



STUDENT EMPLOYMENT HANDBOOK FOR STUDENTS AND SUPERVISORS

STUDENT EMPLOYMENT ELIGIBILITY

On-Campus (Any GBC Branch Campus or Satellite Center): To be eligible for hire as a student employee, federal college work study student employee, or regents' service program student employee, students must meet the following requirements:

1. Be admitted as a regular Great Basin College student, carry a minimum of (6) six credit hours each semester and maintain a 2.0 GPA.
2. Be a U.S. Citizen, U.S. national, or a U.S. permanent resident (refer to the I-9 Employment Eligibility Verification Form for required documentation).

If the department receives information that the student is no longer enrolled in GBC classes, the department must verify this information, contact the appropriate funding department and terminate the student's employment. Supervisors who continue to work students who are no longer enrolled for classes will be responsible for 100 percent of the salary.

Off-Campus (Not affiliated with GBC): Be admitted as a Great Basin College student and carry a minimum of (1) credit hour each semester or plan to enroll for classes the next semester.

TYPES OF EMPLOYMENT

On-Campus Student Employment

Student Employee Program (College Funded): Student employee positions are available in individual college departments and offices. The students do **not** need to qualify on the basis of need and the employing department identifies funding through the appropriate vice president. In order to be considered a "student" for the summer terms (May through August), the individual must be enrolled for a minimum of six (6) credit hours in either the prior spring term or plan to be enrolled for a minimum of six (6) credit hours for the upcoming fall term. If a student graduates in the spring and wants to continue employment through the summer months, the student would fall under the "summer work" category for the period May through August.

Work Study Program (Federally Funded): Federal work study is a student financial aid program and is designed to provide part-time employment to students who have established financial need according to Federal guidelines. A student's eligibility to participate in this program is determined by student financial services and is based on a review of information the student provides in his/her financial aid application.

Regents Service Program (State Funded): The regents service program is a state-funded program created by the board of regents so that NSHE students can make a contribution to the critical needs of the community. Work opportunities for currently enrolled students shall be service-oriented and reflect a high level of skill or knowledge. Priority will be given to literacy and P-16 programs.

Off-Campus Student Employment

Off-campus job listings are posted to our job boards and available to currently enrolled students and alumni of Great Basin College. Students that locate employment with off-campus employers are under no direct guidelines with GBC. The college makes no particular recommendations regarding employers and no representations or guarantees about positions listed. Student employment services is not responsible for safety, wages, working conditions or other aspects of off-campus employment. Student employment services is unable to confirm the integrity of each organization or person who lists a job. Therefore, students are urged to undertake the responsibility themselves. However, student employment services will not knowingly refer a student to off-campus employment that lacks integrity.

HIRING PROCEDURES ON CAMPUS

Funding: Supervisors must secure funding for student employment hires through their assigned department: Academic Affairs, Student Services, or Administrative Services. If funding is not available through the appropriate department you may request funding through student financial services (work study program or Regents' service program).

Funding Chart:

Student Employee Program	Work Study Program	Regents Service Program
Vice President's Office	Student Financial Services	

Request for Student Employee: After funding has been secured through the appropriate department the supervisor should complete the request for student employee form. This request will be forwarded to their department (Academic Affairs, Student Services, or Administrative Services). The funding department will approve the request and forward to student employment services for posting and recruitment.

Recruitment: Departments must publicize all student positions through the student employment office located in the admission advising & career center. Each position must have a job description on file with student employment services. If the job responsibilities change, a new job description form must be submitted. If more than one student is to fill the same type position, only one job description form is required, as this form is specific to the position rather than to the student hires. The forms may be obtained from student employment services. The position will be posted on the Berg Hall job board and the GBC website at <http://www.gbcnv.edu/~jplace/listings.html>.

Job Applications: Students must complete applications through student employment services. These forms are available in the admission advising & career center or on the GBC website at: <https://www2.gbcnv.edu/career>.

Employment Form Completion: Students are not allowed to begin working until a student employment application and employment packet with documentation (available through human resources) have been completed and returned to the human resources office.

Verification of Enrollment: Prior to the student's hire date; the funding department is responsible for verifying the student meets the enrollment requirements.

New Student Employee Orientation: Each new student employee will view or attend the presentation on Student Responsibilities (this will include Payroll Guidelines, Work Related Injuries and Safe Practices, Sexual Harassment, and Grievances). The student employee will receive a copy of the *Student Employment Handbook* and sign the *Student Employment Confidentiality and Policy Agreement*. The *Handbook* will be available through student employment services or human resources.

Maximum Hours of Work: When classes are in session, student employees are not allowed to work more than 19.5 hours per week. During semester breaks, a student employee may work up to a maximum of 40 hours per week, if the funding department has approved the additional hours.

Grievances: A student employee must first speak with their supervisor regarding any grievance. If the student is unable to resolve the grievance through the supervisor, they should contact student employment services.

Compensation Schedule: As an equal opportunity employer, the College is obligated to establish a consistent policy whereby all employees are rewarded equally, i.e., equal pay for equal work. All student workers will be paid \$10.00 an hour.

PAYROLL GUIDELINES

Payroll Periods: The two monthly payroll dates will vary around the 10th and 25th of each month depending on weekends and holidays. Hours submitted for the 1st through the 15th are paid on the 25th and hours submitted for the 16th through the 31st are paid on the 10th. If either of these dates falls on a weekend or holiday, the pay dates are adjusted accordingly as described below.

Time Sheets: The amount of a payroll check is based on the hours listed on the time sheet. The employee will send their time sheet via e-mail to their supervisor, who will then verify the accuracy and forward to human resources. Time sheets for all student employees are processed directly through human resources. According to federal regulations, students must be paid for all hours worked. The deadline for submitting time sheets to the human resources office is 12:00 p.m. on payroll cutoff dates. Supervisors must pay close attention to payroll cutoff dates. **If time sheets are not submitted on time — payment will be delayed until the following payroll.**

Paycheck Disbursement: Students may have their paycheck direct deposited to their bank account or mailed to the address provided on their W-4 Form. If the pay date falls on a weekend or holiday, payroll checks will be ready the Friday before the weekend, or the last working day before the holiday. Wages paid to student employees through **Regular Student Employment** are subject to federal taxes and must be reported. Questions on exemptions or withholding of taxes may be directed to human resources at 775.753.2107. Each student employee receives a Wage and Tax Statement, Form W-2, at the end of the tax year. If the form has not been received by January 31, the student should contact the human resources office.

WORK RELATED INJURIES AND SAFE PRACTICES

All student employees are covered by workers' compensation insurance. If a work-related injury occurs, the student employee must be referred to an approved health-care provider. The coverage provides an incapacitated student employee the means of support and medical care when unable to work because of a job-related disability. All injuries, no matter how minor, must be reported. The supervisor must contact the safety and security office if there is an injury at 775.934.4923 to receive first aid. A C-1 form must be submitted to the human resources office as soon as possible. Forms are available in the human resources office or on the website.

All student employees who lift and/or carry items over 40 pounds, work in laboratories, studios or areas where hazardous material (chemical, paints, inks, solvents) are used or stored, or who lift and/or operate electrical equipment or fork lifts must contact the GBC safety officer at 775.753.2115 to receive safety training. Supervisors are responsible for ensuring that all student employees receive the training.

TERMINATION OF EMPLOYMENT

Termination of student employment must occur when:

- A student has completed the hours awarded.
- The employer or employee terminates the employment. (Note: Student hourly employees are temporarily appointed.)
- The student is no longer enrolled in any GBC classes. (Human resources should be notified immediately.)

A graduating student may retain student status until the end of the payroll term, i.e., a student graduating in December will retain student status until January 15. A student graduating in May will retain student status until June 30 or August 25 depending on funding.

The supervisor is responsible for ensuring the student has completed their last time sheet.

A Separation/Termination form (available through student employment services) should be signed by the supervisor and forwarded to student employment services, the funding department, and human resources.

STUDENT RESPONSIBILITIES

1. Maintain good standing with GBC and satisfactory academic progress. Eligible students must be enrolled in six (6) or more credits and maintain a 2.0 GPA.
2. Abide by the Student Conduct Policy outlined in the current GBC General Catalog.
3. Keep your time sheet up-to-date and submit it to your supervisor via e-mail or on paper. Time sheets must be turned in by the payroll due dates provided by Human Resources.
4. Be dependable and punctual. Notify your employer as soon as possible if you are absent or are unable to work your assigned schedule.
5. Notify your supervisor and stop working the day you are no longer enrolled in any GBC classes.
6. **Maintain confidentiality!** Under no circumstances should personal information be released to anyone, at any time.
7. Discuss office policies and procedures with your supervisor.
8. Keep your personal phone calls and visits to a minimum.
9. Show proper respect to GBC employees, other student employees, students, and the public.
10. Dress appropriately (baring of midriff, low-cut tops, very short shorts and torn clothing is not acceptable).
11. Give adequate notice to your supervisor if you will be resigning. Two weeks notice is preferred.

SUPERVISORS RESPONSIBILITIES

1. Complete a Request for Student Employee form and forward to the appropriate department for funding of the position. The funding options are: Student employee (college paid through the appropriate Vice President), Work Study or Regents Service Program (funded through Student Financial Services). All positions must have an accurate job description on file with Student Employment Services.
2. Post all student positions through the Student Employment Office. Each new position to be filled must go through an interviewing process to find the best candidate for the job.
3. Ensure that all necessary paperwork, the Employment Packet with all documentation, has been completed by the student employee and returned to Human Resources before the student may begin work.
4. Establish a work schedule with the student to determine the number of hours per week.
5. Properly train students for their duties and provide advice and direction and provide daily supervision.
6. A student working a consecutive four-hour work period is entitled to a 15-minute break with pay. A student working a full eight-hour day is entitled to two 15-minute breaks with pay. They must take at least a 30-minute lunch break without pay after five consecutive hours and list it on the time sheet. Paid breaks may not be taken at the beginning or the end of a work period and are not cumulative. The breaks should be taken when they will not place an undue burden on the department.
7. Report payroll information accurately and in a timely manner. Time sheets should be completed and e-mailed to the supervisor, who will verify the accuracy, and forward to Human Resources.
8. Keep track of the hours the student works compared to the monies awarded.
9. Both employee and employer share the responsibility of addressing problems. Address the problems as they arise, and not after they accumulate. Review job responsibilities, duties, and expectations openly. Notify Student Employment Services if there is an apparent problem with the student which cannot be resolved.
10. Fill out a Separation/Termination form when a student's employment is terminated and notify the funding department, Human Resources, and Student Employment Services.

AFFIRMATIVE ACTION /EQUAL EMPLOYMENT OPPORTUNITY

Great Basin College is an Affirmative Action/Equal Employment Opportunity (AA/EEO) educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity and that access to facilities and services shall be available to all people regardless of their race, age, religion, color, sex, sexual orientation, disability, or national origin. The principle is applicable to every member of the GBC/NSHE community, both students and personnel at every level, and to all facilities and services.