



Student Worker Handbook

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About this Handbook

Congratulations on your new job on campus, and welcome to working at Reed! This Handbook is your guide to working on campus. Within it you will find information about expectations, communicating with your supervisor, student work policies, payroll information, and where you can find resources related to working on campus. Questions about the information in this handbook can be directed to the Student Work Office (contact information below).

To view the most up-to-date information, please visit reed.edu/student-work.

Resources

Student Work Office

The goal of the Student Work Office is to facilitate meaningful work experiences that contribute to student success by fostering holistic development, academic growth, and career preparedness.

The Student Work Coordinator can assist student workers with:

- Assistance finding an on-campus job
- Work-study information
- Disability-related work accommodations
- Guidance regarding workplace issues
- General questions about on-campus student work

503.517.4847 | studentwork@reed.edu | [Student Work Office website](https://reed.edu/student-work)

Student Payroll

The Student Payroll Specialist provides assistance to student employees regarding:

- **Timesheets:** Guidance on submission procedures and deadlines.
- **Compensation:** Clarification on paycheck details and amounts.
- **Sick Leave:** Information concerning Oregon Paid Sick Leave eligibility.
- **Onboarding:** Facilitating new hire paperwork and direct deposit setup.
- **Tax Documentation:** Managing tax withholding and required form submissions.

503.777.7549 | payroll@reed.edu | [Payroll website](https://reed.edu/payroll)

Financial Aid Office

The Financial Aid Office can assist with questions regarding financial aid and work-study:

503.777.7223 | financial.aid@reed.edu | [Financial Aid website](https://reed.edu/financial-aid)

SEEDS Off-Campus Federal Work-Study

Questions about Off-Campus Federal Work-Study positions should be directed to SEEDS:
seeds@reed.edu | [SEEDS Website](#)

Center for Life Beyond Reed

The CLBR offers assistance with job applications, resumes, cover letters, information on fellowships, and searching for off-campus and post-graduation opportunities:
503.788.6690 | beyondreed@reed.edu | [CLBR website](#)

Finding an On-Campus Job

Handshake: Reed Student Job Board

Open on-campus positions are posted on Handshake. Handshake allows students to search for on-campus jobs, Student Senate Appointments Committee positions, and SEEDS Off-Campus Federal Work-Study positions. Select “On Campus” just below the search bar to view open on-campus positions at Reed.

New students are automatically set up with an account in Handshake the summer before starting at Reed. You can log into your account at reed.joinhandshake.com with your Reed email and password. For assistance with Handshake, reach out to the Center for Life Beyond Reed at beyondreed@reed.edu.

SEEDS Off-Campus Federal Work-Study Positions

If you have *Federal Work-Study* (not *Reed Work-Study*) as a part of your financial aid package, you are eligible to apply for Off-Campus Federal Work-Study Positions administered by SEEDS (Students for Education, Equity, and Direct Service). This program allows motivated students to work in Portland nonprofits, public schools, and public agencies as one way to earn their Federal Work-Study. Find out more about the [SEEDS off-campus Federal Work-Study program!](#)

Student Work Policies

What is Student Work?

Student work includes both:

- Paid on-campus student work positions
 - In which the work benefits the college and does not necessarily relate to the student's education
- Off-Campus Federal Work-Study positions through SEEDS
- House Advisors

The following are not considered student work positions because the project, experience, or work benefits the student and contributes to the student's education. A non-student could not be hired for this project, experience, or work:

- Positions hired by the Student Senate Appointments Committee
- Signators of student organizations
- Fellowships/Summer Awards

Employment Eligibility

Students who are currently enrolled and attending classes are eligible to work on campus as student workers. Students who are on a Leave of Absence, failed to re-enroll, graduated, or have otherwise not enrolled are not eligible for student work. Students entering the college in the fall are eligible to begin work after July 1. Continuing students who wish to work over the summer must be enrolled in one or more units for the upcoming fall semester. Students working for the college must do so within the state of Oregon; students are not eligible for student work while out of state.

Only students who are awarded *Federal Work-Study* (not *Reed Work-Study*) are eligible to work in Off-Campus Federal Work-Study positions through SEEDS (see below).

Leaves

Students who are on a leave of absence are not permitted to work in student jobs during their leave. A student returning from leave in the fall semester is eligible to begin working after July 1. A student returning from leave in the spring semester is eligible to begin work on the first day of Paideia.

Graduating Student Workers

After completing their last semester at Reed, a student is eligible to work on campus up until the last Thursday before Graduation Day. Graduating students may not work any hours in their student jobs after this date. A thesis extension does not allow a graduating senior to continue working past this date. Hours worked can not be submitted to Payroll after the final pay date of the semester. It is the student workers responsibility to submit these hours on time in accordance with the payroll calendar deadline.

All work at Reed College post graduation must be approved through the Reed College HR Office and designated as a College staff position.

Work-Study

Students with financial aid may have one of two types of work-study awards as a part of their financial aid package: *Federal Work-Study* or *Reed Work-Study*. Students can earn this award through work in any hourly on-campus position (or Off-Campus Federal Work-Study position). See [Work-Study](#) for more information about work-study awards. Use the steps below to see if you have work-study and what type:

Log in to [Banner Self-Service](#). Once logged in, click on Financial Aid -> select the appropriate

academic year from the menu on the upper right corner -> click on the Financial Aid Offer tab to review your offer.

Workers Compensation

Student workers injured on the job should report injuries to their supervisor and to Human Resources (hr@reed.edu) immediately, and in all cases, no later than 24 hours after the injury occurs. Further instructions for reporting on the job injuries can be found on the [HR website](#).

Remote Work

Student work at Reed is intended to be performed and supervised on campus. Therefore, student workers are generally not permitted to work remotely. While student work may include some tasks being completed off-site, student work roles should not be fully remote.

Oregon Paid Sick Leave

All hourly student workers accrue Oregon Paid Sick Leave. If you stop working on campus, you will lose any accrued sick time after 6 months. If you begin working on campus again within 6 months, you will retain any previously accrued sick time. **Sick time is not available for pay out upon graduation.**

Sick time allows you to be paid your regular hourly rate for hours that you are unable to work due to illness or medical care. For every 30 hours worked, one hour of sick time is accrued. If you work multiple hourly on-campus positions, all of the sick time earned is combined. You can use this pool of sick time for any of your hourly on-campus positions, as well as SEEDS off-campus Federal Work-Study positions. Sick time may be used in increments of .25 hours.

What can I use sick time for?

You can use accrued sick time when you miss scheduled work hours due to:

- Diagnosis, care or treatment of the worker or worker's family member's mental or physical illness, injury or health condition including preventative medical care such as prenatal visits and routine medical and dental visit;
- Worker's place of business or the worker's child's school or day care is closed by order of a public official due to a public health emergency;
- To care for a family member whose presence in the community jeopardizes the health of others as determined by a lawful public health authority or by a healthcare provider;
- If the worker is excluded from the workplace due to health reasons; or
- For certain reasons related to domestic violence, harassment, sexual assault or stalking.

A family member is defined as the spouse or domestic partner of an employee; the biological, adoptive, or foster parent or child of the employee; the grandparent or grandchild of the employee; a parent-in-law of the employee; or a person with whom the employee was or is in a relationship of in loco parentis.

Sick Time Frequently Asked Questions

How do I call out sick?

If the reason for using sick time is foreseeable (for example, a doctor's appointment), notify your supervisor as far in advance as possible of your absence. If the reason for using sick time is

unforeseeable (for example, you wake up sick the day of your shift), it is your responsibility to notify your supervisor before your shift begins that you are sick and will not be attending work. It is a good idea to clarify with your supervisor ahead of time how they would like you to communicate in the event that you are sick.

How can I see how much sick time I have?

You can view your accrued sick time in [Employee Self Service](#) on your “Employee Dashboard” under “leave accruals”.

Does sick time expire?

If you stop working on campus, you will lose any accrued sick time after 6 months. If you begin working on campus again within 6 months, you will retain any previously accrued sick time.

How do I enter sick time on my timesheet?

Please see the [Student Payroll website](#) for instructions.

Other questions about sick time? Contact the [Student Work Coordinator](#).

Disability-Related Accommodations

Student workers seeking an accommodation for student work related to a disability can begin the process by setting up a meeting with the [Student Work Coordinator](#). Students are not required to disclose disability-related information to their supervisor before this meeting.

Safety

Environmental Health and Safety provides the Reed community with the information and training necessary to handle the various hazards that can be found in the classroom, the labs, or on campus in general. Supervisors and student workers are required to follow EHS policies and procedures, including:

- [Emergency Procedures](#)
- [Golf Cart/Utility Vehicle Safety Manual](#)
- [Heat Illness Prevention & Response](#)
- [Protection from Wildfire Smoke](#)

All Environmental Health and Safety instructions and guidance can be found [here](#).

Wages

The hourly pay rate for student workers at Reed is [the standard minimum wage in the Portland Metro Area](#). Most jobs on campus will be paid at this rate. Some student positions may pay a higher rate based on job duties or required skills or experience.

Maximum Hours

When classes are in session and during reading and finals weeks, student workers at Reed may not work more than 20 hours/week in all positions combined. During school breaks (Fall, Winter, Spring,

and Summer breaks), student workers at Reed may not work more than 40 hours/week.

Rest and Meal Breaks

Per Oregon State law, student workers must receive meal and rest breaks, as outlined below. Student workers cannot legally waive their rights to rest or meal breaks. Supervisors must ensure that these breaks are being taken by student workers.

Student workers must receive a 30-minute **unpaid** meal break during any shift that lasts 6 hours or longer. If the work period is at least six hours but less than seven, the meal period is to be taken after the second hour worked and before the fifth hour worked. If the work period is more than seven hours, the meal period is to be taken after the third hour worked and before the sixth hour worked.

Student workers must receive one **paid** rest period, not shorter than 10 minutes, for any shift longer than 2 hours, at a rate of one rest break for every 4 hours worked. Rest breaks and meal breaks are not the same, and both must be given separately.

Required breaks and meals by work period length

Shift length	Rest breaks	Meal breaks
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min - 18 hrs	4	2
18 hrs 1 min - 21 hrs 59 min	5	2
22 hrs	5	3
22 hrs 1 min - 24 hrs	6	3

Overtime

Student workers may not work more than 40 hours per week (20 hours during academic semesters) in all on-campus (and Off-Campus Federal Work-Study) jobs combined. Therefore, working overtime is not authorized. The standard work week for student workers is Monday through Sunday. Any overages will be noted in payroll, and the student and supervisor(s) will be advised to remedy the situation in the future.

Holidays/Time Off

Student workers are not eligible for holiday pay, pay for administrative leave days, or inclement weather days that they do not work. Student workers should not be scheduled to work on Federal Holidays unless it is considered an emergency and prior arrangements have been made.

Student & Supervisor Responsibilities

Supervisor Responsibilities

- Ensuring that students do not begin work until they have completed hiring paperwork in the Payroll Office and are officially hired in HireEm
- Ensuring that student workers' schedules do not conflict with their academic classes
- Ensuring that required Meal and Rest Periods are given to student workers
- Communicating expectations for student workers, including those regarding department/office policies and procedures, schedules/shifts, and how to communicate planned and unplanned absences from work
- Providing student workers with the necessary training for their role, including safety training and FERPA confidentiality training if they will have access to confidential information
- Meeting with students at least once per semester to discuss performance and goals
- Providing immediate feedback about performance or behavior that is not acceptable, and setting clear expectations for improvement
- Ensuring that student workers' timesheets are accurate, submitted and approved by the approval deadline. [Timekeeping: Supervisor's Responsibility](#)

Student Worker Responsibilities

- Completing all hiring paperwork in the Payroll Office upon hire and before working
- Informing supervisor of class schedule each semester so that work hours do not conflict with academic classes
- Accurately fill out timesheets on ESS, and submit before the deadline. [ESS Time Entry Guide](#)
- Ensuring that work does not total over 20 hours/week during academic semesters and 40 hours/week during breaks, in all on-campus positions combined
- Communicating with the supervisor, per their instructions, regarding both planned and unplanned absences from work
- Following all college and department/office policies while performing work duties
- Abiding by [Reed's Governance Documents](#) while working as a student worker
- Adhering to FERPA confidentiality policies if the job requires accessing confidential information
- Notifying supervisor if resigning from student work position

Attendance

Student workers are responsible for arriving at work on time and communicating with their supervisor if they will be late or unable to attend work, as far in advance as possible. When starting a new position, students should make sure they understand their supervisor's expectations for communication regarding both planned and unplanned absences from work.

Mandatory Reporting of Child Abuse

All employees of institutions of higher education in Oregon, including student workers, are mandatory reporters of child abuse. Please see [Mandatory Reporting of Child Abuse](#) for more information.

Workplace Issues

Examples of workplace issues include conflict with supervisors or colleagues, difficulties with communication, workplace environment, or understanding expectations. Student workers who would like guidance on any sort of workplace issue may contact the Student Work Coordinator, who can provide guidance and options for seeking resolution.

Student Work Coordinator: 503.517.4847 | studentwork@reed.edu | [Student Work website](#)

Discriminatory Harassment and Sexual Misconduct Policy and Title IX

Reed has two policies governing discrimination on the basis of sex: the [Title IX Policy](#), and the [Discriminatory Harassment and Sexual Misconduct Policy](#) (DHSM). These policies detail and explicitly prohibit specific forms of harassment and encourage the reporting of these prohibited behaviors (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking). Reed provides resources to students, faculty, and staff to address concerns relating to discrimination on the basis of sex, sexual orientation, or gender identity.

Title IX/504 Coordinator: 503.517.484 | titleix@reed.edu | [Title IX website](#)

Bias Incidents or Discriminatory Harassment

All members of the community are encouraged to make reports when they have concerns. The Bias Education and Response Team (BERT) meets weekly to ensure that reports are reviewed, assigned, responded to, resolved, and recorded in a timely manner. Learn more on the [Office for Institutional Diversity website](#).

Contact: institutional.diversity@reed.edu | 503-517-5065 | [OID website](#)

Payroll Information

Hiring Paperwork

Students must complete new hire paperwork (I-9, Direct Deposit, electronic consent form and both Federal and State W-4 forms) **before they begin working**. Students can fill out these forms in the Payroll Office (Eliot 306).

Non-US Citizens

Students must have a valid U.S. Social Security Number (SSN) to be eligible to work at Reed College. International students will need to apply for an SSN once they are hired for their first on-campus position. [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. See [Process for Hiring International Students](#) for more information.

Timesheets and Getting Paid

Student timesheets and payroll are administered by the Payroll Office. More information can be found on the [Payroll Services website](#). Questions can be directed to payroll@reed.edu.

You are responsible for recording your hours worked for each pay period in your timesheet through Employee Self-Service. You will have a separate timesheet for each student position you work in.

If hours are incorrectly logged for a position, the student must delete the hours before completing the submission of the time sheet. If the student fails to do so by the timesheet deadline, they must contact their supervisor and the payroll specialist (payroll@reed.edu) to have their timesheet corrected.

Paychecks

Normal pay periods are every other Friday. If the student has a savings or checking account, they may have their paychecks directly deposited into that account. This feature eliminates lost checks and saves the student a trip to the bank to deposit or cash their check. Contact payroll@reed.edu for more information or if you encounter any issues with your paycheck.

Timesheets

Student workers are paid in the bi-weekly payroll. It is the supervisor or assigned approver's responsibility to review and approve timecards by the bi-weekly deadline each pay period.

Students are required to submit by 3 p.m. on Mondays and supervisors are required to approve by 12 p.m. on Tuesdays.

For timecard approval instructions and to download the bi-weekly google calendar for approval reminders, please visit the [Payroll Services](#) page.

For any questions or help related to managing student timecards in ESS please reach out to payroll@reed.edu.

Entering Sick Time

Sick time is entered via the process as regular hours. From your timesheet, select "Oregon Paid Sick Leave" in the "Earn Code" drop-down box. See the section on Oregon Paid Sick Leave in this handbook for more information.