

A MESSAGE FROM THE FINANCIAL AID OFFICE

Your student employment provides a vital link between your college education and employment after graduation. This job will provide you with a valuable work opportunity, as future employers will want to know what experiences you have gained while you attended college.

Not every position at Doane College will give you work experience related to your chosen field of education. You will, however, get experience working with others in a professional setting. You will learn how to do tasks within a group or independently. You will learn how to follow directions or be responsible for taking the initiative. All of these skills are transferable to any full-time position and should be indicated on your résumé.

This handbook is a complement to your Student Handbook. Refer to it for employment questions. Further information is available from the Financial Aid Office.

I sincerely hope that you find your employment at Doane College to be a valuable experience. Please feel free to talk with me at any time.

Sincerely,

Peggy Tvrdy

Director of Financial Aid

Doane College

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IMPORTANT INFORMATION ABOUT YOUR HANDBOOK

This handbook has been prepared to provide you with general information about Doane College and policies that affect you as a student worker.

The policies, procedures, and rules described in this handbook are not to be considered an employment contract. Doane College reserves the right to improve, modify, revoke, suspend, terminate or change any or all policies, procedures, and rules, in whole or in part, at any time with or without notice. Major changes in policies, rules, and procedures will be published, and it will be your responsibility to include these in your handbook. Nothing in this handbook alters any employee's status as an "at will" employee. Either the employee or the employer may terminate the employment relationship at any time.

In some instances, the special nature of your department will require policies, rules, or procedures that are unique to the needs of that area. These may vary from the descriptions in this handbook.

Should you have any questions regarding student personnel policies, rules, and procedures, you should contact your supervisor or the Financial Aid Office.

FREQUENTLY ASKED QUESTIONS (FAQs)

I want a different job. Where can I find one?

Open positions are posted on the Doane College Financial Aid web page at by searching student employment. First-year students may only work in essential services, such as physical plant and cafeteria or at an off-campus/community service position. After the first year, students may apply for any open position.

I'm a first year student. When can I get a different job?

First-year students may apply for positions in the spring of their first year for a position the following year. Interviews and offers are made before the school year ends.

I'm a transfer student. Where can I work?

Transfer students may apply for any open position after they are on campus.

I don't have time to work this year but have employment on my financial aid notice. What should I do?

If you received employment on your award notification, you have a job. You may decline the award but be sure to inform your supervisor. If you don't resign with your supervisor, you will be terminated, which means you are not eligible to work on campus again.

If I don't work this year, can I work next year?

Yes. Any student may interview for open positions. But remember many employers look at work history when they are hiring.

How and when do I get paid?

All Doane workers are paid by direct deposit to their personal bank account. Timecards are due on the 7th of each month. If the 7th is on a Saturday, timecards are due the Thursday or Friday before. If the 7th is on a Sunday, timecards are due the following Monday. Pay is deposited on the 15th of each month. If the 15th is on a weekend, pay is deposited the Friday before. Changes to this schedule may be posted on signs around campus. **Time cards must be turned in monthly for hours worked during the current pay period.**

How do I know what a specific position does?

Job descriptions for all student positions are posted on the Doane College web site. Descriptions will include duties as well as any special skills needed to perform the job.

My work-study award is running out. What should I do?

You may not earn more than the amount listed on your financial aid award. If you go over that amount, you may lose some other type of aid. It is your responsibility to ensure that this does not happen. You are encouraged to check with the Financial Aid Office if you have questions about your remaining balance.

How can I get more work-study?

Your supervisor may request additional work-study funds for you if the department budget allows. However, it is not always possible to increase an award. The Financial Aid Office makes the final determination on the amount for which you qualify.

It doesn't look like I'll earn my full award. How do I get the rest?

The only way to receive your entire award is to work enough hours to earn it. Check with your supervisor to see if they can increase the number of hours that you work.

**FEDERAL WORK-STUDY
CAMPUS EMPLOYMENT**

Federal work-study (FWS) is a type of federally funded financial aid. In order to receive FWS, a student must apply for federal financial aid and have financial need. If you do not apply for federal financial aid or do not have financial need, you may be offered Campus Employment (CE). The college funds CE in full.

Both FWS and CE allow students to work on-campus. There are also some off-campus FWS positions in local non-profit agencies.

EMPLOYMENT CERTIFICATION

Before employment can commence, you and your supervisor complete an employment certification. This details your rate of pay and your total award. Both you and your supervisor sign the form. You must also complete the I-9 (proof of citizenship) and W-4 (tax withholding) forms.

WORK HOURS

Student work hours may not average more than 17 hours per week over the course of the year and no more than 40 hours per week in any given week. Full-time and half-time enrolled students will not be subject to FICA withholding. Students may work up to 40 hours per week (Sunday through Saturday) when classes are not in session (summer and breaks). **STUDENTS ARE NOT ELIGIBLE TO WORK OVERTIME AND ARE NOT ELIGIBLE FOR OVERTIME PAY.**

If you have federal work-study, you must carefully monitor the number of hours you work per week. You want a schedule that allows you to utilize your full work award, yet you may not exceed the amount that you were awarded. If you feel that you may exceed your FWS award, you must speak with your supervisor. Once your FWS is depleted, you will be terminated from the FWS position for this year. Your supervisor may or may not keep you on under the Campus Employment program. Additional monies earned may also affect other types of financial aid.

Students may not work past their graduation date. If you wish to remain employed by Doane College after graduation, contact the Business Office at 826-8200.

STUDENT PAYCHECKS

Student pay dates are provided yearly with the student certification. Payment is made by direct deposit to the student's personal bank account.

DOCUMENTS NECESSARY FOR A STUDENT TO BE PAID

EMPLOYMENT CERTIFICATION

W-4 STATEMENT - Students should complete a W-4 tax withholding statement and return it to the Payroll Office. Students enrolled full-time will not be subject to FICA withholding.

TIMECARDS - Time sheets or cards must be accurately completed using your legal name, signed by your supervisor and submitted by the supervisor to the Payroll Office by the deadline dates. Students may NOT submit time cards to the Payroll Office. A full-time staff person or supervisor must submit them. Time cards must be turned in monthly for hours worked during the current pay period.

WHY A STUDENT MIGHT NOT RECEIVE A PAYCHECK

1. No employment certification
2. Timecard not signed by supervisor
3. Timecard not signed by student
4. No W-4 on file with the Payroll Office
5. No I-9 on file with the Payroll Office

MISREPORTING HOURS

Falsification or unauthorized altering of time cards by student workers is subject to termination.

A student should not deliver time cards to payroll. Each time card should be completed in ink with your legal name and social security number and then submitted to your supervisor for completion and submission to payroll.

HOURS TO WORK PER WEEK BASED ON AWARD

AWARD	NUMBER OF HOURS PER WEEK
\$300	1.50
\$500	2.50
\$700	3.50
\$1500	7.50

The above hours are close approximations based on 32 academic workweeks. If you have received a different work award than those listed above, you may figure your hours per week using the following formula:

Total award amount divided by the number of workweeks = dollar amount able to earn per week, dollar amount divided by rate of pay = number of hours able to work per week.

Sample: \$750 divided by 32 = 23.44 (able to earn per week)
23.44 divided by \$6.55 = 3.50 (hours to work per week)

This schedule assumes that you will not work full-time during any period (such as Christmas and Spring Break). If you plan on working during breaks, please adjust your schedule accordingly.

SCHEDULED BREAKS

You will be allowed scheduled breaks of 15 minutes per 4 hours of continuous work (must work the four-hour period), provided such interruption in the work does not interfere with the performance or efficiency of your department. At times, your supervisor may request that you do not take a break during a heavy or emergency period.

The break is preceded and followed by an extended work period. Consequently, it may not be used to cover your late arrival or early departure or to extend a lunch period.

ATTENDANCE AND PUNCTUALITY

Each department has an obligation to provide the best possible support to the college to accomplish its goals. In order to fulfill this obligation, departments need every worker to be on duty every day he/she is scheduled to work. Any absence places an additional burden upon other workers and reduces the efficiency of the department. All student workers, therefore, are expected to strive for perfect attendance by:

1. Maintaining reasonable health standards
2. Making every effort to work safely
3. Not permitting minor indisposition's or inconveniences to keep them away from the job
4. Attending to personal affairs and obligations outside of their working hours

Good attendance is an important job requirement. Failure to meet the requirement of good attendance can result in dismissal. Some departments have their own specific attendance and punctuality policies. Check with your supervisor regarding individual policies.

A worker is absent when the worker fails to report for and remain at work as scheduled. A worker is not considered absent during periods such as vacation, holidays, and approved days off or leaves of absence, provided that the supervisor has been informed. A worker who knows he/she is going to be absent or late has the responsibility to call the department, indicating the expected length of absence and giving a specific reason. The worker is responsible for notifying the department as far in advance of his/her starting time as possible, but no later than his/her scheduled starting time. Since exam schedules are set by each professor/instructor at the beginning of each semester, time off for studying should be scheduled in advance.

SATISFACTORY ATTENDANCE

Frequent absences, including tardiness, constitute an unsatisfactory record. A worker who is chronically unable to be present at work cannot fulfill the job for which he/she was hired. Reoccurring illness also constitutes unsatisfactory attendance. One or two days of absence without notification in a three-month period are considered to be excessive and reason for dismissal. Three or more days in a month, or six or more days in a three-month period, of reported absences are excessive and reason for dismissal. A written note from a worker's physician or from Student Health Services may be requested to verify an illness or injury, or to ensure that the worker is sufficiently recovered to return to work.

JOB SATISFACTION

If you find that you are unhappy in an employment situation, we suggest that you talk openly with your supervisor. If the matter is not resolved to your satisfaction, you may contact the Financial Aid Office to intercede and attempt to find a mutually satisfying resolution.

Your supervisor has the right to place you in any position within the office or department. If you are dissatisfied with the change, you may either choose to keep the position or seek another position on campus. Your supervisor also has the right to institute reasonable policies and procedures in the interest of the college.

PERSONAL APPEARANCE

The nature of your position with the college will determine the type of dress that will be appropriate for work. All college student workers are expected to dress in a manner that will present a favorable image of the college to the community. Your supervisor will review any specific dress requirements for your position.

GENERAL RULES OF CONDUCT

To assist with the efficient operation of the college and to ensure the safety and well being of those at the college, the following rules of conduct are in force. The rules of conduct are not for the purpose of restricting the rights and activities of workers, but are intended to help workers by defining and protecting the rights and safety of all persons. Workers are expected to acquaint themselves with these rules and other work rules specific to their department. It is for conduct (defined below) that workers could be subject to corrective action, including suspension or termination depending upon the severity of the violation. These prohibitions include, but are not limited to:

1. Unauthorized use and/or possession of intoxication beverages, narcotics or dangerous drugs on the college premises; or reporting to work under the influence of intoxication beverages, narcotics or dangerous drugs.
2. Fighting, gambling, use of profane, obscene or abusive language while at work.
3. Carrying unauthorized weapons.
4. Behaving in a discourteous or disrespectful manner toward a supervisor.
5. Refusal to carry out the instructions of a supervisor (insubordination).
6. Leaving the job without permission during regularly assigned working hours.
7. Sleeping while on duty.
8. Creating unsafe conditions.
9. Stealing or unauthorized removal or use of property belonging to the college, to workers, students, or visitors.
10. Loss, damage, or destruction of property belonging to the college or to workers, students, or visitors.
11. Unwillingness or inability to work in harmony with others or discourtesy.
12. Mailing or posting any notice, circular, or display on the college premises without college permission.
13. Failure to comply with policies and procedures of the college and those specific to a department.

CONFIDENTIALITY

Some positions at the college will involve regular access to confidential information. It is expected that such information will not be discussed with relatives, friends, or others outside the college or in the public areas of the college. Confidential information should be discussed with other workers only when it is necessary for job.

In some areas, specific laws govern release of information. If such laws affect your position, your supervisor will advise you. You may be asked to sign a confidentiality statement depending on the department's policy.

A breach of confidentiality is subject to immediate dismissal or corrective action.

IMMIGRATION REFORM CONTROL ACT OF 1986

The Immigration Reform Control act makes it unlawful to knowingly hire an alien who is not properly authorized to work in the United States. Therefore, all students must submit an I-9 form and verification of identity and employment authorization before beginning employment at the college. This is done at the Payroll Office in the Business Office. This office is located in the lower level of Padour Walker.

Students must complete this procedure when they are initially hired. You do not need to complete this procedure during subsequent years, even though you may be employed in a different position within the college or an off-campus (FWS) agency. If your eligibility for employment has a specific expiration date, you will need to update your paperwork to continue your employment. Students will not be paid until their eligibility to be employed has been verified.

SNOWSTORMS AND OTHER SEVERE WEATHER

Generally the college does not close because of snowstorms. Workers should be aware of signals for severe weather and the location of shelters in case of tornado sightings. Fire and tornado procedures are posted in various work areas. Should conditions warrant closing the campus, local radio stations KFOR and KFAB and TV stations KOLN and KLKN will be notified, and a recording will be placed on the campus switchboard.

WELLNESS AT WORK

Healthier workers, in general, are happier and more productive. The college, in showing its concern for workers, offers a variety of services to encourage physical, spiritual, and emotional wellness.

WORKER EVALUATION

It is recommended that a work performance evaluation for each student worker be conducted at least once each academic year. The Worker Evaluation Form should be completed by the student worker and the student's employer, after which both should discuss the evaluation results and formulate goals for the future. This process should be used to facilitate interaction between the student and the supervisor. This form is to be used for departmental evaluation and is not to be sent to the Financial Aid Office. Copies of the Worker Evaluation Form are available from the Financial Aid Office.

SICK DAYS

Students who are ill should contact their supervisor as soon as they know they will not be able to report to work as scheduled. Refer to the attendance and punctuality procedures. Sick days are unpaid.

HOLIDAYS

If you will not be working your regularly scheduled hours during a break period or holiday, inform your supervisor as soon as you know. Vacation days and holidays are unpaid.

VERIFICATION OF EMPLOYMENT OR REFERENCES

It is not unusual for the Financial Aid Office and/or Payroll to receive calls from a variety of organizations asking to verify employment. Typically this will happen if you apply for permanent employment, credit, attempt to rent a car, etc. In order to protect the privacy of our workers, the only information that will be verified over the phone is name, position, and dates of employment. If you require a letter verifying employment for car rental purposes, contact the Payroll Office. They will check your employment status and complete a form for you to submit to the car rental agency. This should be done in advance of the day you want to rent the vehicle.

If more detailed information is required, please send a written release directly to the department or supervisor you worked for at Doane, which authorizes the release of any and all information pertaining to your employment.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment or professional agreements with Doane College are hereby notified that this institution does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, disability, age or marital status in admissions or access to, treatment, or employment in its programs and activities. Any person having inquiries concerning Doane College's compliance with the regulations implementing Title VI, Title IX or Section 504, should contact the Vice President of Academic Affairs, (402) 826-8221. This office has been designated by Doane College to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

DRUG-FREE WORKPLACE POLICY AND AWARENESS PROGRAM

Purpose

The purpose of this policy and program is to identify Doane College as a drug-free workplace, and to outline a continuing program of drug-free awareness for all workers.

POLICY

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited. Workers who violate this prohibition will be subject to immediate corrective action. Depending on the

nature and circumstances of the violation, corrective action may include immediate discharge, disciplinary suspension, mandatory treatment and rehabilitation, some combination of the above or other action deemed appropriate to the circumstances. Other policies relating to corrective discipline or substance abuse may provide guidance in determining an appropriate response, but shall not limit the college's authority to implement any corrective action deemed appropriate.

This policy shall apply to all workers, and compliance shall be a condition of employment. In addition, it is specifically noted that workers engaged in the performance of a federal contract or grant shall, as a condition of employment, agree to abide by the terms of this policy, and agree to notify the Vice President for Finance of any criminal drug conviction for a violation no later than five days after such conviction.

PROGRAM

Doane College will maintain an ongoing drug-free awareness program, which will aim to educate workers about the dangers of drug abuse in the workplace, the college's drug-free workplace policy, the penalties that may be imposed for drug abuse violations, and the availability of counseling, rehabilitation, and worker-assistance services. The program will include:

1. Circulation of the drug-free workplace policy to all workers at the time of its adoption, and inclusion of the policy in the worker handbook.
2. Review of the drug-free workplace policy with all new workers at the time of hire and orientation.
3. Listing of counseling centers to assist workers with drug or alcohol-related problems.
4. An ongoing program of communication and education on drug/alcohol awareness and related topics.

Workers who violate the Drug Free Workplace Policy or who the college, based upon a reasonable suspicion, believes is under the influence of drugs or alcohol, may be subject to disciplinary action including, without limitation, dismissal. A reasonable suspicion of being under the influence shall be based upon behavioral observations including, without limitation, slurred speech, unsteady gait, staggering, alcohol on the breath, excessive absenteeism, excessive tardiness, unacceptable interrelationships with workers or students, or decreased performance. As an alternative to, or in conjunction with, other disciplinary actions, Doane College may, at its sole discretion, offer a worker the opportunity to successfully complete a drug-abuse program sponsored by an approved private or governmental institution.

STUDENT RESPONSIBILITIES TO THE FINANCIAL AID OFFICE

Since federal work-study is based on financial need, the student who has been awarded FWS is expected to:

1. Notify the Financial Aid Office of any enrollment (credits) changes during the academic year.
2. Maintain satisfactory academic progress (refer to the Award Information Guide which is available in the Financial Aid Office).
3. Earn no more than the predetermined work award.
4. Notify the Financial Aid Office of any changes in family financial circumstances.
5. Re-apply for financial aid each year according to the deadline dates.
6. Submit all requested documents to the Financial Aid Office.
7. Notify the Student Employment Services about problems with the supervisor or work situation that cannot be resolved between the student and the supervisor.
8. If a student is terminated from a student employment position, for any reason, that student may not be eligible for any future student employment position at Doane College for the duration of his/her attendance.