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SCRIPPS

THE WOMEN'S COLLEGE
• CLAREMONT •

Student Employment Handbook

Supervisor Edition



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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.

Student employment at Scripps College is intended to be a mutually beneficial experience for both student and supervisor. [Career Planning & Resources](#), the [Office of Financial Aid](#), and [Human Resources](#) would like to express our sincere gratitude to all on-campus employers. These opportunities not only allow our students financial support, but also provide valuable personal and professional development that will serve them well after they graduate.

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.

We understand many supervisors may provide student employees with training and orientation manuals. Please contact [Human Resources](#) to review any policies specific to your area that may not included here or appear to be in conflict with these materials.

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. Contact the [Office of Human Resources](#) for additional information about hiring individuals from outside of Scripps College.

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.

New Hire

New hires are defined as students who have not been employed by Scripps College in the previous twelve months. Supervisors should ask all new hires if they have been employed at Scripps previously and provide appropriate paperwork.

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Rehire

Rehires are defined as students who have been employed by Scripps College within the preceding 12 months. Supervisors who rehire students into the same position at the same pay level are encouraged to provide a wage that is not less than the student's previous wage plus any merit increments that were awarded during their former tenure in the department.

Ultipro

[Ultipro](#) is Scripps' online timekeeping and reporting system. All student employees and their supervisors must use the system to report accurate time worked.

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 supervisors should encourage students to use good judgment about the amount of time spent on employment, both on- and off-campus. With the exception of note-takers, student employees may not work during times they are scheduled to be in class.

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 supervisors and students via email when they are within \$300 of their total allotments. Supervisors are encouraged to ask students to share class schedules and other commitments as relevant.

Meal & 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.

Supervisors are required to follow federal guidelines for any positions that may require additional periods of rest.

Overtime

Scripps College's workweek begins on Monday and ends on Sunday. 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 Scripps 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 of 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 hours 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. 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.

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 verification 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

Supervisors should communicate expectations around voluntary resignation and requests for temporary leave for medical or personal reasons to their employees.

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If a student voluntarily resigns, supervisors must notify the [Office of Human Resources](#) of this change in employment status immediately by submitting [Personnel Action Form](#) (PAF).

Involuntary Termination & Progressive Discipline

Supervisors should seek to resolve employment issues directly with their student employees prior to elevating the concern to the Office of Human Resources. If unable to resolve the issue, supervisors should encourage students to contact the [Office of Human Resources](#) with questions about involuntary termination from on-campus employment

Please contact the [Office of Human Resources](#) for questions about terminating a student's employment with the college, or for support in creating appropriate disciplinary sanctions against a student employee.

If a student is involuntarily terminated, supervisors must notify the [Office of Human Resources](#) of this change in employment status immediately by submitting a [Personnel Action Form \(PAF\)](#).

Policy on Activities Relating to Minors

Scripps College strives to maintain a safe environment and is committed to the protection of all members of its community, including children. There are two over-arching and equally important aims of this "Policy on Activities Relating to Minors" ("Policy"). The first is to foster the safety and well-being of minors who are involved in College-run or Affiliated Programs or Activities and in so doing to help make their experiences with the College community rewarding and enriching. The second is to protect College faculty, students, staff and volunteers by developing a set of guidelines and procedures that promote sound, common-sense judgment, consistency and uniformity, transparency and care with respect to interactions with minors. The full policy may be viewed [online](#).

In line with this policy (Section 5(C)), criminal background checks may be required for student employees. Each department is encouraged to consult with the [Office of Human Resources](#) regarding the administration of background checks in their hiring processes for student employees.

Scripps College Student Wage Guidelines

Please use these guidelines as a reference point when determining student employee wage rates to enhance equity in pay across campus. *Departments may select wages or grant raises to students based on their individual department's needs, budget, etc.* However, please note that California's minimum wage is \$9.00/hour and all students hired for the same position must be offered the same wage. Merit and performance-based raises may be offered at the discretion of the hiring department.

Suggested Level I: \$9.00/hour

Provides general clerical and/or technical support for offices and laboratories. Duties are straightforward and require minimum independent judgment and/or deviation from prescribed procedures. Examples:

- Files, prepares, photocopies, picks up and drops off mail; Posts flyers on campus
- Enters information on forms, logs or databases by computer
- Processes the check-out and return of books or equipment
- May function as a receptionist by providing information that is standard and readily available

Suggested Level II: \$9.25/hour

Performs functions that require some working experience in the function to which assigned. May organize working procedures for own desk or worksite. Requires knowledge of the policies and procedures of the office to which assigned. Uses judgment in choosing proper procedure or providing correct information. Examples:

- Routinely uses computer applications (word processing, spread sheets, graphics and databases)
- Keeps track of purchases, invoices and related matters; May perform cashiering duties
- Creates and maintains bulletin boards, databases of information, etc.
- Assists with sports by performing related activities that require knowledge/experience of sport

Suggested Level III: \$9.50/hour

Performs and/or drafts projects from beginning to end that require significant knowledge, and/or experience in the subject matter. Frequently applies own creativity, procedures and judgment to tasks at hand. Examples:

- Edits and maintains web pages based on knowledge of the functions and objectives of the office
- Solicits donations and markets events; may conduct tours of the College
- Mixes chemicals and prepares laboratory experiments
- Instruct others in the setup and operation of A/V equipment; May perform minor maintenance or repairs
- Prepares note cards, grades papers for individual classes or in order to assist other students

Suggested Level IV: \$9.75/hour

With minimum direct supervision, calls upon significant knowledge and experience to plan, organize and execute complete projects and events. Coordinates the efforts of groups of people to achieve goals. Uses independent judgment and analytical/cognitive ability to summarize information and recommend courses of action. Examples:

- Arranges for meeting rooms, refreshments, advertisements, and participant's travel
- Designs and prepares complete web pages based upon own computer and graphics skills, and upon knowledge of the functions and objectives of the office
- Coordinates and administers a mentoring, tutoring or employment program

Wages above \$9.75 may be granted at supervisor's discretion, budget permitting.

****Please note that minimum wage will rise to \$10.00/hour in January 2016****

Scripps College Hiring Procedures

Step 1: Submit a “Request for Student Employment” Form to Hire

- All supervisors must submit a completed and signed Request for Student Employment to studentemployment@scrippscollege.edu. You can find this form through the [Student Employment website](#). Approval may take between 3-5 business days, so please plan ahead.

Step 2: Recruit Students

- You will be notified via email when the position has received approval. Contact the [Student Employment Coordinator](#) to learn how to manage and edit your own postings in *ClaremontConnect* system (formerly known as The Gateway). Students may search and apply for available positions across the 5-Cs via *ClaremontConnect*. Your position should be listed for a 30 day cycle unless otherwise noted on the initial request.
- Contact [Career Planning & Resources](#) for additional support in marketing your position by highlighting it in the weekly Career Courier, doing direct email outreach to students with related interests, posting on the CP&R [Facebook](#) page, and other avenues.

Note: Student-L is a listserv operated by the Office of the Dean of Students and is reserved for promoting special events and programming to students; it should not be used to distribute individual job descriptions.

Step 3: Complete Paperwork

- Complete a [Personnel Action Form](#) (PAF), available on the [Student Employment website](#).
- Have new hires complete all the required new-hire paperwork (also available on the [Student Employment website](#)). They will need to take it to Human Resources, *along with the signed PAF*.
 - The Personnel Action Form (PAF) needs to be submitted for all rehires, as well.

Step 4: Verify Students’ Eligibility to Begin Working On-Campus

- Students are ineligible to begin working until both student and supervisor have received an email from Human Resources verifying that all hiring paperwork has been completed and submitted correctly.

Note: If a student is hired mid-pay period, the supervisor should contact HR immediately to notify them of this change.

Required Paperwork

Once a student employee has accepted an offer, the supervisor is required to provide the following paperwork to the student or have the student pick a packet up from Career Planning & Resources in Seal Court. Supervisors and students may find all forms on the [Student Employment website](#). Students must complete and submit all required paperwork to the appropriate department, as follows:

- New hires must submit all hiring paperwork listed below to the Office of Human Resources 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 [Office of Human Resources](#) to review and download the most current employment forms. The Office of Human Resources reserves the right to make changes to these forms at any time.

Professional Development

Once a student is hired, supervisors ought to explain the student's job responsibilities and the performance standards they expect. Remember, however, that a student worker's first priority is her education. Show the student support by reviewing her schedule with her and asking about class assignments, leadership roles, and other positions on campus that might impact the work schedule.

Because student workers are students first, it can be challenging to supervise these positions successfully. In many cases, this might be a student's first-time experience in a professional setting. Here are a few tips from Career Planning & Resources about supporting student workers in your office:

Manage expectations:

- Create a detailed job description. Identify what role the position plays within the department (why her role is vital to the office's success) and highlight the key areas of responsibility.
- Acknowledge the breakdown of duties to set clear expectations and prioritize responsibilities.
- Develop a learning agreement to share goals and expectations for the position and review it with the student employee mid-year. (See [Student Employment](#) for a sample learning agreement.)
- Designate time to offer feedback on the student's work performance.

Teach professionalism:

- Help a student acclimate by describing the office environment and culture during her orientation.
- Identify any expectations regarding attire, punctuality, customer service, confidentiality, and personal phone/email use on the job.
- *Recognize minor mistakes as teachable moments* and offer appropriate feedback at that time.
- Communicate procedures for requesting time-off to meet academic priorities or for an illness.
- Allow student(s) to observe a staff meeting.

Encourage growth:

- Use the learning agreement to identify target areas for growth and opportunity in this position.
- Meet regularly to check on progress and offer feedback. Help students identify personal goals.
- Make time for professional training; sponsor a skills-based workshop with CP&R.
- Ask students for suggestions and feedback. Take advantage of having a student perspective!

Acknowledge contributions:

- Thank students for the positive impact of their work and remind them they are an integral part of the department's and the College's operation.
- Offer to write a letter of recommendation to graduate/professional school.
- Celebrate National Student Employment Week in the spring. Nominate a student for Student Employee of the Year!
- Look for related events sponsored by departments on-campus.

Who to Contact




Several departments on-campus are invested in the success of student employees and their supervisors. Supervisors should refer to the chart below for information on how to contact with questions about their specific needs and interests.

Department	Contact Information	Can help Supervisors:
Career Planning & Resources (909) 621-8180 Seal Court	Niah Grimes Student Employment Coordinator	<ul style="list-style-type: none"> • Navigate the student employment process. • Set-up a supervisor’s account in <i>ClaremontConnect</i>. • Provide tutorial on how to post an on-campus job in <i>ClaremontConnect</i>. • Get involved in National Student Employment Week activities. • Recognize student employees’ contributions. • Plan and facilitate a workshop, training or orientation with student employees based on their unique student employment needs.
Office of Financial Aid (909) 621-8275 Steele Hall	Julia Sundstrom Financial Aid Assistant Susan Chadwick Associate Director of Financial Aid	<ul style="list-style-type: none"> • Understand federal work-study guidelines. • Monitor student work-study award allotments.
Office of Human Resources (909) 607-7908 Vita Nova Courtyard	Guadalupe Gonzalez Assistant Director of Employee Engagement Sana Bisharat H.R. Generalist Blanca Uriarte Associate Director Jennifer Berklas Director of Human Resources	<ul style="list-style-type: none"> • Determine appropriate student employee classifications, titles, pay ranges and other applicable guidelines. • Understand appropriate hiring and termination paperwork. • Understand how to use the online timekeeping system, Ultipro • Resolve payroll issues • Complete Background Checks • Understand overtime regulations

Send any additional inquiries to studentemployment@scrippscollege.edu or scrippshr@scrippscollege.edu for referral to the correct department or individual.

Physical Map of Contacts



-  **Office of Financial Aid**
Steele Hall, Room 212
-  **Career Planning & Resources**
Seal Court
-  **Office of Human Resources**
Vita Nova Courtyard