

LUX ET SPES



STONEHILL
COLLEGE

Federal Work-Study
And
Student Employment
Handbook

Revised 8.15

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INTRODUCTION

This handbook has been prepared to familiarize students and supervisors with the policies and procedures of the Stonehill College work-study program. Stonehill College offers two types of work-study.

1. Federal Work-Study Program (FWSP) is a federally-subsidized part-time employment program administered by the College.
2. Student Employment Program (SEP) is an on-campus part-time employment program funded and administrated by the College.

The Stonehill College work-study program has three purposes:

- to provide students with financial support
- to add value to the student's educational experience
- to aid in the daily operations of the college

As with any job, students are paid for hours worked; the award is not deductible from the tuition bill.

Students with questions about employment award eligibility may email Student Financial Assistance at finaid@stonehill.edu.

All other questions regarding the Student Employment process may be directed to the Payroll Office at payroll@stonehill.edu.

WORK-STUDY ELIGIBILITY

Entering freshmen and transfer students should file both the Free Application for Federal Student Aid (FAFSA) and the CSS Profile form to determine their eligibility for aid from all sources, including work awards. Returning students are required to file the FAFSA only. If students are eligible for need-based aid, they may receive federal work-study funds as part of their financial aid awards, in accordance with budgetary constraints and college policy. The amount of eligibility is reflected on his/her award letter. Incoming freshmen will receive their award letters in March and April, and upperclassmen will receive their award letters in June and July on a rolling basis.

Students who are not eligible for FWSP may still be considered for SEP positions. These positions are available after October 1st, allowing sufficient time for the federally-funded students to apply for the jobs. Any student wishing to participate in the SEP program should have a FAFSA and/or Profile on file.

IMPORTANT NOTE: It is illegal for students to work without completing certain government required forms. Students CANNOT begin working until all employment paperwork (W-4, M-4, & I-9) and a Direct Deposit form have been completed and returned to the Payroll Office. Please refer to "Hiring Process" (page 6).

EMPLOYMENT OPPORTUNITIES / EARNINGS POLICY

The amount shown on the Financial Aid Award Letter is not a guaranteed financial resource but rather a limit of the amount the student may earn during the academic year. Paychecks are issued biweekly. Students employed in departments on campus generally work 8 to 12 hours per week. If students do not work enough hours to earn their awards, SFA cannot make up the difference. Students should always be aware of their earnings to date and their remaining award amounts. These amounts are viewable on myHill.

Students who desire additional work because they cannot schedule enough hours with one department are encouraged to seek another job on campus. However, students cannot work more than two different jobs in the academic year. Students should notify their supervisors if they have more than one job so that the hours worked can be scheduled between the jobs and the work-study award is not exceeded.

Students working 6 or more consecutive hours a day are required by law to take at least a ½ hour break. The break is not paid. During college breaks (winter, spring, etc.) students can work full time. Lunch breaks are required, and students cannot work more than 40 hours per week. If a student is working in two departments, both supervisors and the student must be aware of the total combined hours so the 40-hour limit is not exceeded. Keep in mind students cannot exceed their awards and the department should have enough money in their work-study budgets to accommodate the additional hours during breaks.

JOB POSTINGS AND AVAILABILITY

Federal work-study students have campus earnings expectations built into their financial aid awards and, therefore, are given priority for work-study jobs. Faculty and staff are asked to give job preference to federally-funded work-study students. Job postings are available online to students with work-study awards at <https://jobs.stonehill.edu>. To obtain a job, follow the steps in the “Hiring Process” section of this booklet (page 6).

Students not offered work-study on their award letter can apply for remaining jobs after October 1st. Students must contact Student Financial Assistance to request an SEP award in order to be eligible to work.

Only students with a federal work study award may apply for and be hired into a job with an off-campus agency. Supervisors of these positions should contact SFA if they are interested in hiring a student but are unsure if the student qualifies. A hire request will be rejected if the student does not meet the necessary criteria to work off-campus. For more information about off-campus employment, please see page 14.

ALL students must have the following on file with:

1. FAFSA and/or PROFILE
2. W-4 (Federal Tax Form)
3. M-4 (Massachusetts Tax Form)
4. I-9 (Employment Eligibility Verification Form) requires, for example, either an original social security card or birth certificate and a state issued photo ID, such as a license. A passport is also acceptable. Call Payroll for other acceptable forms of identification.
5. Direct deposit form
6. A work-study award (administered by SFA, depending upon the availability of funds)

HIRING PROCESS

A Freshman recipient of a work-study award will be contacted during the month of August with instructions regarding how the hiring process works and how to gain access to the employment website. Students may apply to the jobs they are interested in, and will be contacted by the supervisor if they are to be hired. Before the hire is complete, students must submit a W-4 Form, M-4 Form, Direct Deposit Form and I-9 Form with original documents to the Payroll Office. Once all paperwork has been submitted, the student will receive an email that they have been officially hired into the position and may begin working. Students are only allowed to work once they have received that email.

A Returning Student who would like to continue in the same department should discuss this with their supervisor before they leave campus in the spring. At that time the student can be rehired by the supervisor without having to reapply for the position. Once the supervisor completes that hire the student will receive an email stating that they have officially been rehired. The student will then be ready to begin work when they return in the fall. **If the student changes their banking during that time off they will need to submit a new Direct Deposit Form to the Payroll Office before they begin work in the new semester.**

If the Returning Student is awarded FWSP for the first time or is looking to work in a different department, they will be granted access to the employment website and can apply for the jobs they are interested in. At that point the process is the same as the incoming Freshman (see above).

TIME SHEETS

Students are required to log the hours they worked electronically on myHill, showing the total number of hours worked per day. Federal law requires employees working 6 or more consecutive hours to take a ½ hour break. This break is unpaid.

Time Sheets should be submitted and processed in the following manner (*also see Appendix E*):

- ❑ Time sheets must be filled in electronically with the exact hours worked each day, and the total hours worked must be accurate and include a minimum 30 minute break when applicable.
- ❑ Time sheets must be submitted to the supervisor by the appropriate deadline.
- ❑ Supervisors should make a note in the 'Comments' tab of a student's time sheet if a change is made to the time sheet.
- ❑ Time sheets not in compliance with the above will be returned for corrections.
- ❑ Time sheets may be approved or returned for corrections/rejected by the supervisor where appropriate.
- ❑ Late time sheets cannot be processed until the following pay period. Late hours must be added to the current time sheet on the "Late Time Card" line, with a comment added to the time card explaining when the hours were actually worked. Submitting and approving time sheets by the deadline are requirements of having a work study job, and of being a supervisor. Continuous failure to adhere to this requirement may result in the termination of the student, and the replacement of the work study supervisor.
- ❑ Students may not work more than 15 hours per week during the academic year.
- ❑ Students may not work more than 40 hours per week during break. The student's award and the department's work-study budget must be large enough to accommodate the extra hours.
- ❑ If a student is working in more than one department, each supervisor should coordinate with the other supervisor to create a workable schedule for the student and the departments.
- ❑ Students cannot hold more than two different jobs during the academic year.
- ❑ Supervisors are responsible for monitoring their Department Work-Study Budgets and expenditures.

DISCIPLINE / TERMINATION PROCESS

Student employment should be viewed as part of the educational process at Stonehill College. In that light, careful consideration should be given prior to termination of a student's employment. Nevertheless, a student who is unreliable or fails to perform required responsibilities may be terminated. Student Financial Assistance recommends the following steps when disciplining a student:

1. The supervisor should give a verbal warning to the student indicating the problem(s) as well as suggestions for improvement. In order to confirm that the student understands the seriousness of the matter, the supervisor is encouraged to state "This is a verbal warning," and then outline the possible ramifications if performance is not improved. The supervisor should keep a record of the date and explanation of the verbal warning as the first step in this discipline process.
2. If the situation does not improve, the supervisor should issue a written warning to the student stating the problems and terms to be upheld if employment is to continue, and dates of previous discipline. The student should be given an opportunity to improve by a specified date. Supervisor and student should sign the written warning and a copy should be sent to SFA.
3. If a student fails to improve, the Head/Chair or supervisor of the department should give a notice of termination to the student. All grounds for termination should be stated. A copy must be forwarded to the SFA.

The above procedure should be followed except in the case of flagrant willful violation of College rules/policies for which the student can be terminated immediately. Such infractions include, but are not limited to stealing, insubordination, breach of confidentiality, or falsifying a time sheet.

RESIGNATION PROCESS

A student may resign from a work study job. Students and supervisors should follow this resignation process:

1. The student should notify the supervisor in writing to explain the reasons for his/her resignation.
2. The student should give a 2-week notice before leaving the position.
3. The supervisor then notifies SFA in writing with an explanation of the student's resignation and the end date of employment.

GRIEVANCE PROCESS

If a student or supervisor has a grievance, he/she should send a signed letter explaining the grievance to the Student Financial Assistance. The matter will be investigated and appropriate actions will be taken.

Stonehill College Opposition to Sexual Harassment and Other Forms of Discrimination

I. Introduction:

Stonehill College is committed to providing and promoting a learning and working environment that is free from sexual harassment and other forms of unlawful harassment and discrimination. Sexual harassment and other forms of harassment and discrimination violate federal and state civil rights laws and are prohibited by the College.¹ The College is committed to fostering a healthy and safe environment that emphasizes the dignity and worth of every member of its community. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the College takes allegations of sexual harassment seriously, the College will respond promptly to complaints of sexual harassment, and where it is determined that such prohibited conduct has occurred, the College will act promptly to eliminate the conduct, mitigate its effects, prevent recurrence of such conduct, and impose corrective action as is necessary, including disciplinary action where appropriate.

Members of the College community who hold positions of authority have a particular responsibility to be aware of the power inherent in their relationships with students and subordinates and to avoid behavior that may be perceived as sexual harassment. All members of the College community, with academic or supervisory responsibility for another, must keep their relationships, especially those with students, on a professional level. Individuals should review policies E3.47 Employee-Student Consensual Relations and E3.3 Employment of Relatives.

This policy applies to all members of the College community, including, but not limited to, employees, faculty, students, and visitors and guests. It applies to all campus activities and College-related, social, academic, athletic, and business functions, whether on or off the College campus and whether during or outside of the normal operational hours. It also applies while employees and students are on business, academic, or athletic related travel. Lastly, it applies to

all forms of electronic communication, including social media, regardless of whether such communication occurs during normal business hours, or through the use of College-owned electronic, online, or cellular devices.

II. Sexual Harassment:

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The procedure the College uses to adjudicate allegations of gender-based misconduct (including sexual assault) is set forth in S1.4 Opposition to Sexual and Gender-Based Misconduct and Interpersonal Violence (referred to hereafter as the “Gender-Based Misconduct Policy”). See also Investigation of Complaints of Discrimination or Harassment, which is available on the College’s website.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to such conduct is made either explicitly or implicitly as a term or condition of employment or academic or College-related success; submission to or rejection of such conduct is used as the basis for employment or academic decisions; or such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, humiliating, or sexually offensive working or academic environment. Sexual harassment can take many forms. For a more comprehensive list and definitions, see Policy S1.14 Opposition to Sexual and Gender-Based Misconduct and Interpersonal Violence (hereinafter referred to as the “Gender-Based Misconduct” Policy).

The following are examples of conduct that may constitute sexual harassment:

1. Sexual advances, whether or not they involve physical touching.
2. Requests for sexual favors in exchange for actual or promised job or academic benefits, such as favorable reviews, salary increases, promotions, increased benefits or academic advantages.
3. Lewd or sexually suggestive comments, jokes, innuendos, or gestures.
4. Displaying sexually suggestive objects, pictures, magazines, or cartoons.
5. Commenting about or inappropriately touching an individual’s body.
6. Inquiries or discussion about an individual’s sexual experiences or activities and other written or oral references to sexual conduct.
7. Sexual exploitation, which is defined for the purposes of this policy as any abuse of a position of vulnerability, differential power, or trust for sexual purposes. This includes profiting monetarily, socially, or politically from the sexual exploitation of another. Sexual exploitation is one of the purposes of trafficking in persons (performing in a sexual manner, forced undressing and/or nakedness, coerced marriage, forced childbearing, engagement in pornography or prostitution, sexual extortion for the granting of goods, services, assistance benefits, and sexual slavery).
8. Sexual assault (an extreme, severe form of sexual harassment).

III. Complaints of Sexual Harassment:

If any employee, student, or guest believes that he/she has been subjected to sexual harassment, he/she has the right to file a complaint with the College. This may be done in writing or verbally. There is no requirement for employees to confront the other person and should instead report the conduct to the Title IX Coordinator so that the College may intervene to stop the conduct. Individuals should review policy S1.14 Gender-based Misconduct for a review of the process for reporting such acts of harassment and discrimination and the College's written procedures entitled "Investigation of Complaints of Discrimination or Harassment," which are available online.

If a person wishes to file a complaint, they may do so by contacting any of the individuals listed within this policy, or any other appropriate individuals, including human resources personnel, legal counsel, or other appropriate supervisory persons.

The College is committed to investigating all complaints promptly and fairly. To the extent practicable, the College will protect the confidentiality of the individuals involved. The College is committed to proceeding as necessary to eliminate sexual harassment and will take prompt and effective corrective action, which may include counseling, written warnings, or other discipline up to immediate dismissal. Individuals seeking to file a complaint should review College Policy S1.14, Gender-Based Misconduct, which outlines the process available to students and is used for investigations pursuant to Title IX. Students and employees should also review "Investigation of Complaints of Discrimination or Harassment" procedures which are maintained by the Office of the General Counsel and available on the College's website.

The College is committed to upholding the requirements of state and federal harassment and discrimination and civil rights laws, including, but not limited to, Title IX of the Higher Education Amendments of 1972, the Violence Against Women Act, and the Campus Sexual Violence Elimination Act, as those laws exist and may be amended from time to time.

The College includes in its policy S1.14, Gender-Based Misconduct definitions of gender-based harassment, dating violence, domestic violence, and stalking. Such definitions are incorporated herein by reference and apply equally to students and employees when applying College policies.

The following individuals are available to assist students in addressing any sexual harassment concerns:

- Pauline Dobrowski, VP for Student Affairs 508-565-1363

- Kevin Piskadlo, Associate VP for Student Affairs/Dean of Students, 508-565-1363
- Dr. Joseph Favazza, Provost & VP for Academic Affairs, 508-565-1311
- Dr. Maria Curtin, Dean of Faculty, 508-565-1650
- Whistleblower (Ethics Hot-line) 1-877-472-2110

The following individuals have been designated as contacts for assisting employees in addressing any sexual harassment concerns:

- Lisa Conroy, Assistant Director of Human Resources, 508-565-1105
- Thomas V. Flynn, General Counsel, 508-565-1413
- Whistleblower (Ethics Hot-line) 1-877-472-2110
- Wellness Corp (Employee Assistance Program) 1-800-828-6025

In addition to the above-named individuals, the following individuals have been designated pursuant to Title IX of the Education Amendments of 1972 as the Title IX Coordinator/Deputies for the College:

- Title IX Coordinator: Maryann Biedak, Director of Human Resources, 508-565-1105,
- Department of Human Resources, Stonehill College, 320 Washington Street, Easton, MA
- 02357.
- Deputy Title IX Coordinator, Rita Pisapia, Director of Community Standards, 508-565-
- 1323, Department of Community Standards, Stonehill College, 320 Washington Street,
- Easton, MA 02357.
- Deputy Title IX Coordinator, Cynthia MacDonald, Senior Associate Director of
- Athletics, 508-565-1391 , Department of Athletics, Stonehill College, 320 Washington
- Street, Easton, MA 02357.

Title IX Coordinators shall coordinate the College's compliance with Title IX, including identifying and addressing any patterns or systematic problems that arise during the review of complaints. If any Title IX Coordinator/Deputy is directly involved in an investigation or complaint, the other Title IX Coordinator/Deputies shall assume responsibility for any Title IX review involving such investigation or complaint.

Individuals seeking to secure a protective order may contact any of the Title IX Coordinator/Deputies listed above or the Chief of Campus Police for assistance with and information concerning the court process in Massachusetts. Additional

information may be obtained at: <http://www.mass.gov/courts/forms/restrain-harass-forms-gen.html> or by visiting the Taunton District Court House, 40 Broadway #2100, Taunton, MA 02780. Employees who have secured a protective order may present it to the Chief of Campus Police, who will coordinate an enforcement plan.

Employees who are victims of sexual harassment, sexual assault, dating violence, stalking, or domestic violence have the right to seek work accommodations from the College to assist in the mitigation and prevention of unlawful discrimination. Regardless of where the conduct is alleged to have occurred, the College will provide a written notice of rights and available accommodations to any employee or student who reports sexual assault, dating violence, domestic violence or stalking.

Accommodations may be requested through the Director of Human Resources. Accommodations are addressed individually on a case by case basis. Accommodations may include, but are not limited to, change in parking location, change in work/office locations, modification of work hours, and change of email address or phone number.

Employee and student complainants and respondents also have the right to be accompanied by an advisor of their choice to any meeting or disciplinary proceeding in which the College requires them to be present. The College does not restrict the choice of the advisor, but does restrict the role the advisor plays. For example, advisors may attend the meeting, but may not question staff or witnesses, may not record the meeting, and may not be disruptive to the proceeding in any way. Instead, advisors may privately confer with their party in the hallway.

IV. Other Forms of Harassment and Discrimination:

It is also unlawful and a violation of Stonehill policy to harass any member of the community because of his or her race, color, national origin, ancestry, sex, religion, age, physical or mental disability, sexual orientation, gender identity, or any other characteristic protected by state or federal law. Any individual who believes that he or she has been subject to any type of harassment may institute the resolution and complaint procedure outlined above under Section III.

Consistent with the requirements of state and federal law, the Office of the General Counsel shall provide primary prevention and awareness programs and ongoing training and education campaigns to community members so they may identify sexual harassment and other forms of discrimination; understand how to report such misconduct; recognize warning signs of potentially abusive behavior and ways to reduce risks; and learn about safe and positive options for

bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk against a person other than such individual.

V. Government Resources:

The College encourages individuals to initially seek resolution of sexual harassment complaints through its internal procedures; however, formal complaints can also be brought to these government agencies. The time periods for filing are EEOC 300 days; MCAD 6 months:

- Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, 617-289-0111
- Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, 800-669-4000
- Massachusetts Commission Against Discrimination, 1 Ashburton Place, Boston, MA, 02108, 617-994-6000

COLLEGE CANCELLATION POLICY

During bad weather or in the event of an emergency condition existing on campus, the College strives to operate on the principle of maintaining service without unrealistically compromising safety. When it is necessary to close, ALL operations, including classes, work, events, activities, etc. will be canceled with the exception of employees assigned to essential service areas (switchboard, Facilities Management, Campus Police, Mail Services) and the College's "Snow Team."

- 1) In the event that operations must close, the following policies will apply:

DAY OPERATIONS: A decision to close the College before it opens will be made via phone recording by 6:30 a.m. on (508) 565-5000. On campus – x5000. In the event that the line is not answered please try back immediately; it should be a very short wait to get through. Please do not call the switchboard operator.

EVENING OPERATIONS: Day Division, Evening, and CPE classes beginning at 4:00 p.m. or later will be considered Evening Classes for the purposes of this policy. As such, faculty, students, or staff (whose employment is dictated by Evening operations), should contact the Evening Division cancellation line at (508) 565-5000 after 2:00 p.m. to determine if the College has closed.

- 2) Any Stonehill Day Division cancellation will also be announced on the following radio stations:

WBZ- 1030 AM	Boston	WNBH - 1340 AM	New Bedford
WRKO- 680 AM	Boston	WCTK - 98.1 FM	New Bedford
WBMX-98.5 FM	Boston	WTAG - 580 AM	Worcester
WMJX-106.7FM	Boston	WSRS - 96.1 FM	Worcester
WBET-97.7 FM	Brockton		
WBET-1460 AM	Brockton	WCVB - TV Channel 5 television	

- 3) If an employee works in an "essential service" area or in the event that the College does NOT close, it is the responsibility of students, faculty, staff, and administration to report to work. Depending on the severity and timing of inclement weather, employees working in essential areas may be requested to work longer than their shift until they can be relieved by the next employee scheduled to work. However, if conditions in your locale should make it impossible to travel, employees have the option of using time off without pay to account for the absence. Sick time may not be used.

SAFETY

The safety and security of the College community and surroundings is dependent on your contribution and cooperation as a student employee. The College strives to provide a safe environment for all and, to this end, requires that all student employees comply with safety protocols at all times. If you need physical assistance of any kind, such as lifting, moving furniture, transporting items, etc., please notify your supervisor and contact the Facilities Management Office to assist you.

Unsafe acts or conditions should be reported to your supervisor or to SFS immediately. Accidents or injuries that occur while you are employed as a student employee should be reported to your supervisor. Medical attention should be sought if necessary. All accidents or injuries must be documented in writing on the College's Accident/Injury /Exposure Reporting Form, available in Employment Services and a copy must be sent to SFS.

The Occupational and Safety Hazards Administration (OSHA) requires the College to protect all employees who might be exposed to blood/bodily fluids which may contain Hepatitis B. If job duties have the potential of exposing students to blood borne pathogens, the college will offer the Hepatitis B vaccine free of charge. Please contact SFA or the Employment Services Office for further information.

OFF-CAMPUS EMPLOYMENT

If you are hired to work in an Off-Campus agency, you will be expected to complete a CORI (Criminal Offender Record Information) check. It is the responsibility of the agency to conduct this check. If within the first two weeks of your employment you are not approached by the off-campus agency to complete a CORI check, please notify SFA.

When working in an off-campus agency, you may be in contact with minors. Please remember the following best practices that all volunteers, workers, and student-teachers should be aware of when working in schools:

- Never be alone with one or multiple students where you cannot be observed by a school professional (your classroom teacher, supervisor, etc.).
- If a teacher asks if they can leave the room for a moment, remind them that you are not a licensed teacher and have been instructed by the College to not put yourself in the situation of responsibility for students. This would include you bringing students to the bathroom by yourself. The schools have plans in place for monitoring students when a teacher needs to leave.
- Do not touch any student. While young children in their exuberance may touch or hug you or seek comfort from you, your reactions should be professional and appropriate to the educational setting. If a child is hurt or in distress, please guide them to the classroom teacher or other professional for assistance.
- When using the bathrooms, please use only the faculty/administration bathrooms.