



# STUDENT WORK HANDBOOK

**ALICE LLOYD COLLEGE**

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PIPPA PASSES, KY 41844



# **STUDENT WORK HANDBOOK**

## **HISTORY AND OBJECTIVES**

The Alice Lloyd College Student Work Program has been in effect since the founding of the College in 1923. Although there was no federal government student work program to help students meet their financial needs, Alice Lloyd had her own financial aid program that required all students to work. Students worked to provide needed services to the community and to pay for their education. At that time, they helped in all areas of the College. They constructed buildings, cooked and served meals, carried coal and water, assisted faculty and staff, and aided in all maintenance activities. Today, a small number of the students' jobs have changed, and they are paid the minimum wage rate for their work. However, the basic principles of the Student Work Program remain the same, and it is a vital part of the school's total educational program.

**The Student Work Program is designed to accomplish the following purposes:**

- 1. Promote a sense of dignity through work.**
- 2. Promote a sense of service to others.**
- 3. Help in the overall maintenance of the College operations by providing manpower to help keep costs at a minimum.**
- 4. Enrich the educational program through experiential learning opportunities.**
- 5. Provide students with monetary means to help finance their educational expenses and help gain a sense of accomplishment.**
- 6. Enhance students' career opportunities.**

## **STUDENT WORK SUPERVISION**

Student work heads, assistant work heads, faculty/staff members and the Director of the Student Work Program provide student work supervision. The Director of the Student Work Program and the departmental staff supervisors choose work heads and assistants. Work heads and faculty/staff will be referred to as supervisors in this handbook.

## **RESPONSIBILITIES OF THE SUPERVISOR**

Each supervisor is responsible for the leadership and the efficient management of the student workers in their particular department. The following is a list of general responsibilities of all student work supervisors.

- 1. Provide meaningful work experiences for the student.**
- 2. Orient the student to the work area and help them develop useful skills for later employment by providing necessary training.**
- 3. Complete and return student work evaluations to the Student Work Office by the last day of the semester.**

4. Assist the student in tracking hours worked to ensure they fulfill their work contract. Check the work hours summary posted at the Student Work Office each week.
5. Schedule the time students are to report to work and assign tasks that they are responsible for completing. Provide the student's work schedule to the Student Work Office.
6. Notify students that they cannot clock in during a scheduled class period. If class has been canceled or was let out early, a notation to that effect must be present on the timecard. All notations are checked by the Student Work Office.
7. Issue written work warnings for unsatisfactory work or behavior, and for failure to report to work when scheduled.
8. Notify the Student Work Director of any problems with student workers that cannot be resolved.
9. Complete a written request for student workers. Ask for the number of student workers needed to adequately fulfill the duties required. Remember, the supply of student workers is limited.
10. Encourage students to be responsible and to expand their knowledge of their particular jobs.
11. Uphold and promote the Student Work Program as an integral part of Alice Lloyd College.

## **TRAINING**

Some students, because of their special skills, may be placed in work areas where they might be able to start working with minimal training. Many students may be placed in areas where they will have to be trained and will have rules specific to that work area. Supervisors are responsible for providing training for their department. An initial training meeting of all freshmen and transfer students is conducted during registration week. This handbook is discussed, as well as specific instructions about the use of cleaning equipment, safety, work quality and the work ethic.

## **JOB ASSIGNMENT**

Student job assignments are determined prior to the week of registration by the Director of the Student Work Program. In most cases, students will receive their work assignments during registration. Assignments will be based on the following criteria:

1. Class schedule.
2. Student's preference and special skills.
3. Departmental demands.
4. Availability of specific jobs. Freshmen will be assigned after the upperclassmen are given their jobs.

Some of the areas in which students work are Hunger Din, grounds maintenance, physical plant, intramurals, library, student services, and community services. They also serve as

academic and administrative assistants, public building janitors, dorm janitors, resident advisors, and lifeguards.

Students are assigned positions as freshmen, and usually serve their first year in basic services such as campus maintenance, Hunger Din and janitorial duties. Before their arrival on campus, new students will complete a form that provides information about their previous work experience, as well as any special skills they may possess. This information is useful in filling positions that may require prior experience. After the freshman year, students may seek positions of their choice by filling out a Job Preference Form and attracting the attention of the supervisor of the area in which they are interested. Providing there is a vacancy and no extenuating circumstances, returning students will be allowed to work at the job of their choice the following school term. Students are encouraged to seek positions that relate to their majors. **Students who fail to complete their work hours or who are placed on student work probation do not have a choice of a job assignment for the next year.**

At registration, each student must sign a work contract which outlines the rules of the Student Work Program. The Financial Aid Office approves the number of hours required of each student per semester. Students must meet with their assigned supervisors to discuss their weekly work schedule on the day the assignment is given. A copy of the student's work schedule must be filed in the Student Work Office. If a student works in more than one area, the specific number of hours assigned by the Student Work Office for each area must be worked as assigned.

### **JOB CHANGES OR TRANSFERS**

Job change requests from students are considered at the end of each academic year. Changes in work assignments will not be made during a semester except under unusual circumstances such as for health reasons or as it becomes necessary due to changing workloads. When a student has to make a change in work assignment, he or she must get written permission from the Director of the Student Work Program.

**A student's work record must be in order before a transfer can be requested.** This means that the student must not be on work probation or behind in working their scheduled hours per week. The student's work records, class schedule, qualifications, seniority, time of application and availability of a replacement will be taken into consideration when deciding on a transfer.

### **ABSENCES**

**Students must plan to be at their work assignments whenever they have been scheduled to work.** Student work should be considered as any other full-time job. Any tardiness or absences will be dealt with directly by the supervisor. Repeated failures to work may result in written work warnings and/or the Director of the Student Work Program may change the work assignment. If a student must be away for an excused college activity, the student must notify his or her supervisor. In order for an absence to be excused, the supervisor must be notified before the absence, except in emergencies. If the supervisor cannot be reached, the student must notify the Student Work Office.

There are two types of absences from work: excused and unexcused.

**Excused absences** are those in which the student has made prior arrangements with his or her supervisor to be absent. **An absence from work due to sickness is excused by presenting a note from the College nurse or family physician to your supervisor the day you return to work.** Excuses will not be issued unless notification of the illness is given to the supervisor on the day it occurs, except for emergencies. Unless there are extenuating circumstances, all absences must be made up before the end of the semester or be subject to penalty. Any extended illness that results in lost work time should be discussed with the Student Work Director as soon as you are able to return to classes.

**Unexcused absences** are those in which the student did not make prior arrangements to be absent from work. Unexcused absences may result in a written warning, and repeated warnings may result in counseling and work probation. **Continued unexcused absences may result in a recommendation for dismissal from the College.**

## TIME KEEPING

A time card is used to record the starting and ending time of each work session. The Student Work Office has time cards ready to be picked up on each Monday. Depending on your supervisor, time cards may be picked up for you and made available at your work site on the first day of work each week; however, each student is responsible for picking up his/her own timecard on a weekly basis. In either case, **it is the student's responsibility to make certain that his/her time is properly recorded on a time card and returned to the Student Work Office each week.**

For time keeping purposes, the work week begins on Monday and ends on Sunday. A student may check his or her accumulated hours at the Student Work Office. The following rules help to keep accurate and up-to-date records:

1. Time cards must be turned in to the Student Work Office by Monday, at 4:30 p.m. of each week for the previous week's work. No time card will be accepted after 4:30 p.m., on Mondays, unless there is an extenuating circumstance. This will be determined by the Director of the Student Work Program. This allows for time to record the hours, question any discrepancies, and print a weekly summary report. Supervisors are to total the hours to the nearest minute.
2. A time card must be turned in for each week, even when no work is done. All time cards must contain the work supervisor's signature and the student's signature. If no work was completed, the time card needs to contain a written explanation as to why. If a student must be absent from work, he/she should obtain permission from his/her supervisor prior to the absence. In case of an emergency, the student should provide his/her supervisor with an explanation immediately upon returning to work.
3. The supervisor and the student must sign time cards. All time cards are official College documents; thus, once the Student Work Office has received them, they must remain there. If a time card is submitted without the supervisor's signature, he or she must come to the Student Work Office to sign the card. Time cards cannot be recorded until they contain both the supervisor's and student's signatures.
4. Each time card must have the student's name, work area, week-ending date, and signatures. In addition, supervisors must initial all times that were not recorded by a

- time clock. If any of this information is missing, the time card cannot be recorded until the discrepancy is resolved.
5. Anyone who falsifies a time card (records an incorrect starting or ending time), clocks another person in or out, or otherwise tampers with someone else's time card will be subject to prompt disciplinary action, including possible suspension or expulsion from the College.
  6. A summary of each student's accumulated work hours is posted in the Student Work Office. This summary is updated each week. Students should check the summary on a regular basis. If a student notices that he/she is behind on hours, his/her supervisor can offer suggestions as to how to make up the delinquent time. If the student suspects that the Student Work Office has made an error in recording the time, a request can be made to the Student Work Office to check the time cards to determine if they were calculated and recorded accurately.
  7. The starting and ending time is to be recorded on a time card. Time clocks are to be used by all workers unless approved by the Student Work Director. A student is not allowed to
    - Work without having a time card.
    - To punch anyone's time card other than his/her own.
    - Punch the time clock other than for recording his/her starting and ending time.
    - Print time on any other document other than an issued time card.
  8. Students who work for more than one supervisor must have a separate time card for each area.
  9. Failure to turn in a time card for two consecutive weeks, or repeated failures to turn in a time card weekly, may result in the removal of the student worker from that work position. This applies to off-campus work as well.
  10. The Director of the Student Work Program will send a printout of the cumulative hours worked to supervisors as necessary.

### **TOTAL HOURS REQUIRED FOR THE SEMESTER**

The general requirement is that students work 160 hours per semester unless stated otherwise in their financial aid package. Some students may need to complete 240 hours a semester. Work heads must complete 320 hours per semester. **It is the student's responsibility to make sure that his/her student work requirement is the same as stated on his/her award letter from the Financial Aid Office.** Students will be paid at least minimum wage rate. Additional information regarding the total hours required for the semester is available in the Student Work Office or the Financial Aid Office.

### **SUBSTITUTIONS**

When a student cannot perform the job assigned on a certain date, arrangement for a substitute should be made. Substitution depends upon the type of job that has been assigned and the preference of your supervisor. **Substitutions must be made as an exchange of hours and not monetary payment.** The practice of monetary substitutions is prohibited. A substitute must

meet the supervisor's approval as being capable to do the particular job. **The substitute is responsible for following all of the rules in that department.** The supervisor must approve all substitutions by initialing the time worked on the time card.

### **DELINQUENT OR EXCESSIVE TIME**

Delinquent time results when a student misses work (excused or unexcused) without making it up. **All delinquent time must be removed by the end of each semester. A \$50 fine will be assessed at the end of each semester to any student who has 5 or more hours of delinquent time without good cause. Any student falling 50 or more hours short at any time throughout the semester (without good cause), will be sent to the appropriate Dean for disciplinary action. All students that fail to work their contracted hours by the end of the semester must make arrangements to satisfy their delinquent time before a transcript can be released. Students wishing to return to, or graduate from, Alice Lloyd College may be suspended, expelled, or not allowed to graduate if work issues have not been settled.** The Director of the Student Work Program will review each case on an individual basis. The delinquent time must be taken care of before the student will be permitted to enroll for the next semester, get a transcript, or graduate.

When a student falls behind in work, he/she will have to make up the hours at a time suitable to his/her work supervisor or in some other work area that is assigned by the Student Work Director. Time may be made up by working in another department, with the consent of your regular supervisor and the prior approval of the Director of the Student Work Program. **All work must be completed by Friday, 4:30 p.m. of finals week. Students should not be allowed to work more than 20 hours total Monday through Friday. Hours worked in addition to the first 20 must be on a Saturday or Sunday.** All missed work should be made up as soon as possible.

Excessive time means that you have accumulated work time in excess of your contracted hours. All excessive time must be eliminated by the end of the semester. Those who have accumulated extra hours will need to make arrangements with their supervisor to work fewer hours during the week until all extra time has been removed.

In general, you will work an average of 10 hours per week. Students that are contracted to work more than 160 hours per semester will have to work more each week. Thus, students required to complete 240 hours should average working 15 hours per week. Students working a contract of 3 20 hours a semester should work 20 hours per week. Finals week is to be considered a regular work week. All students must work through Friday of finals week unless their work supervisor gives them permission to complete their work contract early. **STUDENTS ARE NOT, FOR ANY REASON, PERMITTED TO WORK MORE THAN THEIR CONTRACTED HOURS FOR EACH SEMESTER.** The last time card for the semester should bring the student's total semester hours worked to be equal to the hours stated in the student's work contract.

## **EVALUATIONS**

Students are evaluated at the end of each semester by their supervisor. A rating scale used to determine an overall work performance is based on the following criteria: attitude, initiative, creativity, mastery of job skills, cooperation, responsibility, dependability, efficiency, productivity, and care of equipment. Each student receives an overall grade of outstanding, satisfactory, or unsatisfactory in each criterion. The evaluation form includes a section for the supervisor to provide additional information and comments relating to the quantity and quality of work the student rendered. This evaluation becomes a part of the student's permanent work record and is kept on file in the Student Work Office.

## **WORK AWARDS AND OLYMPICS**

One outstanding worker from each work area is given recognition for his or her accomplishments. He or she is presented with a plaque at the annual Student Work Awards Ceremony. The work areas include: academic aides, administrative aides, telecounselors, CAC janitors, JBS janitors, computer lab, computer technicians, craft shop, daycare, grounds, guest house janitors, gym janitors, Hunger Din, intramurals, JBAC janitors, ASC janitors, library, lifeguards, maintenance, men's dorm janitors, men's resident advisors, radio station, student center janitors, library janitors, women's dorm janitors and women's resident advisors. In addition, a work award is given for each of the following categories: outstanding student worker of the year, outstanding supervisor of the year, and senior work award. The senior work award is based on performance for the entire time at Alice Lloyd College.

The Student Work Olympics, a series of fun games among competing work groups, begins immediately following the Student Work Awards ceremony. At the end of the day, scores for each event are tallied and 1st, 2nd, and 3rd place teams are determined. These teams are recognized at the evening meal (generally a picnic when the weather permits). The first place team is given an award, which is usually a pizza party for all team members that participated in the Olympics. This event is organized with the help of the student work committee, student work heads and assistants, the Director of the Student Work Program, the administrative assistants, custodians and many other volunteers.

## **WORK PROBATION**

If a student performs unsatisfactory work, fails to abide by general and departmental rules, his/her supervisor or the Director of the Student Work Program will give a written warning. The warning will serve as a written documentation of the specific problem. All written warnings will become a part of the student's permanent work record and will be kept on file in the Student Work Office. The warning system is based on the following:

1. Warning # 1 - a written statement given by the supervisor or Student Work Director.
2. Warning # 2 - mandatory meeting with the Student Work Director.
3. Warning # 3 - student work probation, with a mandatory meeting with the Dean of the College.

4. Warning # 4 - due to continued failure to abide by general and departmental rules, the Student Work Director may recommend suspension from the work program.  
**Suspensions will be handled by the appropriate Dean.**

If a problem occurs that is so flagrant that it requires immediate attention, then the matter may be taken directly to the Director of the Student Work Program, possibly resulting in immediate probation, suspension, or expulsion by the Dean of the College.

Being placed on work probation also results in the student losing his/her choice in work assignment for the next two semesters. The Disciplinary Appeals Process is outlined in the Student Handbook.

## **PAYCHECKS**

**Students can sign a waiver at the beginning of each year so that pay checks may be applied directly to their accounts.** Except for work heads and assistant work heads, all student checks will be applied toward the unearned work portion of their financial aid.

## **FINAL REMINDERS**

1. Work at the scheduled time and place.
2. Have time recorded on the time card and turned in to the Student Work Office by 4:30 p.m. each Monday. Any marked out times must have the student's initials beside them. Any written in time must have the supervisor's initials beside it.
3. Check the summary posted at the Student Work Office to see that the previous week's hours have been recorded.
4. A summary sheet indicating the number of hours a student is ahead or behind will be sent to each supervisor a few times during the semester.
5. Keep a running total of hours worked in order to complete the required number of hours by the semester's end and, thus, avoid paying a penalty.
6. Do not work more than the required number of hours for the semester.
7. Do not work outside the scheduled time periods without the supervisor's or the Student Work Director's approval.
8. Use the assigned time clock to record hours.
9. All keys checked out must be returned to the supervisor at the end of each semester.
10. Work obligations do not end until Friday, 4:30 p.m. of finals week.
11. Your work assignment is very important to the overall operation of Alice Lloyd College to help keep costs low and the ALC education affordable.