

# Student Employment Handbook

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Dickinson College provides a wide range of on-campus employment opportunities through both Institutional and Federal Work-Study positions. This handbook serves as a guide to the Student Employment Program at Dickinson College. Any questions or concerns should be directed to the [Student Employment Office](#).

The Student Employment Program is designed to help students offset educational expenses while gaining valuable work experience and developing skills essential for future careers. At the same time, the program supports the College and supervisors by providing a capable and educated workforce.

Dickinson College reserves the right to modify procedures and/or forms included in this handbook as needed.

## Student Employment Eligibility

Full-time matriculated students at Dickinson College are eligible to participate in the Federal Work-Study Program.

Eligibility for the Institutional Student Employment Program includes:

- Full-time students enrolled at Dickinson College
- Part-time students actively completing degree requirements at Dickinson College

## Student Employment Programs

The Student Employment Office administers two student employment programs:

- **Institutionally Funded On-Campus Employment:** Offers part-time job opportunities to currently enrolled students, regardless of financial need.
- **Federally Subsidized (Federal Work-Study) On-Campus Employment:** Provides part-time positions for students who demonstrate financial need, helping them offset educational expenses. Eligibility for Federal Work-Study is determined annually through the Free Application for Federal Student Aid (FAFSA). Work-Study awards are included in the financial aid package for eligible students.

The Federal Work-Study Program also encourages institutions to allocate a portion of positions to community service. According to the U.S. Department of Education, *community service* refers to “services that are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs.”

To participate in Federal Work-Study community service opportunities, students must qualify for Federal Work-Study. These positions are coordinated through the Center for Civic Learning & Action and are available only during the academic year.

## Student Employment, Internships, and Fellowships

Clear distinctions between on-campus student employment, internships, and fellowships ensure consistent terminology, shared definitions, and meaningful opportunities for students. Key differences in objectives, supervision, timing, compensation, and recruitment exist by properly [defining on-campus opportunities](#).

## Volunteer Research

[Volunteer research](#) and/or lab opportunities are encouraged to enhance the educational opportunities, knowledge and proficiency related to a specific field of study

## Employment Agreement/ Terms of On-Campus Employment

Acceptance of on-campus employment signifies that both the student and supervisor agree to the terms and conditions outlined below. Failure to meet employment expectations may result in dismissal.

### **Student Responsibilities**

By accepting employment, the student agrees to:

1. Participate in the Student Employment Program as outlined in the Student Employment Handbook.
2. Complete the employment assignment as agreed upon with the Student Employment Office and the supervisor.
3. Work the hours established in agreement with the supervisor.
4. Perform duties and responsibilities to the standards defined by the supervisor.
5. Notify the supervisor in advance of any anticipated or unexpected absence or tardiness, in accordance with departmental policies.
6. Maintain the confidentiality and security of information as required by federal law and college policy.
7. Enroll in direct deposit as a condition of employment to receive payment.

### **College Responsibilities**

Dickinson College agrees to:

1. Provide student employment opportunities that support the goals of the program.
2. Maintain employment records for effective administration and documentation of student work experience, in compliance with general policies and applicable legislation such as the Federal Educational Rights and Privacy Act of 1974 (FERPA).
3. Ensure equal opportunity in accordance with relevant laws.
4. Communicate any changes in procedures related to the implementation of this agreement.

Dickinson College reserves the right to revise guidelines, procedures, and/or forms related to the implementation of this agreement.

# First-Year Student Employment Policy

Dickinson College employs students in a variety of roles across campus, with priority given to those eligible for Federal Work-Study (FWS). It is the policy of the College that all first-year students seeking employment must hold their primary position in the Dining Services Department.

- **Starting Wage:** Dining Services positions begin at \$13.00 per hour, the highest entry-level wage on campus, and include regular retention increases in accordance with the Dining Services Student Wage Rate Structure.
- **Primary Job Requirement:** First-year students may pursue a second on-campus job; however, they must first work a minimum of two regularly scheduled shifts (or six hours per week) in Dining Services. Hours will be monitored throughout the year, and failure to maintain this minimum will result in loss of eligibility for employment in other departments.
- **Secondary Job Compensation:** Students employed in a second position will be paid according to the Student Employment Wage Rate Structure applicable to that job.

## 18 Hour Rule (Allowable Hours per Week)

Dickinson College recognizes that many students rely on employment during the academic year to meet financial needs. While the College supports student employment, academics remain the primary responsibility of every student. To ensure appropriate balance, the College limits the number of hours students may work on campus during the fall and spring semesters.

- **Maximum Hours:** Students may work no more than **18 hours per week** on campus while classes are in session, including final exam periods.
- **Applicability:** This rule applies to all student employees, including Federal Work-Study students, institutional student employees, and non-resident alien students.
- **Combined Employment:** The 18-hour maximum includes the total hours from all on-campus jobs combined.
  - *Example:* If a student works 12 hours per week in one position, they may only work 6 hours per week in another.
- **Work-Study Awards:** Most students can earn their full work-study award by working an average of 10–12 hours per week. The 18-hour limit should not prevent students from meeting their award eligibility.
- **Monitoring & Compliance:** Student work hours will be monitored regularly. Supervisors are responsible for communicating and enforcing the 18-hour limit, particularly for students holding multiple on-campus jobs.
- **Off-Campus Employment:** While the College cannot regulate off-campus work hours, students are strongly encouraged to limit outside employment to maintain focus on academic responsibilities.

## Exemptions and Approvals

Students may be permitted to work outside of Dining Services with prior approval. In most cases, the requirement of two regularly scheduled shifts (or six hours per week) in Dining Services as the primary job will still apply.

- The supervisor of the hiring department must request approval before employing a first-year student.
- No first-year student may be hired by another department until approval has been granted.
- Approved exemptions must be renewed each semester on a semester-by-semester basis.

### Exemption Process

To request an exemption, the following steps must be completed:

1. The supervisor of the hiring department must submit an email to the Student Employment Office.
2. The email must include:
  - The student's name
  - The position under consideration
  - The reason for requesting the exemption
  - Any special skills the student possesses that are relevant to the position
3. Upon review and approval, the Student Employment Office will notify the hiring department.
4. Departments must receive official written approval from the Student Employment Office before the student may be hired.

### Unconditional and Conditional Exemptions

Exemptions allowing students to work outside of Dining Services are not guaranteed and will be evaluated on a case-by-case basis.

#### Conditional Exemption

- A student may be permitted to work in another on-campus department if they continue to work a minimum of two regularly scheduled shifts (or six hours per week) in Dining Services.
- This requirement must be maintained throughout the semester.
- Failure to meet the minimum Dining Services commitment may result in termination of employment and invalidation of the exemption.

#### Unconditional Exemption

- In certain cases, a request may be fully approved, allowing the student to work outside of Dining Services without the requirement of maintaining shifts in Dining Services.

## Finding a Job On Campus

Dickinson College employs students in a variety of roles across campus, with priority given to those eligible for Federal Work-Study (FWS). In accordance with college policy, all first-year students are required to work in the Dining Services Department.

Students are responsible for independently seeking and applying for campus jobs. Please note that receiving a work-study award does not guarantee employment.

The Student Employment Office posts job opportunities online through Workday, which is accessible 24 hours a day, seven days a week.

### Accessing Workday via Gateway

1. Sign in to Gateway.
2. Select the **Workday** tile from the *Application Launch Pad*.
3. [Explore this link](#) to learn how to find and apply for a position in Workday.

## Student Employment Wages

Student employment wages are reviewed and updated on a regular basis. Positions are classified into five categories

(A–E), determined by job duties, required experience, skill level, and degree of supervision.

- **Wage Increases:** Supervisors may grant length-of-service or merit-based increases at their discretion.
- **Increment Guidelines:** Increases should be awarded in \$0.05 increments, up to a maximum of \$0.25 per semester, and must not exceed the category's pay ceiling.
- **Starting Pay:** It is recommended that all new employees begin at the minimum pay level for their assigned category.

### [Student Employment Wage Rate Structure](#)

### [Dining Services Wage Scale](#)

Wages for student employees in the Dining Services Department follow a separate pay scale and are not included in the standard Student Employment Wage Rate Structure.

## Employment Paperwork

Before beginning work on campus—whether through the Federal Work-Study Program or institutionally funded employment—all students must complete the required new hire paperwork and become familiar with payroll procedures in Workday.

### New Hires

- A *new hire* is defined as any student who has never previously worked in any department or office on campus. Because these students have not yet been paid through the College's payroll system, they are required to complete all payroll forms prior to starting employment and receiving compensation.

### Re-Hires

- A *returning employee* is defined as any student who has previously worked on campus in any department or office. These students have already been paid through the College's payroll system, and their payroll forms are complete and on file.

## Required Employment Paperwork

Before beginning work, all student employees must complete the following forms and requirements in Workday:

1. Form I-9 (Employment Eligibility Verification)
  - Required by the U.S. Citizenship and Immigration Services as proof of work eligibility in the United States.
  - Students must present original, unexpired documents within the first three days of employment (copies, scans, or faxes are not accepted).
  - For Section 2 of the I-9, the employer must physically examine the documents provided. Acceptable documents are listed on the I-9 form.
  - Students may present:
    - **One document from List A, or**
    - **One document from List B and one document from List C.**
  - Non-Resident Alien Students must present:
    1. Foreign Passport
    2. DS-2019 or Form I-20
    3. Form I-94 (available from U.S. Customs and Border Protection: I-94 Website)
2. Form W-4 (Employee's Withholding Certificate)
  - Required by the Internal Revenue Service (IRS).
  - Determines the amount of federal tax withheld from wages.
3. Certificate of Residence Form
  - Required by the Borough of Carlisle for tax tracking purposes.
4. Local Services Tax (LST) Exemption Form

- Recommended for students earning less than \$12,000 annually.
- Exempts eligible students from paying the \$52 Local Services Tax.
- Must be completed each calendar year.

#### 5. Direct Deposit Form

- Required for payroll.
- Students must provide bank account information and an ABA (routing) number.
- Direct deposit can be set up with a home bank or a local account; opening a new account in Carlisle is not necessary.

#### 6. [Student employee checklist](#)

- Designed to familiarize student employees with departmental procedures and expectations.

## Non-Resident Alien New Hire Forms

To receive payment, non-resident alien students must apply for and obtain a Social Security Number. The Center for Global Study & Engagement will provide detailed instructions and the application process.

Non-resident alien students may not begin working until:

- All new hire paperwork has been completed in Workday, and
- Proof of application for a Social Security Number has been submitted.

*Please consult the [specific guidelines for Non-Resident Alien students](#) for additional details.*



## Student Payroll Information

- Time Submission: Students must submit hours in Workday on a bi-weekly basis to be paid.
  - Time Entry Restrictions: Future-dated and past-dated time cannot be entered.
  - Students cannot edit their own timesheets.
    - Any necessary corrections must be made manually by supervisors or timekeepers.
  - **Late Submissions:** Hours submitted or corrected after the Monday deadline will result in delayed payment until the next scheduled pay period.
- Workday Access Options:
  - [Workday mobile app](#) (phone or mobile device)
  - Workday via a web browser (computer)
  - Time Kiosks (available only to student workers in Dining Services and Library Services)
- Training Resources: Workday Payroll [job aids and instructional videos](#) are available to help students build skills, improve efficiency, and understand payroll processes.
- Department Standards: It is the student's responsibility to learn and follow the time entry procedures established by their department.
- Submission Deadline: Time entry must be completed and submitted by **Noon on Monday** following the close of the pay period.
- Payroll Schedule: Student employees are paid on a [bi-weekly schedule](#).
  - **Late Submissions:** Hours submitted or corrected after the Monday deadline will result in delayed payment until the next scheduled pay period.
- Compliance Requirement: The U.S. Department of Labor requires that employees be paid in a timely manner; therefore, adherence to the bi-weekly submission schedule is mandatory.

## Federal, State, and Local Taxes

All wages paid to Federal Work-Study and institutionally funded student employees are subject to federal, state, and local income tax withholding unless the student qualifies for an exemption.

### FICA (Social Security Taxes)

- Exemption for Full-Time Students: Full-time students are exempt from FICA taxation during the academic year.
- Winter Break Employment: Students remain exempt during winter break if they were exempt on the last day of the fall semester and are eligible to enroll for the spring semester.
- Summer Employment: FICA taxes will be withheld for students employed during the summer.

### Local Services Tax (LST)

- Requirement: Individuals employed in Pennsylvania must pay a Local Services Tax (LST) of up to \$52 annually.
- Place of Employment: The tax is assessed based on the actual location of employment. For Dickinson College, the LST amount is \$52.
- Exemption: The Borough of Carlisle ordinance exempts individuals whose total annual income from all sources is less than \$12,000.
- Student Responsibility: Eligible students must complete the Local Services Tax Exemption Form each calendar year to claim the exemption.

## Benefits and Worker's Compensation

- Ineligible Benefits: Student employees are not eligible for benefits such as sick leave, holiday pay, vacation time, or retirement plans.
- Worker's Compensation: Student employees are covered under Pennsylvania State law for worker's compensation. This coverage includes:
  - Medical care expenses
  - Certain benefits for loss of pay resulting from injuries or disabilities incurred while on the job
- Reporting Injuries:
  - In the event of an on-the-job injury, the student must notify their supervisor immediately.
  - Prompt reporting ensures proper documentation and access to worker's compensation benefits.

## Termination Procedures

Dickinson College maintains an at-will employment relationship with student employees. This means that employment may be terminated by either the College or the student at any time, for any reason, with or without cause.

### Resignation Procedure

- Students who choose to resign are encouraged to provide at least two weeks' notice to their supervisor.
- Students who voluntarily resign or are released from employment are not guaranteed reassignment or employment elsewhere on campus.

## Legal Policies

**Family Educational Rights and Privacy Act (FERPA)** FERPA is a federal law that protects the privacy of student education records. It applies to all schools receiving funds under programs administered by the U.S. Department of Education.

**Fair Labor Standards Act (FLSA)** The FLSA establishes standards for minimum wage, overtime pay, recordkeeping, and child labor affecting both full-time and part-time workers in the private sector and in federal, state, and local governments. Covered nonexempt workers are entitled to a minimum wage of not less than **\$7.25 per hour**.

**Non-Discrimination Policy** Dickinson College is an intellectual and social community that values justice, free inquiry, diversity, and equal opportunity. It is a fundamental policy of the College to respect pluralism, civility, and mutual understanding. The College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation, or any other protected class.

**Americans with Disabilities Act (ADA)** The ADA ensures equal opportunity for individuals with disabilities in employment, government services, public accommodations, commercial facilities, and transportation.

- Title I of the ADA prohibits employment discrimination against persons with disabilities by businesses with 15 or more employees, as well as by state and local governments.
- Enforcement of Title I in private employment is overseen by the Equal Employment Opportunity Commission (EEOC).

## Summer Employment

The summer student employment program begins the day following graduation (mid-May) and concludes in late August. During this period, the Student Employment Office coordinates one employment program:

- Institutionally funded on-campus employment
- No Federal Work-Study positions are available during the summer
- Remote work outside Pennsylvania is not permitted
- Research and grant opportunities are coordinated directly through the Research and Development Office
  - All Research & Development positions are full-time (40 hours per week)
  - Students who accept a Research & Development position may not hold additional campus jobs
- International work outside the United States is not permitted under any circumstances

### Summer Employment Work Hour Limitations

- Students may work a maximum of **40 hours per week** during the summer, regardless of the number of positions held.
- Dickinson College does not permit overtime; students may not exceed 40 hours per week.

### Summer Employment Work Eligibility

- Returning Dickinson College students (enrolled full-time during the preceding spring semester and returning full-time in the subsequent fall semester).

### Hired as Casual Employees through Human Resources Services

- Dickinson alumni, including recently graduated students
- Non-Dickinson College students
- High school students

## Performance Evaluation

The Student Employment Office encourages supervisors to provide ongoing feedback to student employees regarding work performance. Regular evaluations benefit both students and supervisors by creating opportunities for communication, growth, and alignment with departmental and institutional goals.

### Benefits of Evaluations

- Encourages Feedback: Provides a structured format for discussing performance issues and successes.
- Supports Career Development: Offers an opportunity to discuss career objectives and professional growth.
- Reviews Performance History: Creates a documented record of performance that can inform personnel decisions, including compensation.
- Aligns with Strategic Goals: Allows supervisors to assess student performance in relation to the College's broader strategic objectives.
- Clarifies Job Standards: Ensures clear articulation and definition of performance expectations.

## Who to Contact?

- For technical support, please email [helpdesk@dickinson.edu](mailto:helpdesk@dickinson.edu) or call 717-245-1000
- For assistance regarding Financial Aid, please contact Financial Aid at x1308 or [finaid@dickinson.edu](mailto:finaid@dickinson.edu)
- For assistance regarding Payroll, please contact Student Payroll at x1725 or [payroll@dickinson.edu](mailto:payroll@dickinson.edu)
- For assistance regarding student employment policies and procedures and/or student employment questions, please contact the Student Employment office at 717-254-8949 or [stuemp@dickinson.edu](mailto:stuemp@dickinson.edu)

## Office Locations:

- Student Employment is in the HR Services building at 55 N. West St.
- Student Payroll is in Old West, 3<sup>rd</sup> floor, Room #2