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### Online Resources

Many of the documents, forms and other resources discussed in this handbook may be found by visiting the following websites:

- [Student Employment at Scripps](#)
- [Office of Human Resources](#)
- [Financial Aid](#)
- [National Student Employment Association](#)
Preface

Scripps College believes fully in the capacity of the student employment experience to provide students with valuable educational experiences, opportunities for personal growth, career development, and skills training. We believe that work enhances the total educational journey as students learn responsibilities, attitudes, and processes that will contribute to their success in their career post-Scripps. We are committed to serving student employees and their supervisors on campus.

This handbook contains the student employment policies and practices of Scripps College in effect at the time of publication. Scripps College reserves the right to revise, modify, delete or add to any provision stated in this handbook or in any other document without notice.

Suggestions and comments on policies should be addressed to the Student Employment Coordinator via email at studentemployment@scrippscollege.edu and/or the Office of Human Resources. Careful consideration will be given when recommendations for policy changes are made.
Scripps College Student Employment Definitions

Student Employee
Any individual currently enrolled as a student during the academic year at Scripps College may be hired as a student employee. Students who work over summer break are not to be classified as student employees of the college, but as part-time, nonexempt employees. Additionally, student employees must receive an hourly wage.

Federal Work-Study
Federal work-study (FWS) is a federally funded program that provides financial support for students with demonstrated financial need. These funds are a part of a student’s financial aid award and are to be used for part-time employment. On-campus work-study positions differ from other positions only in the way in which salary is paid. At Scripps College, the federal government pays 75% of a student’s on-campus salary, while the on-campus hiring department pays the remaining 25%.

Students may be awarded FWS as part of their financial aid award; however, they may not begin work-study employment until they have submitted all required hiring paperwork with appropriate documentation. Students may not utilize FWS funds for a position on-campus before the first day of classes or after the final day of classes.

Off-Campus Federal Work-Study
Off-campus FWS positions may include those at any of the other Claremont Colleges or with partnering community service organizations. Contact the Student Employment Coordinator for more information about these off-campus service organizations. Supervisors may post both on- and off-campus FWS positions in ClaremontConnect.

Off-campus partners, such as employers from the other Claremont Colleges, will be billed for 40% of the student employment wages (including worker’s compensation), while off-campus community service organizations will be billed 25% of the student employment wages. Scripps College will pay the remaining percentages, respectively.

Non-Work-Study (NWS) Student Employment
On-Campus departments who hire students who are ineligible for federal work-study funding are responsible for 100% of the NWS students’ pay. Supervisors may post NWS positions in ClaremontConnect. Non-Scripps students are classified differently for HR purposes; supervisors interested in hiring non-Scripps employees should contact Human Resources for specific questions about employee classification.

Ultipro
Ultipro is Scripps’ online timekeeping and reporting system. All student employees and their supervisors must use the system to report accurate time worked.

ClaremontConnect
ClaremontConnect is the College’s central resource for employment and internship opportunities for students. Students may use the system to search for both work-study and non-work study on-campus employment opportunities.
Scripps College Student Employment Policies

**Hours**
Scripps College strongly recommends that student employees work no more than 20 hours per week. A job should not interfere with the demands of academic coursework and encourage students to use good judgment about the amount of time spent on employment, both on- and off-campus.

FWS student employees are encouraged to prevent exceeding their work-study allotment by tracking their earnings with a supervisor. Visit the [Student Employment Website](#) for a worksheet that students can use to monitor hours worked in multiple positions. The Office of Financial Aid will inform student and supervisor via email when student is within $300 of the total allotment. Students are encouraged to share class schedules and other commitments as relevant with supervisors.

**Meal and Rest Periods**
Student employees must be provided with no less than a thirty-minute meal period when the work period is more than five hours. Unless the employee is relieved of all duty during the entire thirty-minute meal period and is free to leave the employer's premises, the meal period shall be considered "on duty," counted as hours worked, and paid for at the employee's regular rate of pay. If an employer fails to provide an employee a meal period, the employer must pay one additional hour of pay at the employee's regular rate of pay for each workday that the meal period is not provided.

**Overtime**
In California, the general overtime provisions are that a nonexempt employee shall not be employed more than eight hours in any workday or more than 40 hours in any workweek unless he or she receives one and one-half times his or her regular rate of pay for all hours worked over eight hours in any workday and over 40 hours in the workweek. Eight hours of labor constitutes a day's work, and employment beyond eight hours in any workday or more than six days in any workweek is permissible provided the employee is compensated for the overtime at not less than:

- One and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and
- Double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek.

**Note:** Overtime provisions apply to hours worked in *all positions* held at Scripps College combined.
Paid Sick Leave

Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee’s regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.

**Usage:**
- An employee may use accrued paid sick days beginning on the 90th day of employment.
- An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- An employer may limit the use of paid sick days to 24 hours or three days in each year of employment.

**Timekeeping**

Federal and state law requires the College to keep an accurate record of time worked in order to calculate employee pay and benefits. It is the responsibility of every student employee to accurately record time worked using the College’s online timekeeping system. Student employees will accurately record the time they begin and end their work, as well as the beginning and end time of each meal period. Unless otherwise noted by the supervisor, students must submit all hours for approval by 3 p.m. the Friday before the end of the pay period, and supervisors are responsible for approving all employee-reported time using Ultipro no later than 5 p.m. that same day. If students work the weekend following this Friday, they must estimate any hours anticipated for the weekend and supervisors must make any edits necessary to those hours no later than 9 a.m. on the following Monday. Please refer to the Payroll Schedule for holiday exceptions.

In Ultipro, Federal Work-Study employment positions will be signified by the letters “FWS” in the job code, while Non-Work Study positions will include “NWS” in the job code. Students must record hours under the correct job code for each position held on campus.

**Payment of Wages**

Paychecks are usually sent to the student employee’s campus address. However, students may elect to have their paychecks deposited electronically to their financial institution of choice. Student employees may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, students must complete a Direct Deposit Form and return it to the Office of Human Resources, or log into Ultipro to make the request.

Student employees are paid on a bi-weekly basis every other Friday. An updated Payroll Schedule is also available from the Office of Human Resources. Questions about hours, pay and pay checks should be first directed to the supervisor.

**W-2 Forms**

The Claremont University Consortium (CUC) Payroll Office annually (by January 31st of each year) sends W-2 forms by U.S. Mail to your home addresses. In order to ensure timely receipt of the W-2, remember that it is the student employee’s responsibility to notify Scripps College Office of Human Resources of any change in address via Ultipro.
Employment Verification
All requests for employment verification must be directed to the Office of Human Resources. No other manager, supervisor, or employee is authorized to release references for current or former employees. Supervisors may provide letters of recommendation to students who are applying to graduate school, fellowships or related programs.

Voluntary Resignation and Temporary Leave
Any student employee who wishes to resign or request a temporary leave for medical or personal reasons should consult with the employer.

Involuntary Termination and Progressive Discipline
Student employees should seek to resolve employment issues directly with their supervisor prior to elevating the concern to the Office of Human Resources. If unable to resolve the issue, students should contact the Office of Human Resources with questions about involuntary termination from on-campus employment.
Finding a Position On-Campus

ClaremontConnect

ClaremontConnect (formerly known as The Gateway) is the College’s central resource for employment and internship opportunities for students.

Students can use ClaremontConnect to search for positions across The Claremont Colleges, as well as jobs, internships, and other opportunities around the country.

To access listings:

1. **Find the link to ClaremontConnect**
   on the CP&R page or by bookmarking this site directly in a browser: [https://scripps-csm.symplicity.com/students/](https://scripps-csm.symplicity.com/students/)

2. **Log in** using the 8-digit Scripps Student ID# (omit the first “0” and the “-1” at the end). Use the password provided in the welcome email sent to your Scripps GroupWise email account. If needed, click “Forgot Password” and look for an email with the subject: ClaremontConnect Password Reset Request. Note: Students may need to update/complete their “Profile”.

3. **Click Opportunities** in the top navigation menu and then select ClaremontConnect Opportunities.

4. Under Position Type, select **On-Campus Student Employment**. To narrow the search, use the More Options tab to select a Work Type (On-Campus Work-Study, Off-Campus Work Study, or Non-Work Study).

5. **Click Search.** Click on job titles to see details and application instructions.

Career Courier

Check CP&R's weekly e-newsletter, the Career Courier, which is sent to students’ Scripps email account every Sunday and highlights recent job postings.

Campus Departments

Departments at the Claremont Colleges post many positions in ClaremontConnect. If there’s a specific department students would like to work for, they may contact the department directly and inquire about available positions. A directory can be found [here](https).

Many positions on-campus require students to submit application materials, which may include a resume and cover letter. Some positions also require an interview. **Career Planning & Resources** can support students in preparing for all aspects of the application process.

Stop by CP&R in Seal Court for assistance with any part of the search, including resumes, cover letters, and interviews.

**Daily Drop-in Hours**

Monday - Friday

10:00am – 5:00pm

For additional questions or support in the on-campus job search, email [studentemployment@scrippscollege.edu](mailto:studentemployment@scrippscollege.edu)
Once a student employee has accepted an offer, the student must complete and submit all required paperwork, available on the Student Employment website, to the appropriate department, as follows:

- New hires must submit all hiring paperwork listed below to the Office of Human Resources in Vita Nova 120 prior to starting employment on-campus.
- Supervisors must submit a Personnel Action Form (PAF) for both new hires and rehires.

The following forms are required:

- Personnel Action Form and copy of Request for Student Employment (supervisor to complete)
- I-9 Employment Eligibility Verification
- Scripps College Employee Information Form
- Scripps College Labor Code Section 2810.5 Notice to Employees
- Acknowledgement of Receipt of MPR Information
- Scripps College Code of Ethics
- W-4 Form
- Employee’s Withholding Allowance Certificate
- Scripps College Employee Identification Record
- Direct Deposit Authorization Form*
- Affordable Care Act Notice**

*Voluntary to complete
** For student’s personal records only; no action required

Additional Notes:

- Some departments may have additional hiring requirements, such as background checks, department-specific confidentiality agreements or certifications, such as CPR or First Aid.
- Students may not begin working at Scripps until all hiring paperwork has been completed and submitted to the appropriate department and they have received confirmation via email from Human Resources.
- **Students will need valid, original documentation to complete the hiring process. A full list of acceptable documents is available on the I-9 Form. Most often, students submit a valid, state-issued identification card or passport, and/or a physical social security card. Copies are unacceptable.**

Please refer to the Office of Human Resources to review and downloadable the most current employment forms. The Office of Human Resources reserves the right to make changes to these forms at any time.
Several departments on-campus are invested in the success of student employees and their supervisors. Student employees should refer to the chart below for information on who to contact with questions about their specific needs and interests. Send additional inquiries to studentemployment@scrippscollege.edu or scrippshr@scrippscollege.edu for referral to the correct department or individual.

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<thead>
<tr>
<th>Department</th>
<th>Contact Information</th>
<th>Can Help Student Employees:</th>
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<tr>
<td>Employer of Current Position</td>
<td>Student’s Supervisor; TBD</td>
<td>• Navigate the student employment process.</td>
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<tr>
<td></td>
<td></td>
<td>• Understand required hiring and termination paperwork.</td>
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<td></td>
<td></td>
<td>• Understand how to use Ultipro.</td>
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<tr>
<td></td>
<td></td>
<td>• Understand employment training, schedules, job performance expectations, on-site leadership, management, supervision and workplace support.</td>
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<tr>
<td>Career Planning &amp; Resources</td>
<td>Niah Grimes</td>
<td>• Navigate the student employment process.</td>
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<tr>
<td></td>
<td>Student Employment Coordinator</td>
<td>• Find an on-campus job in ClaremontConnect.</td>
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<td></td>
<td></td>
<td>• Articulate the skills they’ve gained from their on-campus employment experiences in a resume, cover letter or interview.</td>
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<tr>
<td></td>
<td></td>
<td>• Attend a workshop, training or orientation based on their unique student employment needs and interests.</td>
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<tr>
<td></td>
<td>Financial Aid Assistant</td>
<td>• Monitor work-study award allotments.</td>
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<tr>
<td></td>
<td>Susan Chadwick</td>
<td>• Obtain an Employment Slip</td>
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<tr>
<td></td>
<td>Associate Director of Financial Aid</td>
<td></td>
</tr>
<tr>
<td>Office of Human Resources</td>
<td>Guadalupe Gonzalez</td>
<td>• Understand and complete required hiring and termination paperwork.</td>
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<tr>
<td></td>
<td>Assistant Director of Employee Engagement</td>
<td>• Understand how to use the online timekeeping system.</td>
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<tr>
<td></td>
<td>Sana Bisharat</td>
<td>• Provide employment verification for employment in post-Scripps job searches.</td>
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<tr>
<td></td>
<td>H.R. Generalist</td>
<td>• Resolve payroll issues</td>
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<td></td>
<td>Blanca Uriarte</td>
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<td></td>
<td>Associate Director</td>
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<td></td>
<td>Jennifer Berklas</td>
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<td></td>
<td>Director of Human Resources</td>
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Physical Map of Contacts

Office of Financial Aid
Steele Hall, Room 212

Career Planning & Resources
Seal Court

Office of Human Resources
Vita Nova Courtyard