.edu](mailto:CareerServices@collegeofidaho.edu) with any questions.

The College of Idaho has three (3) different types of student employment:

- Federal/Idaho Work-study (FWS or IWS) is a financially need based award for students that met the FASFA requirements. Awarded by the Student Financial Aid Service Dept.
- College Work-program is typically awarded to Davis Scholars. Awarded by the Student Financial Aid Service Dept.
- Student Wage are department budget paid positions. This is not awarded by the Student Financial Aid Service Dept.

During the 2020/2021 academic year, all three (3) employment types are eligible for student employment opportunities that allow for remote work.

Employees may not work more than **20 hours a week** when classes are in session, per College policy, Federal Work-study guidelines and Visa regulations. Scheduled hours are determined by department budgets, financial award amounts, and Federal Work-Study guidelines.

Employees working in FWS, IWS or CWP positions may not be employed in more than two (2) of these type of positions at one time.

Access [Coyote Connections Live/Handshake](#) to obtain the Student Employment Handbook-Employment Documents that are required to complete the hiring process. Included in this employment packet are the following: C of I Confidentiality Agreement, Confidentiality FERPA Notice Policy, Preventing Sexual Harassment Training and Policy, I-9 Employment Acceptable Documents form (with appropriate **original** identification,

see [Lists of Acceptable Documents](#) on page 9, all **ID's must be original and unexpired**, W-4 Tax Withholding form, and Student Employment Standards.

Employees residing in the United States that have not previously worked for The College of Idaho, will be required to follow the remote process in completing the Form I-9. This process includes sourcing and obtaining notary services and mailing the completed documents to the Human Resources office. You will need to notify Human Resources, [screenshaw@collegeofidaho.edu](mailto:screenshaw@collegeofidaho.edu) if you require this remote process.

Employees residing outside of the United States that have not previously worked for The College of Idaho, will not be eligible for employment. However, if you have worked for The College of Idaho in the last calendar year, and are residing remotely you are eligible to work. However, you **MUST** have a banking institution in the United States and have direct deposit set up in Self Service prior to the 13<sup>th</sup> of the month in which you began working.

All employment processes, new hire or returning employees, must be fully completed with the Human Resources Office prior to the employees first day of work.

The HR Office no longer supports unscheduled meetings or drop in service hours. Employees are required to make an [appointment](#) to meet with our office. The Human Resources Office is located in Sterry Hall, 4<sup>th</sup> Fl. #402.

For questions please contact us.

Sarah Crenshaw, HR Generalist 208-459-5685 [screenshaw@collegeofidaho.edu](mailto:screenshaw@collegeofidaho.edu)

## **EMPLOYMENT STANDARDS**

### **ATTENDANCE**

Regular attendance is required for all College employees. Employees are expected to report to work on time. If, for any reason, an employee is unable to report for work at their scheduled time, they are expected to notify their supervisor as far in advance as possible so that arrangements can be made to cover their responsibilities.

Excessive absenteeism could be grounds for dismissal.

### **TRAINING**

Training sessions may, from time to time be provided by the College or the supervisor to promote quality service to our students, faculty, staff and the community. If training is required to perform a position, the student employee **will be required** to attend (virtually or in person). Employees will be paid for all required training.

## **BREAK PERIODS**

Employees shall take one 20-minute break for each consecutive four hours of working time. The break should occur near the midpoint of the four-hour period.

Employees shall be allowed a meal period of at least 30 minutes after five consecutive hours of work. Meal period is not considered compensated working time.

## **LEAVES**

Employees are not eligible for vacation, sick leave, or payment thereof.

## **TIMESHEETS**

Accurate records of hours worked ensure that an employee's pay will be computed correctly, and that full credit for the work done will be received. Timesheets are located in [Self Service](#), under Employee, Time Entry. **Timesheets are to be filled out daily.** All employees are responsible for the accuracy, completeness, and timely submission of their timesheets. Not completing or not accurately reporting hours worked on your timesheets is illegal, and could be grounds for termination. All weekly timesheets must be completed and submitted to supervisors on or before the **20<sup>th</sup> of each month**, with exceptions in November, December, and May when you will be required to submit your timesheets earlier. Be mindful of the monthly email reminder sent by the Payroll Accountant notifying employees and supervisors of when timesheets are due. *If you do not complete, or submit your timesheet within the designated timeframe, payment will be delayed.*

## **PAYDAYS**

The College of Idaho pays its employees on a monthly basis the last business day (M-F) of each month, with the exception of earlier paydays in December and June. Compensation includes all wages for all hours worked from the 24<sup>th</sup> of the previous month through the 23<sup>rd</sup> of the current month. Students are FICA exempt. Federal and State taxes are withheld per the information provided by the employee on the W-4 forms.

## **DIRECT DEPOSIT**

Direct Deposit is encouraged (**mandatory for students residing outside of the US**) of all employees of The College of Idaho. You may set up your own direct deposit thru the [Self Service](#) application. Banking information set up prior to the 13<sup>th</sup> of the month will be deposited into the account the last business day of that month and thereafter. Students will need to review their direct deposit at the beginning of each academic year to ensure their banking information is still accurate.

## **Tax Documents**

You may elect to receive your end of the year tax documents electronically. To do so, access the Self Service application, find the Tax Information module, and click the Consent button. In addition, you will be able to access your archived documents from previous years.

## **INSURANCE**

[Student health insurance](#) information is available to all students attending The College of Idaho.

## **WORK ACCIDENTS**

All work-related injuries or illnesses arising from an accident that occurred while working, must be reported to the supervisor and Campus Safety immediately by the individual employee and the witness(es), regardless of whether or not medical treatment is necessary.

## **OTHER FRINGE BENEFITS**

Student employees are considered temporary employees of the College and are not entitled to the fringe benefits that may from time to time be provided to other regular employees.

## **DRESS CODE**

Adhere to the Dress Code established by the supervisor for the department. Employees are expected to maintain appropriate standards of grooming, personal hygiene and dress.

## **CONDUCT**

Employees are expected to conduct themselves in a professional and ethical manner at all times. Employees are not to engage in behavior that would be detrimental to the College's interests and/or reputation.

Employees may have access to information about The College of Idaho, staff, faculty and students which is strictly confidential. This information must not be revealed to anyone not specifically authorized by the College to have it. Failure to protect confidential information may be subject to formal disciplinary action, up to and including dismissal.

## **HARASSMENT**

Unlawful harassment based on sex, race, color, age, religion, disability, national origin, veteran status, sexual orientation, gender identity, or any other basis protected by law will not be tolerated.

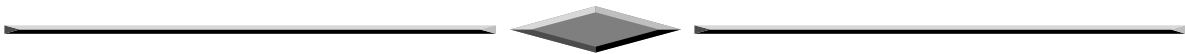
Any member of the college community who believes he, she or some other member of the college community is a victim of harassment by any member of the Board of Trustees, administrator, member of the staff or faculty, employee, student, volunteer, non-College of Idaho employee or any other person in connection with The College shall promptly report the matter to the attention of his/her immediate supervisor, the Department of Human Resources, Dean of Student Affairs or the Vice President for Academic Affairs ("VPAA"). In every case, the Department of Human Resources should be notified of the report to ensure a thorough and prompt investigation, if appropriate. However, the campus disciplinary system applies for investigation and resolution of

complaints of harassment made against a student, unless the complaint involves conduct by a student who also is employed by the college and relates to that student's conduct as an employee. If a student believes he or she or some other member of the student community has been the victim of harassment by another student, a complaint should be made as outlined in the campus disciplinary system.

## **TERMINATION**

Employment is "at will", meaning that either the employee or the College may terminate the employment relationship at any time with or without notice or cause. Upon separation from service employees must return all assigned College property, and when applicable submit a timesheet with the final hours worked.

**I HAVE RECEIVED A COPY OF THE STUDENT EMPLOYMENT STANDARDS OF THE COLLEGE OF IDAHO AND UNDERSTAND I AM RESPONSIBLE FOR READING AND COMPLYING WITH GUIDELINES CONTAINED THEREIN. I ALSO UNDERSTAND THAT STUDENT EMPLOYEES ARE PART-TIME, TEMPORARY EMPLOYEES AT THE COLLEGE OF IDAHO.**



**I WILL ABIDE BY THE TERMS OF THE ABOVE STATEMENTS.**

\_\_\_\_\_  
**NAME (Typed or Printed)**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**





## Addendum A

### **Employment Guidelines for International Students**

*\*The information below is intended as a guide and is in no way conclusive. Please see the International Student Advisor for the most up-to-date employment guidelines for international students.*

#### **1. Am I allowed to work in the US?**

In order to maintain valid F-1 status, a student can only work in the US if authorized to do so by either the Primary Designated School Official (PDSO) and/or the Department of Homeland Security (DHS).

On-Campus Employment. A student in F-1 status does not need any special permission or authorization to work on campus.

Off-Campus Employment. A student in F-1 status is not permitted to work off-campus without receiving PRIOR authorization from the PDSO and/or DHS. There are three types of authorization by which a student in F-1 status can work off-campus:

- a. Internships under Curricular Practical Training (CPT).
- b. Work in a field related to your degree under post-completion Optional Practical Training (OPT -- “*temporary employment for practical training directly related to the student's major area of study.*”)
- c. Off-campus work authorized under Economic Hardship -- This is work authorization granted to a student who, due to unforeseen hardship situations, is unable to meet his/her financial obligations (e.g. school fees, medical bills, etc.). The student needs to provide documentation of such hardships. Obtaining work under this category is not guaranteed.

Each of the above requires the student to be currently maintaining valid F-1 status. A student who is out of status is **not** eligible for employment.

#### **2. How many hours can I work?**

A student in F-1 status is limited to working no more than 20 hours per week when school is in session. Forty (40) hours is the limit to the number of hours during scheduled school breaks—fall, winter, spring, summer). Scheduled hours are determined by department budgets, and CWP guidelines.

#### **3. I am not going home during the summer; can I work off-campus?**

Please see #1. Working off-campus without authorization is a violation of your F-1 status and could result in deportation.

**4. I am not going home during the summer; can I work on-campus?**

Students who are maintaining valid F-1 status and intend to register for the subsequent academic term may work on-campus during the summer, or any scheduled school break. There is no restriction on the type work, however forty (40) hours per week is the limit the College allows. Scheduled hours are determined by the hiring department budgets.

**5. I just graduated; can I work on/off campus during the summer after graduation before I return home?**

After graduation, a student in F-1 status may only work if authorized to do so under OPT. A student who has just completed his/her studies is no longer eligible to work on-campus.

**6. I have been offered an internship off-campus; what do I need to do to get work authorization?**

The regulations state that a student may participate in a "curricular practical training program" that is "an integral part of an established curriculum" and "directly related to the student's major area of study." To work in an internship a student needs to get CPT authorization from the PDSO. Please note that in order for an internship to qualify for CPT authorization you need to earn academic credit from the internship.

**7. What happens if I work without proper authorization?**

Working without authorization is a violation of your student status. Failure to maintain your status is a ground for removal from the United States (deportation) under INA § 237(a)(1)(C)(i).

**8. I have been offered a job; what do I need to do in order to start working?**

To work in the US you need to have a Social Security Number (SSN). SSNs are free; however, you need to be in valid F-1 status to be eligible for a SSN. Please contact HR for more information about getting a SSN. You may **not** begin working without first obtaining a SSN.

**9. I am still not clear about employment regulations for students in F-1 status; whom should I talk to?**

For questions about employment regulations please consult the Human Resources Office.