

Jackson State
COMMUNITY COLLEGE



Student Employment Guidelines 2023-2024

Financial Aid Office

2046 N. Parkway Jackson, TN 38301
Phone: (731) 425-2605 Fax: (731) 425-9554 Email: fao@jacc.edu www.jacc.edu/financial-aid/

Jackson State Community College is a Tennessee Board of Regents Institution.

Purpose

- The **Federal Work-Study Program (FWS)** is a federally funded program intended to encourage and promote part-time employment of students with demonstrated financial need. The college's objective is to provide jobs that will complement and reinforce each recipient's educational program or career goal. Federal Work-Study funds are limited and therefore it is awarded on a first-come, first-served basis until the funds are depleted. Employment opportunities are available throughout the year as long as funds are available.
- The **JSCC Institutional Work Program (IWP)** offers jobs to students that do not qualify for need-based FWS funds. Limited positions are available. Students may only work in on-campus positions. If interested, students must complete the FAFSA in order to apply for this program. Institutional Work funds are limited and therefore it is awarded on a first-come, first-served basis until the funds are depleted. Employment opportunities are available throughout the year as long as funds are available.

Student Eligibility

- **FWS** - The completed Free Application for Federal Student Aid (FAFSA) determines eligibility. FWS awards go to the neediest students, up to the amount of funding. No student is awarded over his or her need. Federal Work-Study funds are limited and therefore are awarded on a first-come, first-served basis.

Additionally, students must maintain Satisfactory Academic Progress (SAP) and maintain at least half-time enrollment to be allowed to participate in the Federal Work-Study Program. If a student drops below half-time enrollment at any point during the term, the student is immediately terminated from the program.

- **IWP** – Eligibility for the IWP is not based on the results of the FAFSA. However, a completed FAFSA is required for consideration. These positions are based simply on the availability of funds.

Job Placement and Student Employment Orientation

- **Job Placement** – It is the student's responsibility to find a job from the online list of open positions. The student should contact the supervisor of the desired position to notify them of their interest in a job. The process of job placement is as follows:
 1. After reviewing open positions, the student will complete a Student Employment Application and submit it to the supervisor listed in the job posting.
 2. If the supervisor wishes to interview the student, the supervisor will verify with Financial Aid if the student is eligible for FWS or IWP prior to conducting the interview with the student. If the student is deemed eligible, the supervisor will arrange and conduct an interview with the student.
 3. If the student is selected for employment, the supervisor will contact Financial Aid to confirm that they would like to hire the student.
*****Any student not selected for employment should be directed to return to the job postings page to look for another position.***
 4. The Student Employment Coordinator will send the contract and important pre-employment requirements and information to the student and supervisor via JSCC.

5. The supervisor will work with the student to ensure that the student completes the contract and all other necessary pre-employment requirements.

Number of Hours a Student May Work

The student and supervisor should establish a work schedule that is acceptable to both parties. Both supervisors and students are responsible for establishing hours within the guidelines below. Violating these policies may result in the loss of the student's job.

A student cannot exceed the hours as specified in the Employment Contract without **PRIOR** approval from the Financial Aid Office. If a student works more than his or her allotted hours per week, the award will be exhausted before the end of the term. The student and supervisor will then be notified that all work must stop by the student until the following semester, if applicable. Generally, the maximum hours a student may be allowed to work is twenty (20) weekly. However, on a case-by-case basis, the Director of Financial Aid may grant a student the ability to work additional hours that do not exceed twenty-nine (29) weekly.

Subject to the approval of the Financial Aid Office, and upon the availability of funding, students may be able to work during breaks between terms. The supervisor should make a written request for consideration and submit it to Financial Aid.

It is the joint responsibility of the supervisor and student to keep records of earnings to guarantee that the student's earnings stay within the award because ***no student can earn in excess of need.***

Student Employment Position Descriptions

All job titles apply to FWS and IWP except where otherwise noted. Student employment work, whether on-campus or off-campus, has certain conditions and limitations. Student employment must be governed by those employment conditions. See the job titles and job descriptions below.

Job Titles

Job Description

Student AAC tutor:	Students that work in the Academic Assistance Center tutor students in specific areas in which the tutor qualifies based on completed subjects with an earned "A"; or as instructed by the Academic Assistance Center Director.
Student Aide:	Performs general office work for JSCC faculty and staff members; for example: answer phones, wash uniforms for athletics, monitor labs, pick up mail.
Fitness Center Aide:	Monitors the fitness center. Aides are required to report any problems to their immediate supervisor or the next in charge. They are not to work on any of the equipment or try to solve the problem themselves.
Std. Comm. Service	(FWS only) Under this title, the school may also include, but is not limited to, the Boys and Girls Club of Jackson, Hands Up, RIFA, United Way , and the Star Center . These are off-campus sites.
Student Office Asst.:	Performs clerical work for JSCC Administrative offices that involve confidentiality of records; assist with the processing of student data records; filing student academic records; picking up and sorting mail;

Student PC Tech: Assists Office of Institutional Technology (OIT) PC Technicians

Public School Tutors: Performs duties as a reading or math tutor in the local elementary schools; assists administration and teachers to help improve the lives of children.

Pay Rates

The following is a general guideline for determining pay classifications of students contracted by the Financial Aid office. Students do not have to meet all of the requirements stated in order to be assigned a specific pay class. Pay classifications are subject to change based on the availability of funding.

Grade I, \$10.00/hr.

- Students who do not receive, file or enter confidential data into the information system. Examples include, but are not limited to, those employed in faculty and academic division offices, Physical Plant Department and off-campus centers.

Grade II, \$10.50/hr.

- Students who receive, file or enter confidential data into the information system. Examples include, but are not limited to, those employed in the Financial Aid Office, Admissions Office, Records Office, Business Services Office, Human Resources Office and the Library or
- Community service workers employed on campus or
- Entry-level computer technicians or computer lab assistants or
- Student ambassadors, level 1
- Entry level tutors

Grade III, \$11.00/hr.

- Student ambassadors, level II or
- Off-campus, unsupervised, community service tutors

Guidelines for Supervisors of Student Workers

- All departments requesting student workers are required to publicize student employment positions on the Student Employment Job Listings webpage. Please complete a Job Posting Form for each position you would like to fill and submit it to Financial Aid. As positions are filled, you should contact Financial Aid to close the job postings.
- Supervisors should interview student applicants. During the interview, the supervisor should outline job duties and obligations of the student employee position. If the student is to be hired for the position, supervisors are responsible for verifying the student's eligibility prior to extending the offer of a job. Supervisors can verify this information by sending an email to the Student Employment Coordinator with the student's name and J #.
- If a student is not hired, the student should be instructed to return to the Student Employment Job Listings webpage and apply for another placement option.
- Students are assigned for the entire academic year (with limited exceptions) and are expected to remain at the place of their assignment unless specifically granted permission to move by the Financial Aid Office.
- The student and supervisor should establish a work schedule that is acceptable to both parties. Both supervisors and students are responsible for establishing hours within the guidelines of the Employment

Contract. Violating these policies may result in a loss of funding for the position.

- **A STUDENT MUST NEVER WORK DURING SCHEDULED CLASS TIME. Supervisors are expected to print a copy of the student's class schedule each semester before scheduling work hours and arrange a schedule which is satisfactory to both parties.**
 - In a rare instance where a student is needed by their instructor, a student may be hired to assist this instructor and work during the time of this one class. Example: a student is hired to assist another student in their class/lab with a disability during class/lab times. In this case, if it will not interfere with the student worker's classwork, they may be contracted to assist.

- **A STUDENT ATHLETE MUST NEVER WORK DURING SCHEDULED ATHLETIC PRACTICE TIMES AND/OR GAMES.**

- Supervisors should communicate the dress code appropriate for student workers in their department, and are responsible for enforcing that dress code.
- Supervisors should discuss with the student worker any problems such as absenteeism or tardiness, improper dress or behavior, or poor work performance. If problems arise that cannot be resolved, Financial Aid should be notified by the supervisor before reaching the point of termination.
- Time worked is entered via web entry in the student's jWeb account. Instructions for students and supervisors will be sent to each person via email when the student is hired.
- Supervisors must complete a student evaluation at the end of the student's contract. The evaluation will be sent to the supervisor by the Student Employment Coordinator in the Financial Aid office.

Student Worker Rights and Responsibilities

Student workers are employees of Jackson State Community College. Their work placements include on-campus (**FWS & IWP**) and off-campus (**FWS Community Service only**) placements. The award is intended to provide the student with work experience that will complement and reinforce the student's educational career goal as well as help earn money for college expenses.

The student has certain rights and responsibilities as outlined below, and as stated in the JSCC employment contract. The Financial Aid Office is here to assist with problems or questions that may arise.

It is not a practice to transfer a student worker to another job. The student is assigned for an academic year. If difficulties arise, the student worker and the supervisor should make every effort to work out the problem. If the Financial Aid Office is asked to intervene, the final solution may be that the student will not be allowed to work, or the office/department may lose the student worker.

Student Worker Rights

- Student will be paid for all hours worked and is entitled to a 15-minute break "on the clock" after working four (4) consecutive hours.
- If a student works over 6 hours, they are required by federal law to take a 30-minute break.

- Students will be permitted to work all hours allotted for each term if the student meets the agreed upon work schedule. Any portion of the awarded amount that remains unearned will be forfeited, as it cannot be transferred to a subsequent award period.
- Students cannot be terminated by the department/office where assigned, or by the Financial Aid Office, without cause and notice.
- Students are paid once a month. Students are not eligible for sick, vacation, or holiday pay, and cannot be paid overtime.
- Students are protected from hazardous work conditions and from harassment in the same manner as all JSCC employees.
- All work is completed on campus within a reasonable time; hours must be reasonable. Only the Financial Aid Director or Student Employment Coordinator can grant specific permission for off-campus work, as in the case of Community Service.

Student Worker Responsibilities

- Prior to reporting for work, all student workers must have completed and submitted to Financial Aid, Human Resources, and/or their direct supervisor:
 - Signed Employment Contract and Confidentiality Agreement - **Financial Aid**
 - Student Employee Handbook & Confidentiality Notice Acknowledgement – **Financial Aid**
 - Work During Periods of Nonattendance Attestation (as needed) – **Financial Aid**
 - W-4 Form - **Human Resources**
 - Temporary Employee Information Form - **Human Resources**
 - Completed I-9 form - **Human Resources**
 - Additional documents as requested by **Human Resources**
 - Course schedule – **Financial Aid and Direct Supervisor**
 - Practice schedule and game schedule (for athletes) – **Financial Aid and Direct Supervisor**
- The student and supervisor are expected to arrange a schedule satisfactory to both parties after reviewing the student's class schedule (and practice and game schedule for athletes).
- **Students are required to take a break of at least 30 MINUTES if working six (6) or more hours a day, and this should be documented on their monthly timesheet.**
- Students are expected to work and earn their award. It is the student's responsibility to notify Financial Aid if he or she cannot meet the obligation of the program. The student will provide a signed statement rejecting the award to Financial Aid. The unearned funds will be cancelled from the student's awards and may be reallocated to another student.
- Work hours are to be completed on-campus during a regular workday, unless the student is assigned to a community service placement through FWS; hours must be reasonable.
- After a schedule is established, the student is expected to report to work on time, and remain for the agreed period. Before being absent, the student should notify the supervisor prior to the time of reporting to work. Excessive absences or tardiness will result in removal from the program.

- Students are expected to complete all duties in a competent manner; unsatisfactory performance can be cause for removal from the Student Employment Program.
- Students and supervisors are jointly responsible for seeing that the timesheets are submitted via web entry on the 15th of each month.
- Students must maintain satisfactory academic progress as stated in the “Student Handbook” and must be enrolled in at least six (6) hours.
- Students are responsible for knowing the dress code for the department in which they are assigned, and adhering to that dress code each time they report for work.
- Student workers are not to park in employee parking areas. Doing so may result in parking fines, which may or may not be waived by appealing to the Student Government Association (SGA).

Time Entry and Pay Periods

- Time worked is entered via web entry in the student’s jWeb account. Instructions for students and supervisors will be sent to each person via email when the student is hired.
- Students are paid once a month (on the last working day of the month) in the form of direct deposit to the student’s bank account. Pay periods for 2023/2024 are as follows:
 - **Fall Semester**
 - July 1 – July 15
 - July 16 – August 15
 - August 16 – September 15
 - September 16 – October 15
 - October 16 – November 15
 - November 16 – December 15
 - **Spring Semester**
 - December 16 – January 15
 - January 16 – February 15
 - February 16 – March 15
 - March 16 – April 15
 - April 16 – May 15
 - **Summer Semester**
 - May 16 – June 15
 - June 15 – June 30

Disciplinary Action

The college will impose the appropriate sanction(s) on any student worker who fails to comply with the student employment rules and regulations. As a condition of employment, each student worker must abide by the terms of this policy. The incidents which may result in disciplinary action are, but are not limited to, the following:

- Continued unsatisfactory job performance
- Poor attitude

- Excessive absences or any absence without notice
- Repeated tardiness
- Job abandonment
- Unprofessional attire
- Falsification of hours reported on time sheet (results in immediate termination)
- Theft
- Violation of confidentiality agreement
- Negligence or improper conduct leading to damage of JSCC owned property
- Insubordination or other disrespectful conduct
- Fighting or threatening violence in the workplace
- Unauthorized disclosure of confidential information
- Violation of the department's rules and regulations

Termination Procedures

- **Termination by exhausting award eligibility:** When the student earns all funds for which he or she has been approved for during the academic year, Financial Aid will terminate their student employment. When this situation occurs, as well as termination for any other reason by the Director of Financial Aid, the student, along with the supervisor, will be notified by letter from the Financial Aid Office.
- **Termination by unsatisfactory performance:** If a student's work performance is unsatisfactory, the department in which he or she is employed is responsible for counseling with the student about the employment difficulty and making reasonable efforts to help the student improve performance.

If all reasonable efforts are made to help the student, and the student is still an unsatisfactory employee, Financial Aid should be notified that the student is about to be terminated. Specific reasons for the termination and the effective date should be documented using the termination form provided by Financial Aid.

The student is notified **by the supervisor that he or she is about to be terminated and told the reasons for termination**. Such discussions should be both clear and honest, so that the student understands why the termination is occurring.

It will be the student's responsibility to find another placement on campus for reassignment if she or he is to be reassigned to earn all funds awarded. Once the student has knowledge of a placement, then he or she should have the placement supervisor complete a student employment request form. When the student earns all funds for which he or she has been approved for during the academic year, Financial Aid will terminate their student employment. When this situation occurs, as well as termination for any other reason by the Director of Financial Aid, the student, along with the supervisor, will be notified by letter from the Financial Aid Office.

- **Termination by withdrawal:** Any student who withdraws from the college during the term will be terminated effective the date of his or her withdrawal, and the student will not be paid after that date.

Contact Information

Jackson State Community College
Financial Aid Office (SC-108)
2046 N. Parkway
Jackson, TN 38301
Phone: (731) 425-2605
Fax: (731) 425-9554

Paige Bates
Financial Aid Coordinator
Student Employment Coordinator
pbates6@jssc.edu
Phone: (731) 424-3520 ext. 50388

Dr. Vicki Burton
Human Resources Coordinator
vburton@jssc.edu
Phone: (731) 425-2621

Brandi Maness
Human Resources Assistant
bmaness17@jssc.edu
Phone: (731) 424-3520 ext. 50342

Student Employee Handbook & Confidentiality Notice Acknowledgement

I hereby acknowledge that I have received a copy of the Jackson State Community College (JSCC) Federal Work-Study Student and Institutional Work Program Student Employment Policies.

I will familiarize myself with the material in this handbook and my work conduct is expected to be in conformance with its contents. I will take responsibility for seeking clarification of any information that I am uncertain about from the Student Employment Coordinator in the Financial Aid Office or my student employee supervisor.

I hereby acknowledge that this handbook does not constitute a contract of student employment, expressed or implied, between the student and JSCC.

All student employees covered by this handbook are employed on an at-will basis and JSCC reserves the right to terminate an individual's student employment at any time with appropriate, documented cause.

Participation in the Student Employment Program does not constitute bona fide Jackson State Community College employment status. Therefore, when you are no longer participating in the student employment program, you would not be eligible to request or receive unemployment compensation.

I understand that my student employment is at-will, and that nothing in JSCC's handbook changes that relationship, and that JSCC may change, rescind, or add to any policies or practices described in this handbook with or without prior notice.

I hereby acknowledge that I will adhere to the following Notice of Confidentiality. Certain information about the College (such as specific procedures, financial status, etc.) is considered confidential. Communication, distribution, or copying of such information is prohibited. In addition, some student employees may be given access to certain confidential information of the College and its students. Student Employees are not to disclose any confidential information regarding the College to outsiders and may only communicate such information to employees who require such information in the performance of their jobs. Unauthorized disclosure of confidential information can result in the student employee's immediate termination and/or criminal charges. Any questions regarding determination of confidentiality of information should be referred to the Office of Human Resources or my supervisor.

Printed Name: _____

J Number: _____ **Date:** _____

Signature: _____