Reed College Handbook for Student Employees

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I. **STUDENT EMPLOYMENT**

*Student Employment Mission*

The student employment program at Reed College is intended to do the following:

- Help the student meet educational expenses
- Teach the student good work habits
- Provide the student a valuable learning experience in doing worthwhile work
- Instill a positive attitude towards work
- Meet the needs of the college to perform day to day operations

*Student Employee Rights*

Students are entitled to:

- Be paid Bi-Weekly, provided their timecard is completed and submitted prior to the deadline.
- Receive a written copy of their job description, which details the exact responsibilities and job expectations.
- Receive a work schedule that includes requirements (if any) for working during breaks, vacations, holidays, and exam/study weeks.
- Be informed about their work performance verbally and in writing.
- Receive an explanation if they are terminated.
- Be informed of work-related health and safety issues.
- Use their Reed work experience as a reference for future employment and for credit with lending institutions.
- Be treated fairly and equitably by their supervisor(s).

*Student Employee Responsibilities*

Student employees are expected to:

- Report to work on time and complete their scheduled shift as agreed when hired. This may include working the days surrounding or during: study and exam weeks; fall and spring breaks; and college holidays/vacations.
- Obtain approval from their supervisor in a timely manner for planned or unexpected absences. (Tardiness, unexcused, or excessive absences are grounds for disciplinary action or termination.)
• Follow department rules concerning appropriate dress, use of office equipment, supplies, phones, computers, etc.

• Complete job duties as assigned and not conduct personal business (homework, email, phone calls, web use, etc.) unless approved by their supervisor.

• Complete their timecard in Griffin Payroll System (GPS) on a daily basis.

• Submit their timesheets EACH pay period. Contact your Student Payroll Specialist immediately to find out how to submit hours not entered into GPS.

• Picking up their paycheck and cashing their paycheck. Better yet, signing up for Direct Deposit! It only takes a minute or two to do, and their wages are deposited in their bank account for them.

• Treating co-workers and supervisors with respect and consideration.

**Employment Eligibility**
Students who are currently enrolled and attending classes are eligible to work on campus as student employees. *Students who are on a Leave of Absence, failed to re-enroll, graduated, or have otherwise not enrolled are not eligible for student employment.* Students returning from a Leave of Absence or otherwise entering the college in the fall are eligible to begin work after July 1.

**Finding a Job**
The single best starting point to finding and securing any work-related opportunity through Reed is on-line at Handshake.

Through Handshake students will be able to search all job opportunities on or off-campus, look for Federal Work-Study positions, find internships, and search volunteer opportunities. This site also has general information about student employment and downloadable forms for the application process.

II. **ONCE HIRED**

**Social Security Number**
Employees must have a valid U.S. Social Security Number (SSN) to be eligible for employment at Reed College. Both the I-9 and W-4 require a valid SSN and must be completed and submitted before the college can issue a payroll check. Students who do not know their SSN should contact their parents immediately. International students will need to apply for an SSN. The Payroll Specialist can provide information on applying for a number. Please keep in mind that it can take as long as six (6) weeks to receive an SSN and the college cannot issue a check or direct deposit without a valid SSN.
Immigration Form (I-9)
All employees must complete an I-9 form within 3 days of beginning work at Reed College. The only single piece of identification that will be accepted is a passport/visa. Any other identification will have to be a combination of the acceptable identification as listed on the back of the form. Students do not need an SSN card if they know their number. The best forms of ID are your state ID/drivers license along with an SSN or a passport/visa.

Employee Withholding Certificate (W-4)
The W-4 form provides the college with the student tax information. If a W-4 was completed during the past or current calendar year, a new form is not needed, unless previously filed EXEMPT. If filed exempt, the student will need to fill out a new form for each year they want to maintain an exempt status (the payroll specialist will send a notice). Students should consult their parents or guardians regarding questions about their withholdings.

Filing Exempt
In order to claim exempt on their W-4, students need to meet the following guidelines:
1. For previous year, did you have a right to a refund of all tax withheld because you had no tax liability. SB YES
2. Will your parents claim you as a dependent? SB YES
3. Will your income be more than $1050.00? SB YES
4. Will your income include more than $350.00 of unearned income (interest, dividends)? SB NO
5. Will your total income be $12,000.00 or less? SB YES
6. OR if your parents will not be claiming you on their taxes, and you do not earn more than $12,000.00, you can claim exempt.

International Students
International students are eligible to work on campus up to 20 hours a week when school is in session. During the winter and summer breaks they are able to work full time, but may not exceed 40 hours a week for all jobs on campus. Since there are specific guidelines on their taxes, International students should go to Eliot 308 to speak to the payroll specialist when completing their W-4 forms.

III. PAY INFORMATION

Maximum allowable work hours per week
Student employees may not work more than 20 hours per week while classes are in session.

Maximum number of jobs held at one time
There is no maximum number of jobs a student can have so long as they do not exceed the 20 hour per week limitation.
**Lunch Periods**
Depending on the number of hours worked in a day, lunch periods are required as follows:

- Wage and hour laws require that the employer provide meal periods of not less than 30 minutes to non-exempt employees who work shifts of six or more hours. For work periods of seven hours or less but at least six, the meal period is to be taken between the second and fifth hour worked. If the work period is more than seven hours, the meal period must be taken between the third and sixth hour worked.

If an employee is required to remain on duty during the meal period or performs any tasks, the employee must be paid for the meal period. Meal periods must be 30 minutes without interruption to be unpaid time.

**Breaks**
- Wage and hour laws require that the employer provide a period of rest of not less than 10 minutes, without deduction from the employee’s pay, for every segment of four hours worked in one work period. The time of the break should be scheduled with the supervisor and should be taken approximately midway in the work segment. Breaks are not cumulative, nor can they be used to shorten workdays. This time must be taken in addition to and separately from time allowed for meals.

**Overtime**
- Reed College has a policy of "no overtime" for student employees. Student employees should not work more than 20 hours per week while classes are in session, and should not work more than 40 hours per week during winter or summer break. The standard workweek is Sunday through Saturday at Reed College. This requirement is universal, so students must consider work done in all departments during the week when totaling their hours. This total must not exceed 40 hours per week. Any overages will be noted in payroll, and the student and supervisors will be advised to remedy the situation in the future.

**Holidays/Time Off**
- Reed College does not offer any fringe benefits for student employees, and students should NOT be working Federal Holidays unless it is considered an emergency situation and prior arrangements are made. Federal Holidays are considered to be New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day. Students also do not qualify for administrative leave days, half-day Fridays during the summer, or any inclement weather days.

**Student Tax Status**
- Social Security and Medicare taxes are not withheld from a student’s wages as long as they are enrolled and actively attending classes based on one-half time enrollment or more. Social Security and Medicare taxes are withheld during winter break (December/January) and summer break (mid-May thru August).
**Student Time Sheets – On Campus**
Students must keep track of their hours by logging into GPS each day they work and logging their time. If a student has multiple jobs, they must make sure they select the correct position when entering time in GPS.

If hours are incorrectly logged for a position, the student needs to make sure they delete the hours prior to completing the submission of the time sheet. If there are any hours pending the payroll specialist will submit them for the student.

If the student forgets to log their hours by the 3pm deadline, please contact the payroll specialist as soon as possible so they can walk the student through how to proceed in getting the hours approved.

**Student Time Sheets – Off Campus**
If students have an off campus work study position, they will be emailed the paper timesheet that must be used to track time. If they work for one of the off campus positions that does not always have a supervisor present, they can email the supervisor the dates and times they worked and ask them to approve via that email. Please cc your payroll specialist on the email so when the approver replies they can use it as the time sheet.

All emails and paper time sheets for off campus positions need to be submitted to the payroll specialist by 12 noon on the Tuesday after the cycle ends in order to make the payroll.

The payroll calendar is available on the student employment website; it lists specific work periods, deadlines for time sheets and paydays. For further clarification contact the payroll specialist.

**Federal Work-Study Wages (FWS)**
FWS awards are shown on a student’s financial award announcement. The federal government is paying 75% of the student’s wages, and the college pays the remaining 25% of wages. The federal government pays 100% of student wages for certain elementary school reading and math tutoring positions.

The student decides how much of their WS award they want used for the off campus position, and the payroll specialist will keep track of their award and will inform the student when they are close to using all that was allocated for that position.

If a student signed the off campus position contract with an amount less than the award amount and they would like to continue working for that position, they will need to talk with Financial Aid and have them re-do their contract for the new amount.
Worker’s Compensation
In Oregon, employees have worker’s compensation withheld from their wages. If the student is injured while working, report the injury immediately to their supervisor and they will have the student fill out a Report of Injury form or “801” Workers Compensation form (forms can be obtained from the Human Resource Office in Eliot 305).

Emergency medical attention may be obtained at any hospital emergency room and will be covered by Worker’s Compensation.

Regular Wages
Students who have earned their FWS award and/or students who have not received a FWS award may be hired as regular student employees. However, the first priority is for FWS students to be hired into all eligible positions.

Payday and Direct Deposit
Normal pay periods are every other Friday. If the student has a savings or checking account, they may have their paycheck directly deposited to that account. This feature eliminates lost checks, and saves the student a trip to the bank to deposit or cash their check. Contact the payroll specialist to sign up for direct deposit.

Student paychecks are held at the payroll specialists desk in Eliot 308. Paycheck stubs shows a detail of hours and rates of pay, GPS also has this information.

Lost or Stolen Payroll Checks
Please notify the Payroll Specialist immediately if a payroll check has been lost or stolen. The payroll specialist will notify the bank and place a stop payment on the original issue, and will then issue a replacement check. The fee for replacing a lost check is $25.00 per check.

Stolen checks will take longer to replace (especially if the check has been cashed). The standard procedure is that a police report has to be filed and then the employee has to go to the bank and sign an affidavit that verifies that they did not cash the check. Copies of that information then need to be brought to payroll, and after verification, a check will be issued.

IV. RATES OF PAY

Effective July 1, 2018 the minimum wage for the State of Oregon is $12.00 per hour which is the standard rate for all student employees on campus. There are unique circumstances where departments may pay a rate greater than minimum wage. The decision is at the discretion of the budget owner and/or supervisor.
V. **IMPORTANT CONTACT LIST**

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<thead>
<tr>
<th>Name</th>
<th>Title and Department</th>
<th>Email</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
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All of these contacts are also available via email

*All information in this handbook is current as of July 20, 2018.*