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SCRIPPS

THE WOMEN'S COLLEGE
• CLAREMONT •

Student Employment Handbook

Student Edition



Contents

Preface	2
Student Employment Definitions	3
Student Employment Policies	4-6
Wage Classifications	7
Finding a Position On-Campus	8
Required Hiring Paperwork	9
Who to Contact	10
Physical Map of Contacts	11

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](#)

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 *Handshake*.

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 *Handshake*. 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.

Kronos

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

Handshake

[Handshake](#) 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, 2020, 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 notes 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 [Kronos](#) 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 Kronos, 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 [Kronos](#) 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 Colleges Services (TCC) 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 [Kronos](#).

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.

Scripps College Student Wage Classifications

The State of California initiated plans to increase the minimum wage to \$15.00 per hour by January 1, 2022. To ensure compliance with these new regulations, Career Planning & Resources (CP&R), which oversees student employment, and Human Resources developed standard wage classifications for all on-campus student employment positions. In reviewing the fiscal impact of these increases, we will merge the current three student wage classifications into two classifications. Senior staff has reviewed and approved the following wage classifications to be put into effect August 24, 2020:

Student Assistant I: \$13.00/hour

Provides general clerical and/or technical support for offices and laboratories. Requires knowledge of the policies and procedures of the office to which assigned. Uses judgment in choosing proper procedure or providing correct information. 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 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.
- Solicits donations and markets events; may conduct tours of the College

Student Assistant II: \$13.25/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:

- Plan, organize and execute complete projects and events independently
- Coordinates the efforts of groups of people to achieve goals
- Designs and prepares complete web pages and promotional materials 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
- Supervises/trains other student employees

Please email studentemployment@scrippscollege.edu for questions.

Finding a Position On-Campus

Handshake

Handshake is the College's central resource for employment and internship opportunities for students.

Students can use *Handshake* 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 Handshake** on the [CP&R page](#) or by bookmarking this site directly in a browser:

<https://scripps.joinhandshake.com/login>

2. **Log in** using your Novell information.
3. Click **Jobs** on the top navigation menu and then select the **On Campus** tab underneath the search bar.
4. Click on job titles to see details and instructions on how to apply.

On-Campus Job Fair

Every Fall, CP&R hosts an On-Campus Job Fair and students have an opportunity to learn about the various jobs across the Claremont Colleges. Each student will receive an email regarding details of the job fair.

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 *Handshake*. 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](#).

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
12:00pm – 5:00pm

For additional questions or support in the on-campus job search, email studentemployment@scrippscollege.edu

Required Hiring Paperwork

Once a student employee has accepted an offer, the supervisor is required submit a PAF. New hires will receive an email from Human Resources instructing them on the On-Boarding process, to complete all necessary hiring paperwork online, as follows:

- Supervisors must submit a Personnel Action Form (PAF) for both new hires and rehires.
- *Hiring Paperwork is now digital.* New hires complete all the new hire paperwork through the online On-Boarding System. New hires will receive an email from Human Resources instructing them on the On-Boarding process, to complete all necessary hiring paperwork online.

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 online and submitted 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](#) regarding online On-Boarding.

Who to Contact

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.

Department	Contact Information	Can Help Student Employees:
Employer of Current Position	Student's Supervisor; TBD	<ul style="list-style-type: none"> • Navigate the student employment process. • Understand required hiring and termination paperwork. • Understand how to use Kronos. • Understand employment training, schedules, job performance expectations, on-site leadership, management, supervision and workplace support.
Career Planning & Resources (909) 621-8180 Seal Court	Saaron Gonzalez Student Employment Coordinator	<ul style="list-style-type: none"> • Navigate the student employment process. • Find an on-campus job in <i>Handshake</i>. • Articulate the skills they've gained from their on-campus employment experiences in a resume, cover letter or interview. • Attend a workshop, training or orientation based on their unique student employment needs and interests.
Office of Financial Aid (909) 621-8275 Balch 123	Julia Sundstrom Financial Aid Assistant	<ul style="list-style-type: none"> • Understand Federal Work-Study guidelines. • Monitor work-study award allotments. • Obtain an Employment Slip
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"> • Understand and complete required hiring and termination paperwork. • Understand how to use the online timekeeping system. • Provide employment verification for employment in post-Scripps job searches. • Resolve payroll issues

Physical Map of Contacts



- ★ **Office of Financial Aid**
Balch 123
- ★ **Career Planning & Resources**
Seal Court
- ★ **Office of Human Resources**
Vita Nova Courtyard