

Office. Personnel files are maintained in the Student Employment Office and students may have access to their files for review in the presence of the coordinator of Student Employment or the coordinator's designee.

Student Performance Awards

All student employees are eligible to receive the Student Employment Performance Award and Honorable Mention Award. This is basically an "employee of the month" recognition. There are seven winners each academic year and a maximum of 60 honorable mentions. A Student Employee of the Year and Runner Up are selected by the Student Employment Board. Winners receive a scholarship for the following academic year. If the recipient is a senior, a monetary award is given.

Disciplinary Procedures

The policies and procedures regarding written warnings and disciplinary procedures are published in the Student Handbook and are available via the Internet. They include a verbal, first, second, and third (and final) warning. Written warnings and disciplinary policies have been established to assist students with work related issues. This is a progressive system providing opportunities for corrective job performance.

If the supervisor issues a warning, the student is encouraged to meet with the supervisor to resolve the situation or problem. Parents or legal guardians are notified in writing of all written warnings. An appointment with the coordinator of Student Employment is encouraged and is required if a second written warning is issued. After receiving the second written warning, the student is placed on probation for a minimum of two weeks and will be evaluated within three weeks of returning to work.

A third written warning mandates that the employment opportunity for the academic year be terminated and the amount of unearned work-study is due payable in the Student Administrative Services Center.

Appeals

A student may appeal any written warning if they have followed the proper procedures found in the Written Warnings/Disciplinary Procedures section in the Student Employment Handbook and on the Student Employment Web site.

Other Issues

Lying, cheating, theft, discrimination, harassment, sexual harassment, sexual abuse, participating in verbal or physical abuse of any college student or employee, being insubordinate or coming to work under the influence of drugs or alcohol constitutes more stringent consequences. The Student Employment Program will follow all policies and procedures listed in the Community Standards section of the Olivet College Student Handbook and on the Olivet College Web site.

Falsification of time sheets results in an immediate dismissal from the Student Employment Program for a 13-week period for the first offense.

For more information contact:
Student Employment Office
320 S. Main St.
Olivet , MI 49076
(269) 749-7721
Fax (269) 749-3821



OLIVET COLLEGE STUDENT EMPLOYMENT PROGRAM





The Student Employment Program at Olivet College is designed to acknowledge the value of work, promote academic and career development, encourage outstanding citizenship, support students in obtaining employment and life skills, provide monetary

compensation for services rendered, and continually enhance future employment opportunities for each student involved in the program. Student Employment positions will assist you in the development of your personal portfolio by demonstrating learning outcomes and objectives required for portfolio validation.

U.S. Citizens will establish Identity and Employment Eligibility by presenting the I-20, F1 or F2 Visa and Passport. International and Canadian students are **required** to contact the United States Social Security Administration.

Before students begin work, a Student Employment contract will be presented and signed. A copy is given to both the student and the student's supervisor and one is also placed in the student's personnel file.

The academic year begins with Welcome Week and concludes on the last day of exams. If the student is registered for the Intensive Learning Term (ILT), they are eligible to work until the last day of the session provided they have not completed their work award. Student employees are classified as part-time, temporary employees and as such are not eligible for benefits.



There are five levels and various wage categories for Student Employment. They are as follows:

- A. Level I – Entry Level – \$5.45 to \$5.65
- B. Level II – Intermediate Level – \$5.70 to \$5.90
- C. Level III – Supervisor – \$6.00 to \$6.30
- D. Level IV – Manager/Director – \$6.40 to \$6.60
- E. Level V – Para-Professional – \$6.65 to \$7.00

Hours Per Year at Various Hourly Wage Rates

Salary	\$5.45	\$5.70	\$6.00	\$6.40	\$6.70	\$7.00
600	110	105	100	94	90	86
1300	239	228	217	203	194	186
1600	294	281	267	250	239	229
1800	330	316	300	281	269	257
2000	367	351	333	313	299	286
2200	404	386	367	344	328	314
2400	440	421	400	375	358	343

The maximum number of hours you are eligible to work during any given week is 20. The 20 hours maximum include the total hours from split positions. A week is defined as 12 a.m. Sunday through midnight Saturday. Students record time worked by filling out a time sheet each month. Both the student and the supervisor sign these time sheets. Time sheets are due once a month on the designated day at the top of each month's time sheet.

Gross wages

Wages are taxable by both the federal and state governments. Wages are not subject to FICA (Social Security/Medicare) deductions when you are enrolled and matriculated for 12 or more semester hours during the academic year. The student has the option to pay the amount of the job award or to apply the monthly check to their student account in the Student Administrative Services Center. The **net amount** of your wages is applied to your student account. If the student chooses to apply their monthly check to their account, it is recommended the student personally go to the Student Administrative Services Center and endorse their check for payment to their student account. It is also recommended that each student establish a Student Employment File providing a place to keep contracts, check stubs, receipts and any other pertinent information.

If interested in changing job placements, approval must be given by the coordinator of Student Employment, current supervisor and new supervisor. Failure to work the specified job award amount requires that the remaining balance of the award be added to the student's account in the Student Administrative Services Center. W-2's will be distributed to all students who have earnings at Olivet College.

Evaluations and Expectations

Student Performance Evaluations are completed by each supervisor and a self-evaluation by each student twice every year. All evaluations are placed in the student's personnel file in the Student Employment

Policies

A complete listing of all Student Employment policies and procedures is available via the Internet at http://www.olivetcollege.edu/enroll/student_emp.htm.

Students eligible for work-study are required to complete a Student Employment Application. A listing of positions are printed on the back of the application. Job descriptions for each position are on file in our office.

The dollar amount of your job award, or work-study, will be determined from information on the *Free Application for Federal Student Aid (FAFSA)* and is included on your Financial Aid Award Letter. If you are awarded work-study, you are not required to accept it, although it is beneficial to do so. A "job award" is the amount of dollars awarded to you to work during the academic year, unless specified as a semester award.

Student employees are required to provide I-9 verification and have the proper tax documents completed and submitted to the Student Employment Office **before** they can begin working. U.S. Citizens may provide one of the following combinations: current driver's license or state issued I.D. and original social security card, current driver's license or state issued I.D. and original birth certificate, or current driver's license or state issued I.D. and current passport. Students who are *not*