

# Student Employment Handbook

Dickinson College offers many opportunities for on campus employment through both institutional and Federal work-study positions. This handbook should act as a guide for the Student Employment Program at Dickinson College. Questions or problems should be directed to the Student Employment Office at (717) 254-8949 or [stuemp@dickinson.edu](mailto:stuemp@dickinson.edu).

The student employment program will financially assist students with educational costs, while providing essential work-related tools that will be essential for a future career. It will also support the College and potential supervisors in obtaining an educated work force.

*Dickinson College reserves the right to revise procedures and/or forms contained within this handbook.*

## Student Employment Eligibility

Full-time matriculated Dickinson College students are eligible for the federal work-study student employment program. The following students are eligible for the institutional student employment program:

- Students attending Dickinson College full-time.
- Students enrolled part-time and completing Dickinson College degree requirements.

## Student Employment Programs

The Student Employment Office coordinates two student employment programs:

- Institutionally funded on-campus employment: Provides part-time job opportunities for currently enrolled students, regardless of financial need.
- Federally funded (Federal Work Study) on-campus and off-campus employment: Federal Work Study provides job opportunities for students demonstrating financial need to help pay for educational expenses. Federal work study eligibility is reviewed each year and is determined by the FAFSA (Free Application for Federal Student Aid). Work study awards will be included in the financial aid package, for federal work study eligible students.

The federal work study program encourages colleges to designate a certain number of work study jobs to community service. The definition of 'community service' according to the Department of Education guidelines is as follows: '...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.'

In order to be eligible for the federal work study/community service program, a student must be eligible for federal work-study. Federal community service positions are available through campus-based programs coordinated through the Center for Civic Learning & Action. Federal work study community service positions are only available during the academic year.

## Employment Agreement

Acceptance of on-campus employment signifies that the student and supervisor agree to the terms and conditions set forth. Failure to meet employment expectations may be grounds for dismissal.

### **The student, in accepting employment, agrees to:**

1. Participate in the employment program as outlined in the Student Employment Handbook.
2. Fulfill the employment assignment as agreed upon with the Student Employment Office and the employment Supervisor.
3. Work the hours contracted with the supervisor.
4. Strive to meet the duties, responsibilities, and standards required by the employment position as defined by the Supervisor.
5. Notify the supervisor in advance of any expected and/or unexpected absence/tardiness in accordance with individual departmental policies.
6. Maintain the security and confidentiality of information as required by federal law and college policy.
7. As a condition of employment, and in order to be paid, all student employees are required to enroll in direct deposit.

### **Dickinson College agrees to:**

1. Provide opportunities for student employment which foster the goals of the employment program.
2. Maintain employment records in the interest of effective administration and documentation of the student work experience, and in accordance with general policies and relevant legislation such as the Federal Educational Rights and Privacy Act of 1974 (Buckley Amendment).
3. Promote equal opportunity to comply with related laws.
4. Make available any changes in procedures for the implementation of conditions of this agreement.

*Dickinson College reserves the right to revise guidelines, procedures and/or forms for the implementation of the above agreement.*

## On-campus employment for First Year students

The College employs students in various capacities campus-wide. Priority is given to Federal Work Study (FWS) eligible students. It is the policy of Dickinson College that all First Year students desiring employment will work their primary job in the Dining Services Department. First year students may choose to work a second job on campus, however, they must work a minimum of two regularly scheduled shifts per week in Dining Services as their primary job. Hours will be monitored throughout the year and a minimum of two regularly scheduled shifts per week must be maintained in Dining Services in order to continue employment with another department.

Due the skills, training and/or certifications required, exceptions are made for the following positions:

- Lifeguard
- Athletic Trainer
- Climbing Wall Monitor
- Clarke Forum Project Managers

Students may be permitted to work outside of Dining Services with prior approval. In most cases, a student will be required to work two regularly scheduled shifts per week in Dining Services as their primary job.

- The supervisor of the hiring department must request the approval.
- No First Year student may be hired by a department until an approval has been received.
- Exemptions that are approved, must be renewed each semester on a per semester basis.

## Exemption Process

In order to request an exemption, the following must occur:

- The Supervisor of the hiring department must send an email to the Student Employment Office ([stuemp@dickinson.edu](mailto:stuemp@dickinson.edu)).
- The email must contain the name of the student, the position the student is being considered for, and the reason an exemption is being requested. Please list any special skills which are relevant to the position.
- Upon approval, the Student Employment office will notify the hiring department.
- Departments must receive an official written approval from the Student Employment office prior to the student being hired.

## Unconditional and Conditional Exemptions

Exemptions to work outside of Dining Services are not guaranteed and will be reviewed by the Student Employment Office and Dining Services.

- In some cases, a student will be granted a Conditional Exemption.
  - The student will be permitted to work at another department on-campus as long as the student works a minimum of two regularly scheduled shifts per week in Dining Services.
  - The student is required to maintain at least two regularly scheduled shifts per week for the duration of the semester.
  - If the student does not maintain at least two regularly scheduled shifts per week in Dining Services, the student may be terminated, and the exemption will be considered invalid.
- In some instances, an Unconditional Exemption may be granted.
  - The request will be approved and the student will be permitted to work outside of Dining Services.

## Finding a Job

The College employs students in various capacities campus-wide. Priority is given to students who are Federal Work Study (FWS) eligible. It is the policy of Dickinson College that all First Year students will work in the Dining Services department. Students are responsible for finding and applying for campus jobs. A work-study award does not guarantee employment. The Student Employment office advertises campus jobs online in Handshake system. Handshake is available 24 hours a day, seven days a week.

### **Student access to Handshake is available through the Gateway.**

- Log into your [Gateway](#) account.
- Click on the “ACADEMIC RESOURCES” link in the left navigation bar.
- A link for Handshake will be under the CAREER CENTER RESOURCES heading.
- Click on the ‘Handshake’ link.

All positions have detailed job descriptions and application instructions, and jobs are competitive.

Finding a job is quick and easy, follow the step below:

1. Click on ‘Jobs’ listed on the menu bar at the top of the page.
2. Under Job Search, click the icon for ‘On-Campus’.
3. Click on the Job Title to view the Job Description.
4. **In order to apply for a job, follow the instructions contained within the Job Description. **Do not use the ‘Apply Now’ button.****

## Wage Rate Structure

*Effective July 1, 2021*

**Category A** \$7.50-\$8.00

**Category B** \$7.65-\$8.15

**Category C** \$7.90-\$8.40

**Category D** \$8.15-\$8.65

- Length of service increases and/or merit increases may be given at the supervisor's discretion. Increases should be given in \$0.05 increments up to \$0.25 per semester, not to exceed the category maximum.
- It is recommended that all new employees within a category will start at the minimum category pay level.
- Exceptions to this structure must be documented and presented to the Student Employment Office for approval.

<i>Category A-\$7.50-8.00 per hour</i>			
<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Perform routine tasks as assigned. Work entails well-defined procedures.	No prior work experience is necessary.	No Special skills are required.	Person will be continually supervised and will have no decision making authority.
<i>Category B-\$7.65-8.15 per hour</i>			
<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Performs general tasks with simple to moderate difficulty Work entails well-defined procedures.	Some previous education or work experience is required.	Some special skills or training is required.	Person will be supervised, but has some decision making authority.
<i>Category C-\$7.90-8.40 per hour</i>			
<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Requires special skills, knowledge or abilities. Work entails general guidelines.	Moderate level of work experience or knowledge is required (minimum 6 months).	Possess' the knowledge and skills to perform independently with or without training.	Person will have limited supervision. They will have some decision making authority.
<i>Category D-\$8.15-8.65 per hour</i>			
<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Requires advanced specialized skills, knowledge or abilities. Tasks may be difficult and complex in nature	High level of previous work experience or knowledge is required (minimum 1 year).	Ability to multitask with strong attention to detail. Ability to perform required skills with minimal training.	Person will have minimal supervision. They will make decisions and act independently.

## Employment Paperwork

Before a student may begin to work on campus in either the Federal Work Study or the institutionally funded employment program the student must complete all necessary paperwork and become familiar with payroll procedures. There are several documents to be completed before starting employment at Dickinson. New student employees will complete the forms online using Dickinson's OnBoarding Portal. The Student Employment office will enter new student employees into the OnBoarding system. The student will receive an email containing the link to the system as well as an individual Username and Password. Online completion of the forms is required prior to beginning employment.

### List of Forms:

All [Payroll and Tax forms](#) are completed online. Further information and instructions are available [online](#).

1. Payroll Contract is required. It is an agreement between the student and the hiring department. The contract states the length of time the student will be employed, and the hourly rate the student will be paid.
2. I-9 form is required by the US Citizenship and Immigration Services Department as proof of work eligibility in the United States.
3. The Internal Revenue Service requires a W-4 form. The way this form is completed determines the amount of federal tax withheld.
4. The Borough of Carlisle requires a Certificate of Residence form to be completed for tax tracking purposes.
5. LST Exemption Form is recommended for students who will earn less than \$12,000 per year. Any student earning less than \$12,000 per year, will be exempt from paying the \$52 Local Services Tax. **This is an annual form and must be completed each new calendar year.**
6. Direct Deposit form.
  - a. The Student Payroll office will need bank account information and an ABA (routing number) for the direct deposit. The student can arrange for Direct Deposit to a home bank, or to a local account. It is not necessary for a student to open a new account in the Carlisle area.

### Non-Resident Alien New Hire Forms

Further information and instructions are available [online](#).

New hire paperwork and instructions will be sent directly to the student from the Student Employment office. Non-resident aliens will need to apply for and obtain a Social Security Number. Further instructions and an application to apply for a Social Security Number will be sent directly by the Student Employment office and the Center for Global Study & Engagement.

Non-resident alien students are not permitted to begin working until all new hire paperwork is complete and the student has provided proof that they have applied for a Social Security Number. (The student may request a receipt directly from the Social Security Office stating that they have successfully applied to obtain a Social Security Number.) The student must send a copy of the receipt to the student employment office along with all required new hire forms before the student may begin working.

## Student Payroll Information

- Students are required to submit the hours that have been worked on a bi-weekly basis to be paid.
- Departments will provide instructions on specific time entry procedures.
- It is the responsibility of the student to learn the procedure used by the department and to adhere to department standards.
- Time entry must be completed on Monday by noon on weeks when payroll is generated.
- The current payroll schedule is available on the [Student Employment website](#).
- The U.S. Department of Labor requires employees to be paid in a timely manner. **Time entry is submitted bi-weekly.**

## Working Hours (Allowable Hours per Week)

Dickinson recognizes that a student may rely on employment during the academic year to meet financial needs. In recognition of this, the college will continue to facilitate the employment of student workers on campus. However, the primary responsibility is to the students' academic studies. Therefore, the college will limit the number of hours a student is permitted to work on campus while classes are in session. While the college is not able to control the number of hours that a student may choose to work off campus, students are encouraged to limit off-campus work hours, to allow appropriate attention to academic studies.

When classes are in session (including final exam periods), all students may work a maximum of eighteen (18) hours per week on-campus. The eighteen hours per week maximum rule applies to all student employees including: Federal Work Study eligible students, institutional work study students, and non-resident alien students.

- Please Note: The total of eighteen hours per week maximum is inclusive of all employment and includes hours worked from all on-campus jobs combined. For example, if a student works 12 hours a week in one on-campus job, the student may only work 6 hours per week in a second on-campus job.

Please note that most students can earn their entire work study award by working an average of ten to twelve hours per week during the academic year. Therefore, the 18-hour limit should not impede the ability of the student to obtain their maximum work study award.

Student work hours will be monitored for compliance. Supervisors are expected to communicate and enforce the 18-work hour limit with student employees, including those working in more than one on-campus job.

## Banner Time Entry

*Used for student employees in all departments except for: Dining Services, College Bookstore/Devils Den, Mail Center, Conference and Special Events office, and Library Services.*

Time entry must be completed to indicate the hours worked by the student during a pay period. The student must submit the hours that have been worked, and the supervisor must approve the hours. Hours are calculated in 1/4-hour increments. If a student has more than one job, the student will have to submit the hours worked for each job separately.

- To access Banner web time entry, go to: [Gateway](#)
- Students should enter '0' for days that they did not work any hours.

- Students can learn how to use Banner web time entry, by accessing the Banner Web Time Entry guide for students on the Student Employment webpage under 'Procedures and Guides.'

## TimeClock Plus

*Used for student employees in Dining Services, College Bookstore/Devils Den, Mail Center, Conference and Special Events office, and Library Services.*

TimeClock Plus is a time keeping system that is used in departments that have hourly employees who report hours with little or no access to a computer.

- TimeClock Plus is a time clock swipe card system. Student employees will swipe their student id card at the beginning of the work shift and at the conclusion of the work shift.
- Students will receive instructions on specific time entry procedures from the department. It is the responsibility of the student to learn the procedure used by the department, and to adhere to department standards.

## Electronic Pay Advice

Student employees will receive an Electronic Pay Advice sent to their Dickinson College email account. A printable, downloadable file will be available.

Upon receiving the first pay, it is advisable for the student to check the accuracy of the pay advice so that corrections can be made if necessary. A 'gross' amount of earnings will appear and a 'net' amount earnings will appear. The net amount represents the amount that has been deposited into the individual bank account. The pay advice also indicates any taxes that have been withheld. Students should expect to have federal, state and local tax withheld, depending on the completion of the W-4 form. Social security taxes (FICA and MEDI) are not normally withheld since full-time students are exempt from this tax during the Academic Year.

## Federal, State, and Local Taxes

All wages paid to Federal work study and institutionally funded student employees are subject to withholding of federal, state, and local income taxes unless the student qualifies for an exemption.

### FICA (Social Security Taxes)

Full-time students are exempt from FICA taxation during the Academic Year. Students will be exempt from FICA taxation for services performed during the winter break providing they were exempt on the last day of the fall semester and that they are eligible to enroll for the spring semester. Students are exempt from FICA taxation for work performed during any period that partially falls within the academic year. If a student is employed during the summer, FICA taxes will be withheld.

### Local Services Tax (LST)

People employed in the state of Pennsylvania are required to pay a maximum \$52 Local Services Tax. A person is subject to the LST at the individual's 'place of employment,' which means the actual location where the individual works. The LST amount for Dickinson College is \$52. The Borough of Carlisle's LST ordinance states that a person whose total income from all sources is less than \$12,000 for any calendar year is exempt from the payment of the LST tax and may apply for an exemption. It is the responsibility of the employee to complete the [Local Services Tax](#)



[Exemption Form](#) each calendar year.

## Benefits

Student employees are not entitled to benefits such as sick leave, holiday pay, vacation time or retirement plans. Student employees are eligible for worker's compensation under provisions of Pennsylvania State law. Worker's compensation covers expenses for medical care and certain benefits for loss of pay resulting from injuries or disabilities incurred on the job. In the event of an on-the-job injury, the student should contact their supervisor as soon as possible. ***If injured on the job, please contact the supervisor immediately.***

## Legal Policies

- The [Family Educational Rights and Privacy Act \(FERPA\)](#) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- The [Fair Labor Standards Act \(FLSA\)](#) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting 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 an hour.
- 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 within its community. 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. [Non-Discrimination Policy](#)
- The [Americans with Disabilities Act \(ADA\)](#) ensures equal opportunity for persons with disabilities in employment, State and local government services, businesses that are public accommodations or commercial facilities, and in transportation. Title I of the ADA prohibits discrimination against persons with disabilities in employment by businesses having 15 or more employees, or by State and local governments. Title I with respect to private supervisors is enforced by the Equal Employment Opportunity Commission (EEOC).

## Information for International Students

- [For current information, please visit the Center for Global Study & Engagement](#)

## On-Campus Student Employment

Visa regulations state that international students with certain visa types, may work a maximum of 20 hours per week when school is in session. However, Dickinson Policy states that all students may work a maximum of eighteen (18) hours per week on-campus. During break periods or when classes are not in session, 40 hour per week, full-time work is permitted.

Additional information regarding on-campus jobs for Non-Resident Alien Students is available on the [Student Employment webpage](#).

## Summer Employment

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

- Institutionally funded on-campus employment.
- There are NO Federal Work Study positions available during the summer.

Research and grant opportunities are coordinated directly through the Research and Development Office. All Research & Development positions are full-time 40 hour per week positions. Students who accept a summer Research & Development position are not permitted to accept other positions on campus.

**All students are limited to working a maximum of 40 hours per week during the summer, regardless of the number of positions held. Dickinson College does not allow a student to work greater than 40 hours per week and will not allow overtime.**

Students hired as part of the Dickinson College student employment program during the summer are:

- Returning Dickinson College Students: A student who was enrolled full-time during the preceding spring semester and who will return as a full-time student the subsequent fall semester.

The following groups of students must be hired as casual employees of the College and will be hired through Human Resources Services.

- Dickinson Alumni, including recently graduated Dickinson students
- Non-Dickinson College students
- High School students

## FICA Tax for Summer Student Employees

During the summer, FICA tax will be withheld from the wages of all student employees working at Dickinson College. The only exception is for non-resident alien students who have been in the United States for less than six years. Due to tax withholding, a student can expect that the amount of take-home pay may be reduced by approximately 7.65%.

## Room and/or Board

Room and board may be provided to the student if the position requires the student to live on-campus. The job description must clearly specify the essential duties which justify summer residence on-campus. A student performing summer research funded through Research and Development may be required to live on-campus. Residency requirements will be stated within the research contract signed by the student and by the department Supervisor.

## Performance Evaluation

The Student Employment office recommends that supervisors provide ongoing feedback regarding work performance.

### **A performance evaluation should take place in the following circumstances:**

- For student employee(s) who supervise other student employees within a department.
- Upon request by any student employee(s) within a department.

Evaluation forms will be used to summarize employee performance over a definite period. Forms will not replace daily discussion and informal evaluations which normally occur between a supervisor and an employee.

### **Supervisors conducting an evaluation, should follow the following steps:**

- Complete the student job evaluation form(s).
- Discuss the evaluation(s) with the student(s).
- Give a copy of the evaluation to the student.
- Maintain a copy of the evaluation in your department files to become a part of each student's employment record.
- [Click here](#) to download a copy of the evaluation form or contact the Student Employment office at 717-254-8949.

### **Benefits of evaluations:**

- It encourages feedback for both students and employers. Evaluations provide a structured format for the discussion of performance issues.
- It enhances Career Development plans. Evaluations provide an opportunity for the discussion of career objectives.
- It reviews performance history. Evaluations provide a performance history which can be used regarding personnel decisions, including compensation.
- It aligns with Strategic Goals. Evaluations provide an opportunity to view a student's performance in relation to the strategic goals of the College.
- It outlines Job Standards. Evaluations provide an opportunity for clearer articulation and definition of performance expectations.

## Termination Procedures

Dickinson is an at-will employment relationship between the college and its employees. The employment relationship may be terminated by either party for any reason and at any time, with or without cause. The Student Employment office encourages supervisors to adhere to the College's [Progressive Discipline Policy](#) as needed.

## Resignation Procedure

If a student decides to resign, it is recommended that at least a two-week notice be provided to the supervisor. If a student voluntarily resigns or is released from employment, that student is not guaranteed employment elsewhere on campus.

## Notification for Terminated Employees

When employment is terminated, whether for voluntary or involuntary reasons, the supervisor **must provide** the Student Employment Office and the Student Payroll Office with an email containing the following information:

- Department Name
- Student Name and Banner Id
- Last day of work/Date of termination
- Reason for termination/resignation

### Who to Contact?

- For assistance regarding Financial Aid, please contact Financial Aid at x1308 or [finaid@dickinson.edu](mailto:finaid@dickinson.edu)
- For assistance regarding Time Entry, please contact Student Payroll at x1725 or [payroll@dickinson.edu](mailto:payroll@dickinson.edu)
- For assistance with Handshake, please contact the Career Center at x1740 or [recruit@dickinson.edu](mailto:recruit@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)

#### Student Employment Office

Dickinson College  
HR Services Building  
55 N. West St.  
717-254-8949  
[stuemp@dickinson.edu](mailto:stuemp@dickinson.edu)

#### Student Payroll Office

Dickinson College  
Old West-3<sup>rd</sup> Floor-Room #2  
717-245-1725  
[payroll@dickinson.edu](mailto:payroll@dickinson.edu)