



# **Student Worker Supervisor Workshop**

August 19, 2021

Presenters:

Barbara Amerio, Krystal Allikas, & Alex Haver

# AGENDA

- Looking back at previous years successes / challenges.
- Supervisor role
- Hiring procedures: Supervisor / Student
- Procedure for Continuing Students
- Procedure for Releasing Students
- Timeclock+
- Questions and Answers

# 20-21 Work Study Program

Program	Student Workers	Earned
Institutional Work Program	35	\$ 143,867.44
Federal Work Program	16	\$ 90,315.71
Cal WORKS Program	4	\$ 26,475.30
<b>Total</b>	<b>55</b>	<b>\$ 260,658.44</b>

# 20-21 Work Study Program

<b># of Student Workers</b>	<b>55</b>
<b># of Supervisors</b>	<b>12</b>

<b>Fall 20 Expectations</b>	<b>82%</b>
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- **6 missing from 5 supervisors**

<b>Fall 20 Evaluations</b>	<b>66%</b>
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- **5 missing from 6 supervisors**

<b>Spring 21 Expectations</b>	<b>92%</b>
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- **5 missing from 2 supervisors**

<b>Spring 21 Evaluations</b>	<b>95%</b>
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- **2 missing from 1 supervisor**

# Responsibility of the Supervisor

## Remember:

- Students are students first and employees second
- This is a learning opportunity (1<sup>st</sup> work exp.)
- To provide orientation, training & feedback which is honest and timely
- Set clear **expectations** & guidelines
- Perform **evaluations** and reflection
- Facilitate problem solving employment issues
- Praise to motivate
- Verify accuracy of recorded hours, resolve any discrepancies, and approve hours weekly
- Complete **Work Study Release of Employment**

# Responsibility of the Supervisor

## Supervisor Report

- Will be sent out at least 3 weeks before **Evaluations** and/or **Expectations** are due each term
- All requirements due will need to be returned with the report.

**Work Study**  
Supervisor Report

Please review the following information for each student worker and update or correct as necessary.

\* Expectations are due within 3 weeks of a student worker's start date and by the last day of each primary term the reafter.

\* Evaluations are due at the end of each primary term.

Please return this report and all missing and/or due requirements for each student worker to the Work Study Coordinator in Financial Aid.

Supervisor John Lennon Thursday, August 5, 2021

Name		Still Working?	If No, last Working	Summer 21 Expectations	Fall 21 Expectations	Fall 21 Evaluation	Spring 22 Expectations	Spring 22 Evaluation
George	Harrison	Yes		N/A				
Paul	McCarney	Yes		N/A				
Ringo	Star	No	8/01/2021	Yes	N/A	N/A	N/A	N/A

Comments:

# Clear Expectations

**Taft College Work Study  
Supervisor's Expectations**

Student's Name: John Smith      A#: 007007007

Term: Spring 2018

**Responsibilities/Tasks/Assignments:**

- Answer Phone
- Front Counter assistance
- Assist students with FA applications
- Make copies
- File
- Sort mail
- Outreach
- Other duties as assigned

**It is expected you will:**

- Show up to work on time
- Work your scheduled hours
- Give notification if there is any deviation of set schedule
- Dress appropriately
- Maintain professionalism
- Keep cellphone use to a minimum
- Do not use social media and private email during work hours
- Maintain your time card daily and accurately
- Maintain confidentiality

**Your work schedule is:**

Day	Morning		Afternoon		Evening		Total Hours
	From	To	From	To	From	To	
Monday	8:00	12:00	1:00	3:00			5
Tuesday			1:00	3:30			2.5
Wednesday	8:00	12:00	1:00	3:00			5
Thursday			1:00	3:30			2.5
Friday	8:00	12:00	1:00	3:00			5
Saturday							
Sunday							

**Learning Outcomes:**

- Phone etiquette
- Professionalism
- Accountability
- Responsibility
- Confidence
- Self-respect

Student Worker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_


Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit a copy to the Financial Aid office

- Due by the 3<sup>rd</sup> week of start date for new student workers
- Due by the last day of each term for the next term

# Evaluation by Supervisor

- Due by the last day of each primary term or last day worked

 **TAFT COLLEGE**

**STUDENT WORKER EVALUATION BY SUPERVISOR**

Student \_\_\_\_\_ A # \_\_\_\_\_  
 Department \_\_\_\_\_ Term \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Date \_\_\_\_\_

QUALITY	Unsatisfactory work performance	Needs improvement to meet work performance standards	Meets work performance standards	Exceeds work performance standards
Student worker performs duties in an acceptable manner.				
Student worker completes work with a minimum of errors.				

QUANTITY	Unsatisfactory work performance	Needs improvement to meet work performance standards	Meets work performance standards	Exceeds work performance standards
Student worker completes work/assignments in allotted time.				
Student worker is productive with their work time.				

WORK HABITS AND ATTITUDE	Unsatisfactory work performance	Needs improvement to meet work performance standards	Meets work performance standards	Exceeds work performance standards
Student worker completes work in an organized manner.				
Student worker looks for new ideas/methods to improve efficiency.				
Student worker demonstrates an interest in the work performed.				
Student worker demonstrates skills, knowledge and abilities needed to perform work efficiently.				
Student worker uses good judgment in performing work duties.				
Student worker accepts job responsibilities.				

PUNCTUALITY	Unsatisfactory work performance	Needs improvement to meet work performance standards	Meets work performance standards	Exceeds work performance standards
Student worker is on time				
Student worker complies with assigned hours of work.				

Please submit a copy to the Financial Aid office

DEPENDABILITY	Unsatisfactory work performance	Needs improvement to meet work performance standards	Meets work performance standards	Exceeds work performance standards
Student worker attends to duties in the absence of the supervisor.				
Student worker follows written and oral instructions in the performance of job duties.				
Student worker is dependable and prepared for work on a daily basis.				

RELATIONSHIPS WITH PEOPLE	N/A	Unsatisfactory work performance	Needs improvement to meet work performance standards	Meets work performance standards	Exceeds work performance standards
Student worker demonstrates effective communication skills.					
Student worker works effectively with other students.					
Student worker works effectively with the supervisor.					
Student worker works effectively with Taft College employees.					
Student worker works effectively with the public.					

PROFESSIONALISM	Strongly Disagree	Needs improvement	Agree	Strongly Agree
Student worker adheres to policies and procedures.				
Student worker dresses appropriately for the position.				
Student worker behaves in a manner conducive to a work environment.				

Comments (if any): \_\_\_\_\_

\_\_\_\_\_

SUMMARY OF EVALUATION (mark one)  
 Not Satisfactory       Requires Improvement       Effective, Meets Standards


Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_



# Evaluation by Student

- Due by the last day of each primary term or last day worked

 **TAFTCOLLEGE**

**STUDENT WORKER SELF EVALUATION**

Student \_\_\_\_\_ A # \_\_\_\_\_  
 Department \_\_\_\_\_ Term \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Date \_\_\_\_\_

QUALITY	Unsatisfactory work performance	Needs improvement to meet work performance standards	Meets work performance standards	Exceeds work performance standards
I perform my duties in an acceptable manner.				
I complete my work with a minimum of number of errors.				

QUANTITY	Unsatisfactory work performance	Needs improvement to meet work performance standards	Meets work performance standards	Exceeds work performance standards
I complete my work/assignments in allotted time.				
I am productive with my work time.				

WORK HABITS AND ATTITUDE	Unsatisfactory work performance	Needs improvement to meet work performance standards	Meets work performance standards	Exceeds work performance standards
I complete my work in an organized manner.				
I look for new ideas/methods to improve efficiency.				
I demonstrate an interest in the work performed.				
I demonstrate skills, knowledge and abilities needed to perform work efficiently.				
I use good judgment in performing work duties.				
I accept my job responsibilities.				

PUNCTUALITY	Unsatisfactory work performance	Needs improvement to meet work performance standards	Meets work performance standards	Exceeds work performance standards
I am on time.				

*Please complete, review with and submit a copy to your supervisor to be forwarded to the Financial Aid office.*

I comply with assigned hours of work.					
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DEPENDABILITY	Unsatisfactory work performance	Needs improvement to meet work performance standards	Meets work performance standards	Exceeds work performance standards
I attend to duties in the absence of the supervisor.				
I follow written and oral instructions in the performance of job duties.				
I am dependable and prepared for work on a daily basis.				

RELATIONSHIPS WITH PEOPLE	N/A	Unsatisfactory work performance	Needs improvement to meet work performance standards	Meets work performance standards	Exceeds work performance standards
I demonstrate effective communication skills.					
I work effectively with other students.					
I work effectively with the supervisor.					
I work effective with Taft College employees.					
I work effectively with the public					

PROFESSIONALISM	Strongly Disagree	Needs improvement	Agree	Strongly Agree
I adhere to policies and procedures.				
I dress appropriately for the position.				
I behave in a manner conducive to a work environment.				

Comments (if any): \_\_\_\_\_

\_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

# Hiring Procedure

## **Supervisor :**

- Supervisor submits their positions(s) in Paycor for approval.
- Supervisor searches available resumes in College Central Network (CCN) to select candidate(s) to interview.
- Supervisor notifies Human Resources (HR) of the chosen candidate(s).

The candidate and job offer details will be routed for approval.

# Hiring Procedure

## **New Students:**


- The Work Study Coordinator verifies eligibility of the student, which includes meeting Satisfactory Academic Progress (SAP), the enrollment status and financial need if applicable.
- Human Resources will coordinate the completion of the onboarding paperwork via Paycor PERFORM. The student is responsible for accessing and completing assigned onboarding tasks.
- Human Resources will notify the supervisor when the student has completed all the steps necessary to begin working (**Student CANNOT begin working until notified**).

# Procedure for Continuing Students

- The Work Study Coordinator verifies eligibility of the student at the end of each term, which includes meeting Satisfactory Academic Progress (SAP), the enrollment status and financial need if applicable.
- The Work Study Coordinator will notify the supervisor, student, and HR if a student must reduce hours or stop working.
- The Work Study Coordinator will complete a **Work Study Release of Employment** upon ineligibility.
- Supervisors are required to re-submit their position(s) for approval in Paycor annually and notify HR of their candidate(s) for any student working past **June 30<sup>th</sup>**.

# Procedure for Releasing Students

- A **Work Study Release of Employment** webform must be completed when a supervisor no longer wishes to continue employing a student worker or the student quits
- This form will be available on the Work Study web page.
- Once submitted, a copy will automatically be emailed to HR and the Work Study Coordinator.

 **TAFTCOLLEGE**  
WORK STUDY RELEASE OF EMPLOYMENT

Student's First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Department \_\_\_\_\_

Reason for release of employment:  
\_\_\_\_\_

Last Day Worked \_\_\_\_\_

Would you recommend this student for rehire?  Yes  No

Supervisor Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Pre-Employment Training – BP 3430

## BP 3430 Prohibition of Harassment

### Reference:

*Education Code Sections 212.5, 44100, 66252, and 66281.5;*  
*Government Code Section 12940 and 12950.1;*  
*Title 2 Sections 10500 et seq.;*  
*Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e.*

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, unpaid intern, or volunteer who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring,

placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, unpaid interns, volunteers and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. They shall be available for students, employees, unpaid interns, and volunteers in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.

# Pre-Employment Training

Certificate of Completion for Workplace Bullying: Awareness and Prevention (Full Course) Page 1 of 1

**Certificate of Completion**  
**West Kern Community College District**


Barbara Amerio  
has completed

Workplace Bullying: Awareness and Prevention (Full Course)

a training program requiring 20 minutes

on

Tuesday, April 18, 2017

 Training Coordinator's Signature \_\_\_\_\_  
Employee's Initials: \_\_\_\_\_  
bamerio 2551R314-6800

<https://tafcollege-keenan.safecolleges.com/training/certificate/8FF7E970-246B-11E7-9012-0975CA20937E> 4/18/2017

Certificate of Completion for Title IX and Sexual Misconduct (Full Course) Page 1 of 1

**Certificate of Completion**  
**West Kern Community College District**


Barbara Amerio  
has completed

Title IX and Sexual Misconduct (Full Course)

a training program requiring 24 minutes

on

Tuesday, April 18, 2017

 Training Coordinator's Signature \_\_\_\_\_  
Employee's Initials: \_\_\_\_\_  
bamerio MQQRQ3B-6801

<https://tafcollege-keenan.safecolleges.com/training/certificate/A2DDAD94-2467-11E7-A8C2-06AC69472AE6> 4/18/2017

# General Reminders

## Primary Term Eligibility

- The District has approved the maximum of 20 hours per week for most students. CalWORKs student workers may have additional hours due to program requirements. There are other stipulations which may affect available hours and the student's eligibility to work on campus. Students must be enrolled in a minimum of 6 units to be eligible to work up to 10 hours per week and enrolled in a minimum of 12 units to be eligible to work up to 20 hours per week. Enrollment is checked weekly throughout the semester.



# General Reminders

## Conditions of Employment

- Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Employees must submit fingerprints for CA Department of Justice and/or FBI clearance. The Work Study Coordinator will work with Human Resources to provide budget codes for charges incurred by the hiring department, the code on the Job Offer Approval will be used unless otherwise indicated.
- Cost for fingerprinting (\$61 to \$78 per student)
  - Life Scan = \$29
  - DOJ = \$32
  - FBI = \$17

# General Reminders

## **Budgeting Consideration**

Fall max. \$4480 (20/hrs x 16/wks @ \$14/hr)

Spring max. \$4800 (20/hrs x 16/wks @ \$15/hr)

- Students are awarded an additional \$1760 anticipating hours for Winter and Spring breaks and 1.218% estimated employer paid benefits for a total of \$11174
- This does not include additional amounts awarded for those who start between July 1<sup>st</sup> and Aug 23<sup>rd</sup>.
- Please remember aid/resources awarded to a students counts against their Cost of Attendance (COA)

# General Reminders

- Tasks & projects assigned to student workers (Allowable based on institutional policies)
- Use of school property, professionalism, dress standards
- Students do not have to apply or be eligible for Financial Aid
- Students must comply with the Financial Aid Satisfactory Academic Progress Policy as printed in the catalog
- Termination of assignment procedures (ineligible to work for min 6 weeks)

# Timeclock+

- Student utilizes the Timeclock+ system daily
- Only one Timeclock+ ID per student
- Supervisors ensure accuracy of the recorded hours
- Supervisors are responsible for approving hours weekly
- Weekly approvals are due by close of business each Monday for the preceding week
- Overtime is **not** allowed for student workers
- The Work Study Coordinator will receive a weekly report of any student who has overtime. The supervisor will be notified.

# FERPA Information

## What is FERPA?

- The Family Educational Rights and Privacy Act of 1974 is a United States federal law that governs the access to educational information and records by public entities such as potential employers, publicly funded educational institutions, and foreign governments. **Long title:** Family Educational Rights and Privacy Act **Statutes at Large:** [20 U.S.C. § 1232g](#)
- **FERPA laws also apply to student workers in a college setting.**
- **Per Taft College Office of Instruction policy: Student workers may not grade other students' work, enter grades into an instructor's gradebook, or have access to other students' information, including confidential identifying information or grades.**

# Questions and Answers

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