ST JOHN FISHER COLLEGE

GENERAL GUIDELINES FOR STUDENT EMPLOYMENT

INFORMATION FOR SUPERVISORS

Payroll Department
Kearney Administration Bldg. Rm. 217
3690 East Avenue
Rochester, NY 14618
(585)385-8057 or (585)385-8056

https://www.sjfc.edu/services/payroll/
GENERAL GUIDELINES FOR STUDENT EMPLOYMENT FOR SUPERVISORS

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Important Legal Issues to Remember

• Student employees may not begin working prior to the Payroll Department approving their employment.
• Student employees must submit their employment paperwork in person to the Payroll Department.
• Student employees are paid by the hour. Hours worked must be accurately reported on timesheets.
• Timesheets must be submitted by the scheduled due date for the pay period in order to comply with Federal and New York State Department of Labor laws.
I. TO BE ELIGIBLE FOR CAMPUS EMPLOYMENT

Department/School Eligibility
A Department/School is eligible to hire student employees if they have a budget to support wages; for the Academic year budget lines ‘61201’, ‘61202’ or ‘61203’, for the summer ‘61303’.

Student Eligibility
During the Academic Year (September-April) - An eligible student is described as a matriculated undergraduate or graduate student who has completed their educational registration with St. John Fisher College and is enrolled in at least 6 credit hours for the Academic semester in which they will be employed.

During the Summer (May - August) – An eligible student is described as a continuing matriculated undergraduate or graduate student.

International Student Eligibility
An eligible international student employee must meet the requirements above under ‘Student Eligibility’ and have a valid F1 or J1 Visa.

II. ADVERTISING AVAILABLE STUDENT POSITIONS

You are strongly encouraged to use the Career Center to advertise your available position(s) on the College intranet page. Please either phone the Career Center at x8050 or email career@sjfc.edu for the appropriate procedure and forms to complete. The position posting will be advertised on the College intranet at the Career Center, under ‘FisherConnects’, https://www.sjfc.edu/student-life/career-center/.

You will need to contact the Career Center when the position has been filled to remove the advertisement.

Post a sign outside your Office! Talk to other Faculty or Staff members and students. They may know a student that is looking for work.

III. TYPES OF STUDENT WORK PROGRAMS

‘Federal Work Study’ Program
The Federal Work Study Program is a federally subsidized employment program which provides financial assistance to students by compensating them for the work they perform. To be eligible for work study, a student must be matriculated and enrolled in at least six (6) credit hours for the Academic semester they are employed, apply for and be awarded financial aid and receive and accept a Federal Work Study award in their financial aid package. A student’s eligibility and earnings limit is based on his/her personal financial need. Currently, the Federal Work Study program is 75% subsidized by the Federal Government, which means the College contributes 25% of the cost.

‘Federal Work Study Community Service’ Program
The Federal Work Study Community Service Program is a federally subsidized employment program almost identical to the Federal Work Study Program. A student must be Work Study eligible under the same terms as the Federal Work Study Program. Only a small number of Departments/Schools having positions designated as ‘Community Service’ are eligible for this program. The Federal Work Study Community Service Program is 75% subsidized by the Federal Government, which means the College contributes 25% of the cost.

St. John Fisher ‘College Non-Work Study’ Program, Academic Year
The College Non-Work Study Program is a program funded by the College. To be eligible to work in the College Non-Work Study program, a student must be matriculated and enrolled in at least six (6) credit hours for the Academic semester they are employed. The College contributes 100% of the cost.

St. John Fisher Summer Employment Program, ‘Temp Services – Seasonal’
The Summer Employment Program is a Non-Work study program funded by the College. To be eligible to work during the summer, a student must be a continuing matriculated student. The College contributes 100% of the cost.

Volunteer Worker
A volunteer worker is a student who willingly provides their assistance unpaid. It is against labor law for student employees to volunteer their time on any job for which they are already being paid. The name of all volunteer workers should be sent to the Director of Payroll and Accounts Payable, along with their address, dates of birth, duties and the program they will be volunteering for.
IV. DEPARTMENT/SCHOOL REQUIREMENTS FOR EMPLOYING STUDENTS

Departments/Schools must

1) Have a budget to support the payroll of the student employee. Use BANNER FINANCE form FGIBDST to verify budgets.

2) Have a St. John Fisher College Job Description form approved and on file with the Payroll Department.

3) Have a Student Payroll Signature Authorization form on file with the Payroll Department.

4) Complete all of the Supervisor’s Section of the student employee’s Student Work Assignment Form with the appropriate Supervisor’s signature.

5) Have the student employee bring the Student Work Assignment Form to the Payroll Department for approval.

6) Have received the Payroll approved copy of the Student Work Assignment Form prior to the student beginning to work.

Department/School Budget Requirements

Not all Departments/Schools are allocated budgets for Federal Work Study, Federal Community Service and/or College Non-Work Study Programs. The Vice President of Financial Affairs, Controller of the College and Provost work with Departments/Schools to determine eligibility in these areas. If a Department/School has both Federal Work Study (and/or Federal Community Service) and College Non-Work Study budgets, the Department/School is encouraged to use Federal Work Study (and/or Federal Community Service) funds first when possible.

Budgets appear on the BANNER FINANCE form FGIBDST under the following account numbers:

- ‘61303’: Student - College Non-Work Study Summer (Temp Services - Seasonal)
  Budget reflects 100% of the Department/School’s allotment: 100% College funds

- ‘61201’: Student - College Work Study
  Budget reflects 100% of the Department/School’s allotment: 25% College funds and 75% Federal funds.

- ‘61202’: CWS - Community Service
  Budget reflects 100% of the Department/School’s allotment: 25% College funds and 75% Federal funds

- ‘61203’: Student - College Non-Work Study Academic Year
  Budget reflects 100% of the Department/School’s allotment: 100% College funds

St. John Fisher College Job Description Form

A Job Description form must be completed and approved for each position (not student) a Department/School would like to offer in their area. This form is used to record the job title, job duties and other significant information about the position. The information is used in determining if a position qualifies as a Federal Work Study or Community Service position under the Federal guidelines or as a College Non-Work Study position. All completed forms should be returned to the Payroll Department. Approved Student Job Description forms are required to be on file under the regulations of the Federal Work Study program.

Student Payroll Signature Authorization Form

A Student Payroll Signature Authorization Form must be completed each Academic year by all Departments/Schools employing students and returned to the Payroll Department. Each individual authorized to sign Student Work Assignment Forms and timesheets within a Department/School must write his/her name and sign that he/she has read and agrees to adhere to the responsibilities as defined on the form. Student Work Assignment Forms and timesheets submitted with a signature that is not on record in the Payroll Department will not be processed.
V. STUDENT REQUIREMENTS FOR EMPLOYMENT

All Student Employees must

1) Be matriculated and enrolled in at least 6 credit hours for the semester they are being employed during the Academic year. (See Section I: Eligibility for Campus Employment for more information)

2) Have an I-9 Employment Eligibility Verification Form, on file at the Payroll Department or complete this form at the Payroll Department, presenting the acceptable original documents requested on the form.

3) Submit a Student Work Assignment Form, completed and signed by the Supervisor and the student, to the Payroll Department.

4) Return the Payroll approved copy of the Student Work Assignment Form to their Supervisor.

All Federal Work Study & Community Service Employees must

1) Have received and accepted a Federal Work Study award in their financial aid package.

2) Meet the requirements of the above steps 1-4 for ‘All Student Employees’.

The I-9 Employment Eligibility Verification Form

The I-9 Employment Eligibility Verification Form is a document required by the Federal Government’s Department of Homeland Security to certify a person’s eligibility to work in the United States. All new student employees are required to complete this document at the Payroll Department prior to beginning to work. Along with completing the form a student must present acceptable documents as determined by the Department of Homeland Security. Examples of the most commonly presented documents are:

- U.S. Passport, unexpired
- State issued unexpired Driver’s license and Social Security Account card
- State issued unexpired Driver’s License and original State issued Birth Certificate
- School ID (with picture) and Social Security Account card
- School ID (with picture) and original State issued Birth Certificate

The I-9 Form along with the complete list of acceptable documents can be obtained at the Payroll Department & the Payroll Department intranet page (under Documents & Forms) or at the FirstGov.gov web site, search “I9 form”.

The Student Work Assignment Form

Student Work Assignment Forms are available at the Payroll Department or at https://www.sjfc.edu/media/student-life/student-employment/documents/StudentWorkAssignment.pdf under the Documents & Forms section. Once a Department/School has hired a student, a Student Work Assignment Form must be completed and approved by the Payroll Department prior to a student beginning work. Steps to complete:

1) The student must complete section 1 of the Student Work Assignment Form, providing all information requested and sign the form.

2) The Supervisor must complete section 2 of the Student Work Assignment Form; establishing a pay rate and verifying the Department/School has an available budget to support student employees.

3) The student must bring the completed Student Work Assignment Form to the Payroll Department and be prepared to complete an I-9 Employment Eligibility Verification Form.

4) The student must return the approved copy of the Student Work Assignment Form to the Supervisor before beginning to work.

The Wage Theft Prevention Act went into effect April 9, 2011. The Act is intended to protect employees. Employers who fail to comply with the Act are subject to severe financial penalties.

How this Act impacts the student hiring and timesheet submission process:

1) Student employees must submit their employment paperwork in person to the Payroll Department prior to beginning to work. At the time of hire the Payroll Office is required to provide a separate signed and dated employee acknowledgement notice to the student employee. The College is required to retain a copy of each completed acknowledgement form for six years.

2) Timesheets must be submitted by the scheduled due date for each pay period. In accordance with the Act, pay stubs must now include the dates of work covered by the payment. To accomplish this requirement and pay students on time, we ask that timesheets for the pay period be submitted by the scheduled due date.
VI. STUDENT EMPLOYMENT ISSUES

Maximum Hours Students May Work

- Federal Work Study and Community Service
During the Academic year Federal Work Study and Community Service students may work up to a maximum of 20 hours per week, combined total of all positions held. Their gross earnings may not exceed their award amount. It is advised that you plan your students’ schedule to ensure that he/she will be able to work the desired period of time. To calculate the average hours per week, divide the award amount by the rate of pay then divide by the number of weeks to be worked. Example: $1,800 (Work Study Award)/ $9.70 (rate per hour)/28 (approximate weeks in the Academic year) = approx. 6.5 (average work hours per week). The Financial Aid Office assists in monitoring dollars earned against Work Study dollars awarded. They will notify the Supervisor when the student is close to using up or has used up his/her Federal Work Study award. It is the Department/School’s responsibility to monitor the available budget.

- College Non-Work Study Academic Year
During the Academic year College Non-Work Study students can work up to a maximum of 20 hours per week, combined total for all positions held. To calculate the average hours per week that your budget can support divide the budget amount by the rate of pay then divide by the number of weeks to be worked. Example: $2000 (budget amount)/ $10.40 (rate per hour)/28 (approximate weeks in the Academic year) = approx. 6.75 (average work hours per week). It is the Department/School’s responsibility to monitor the available budget.

- St. John Fisher College Summer Employment Program, ‘Temp Services – Seasonal’
During the summer students can work up to a maximum of 40 hours per week, combined total of all positions held. To calculate the average hours per week that your budget can support divide the budget amount by the rate of pay then divide by the number of weeks to be worked. Example: $2000 (budget amount)/ $10.40 (rate per hour)/16 (approximate weeks in the summer) = approx. 12.00 (average work hours per week). It is the Department/School’s responsibility to monitor the available budget.

Pay Period
A pay period consists of a specified 14 day time frame, beginning on a Saturday and ending on a Friday. A Payroll Schedule is available at https://www.sjfc.edu/services/payroll/.

Work Week
A work week consists of a specified 7 day time frame, beginning on a Saturday and ending on the following Friday.

Calculating/Recording Hours Worked
Record hours worked on a timesheet under the appropriate date in quarter hour increments, rounding up after 7 minutes into the quarter hour being worked. (E.g. 5.0, 4.75, 4.5 or 4.25)

Overtime Pay
Overtime for student employees is rare. Overtime is calculated on hours worked during a 7 day week (Saturday to Friday) that total greater than 40. On the rare occasion there is overtime, a student employee will be paid the rate of one-and-one-half times his/her regular hourly rate. Any student overtime is charged to a Department/School’s Non-Work Study budget during the Academic year.

Minimum Reporting Time
An employee who reports to work and is sent home early (before the end of their scheduled work hours) will be paid based on minimum report time. This means they will be paid their full schedule, or a minimum of four hours, whichever is less. Please keep this minimum report time in mind. If a schedule needs to be changed, such that an employee does not need to report to work, as much notice as possible should be provided to the employee to cancel the scheduled shift. No pay is required for a cancelled schedule if done in advance of the individual reporting to work.

Student employees do not receive holiday pay for College designated holidays. If a student works on a Holiday it must be pre-approved and noted as ‘hours worked’ by the Supervisor on the timesheet. The student will receive regular pay for the hours worked. Student employees are not eligible to receive floating holiday pay, paid absence, paid vacation or shift differential pay.
Jury Duty
Student employees who are serving jury duty are paid for the first 3 days served, provided they are serving on their regular scheduled work days. They are paid their regular wage for the day or $40, whichever is less. The court will provide the student employee with a ‘statement of service’ form as proof of service dates. This form must be turned in with the timesheet to the Payroll Department.

Meal Periods and Breaks
1. Student employees who work a shift of more than six hours starting before 11a.m. and continuing until 2 p.m. must have a meal period of at least 30 minutes between 11 a.m. and 2 p.m.
2. Student employees who work a shift starting before 11 a.m. and continue later than 7 p.m. are entitled to a meal period of at least 20 minutes between the hours of 5 p.m. and 7 p.m.
3. Student employees who work a shift of more than six hours starting between 1 p.m. and 6 a.m. are entitled to a meal period of at least 30 minutes at some point midway between the beginning and end of the shift.

Meal Periods are not counted as work time, thus student employees need not be paid for that time. Other ‘Breaks’, such as for “rest periods” or “coffee breaks”, are not required. If a break (of up to 20 minutes) is permitted, then it should be paid as working time.

Minimum Wage
New York State’s current minimum wage is $10.40 per hour, effective 12/31/2017. Effective 12/31/2018, New York State minimum wage will increase to $11.10/hour.

Pay Rate
The Supervisor is responsible for establishing the pay rate for a student employee. The decision will be influenced by 3 factors:
1) Student Wage Scale guidelines (Years in Position & Position Type - see table below)
2) For Work Study employees, the student’s Work Study award
3) Department/School budget

Student Wage Scale Academic Year 2018-2019

<table>
<thead>
<tr>
<th>Type/Description</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four +</th>
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<tr>
<td>Administrative/Office/Clerical</td>
<td>$10.40</td>
<td>$10.40</td>
<td>$10.70</td>
<td>$11.10</td>
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<tr>
<td>Assistant/Ambassadors</td>
<td>to</td>
<td>to</td>
<td>to</td>
<td>to</td>
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<tr>
<td>to</td>
<td>$10.70</td>
<td>$11.10</td>
<td>$11.50</td>
<td></td>
</tr>
<tr>
<td>Athletics: Fitness/Weight room/Front Desk/Events/Intramurals/Laundry/Team Manager</td>
<td>$10.40</td>
<td>$10.40</td>
<td>$10.70</td>
<td>$11.10</td>
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<td>to</td>
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<tr>
<td>to</td>
<td>$10.70</td>
<td>$11.10</td>
<td>$11.50</td>
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<tr>
<td>Campus Life/Residential Life</td>
<td>$10.40</td>
<td>$10.40</td>
<td>$10.70</td>
<td>$11.10</td>
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<td>to</td>
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<td>to</td>
<td>$10.70</td>
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<tr>
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<td>to</td>
<td>$10.70</td>
<td>$11.10</td>
<td>$11.50</td>
<td></td>
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<tr>
<td>Information Technology</td>
<td>$10.40 minimum</td>
<td>$13.00 maximum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab/Research/Assistant</td>
<td>$10.40 minimum</td>
<td>$13.00 maximum</td>
<td></td>
<td></td>
</tr>
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<td>$10.50</td>
<td>$10.75</td>
<td>$11.00</td>
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<tr>
<td>Safety &amp; Security Student</td>
<td>$10.40</td>
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<td>$10.70</td>
<td>$11.10</td>
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<td>to</td>
<td>$10.70</td>
<td>$11.10</td>
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<td></td>
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<tr>
<td>Escort/Driver</td>
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<td>$10.40</td>
<td>$10.70</td>
<td>$11.10</td>
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<td>to</td>
<td>$10.70</td>
<td>$11.10</td>
<td>$11.50</td>
<td></td>
</tr>
<tr>
<td>Tutors</td>
<td>$10.40 minimum</td>
<td>$13.00 maximum</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requests for exceptions to the Student Wage Scale parameters must be made in writing (e-mail is acceptable). The request should be approved by the Division VP and the Department/School Chair (if applicable) and the approval submitted to the Payroll Department.
VII. TIMESHEETS, PAYROLL AND PAYDAY

TIME SHEETS
Timesheets are due bi-weekly by a scheduled date and time for the pay period; generally every other Thursday by noon. The first timesheet used for a student employee will probably be “generic”. In addition to recording the dates and hours worked, the Supervisor will need to complete the name and ID of the student and the Department/School the timesheet is for. “Generic” timesheets are available at the Payroll Department or at https://www.sjfc.edu/services/payroll/documents-and-forms/. Subsequent timesheets should be computer generated and will be sent to Department/School or Supervisors through Campus mail. Computer generated timesheets are preprinted with the payroll period dates, due dates, the student’s name, ID, Department/School, applicable earning codes and student position number. It is important to check computer generated timesheets. If a timesheet for a student working in your area is not received or a timesheet for a student that does not work in your area is received, please contact the Payroll Department at X 8056.

Both the Supervisor and the student employee should sign the timesheet. The Supervisor’s signature is mandatory; the student’s is not mandatory, but preferred. It is the responsibility of the Supervisor to monitor a student’s work and hours. We encourage Supervisor’s to keep documentation of dates and hours worked and/or copies of timesheets for reference. We also strongly encourage Supervisors to make it their responsibility to deliver timesheets to the Payroll Department.

When a student employee is no longer working for your Department/School, mark X in the box ‘Check if timesheet is no longer needed’, sign and return the timesheet to the Payroll Department.

Position Numbers and Earnings Codes
On computer generated timesheets a position number is printed in the upper left corner under the student’s name. This number helps to identify the student as Federal Work study or College Non-Work Study and his/her hiring Department/School. Appropriate earning codes and descriptions are also listed on the timesheet.

Position numbers and the corresponding earning codes are defined as follows:

- Federal Work Study position numbers begin with “11”. The earnings code for Federal Work Study is “220”.
- College Non-Work Study position numbers begin with “22”. The earnings code for College Non-Work Study is “210”.
- Summer Employment position numbers begin with “22” and have a suffix of -99 or -98. The earnings code for Summer Non-Work Study is “230”.
- The earning code for overtime for all student employees is “235”; all overtime is charged to a Department/School’s Non-Work Study budget. During the Academic year, Work Study and Non-Work Study students should work only a maximum of 20 hours per week making overtime a rare occurrence.

PAYROLL
Payroll is processed bi-weekly according to the published payroll calendar. Timesheets are due at the Payroll Department every other Thursday by noon. It is imperative that timesheets for the pay period be turned in by the deadline. The Payroll Schedule can be viewed at https://www.sjfc.edu/services/payroll/documents-and-forms/. Late timesheets will not be processed until approximately 7-10 days after submission.

PAYDAY
The last day of the pay period is Friday and pay day is the following Friday.

PAYMENT OPTIONS
Direct Deposit: Student employees are strongly urged to elect direct deposit. To begin Direct Deposit a student employee should complete a Direct Deposit Authorization Form that can be obtained at https://www.sjfc.edu/services/payroll-direct-deposit/ or stop by the Payroll Department with your checking or savings account banking information. When direct deposit is elected, a student employee will view his/her pay stub on the secure Employee Services module of the Fish ‘R’ Net web site, http://fishrnet.sjfc.edu.
PAYMENT OPTIONS continued

**Paycheck:** Student employees will receive a “live” paycheck if they do not elect payroll direct deposit. Paychecks are distributed at the Student Accounts’ Office window, Kearney second floor, on pay day Friday and the following Monday. When picking up the paycheck, in person, student employees should be prepared to present appropriate picture ID. Paychecks not picked up by the end of the day on Monday will be mailed to the permanent mailing address listed with the College.

If a paycheck is lost, destroyed, stolen or stale dated and must be replaced, a fee is assessed to reissue a check. The current check replacement fee information is posted in the Business Office, the Student Accounts’ Office and on the Payroll Department website.

**VIII. MAKING CHANGES**

**Federal Work Study and College Non-Work Study Changes:**

**Student has exceeded their Federal Work Study award:**
The Financial Aid Office monitors student earnings against the Federal Work Study award. When a student is nearing or has exceeded his/her Federal Work Study award, the Financial Aid Office will notify the Supervisor. The Payroll Department is also notified. Any Federal Work Study earnings in excess will be charged to the Department/School’s College Non-Work Study budget. If a student is to continue working through the Department/School’s College Non-Work Study budget, the Supervisor must contact the Payroll Department in writing (e-mail is accepted) to make this request. Such requests are subject to approval and must be supported by the Department/School’s budget. If no budget exists, the student’s position will be terminated.

**Department/School Federal Work Study budget is exceeded:**
The Assistant Controller and the Payroll Department monitor budgets. Federal Work Study budgets are not transferable since they are federally funded. When a Department/School is nearing or has exceeded the Federal Work Study budget, the Payroll Department will notify the Department. If Federal Work Study funds are available, the Department/School budget will be increased. If Federal Work Study funds are not available, Federal Work Study earnings in excess will be charged to the Department’s College Non-Work Study budget. If a student is to continue working through the Department’s College Non-Work Study budget, the Supervisor must contact the Payroll Department in writing (e-mail is accepted) to make this request. Such requests are subject to approval and must be supported by the Department/School’s budget. If no budget exists, the student’s position will be terminated.

**Department/School College Non-Work Study budget is exceeded:**
The Assistant Controller and the Payroll Department monitor budgets. College Non-Work Study budgets may not be adjustable. A Department will be notified when nearing or has exceeded their College Non-Work Study budget. The Payroll Department will also be notified and all College Non-Work Study positions will be terminated.

**Other Changes:**

**To Change a Pay Rate**
Reasonable changes within the Student Wage Scale guidelines to a students’ pay rate must be submitted in writing (e-mail is acceptable) to the Payroll Department by the hiring Supervisor. Changes are subject to approval and must be able to be supported by the Department/School’s budget.

**To Change Hours Submitted on a Timesheet**
Timesheets are due one day before the end of a pay period. Because of this there are times when submitted hours may need to be adjusted due to an absence or additional hours worked. Please contact the Payroll Department as soon as you are aware of this type of situation. You will be instructed on what steps to take. Errors are sometimes made on timesheets. If a Supervisor makes an error in reporting hours worked, an adjustment can be made. Please contact the Payroll Department as soon as you are aware of this type of situation. You will be instructed on what steps to take.

If the Payroll Department makes an error in processing hours recorded, the Supervisor should contact the Payroll Department to go over the hours in question.
IX. Reporting Accidents and Injuries

Any accident that occurs while conducting College business must be reported immediately to the employee’s Supervisor/Manager. Should an injury result from the accident, the employee or his/her Supervisor/Manager also must immediately contact the Safety and Security Department. A member of the Safety and Security Department will complete and sign an incident report. A copy of the incident report will be sent to the Human Resources Department. Additionally, an Accident Report Form (https://www.sjfc.edu/services/human-resources/documents-and-forms/) must be completed as soon as possible and signed by the injured person's Supervisor/Manager and the injured person, if possible. The Supervisor/Manager forwards the completed report to the Human Resources Department. These steps are important, among other reasons, to protect an employee's rights under the provisions of New York’s Workers’ Compensation law.

X. Employment of Relatives

St. John Fisher College’s published policy on the employment of relatives can be found in the College’s Employee Handbook, section A3. (https://www.sjfc.edu/services/human-resources/documents-and-forms/) This policy applies to student employees as well as the tradition College employee.

The policy states:

a. Relatives and personal associates may not work for the same supervisor or department head.

b. Employees may not employ or supervise their own relatives and personal associates.

c. Relatives and personal associates may not work in a position in which they have regular access to confidential information regarding the other individual.

XI. Student Conduct and Confidentiality

**Student Conduct**

Student employees are representatives of St. John Fisher College. SJFC student employees are expected to act in an appropriate manner, be punctual, reliable, dress appropriately and perform work in a satisfactory manner. Working under the influence of alcohol or controlled substances is not permitted and is grounds for immediate dismissal. Any incident should be immediately reported to the Payroll Department and Human Resources Department. Theft of tangible items or computer time, or misuse of telephones, equipment or facilities available to students during their work hours is grounds for immediate dismissal and possible prosecution. As student employees are paid for actual hours worked, any student found adding unauthorized work hours will be immediately terminated from employment and may face criminal charges.

**Confidentiality**

The College is committed to the privacy of individuals (students, professors, employees, volunteers) and the confidentiality of records, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA) and St. John Fisher College. Student Employees have the responsibility for making sure that this commitment is upheld. A student employee being given information in confidence or having the authorization to secure or view sensitive information is entrusted with maintaining the confidentiality of that material. Breaches of confidentiality may be subject to corrective action.

XII. TERMINATION

It is important to note that St John Fisher College Student Employment is an “at-will” employment relationship. This means that either party can end the employment relationship at any time and for any or no reason. While St. John Fisher College expressly reserves the right to terminate the employment relationship at will, conduct such as, but not limited to, the examples below are causes for disciplinary action up to and including discharge:

• Repeated absences or late arrival to work
• Inability to perform job requirements
• Unsatisfactory completion of work assignments.
• Dishonest alteration of timesheet(s)
• Breach of confidentiality.
• Completion or elimination of job and/or loss of funding.

It is generally expected that students will give the Supervisor a two-week notice prior to leaving his/her position whenever possible. If the student quits or is terminated, please report this information to the Payroll Department so that the student’s work assignment with the Department/School can be ended.