



## STUDENT EMPLOYMENT AGREEMENT

### REGULATIONS

Students who accept a student employment position are bound by the policies and provision contained within the Student Employment Handbook (as may be changed from time to time by the College at its sole discretion) and are accountable for their actions and behaviors as articulated in the FVCC Catalog. Students who accept a student employment position are also bound by the policies, provisions, and expectations contained within the following FVCC policies and programs: Sexual Harassment Policy, Drug-Free Workplace Policy, Alcohol-Free Workplace, Smoking and Tobacco Free Policy, and Student Conduct.

### ONBOARDING

All newly hired student employees must complete the onboarding process through Paycor and present to Human Resources their original, unexpired identification documentation to verify eligibility to work and submit a signed W-4 form before they are eligible to work. If the student is eligible for a Work Study award, they may not work until they complete the onboarding process and their Work Study Agreement is signed by both the student and supervisor and the agreement is returned to Financial Aid. Both the student employee and the supervisor are responsible for ensuring that all documents are submitted to the Human Resources Office in a timely manner. Communications regarding student employment will be sent to the student's email account as provided on their employment application.

### WORK GUIDELINES

Student employees may not work during scheduled class times and may not be excused from class in order to work on campus. Students may not work more than 19 hours per week in all jobs combined. For example, if a student works 15 hours a week in one job, he/she may only work 5 hours a week in a second job. During the summer, students may be able to work full-time if they have complied with the 19-hour limit.

While the Human Resources Office will monitor student work hours for compliance, supervisors are expected to communicate and enforce the 19-hour limit with their student employees, including those working in more than one campus job. Students are responsible for bringing to the attention of their supervisor any requests for a change to a work schedule once the work schedule has been set.

Foreign students holding F-1 visas are restricted from working more than 20 hours per week in any week when school is in session. During official breaks, they may work up to 40 hours per week. F-1 students must also be enrolled full-time in order to maintain their F-1 status and be eligible to work on campus. Please note that the 20 hours per week limit is inclusive of all employment. For example, if a student works 15 hours a week in one job, he/she may only work 5 hours a week in a second job.

Student employees must receive written approval from the student employee's supervisor prior to working any overtime hours. Even if a student employee works overtime during an academic semester, he/she is still expected to remain under 19 hours per week. Student employees under 18 years of age are prohibited from working overtime.

Student employees must take a 30-minute unpaid meal period after 5 consecutive hours worked. A student employee may have more than one position on campus as long as the total hours worked per week from all of his/her positions is less than 19 hours. FVCC student employment eligibility ends on the last of the semester, but students may be employed as temporary employees.

## PAYROLL

### PAY DAYS AND DIRECT DEPOSIT

Students will be paid twice a month on the 15th and the last day of the month.

Students are strongly encouraged to sign up to have their pay directly deposited into their bank account(s) in order to receive their pay on pay day.

- Students can view and print their pay information by logging into the Paycor website from any computer or tablet.
- Students who choose to receive a pay check will receive their check in the mail. **It may take 3 to 5 days after pay day to receive the check in the mail.**
- If a mailed pay check is stolen, lost or sent to an old address (students are responsible for updating their mailing address in Paycor) **it may take up to 14 days before a replacement check may be issued.** Students will be responsible for the cost of replacing lost or stolen checks unless they sign up for direct deposit immediately after reporting a check lost or stolen check.

### TAX WITHHOLDINGS

Student employment wages are subject to applicable federal and state income taxes. Student wages are exempt from Social Security, Medicare, and State Disability Insurance tax (FICA) during academic terms. During academic breaks lasting longer than five weeks (summer break), student employees must pay the employee portion of the FICA taxes. Any student employee registered less than full time may be subject to Social Security and Medicare tax withholdings.

### REPORTING HOURS AND PAY DAYS

Student employees are required to report all hours worked on a **daily basis** through Paycor Time and Attendance. Time cards must be completed within **3 business days following the end of a pay period**. The employee's supervisor must review and approve all hours reported online. Falsification of reporting hours on a timesheet is a violation of Student Employment Policies and is grounds for immediate termination.

### WORK SCHEDULE

It is recognized that student employment is a form of student aid. The College makes every effort to build work opportunities around changing academic programs. It is the student's obligation, therefore, to follow seriously and consistently the schedule of appointments agreed upon between himself/herself and his/her employing department. The employee will meet his/her work schedule during the holiday, examination, and recess periods unless advance arrangements are made.

### INSURANCE

Employer provides Worker's Compensation Insurance, whereby assistance may be given for lost time and injuries due to work-related accidents. In addition, a student health and accident policy is provided for all students taking (8) hours of class work to assist with medical costs of sickness and non-work related accidents. State and Federal laws exclude students from coverage under unemployment insurance regulations.

### CONFIDENTIALITY

As part of your job at FVCC you will have access to confidential information about students at Flathead Valley Community College. Please read the following statements regarding confidentiality and employment standards at Flathead Valley Community College. If you are working at an approved off-campus agency or elementary school, the following applies to that agency/school as well.

- I understand that all information gained from student files (office or computer generated) or heard in the course of my employment, is strictly confidential and as such, is not to be shared with anyone other than those authorized to receive this information. In addition, no files or copies of records will leave any office without approval. Files will not be left unattended in public areas.
- I acknowledge that the use of FVCC, off-campus agencies, or a school computer is strictly for the purposes of conducting business and not for personal use. Access to the internet for personal use is prohibited.

- I agree that the computer password that is provided to me is not to be used outside the job, and is not to be shared with anyone other than those authorized.
- Additionally, I understand that I am not allowed to alter, change, modify, add or delete student information on any College (or agency) documents unless specifically instructed to do so by my supervisor or other College (or agency) official.
- I understand that violation of confidentiality is illegal, and as such is a breach of ethics and is subject to termination of employment at Flathead Valley Community College (or off campus agency/school). I further acknowledge that any legal or other punitive measures taken by subjects who may be affected by a breach of confidentiality for which I am responsible is my own responsibility.

**I have read, understand, and agree to comply with the provisions of this document and my electronic signature signifies such.**