



# THE COLLEGE *of* IDAHO

## **STUDENT EMPLOYMENT STANDARDS 2021-2022**

## OVERVIEW

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

The College of Idaho has four (4) 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 and is awarded by the Student Financial Aid Service Department.
- Institutional Work Study (also referred to as The College Work-Study Program (CWP)) is awarded by the Student Financial Aid Department typically to Davis Scholars.
- Student Wage Positions (SWP) refers to positions that are paid by The College's departmental budgets. Such positions are not awarded by the Student Financial Aid Service Department.
- Grant-Funded Positions (GFP) refers to position that are funded by grants, donations or other award/scholarship funding. Such positions are not awarded by the Student Financial Aid Service Department.

Employment opportunities will be posted on the campus job board, [Handshake](#), which allows students an opportunity to create a professional profile, as well as view and apply for jobs.

It is important to note that many posted employment opportunities require submission of a resume and cover letter and completion of an interview. For guidance on how to develop a resume and cover letter and tips on how to prepare for an interview, visit The College's [Career Prep Resources](#) webpage.

## **POLICIES & PROCEDURES**

Students are allowed employment in only one (1) FWS/IWS/CWP position at a given time. However, a student employee may hold a FWS/IWS/CWP position and a SWP or a GFP position simultaneously or multiple SWP or GFP positions simultaneously. There is one exception under which a student may hold two (2) FWS/IWS/CWP positions simultaneously – in the instance that the first FWS/IWS/CWP position will not provide the student with sufficient hours to subsume the student’s entire FWS/IWS/CWP award, which must be acknowledged by the supervisor of the first FWS/IWS/CWP position and must be verified by Human Resources before the student is approved to take on a second FWS/IWS/CWP position.

### **PAY**

If a position qualifies as both a FWS/IWS/CWP position and a SWP position, and if a student who secures such a position is eligible for FWS/IWS/CWP funding, the position will be deemed a FWS/IWS/CWP position. Once the student exhausts their award for the year, the student must be immediately terminated from the FWS/IWS/CWP program. The relevant department is responsible for 100% of earnings above and beyond the FWS/IWS/CWP yearly award maximum. The department supervisor has the option to rehire the student as a regular student employee (i.e. in an SWP position that is 100% departmentally funded), or cease employing the student all together.

All student employment pay rates for FWS/IWS/CWP/SWP students will be paid based on the pay scale chart below and will be equalized across positions (rather than based on the student’s year in college). The vast majority of student employment will be compensated at the \$10/hour rate. Positions that (i) require specific expertise/knowledge/skill; (ii) require students to lead/supervise other students; and/or (iii) require manual labor will be paid at a higher rate. Placement of positions in the appropriate wage tier are determined by Human Resources, not the hiring supervisor. The only exception to the below pay rates/process is with respect to GFPs, the compensation for which are dictated by the terms of the grant/donation/award and may be paid hourly or via a stipend.

<b>STUDENT EMPLOYMENT PAY SCALE</b>				
<b>PAY LEVEL</b>	1	2	3	4
<b>WAGE/HOUR</b>	\$10.00	\$10.25	\$10.50	\$11.50

## **HOURS**

Per College policy, FWS guidelines and DHS regulations, student employees may not work more than **20 hours per week total** when classes are in session – this includes a combination of all FWS/IWS/CWP/SWP/GFP positions. Scheduled hours are determined by department budgets, financial award amounts, and FWS and DHS guidelines. During scheduled school breaks, which for The College includes its fall break, winter break, spring break and summer break, students are permitted to work a maximum of 40 hours per week. However, students in positions funded by FWS/IWS may NOT work on a College holiday and may NOT work during any College closures (including inclement weather days).

## **REMOTE, EVENING & WEEKEND WORK**

During the 2021-2022 academic year, all four (4) employment types are eligible for student employment opportunities that allow for remote work as long as the job tasks can be performed remotely, and there is documented supervision. Similarly, all four (4) employment types are eligible for student employment opportunities that allow for work in the evenings and on the weekends so long as there is documented supervision.

## **START & END DATES**

With the exception of incoming freshman students, students working in FWS/IWS/CWP positions may begin working as early as September 1, 2021 – the first day of classes. If a student has been award FWS/IWS/CWP for the spring semester only, the student may begin working on the first day of class for the spring semester and may not work in a FWS/IWS/CWP position during the winter break.

For incoming freshman students, pursuant to The College’s YOTE Work Program survey, which describes entry-level FWS/IWS/CWP positions, students may be matched with a student employment position. Incoming freshman working in FWS/IWS/CWP positions may not begin working until Monday, September 27, 2021 and must participate in a scheduled orientation prior to beginning their position.

SWP and GFP positions may begin at any time throughout the academic and calendar year; however, it is recommended that such positions align with the academic calendar.

## **EMPLOYMENT PAPERWORK & REQUIREMENTS**

Upon securing a student employment position, students must review, complete and return to HR (email [screnshaw@collegeofidaho.edu](mailto:screnshaw@collegeofidaho.edu)) the following documents:

- The College’s Student Employment Standards Certification
- The College’s Employment Packet

- C of I Confidentiality Agreement
- Confidentiality FERPA Notice Policy
- Preventing Sexual Harassment Training and Policy
- I-9 Employment Acceptable Documents Form (with appropriate **original and unexpired** identification, see [Lists of Acceptable Documents](#)) (requires an in-person meeting with HR)
- W-4 Tax Withholding Forms (Federal and Idaho)

Additionally, in order to work on-campus or off-campus, all students must have a social security number (SSN). As such, if a student does not have a SSN, the student must contact HR ([screnshaw@collegeofidaho.edu](mailto:screnshaw@collegeofidaho.edu)) as soon as the student secures a position to complete the [SSN Application](#) and participate in the required in-person meeting with the U.S. Social Security Administration.

Employees residing in the United States that have not previously worked for The College of Idaho and are not in (and will not be) in Idaho prior to beginning their remote position with The College 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. Students must notify the Human Resources Office ([screnshaw@collegeofidaho.edu](mailto:screnshaw@collegeofidaho.edu)) if they 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 students have worked for The College of Idaho in the last calendar year and are residing remotely, such students are eligible to work. However, such students **MUST** have a banking institution in the United States and have direct deposit set up in Self Service prior to the 12<sup>th</sup> of the month in which they begin working.

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

The Human Resources Office, which is located on the 4<sup>th</sup> floor of Sterry Hall in #402, no longer supports unscheduled meetings or drop-in service hours and therefore requires employees to make an [appointment](#). For questions, please contact [screnshaw@collegeofidaho.edu](mailto:screnshaw@collegeofidaho.edu) or (208) 459-5685.

## **EMPLOYMENT STANDARDS & INFORMATION**

### **OBLIGATIONS & RESPONSIBILITIES**

#### **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.

#### **DRESS CODE**

Employees must 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, Vice President of Student Affairs or Provost/Dean of the Faculty. 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.

### **BREAK PERIODS**

Employees shall take one 20-minute break for each consecutive four (4) 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 (5) 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**

It is required that all student employees keep accurate records of the hours worked in their student employment position. This ensures that student employees received full credit for the work completed and that their pay is correctly computed. As such, **timesheets must be filled out DAILY**. Timesheets are located in [Self Service](#), under Employee, Time Entry. All weekly timesheets must be submitted to supervisors on or before the **20<sup>th</sup> of each month**, with exceptions in November, December, and May when employees will be required to submit timesheets earlier.

***All employees are responsible for the accuracy, completeness, and timely submission of their timesheets. Not completing or not accurately reporting hours worked on one's timesheets – whether underreporting or overreporting one's hours – is illegal and could be grounds for termination.***

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.***

## **PAYMENT & TAXES**

### **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**

The College of Idaho encourages all of its employees to use direct deposit as the method of payment for their employment; however, for employees, including students, who are residing outside of the United States, direct deposit is mandatory.

Student employees may set up their own direct deposit through the [Self Service](#) application. Banking information set up prior to the 12<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.

### **TAXES**

The money student employees earn from FWS/IWS, CWP, SWP and GFP positions is generally subject to federal and state income tax, but typically exempt from FICA taxes (provided the student employee is enrolled full time and complies with the required hours per week for student employment). The amount of student employee's tax liability will depend on the student employee's personal tax bracket.

### **TAX DOCUMENTS**

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

## **BENEFITS & NATURE OF EMPLOYMENT**

### **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**

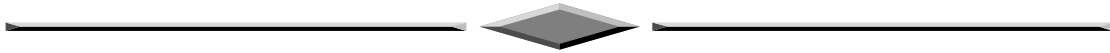
Student employees are considered temporary employees of The College and therefore are not entitled to the fringe benefits that may from time to time be provided to other regular employees.

## **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.

**CERTIFICATION**

**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 F-1 Visa Students

*\*The information below is intended as a guide and is in no way conclusive. Please contact The College's Primary Designated School Official for the most up-to-date employment guidelines for F-1 Visa students.*

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

In order to maintain valid F-1 status, a student can only work in the U.S. 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 permitting 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), which is described as “*temporary employment for practical training directly related to the student’s major area of study.*”
- c. Work authorized under “Economic Hardship,” which is granted to a student with documented proof of an unforeseen hardship situation that prevents the student from meeting their financial obligations (e.g., school fees, medical bills, etc.). Approval though 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. I have been offered an on-campus job. What do I need to do in order to start working?**

To work in the U.S., 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. You may **not** begin working without first obtaining a SSN. As such, you should complete the requisite paperwork immediately after being offered the job. Please consult the Human Resources Office to complete the SSN process.

#### **3. 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, which for The College includes its fall break, winter break, spring break and summer break. Scheduled hours are determined by department budgets and DHS guidelines.

**4. 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 off-campus internship, a student must complete the Internship Application process and be approved for CPT by The College’s PDSO. Please note that in order for an internship to qualify for CPT authorization, you need to earn academic credit from the internship.

Also, as with #2 above, you will need to ensure you have a SSN before you can begin your internship.

**5. 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.

**6. 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 during any scheduled school break – if there are positions available. 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.

**7. I just graduated. Can I work on-campus or off-campus during the summer after graduation before I return home?**

After graduation, a student who has just completed their studies is no longer eligible to work on-campus. If however an F-1 student applies and is approved for OPT, the student is permitted to work in the U.S. post-graduation.

**8. 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).

**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 College’s PDSO or the Human Resources Office.