

2016-2017

Henry Ford College

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HFC CAREER SERVICES

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Introduction Information

Student Handbook Statement

These guidelines, policies, and procedures have been developed to meet the needs of the student workers and their supervisors. Students entering the work study program are required to uphold all policies and procedures outlined in this manual. If inappropriate behavior is demonstrated in the work study program, the student will be held accountable to this handbook. Any questions regarding this handbook should be addressed to Chad Austin, Career Services Officer, and (313) 845-9618.

Federal Work Study (FWS)

The Federal Work Study Program is a federally funded work program which provides employment to eligible students with financial need, helping them to earn money and valuable work experience while attending HFC. A FWS award is financial aid, and as with other types of financial aid, student eligibility is determined by the Financial Aid Office. FWS awards are granted on the basis of financial need.

Congratulations

All students who have secured an on campus student worker position will receive this handbook to help them navigate HFC and answer any questions they may have. If an issue is not addressed, please contact the Career Services Office at (313) 845-9618 and we will assist you.

Working on campus is an opportunity that many of your peers would love to have. It helps decrease your college expenses by working part-time while you are attending school, thus reducing your reliance on loans to meet these costs.

Please note that while your job may be funded through a financial aid program, it is a job and should be treated as any other source of employment.

The skills that you will learn are invaluable to you. In addition, this position assists you in building your resume. You will be expected to fully apply yourself to the required tasks.

Equal Opportunity Employer

EQUAL OPPORTUNITY EMPLOYER: The College does not discriminate in any educational program, activity, or employment practice on the basis of race, color, religion, national origin, protected disability, age, sex, height, weight, marital status, familial status, political affiliation or belief. Inquiries in this specific regard should be communicated directly to the EEOC Officer, Administrative Service and Conference Center, (313) 845-9820.

Before beginning work you must:

View the informational mandatory Student Worker Training Video in the Career Services Office.

&

Complete all of your paperwork with Human Resources.

All paperwork must be completed before you can begin working.

Eligibility Requirements

College Work-Study is part-time employment on campus. The **Financial Aid Office** determines how many dollars a student may earn through this program each semester. Generally, students earn minimum wage for the hours they work.

Students must be enrolled in the minimum number of credits required per the appropriate semester.

Students are usually limited to working 15-20 hours per week during the regular school year (Fall and Winter semesters) and 28 hours per week during approved vacation periods and in the Spring and/or Summer sessions providing funds are available. The hours available will vary, depending on the individual departmental needs and the college's budgetary restrictions.

To work in the Spring / Summer sessions, students must take at least six (6) credit hours in the respective session. To work in Fall or Winter, the students must take six (6) credit hours in the semester in which they wish to work. See chart below.

You are expected to work during those hours agreed upon with your employer. Failure to abide by work policies set by your employer may result in the loss of your college work-study job.

Minimum Number of Credits Required			
	Fall	Winter	Sp/Su
Federal Work Study	6	6	6

Students are no longer eligible to work if they drop below these minimum required enrollment levels.

Students must be either U.S. citizens, permanent resident aliens or other eligible classification of non-citizen. Students must be in good academic standing at Henry Ford College and maintain satisfactory academic progress according to federal guidelines.

Are International Students Eligible?

Students can apply for and receive Work Study funding, only if they are a U.S. Citizen or U.S. Permanent Resident. There are other classifications of other eligible non-citizens' which qualify, but if the student's eligibility is in question, they should contact the Financial Aid Office and/or International Office.

Standard documentation that confirms permanent residency of the United States is the Permanent Resident Card (Form I-551 since 1997) or Resident Alien Card (Form I-551 before 1997). Both forms are referred to colloquially as "green cards," though they are not green.

Also accepted is an Arrival/Departure Record (CBP Form I-94) or the new Departure Record (Form I-94A, which is used at land border ports of entry) with the endorsement "Processed for I-551 Temporary Evidence of Lawful Admission for Permanent Residence. Valid until _____. Employment Authorized." The form will have an A-Number annotated on it and is acceptable only if the expiration date has not passed.

Henry Ford College – Student Dress Code

The dress and appearance principles of this policy are intended to establish standards for the **student workers** employed at HFC. In addition to these standards, supervisors may authorize more restrictive standards, as deemed appropriate for their office or department. Students are required to wear appropriate clothing as set forth in this policy. Inappropriate clothing and appearance at the workplace are disruptive to the work environment and supervisors shall enforce compliance with this policy by those students within their offices or departments. In all cases, neatness, health and safety, appropriateness, and good taste shall be observed. Students who do not following the standards are subject to termination. The following standards shall be enforced at Henry Ford College for student workers:

A. Any clothing, makeup, hairstyle or wig that has been demonstrated to contribute to the substantial disruption of the orderly operation of the office or department will be considered inappropriate. Dress suitable for the work environment should; present a professional image, should be clean, neat and free of patches and tears. These are some examples of inappropriate work attire.

- Strapless, halter tops, tube tops, tank tops, see-through garments, bare midriffs, or spaghetti straps (tank tops may be acceptable in athletic department or a department using students to do outside work during the summer months).
- Any piece of clothing that promotes a school other than Henry Ford College
- Unsafe jewelry or unsafe clothing.
- Emblems, lettering or pictures pertaining to drugs, alcohol, sex, profanity, discriminatory or gangs.
- Flip-flops, slippers or shower shoes

B. Skirts and shorts shall be worn at an appropriate and acceptable length for sitting, standing and bending so that undergarments shall not show. No undergarments of any kind should be

visible. The size of the pants shall be appropriate to the student's body size. Pants should not be sagging below the waist at any time while working in an office or department.

- Short-shorts (No exposing of any portion of the torso).
- Spandex pants or other tight fitting clothing.

C. Men shall remove their hats when entering the building of the work office or department. No do-rag, headgear, head covering or bandanas shall be worn by men at any time during work, unless for religious reasons.

Students Responsibilities

Commitment – Be committed and always strive to do your best. Know your area of responsibility.

Maturity – Keep socializing to a minimum.

Professionalism – Conduct yourself in a professional manner.

Adaptability/Critical Thinking – Analyze situations that are different from normal day-to-day operations. Develop a resolution to the situation. Show initiative and provide solutions.

Preparation – Learn all you can about the area or department where you work.

Punctuality/Attendance – Your group depends on you. Maintain the work schedule that you and your supervisor agreed upon. If you are going to be late or unable to come to work, notify your supervisor in advance.

Confidentiality – Maintain the confidentiality of college records and other information you may see or hear (Refer to the FERPA Guidelines).

The Family Educational Rights Privacy Act (FERPA)

Non-Disclosure Agreement

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student").

Does a spouse of an eligible student have rights with respect to that student's education records?

No, spouses of eligible students have no rights under FERPA. Before a college or university discloses information from a student's education records to his or her spouse, the student would have to provide written consent.

What records are exempted from FERPA?

Exempted from the definition of education records are those records which are kept in the sole possession of the maker of the records and are not accessible or revealed to any other person except a temporary substitute for the maker of the records. Once the contents or information recorded in sole possession records is disclosed to any party other than a temporary substitute for the maker of the records, those records become education records subject to FERPA. Generally sole possession records are of the nature to serve as a "memory jogger" for the creator of the record. For example, if a school official has taken notes regarding telephone or face to face conversations, such notes could be sole possession records depending on the nature and content of the notes.

Can parents view a child's post-secondary education record?

FERPA generally prohibits the nonconsensual disclosure of information derived from education records, except in certain specified circumstances. One of these exceptions permits the nonconsensual disclosure of information derived from education records to that student's parent if the student is a dependent student. Further, neither the age of the student nor the parent's status as custodial parent is relevant to determining whether disclosure of information from the education records of eligible students to a parent without written consent is permissible under FERPA. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision.

Are educational agencies and institutions required to notify parents and eligible students of their rights under FERPA?

Yes. Educational agencies and institutions must annually notify parents and eligible students of their rights under FERPA. Specifically, schools must notify parents and eligible students of the right: to inspect and review education records and the procedures to do so; to seek amendment of records the parent or eligible student believes are inaccurate and the procedures to do so; to consent to disclosures of education records, except to the extent that FERPA authorizes disclosure without consent; and to file a complaint with FPCO concerning potential violations. Postsecondary institutions are only required to notify eligible students of their rights under FERPA.

Does an educational agency or institution have discretion over what education records it decides to create and keep?

Yes. FERPA does not require schools to create education records nor does it require schools to maintain education records, unless there is an outstanding request by a parent or eligible student to inspect and review the records.

To which educational agencies or institutions does FERPA apply?

FERPA applies to educational agencies or institutions that receive funds from programs administered by the U.S. Department of Education. By “educational agencies or institutions” we mean public schools, school districts (or “local educational agencies” (LEAs)), and postsecondary institutions, such as colleges and universities. Private and parochial schools at the elementary and secondary level generally do not receive such funding and are, therefore, not subject to FERPA.

What is an Education Record?

Education records are records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution. These records include but are not limited to grades, transcripts, class lists, student course schedules, health records (at the K-12 level), student financial information (at the postsecondary level), and student discipline files. The information may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and e-mail.

FERPA MOTTO:

“Keep any information obtained in the workplace at the workplace.”

Computer Systems Acceptable Use Policy

Policy 6800

Henry Ford College's computers, peripherals, software, networks, supplies, e-mail systems, and Internet connections ("HFC's Systems") are intended to carry out the legitimate operational functions of HFC and not for purposes unrelated to college business. It is not the intent or purpose of this policy to dampen or restrict freedom of inquiry or freedom of criticism.

HFC prohibits the removal, relocation, or alteration of equipment or software without written authorization.

It is the policy of HFC to prohibit the use of HFC's Systems for purposes of:

Harassment of persons or organizations on or off campus for any reason.

Sending or receiving material of a profane, pornographic, or threatening nature.

Sabotage, misuse, or abuse of equipment, software, or data on or off campus, including unauthorized alteration of HFC's Systems and computer files through the willful or negligent introduction of viruses or by mechanical or electronic tampering.

Unauthorized production or reproduction of programs, or multiple copies of material in any form for the purpose of resale or redistribution in violation of the intellectual property rights of HFC or any other person.

Plagiarizing, altering, or tampering with, the work of others.

Gaming, solicitation, or any activity deemed illegal or contrary to HFC policies.

Theft of intellectual or other property, including copyright infringement. To help prevent copyright violations, minimize the risk to College PCs and network from malware such as spyware, viruses, adware or other privacy-invasive software, and to protect against excessive bandwidth use, the use of Peer to Peer (P2P) file sharing software including, but not limited to, Kazaa, Morpheus, Direct Connect, LimeWire, BitTorrent, etc, is prohibited on any device using the College network.

Intentionally preventing an electronic communication from being received by the intended recipient without authorization from the originating sender.

Intentionally causing an electronic communication to be viewable or heard by persons other than the named recipient without authorization from the originating sender, or the named recipient, except where the recipient of electronic communications reports a violation of the Computer Systems Use Policy.

It is the desire of HFC to ensure that HFC Systems are put to the best and most efficient use. HFC therefore requires that:

Students, faculty, and staff receive appropriate training in hardware, software and network use, or demonstrate acceptable levels of proficiency prior to access.

Students, faculty, and staff be mindful of the time spent (as in "surfing the net" or "chatting") on HFC's Systems, or material consumed (such as having large or vague searches printed.)

Students, faculty, and staff exercise reasonable care in protecting their log-on names and passwords, and not permit unauthorized persons to access HFC's Systems.

Students, faculty, and staff should not use HFC's System to store messages and files because it would place an undue burden on limited system resources.

Users of HFC's Systems are reminded that e-mail is like any other form of written communication. It is subject to the same legal restrictions and potential liabilities as a paper document. E-mail may be subpoenaed, and is subject to the "Freedom of Information Act." In view of this, HFC's System should not be considered appropriate for transmission of confidential or proprietary information. From the standpoint of the creator of a message, the message should be viewed as "business correspondence" or as an academic paper which has a likelihood of becoming a published document. HFC does not monitor or permanently store messages. However, unlike a written document that can entirely be erased or destroyed by the writer, user deletion of messages renders electronic space in the system available for other messages, but does not immediately erase the messages from the system. Therefore, users of HFC's Systems should not expect privacy. Nevertheless, it is incumbent upon all users of HFC's Systems to treat misdirected e-mail communications with reasonable care to avoid undue disclosure of the messages of others.

Penalties for violation of this policy will vary depending on the nature and degree of the specific violation. Penalties range from reprimand through expulsion for students or termination for employees in accordance with the provisions of any College Collective Bargaining Agreement, to the extent such Agreement applies to the employees. If violations of law are involved, users may incur civil liability to HFC or third parties, and may also be subject to prosecution.

This policy incorporates, by reference, other HFC policies and/or procedures related to computers and intellectual property, including the written guidelines and materials that were provided at the time the privilege of access to HFC's Systems was granted to each user.

Adopted 7/28/97

Payroll Issues

How many hours can I work per week?

Students are usually limited to working 9-17 (NEVER TO EXCEED 28 HOURS PER WEEK) hours per week during the regular school year (Fall and Winter semesters) and increased hours per week during approved vacation periods and in the Spring or Summer sessions providing funds are available. The hours available will vary, depending on the individual departmental needs.

How do I get paid?

You are paid for the hours that you work recorded over a two-week period. You must fill out a timecard to record those hours. It must be signed by BOTH you and your supervisor. The week begins on Monday and ends on Sunday. After the second week, your timecard ***is due at NOON the following Monday***. When you have your supervisor sign your timecard, they will submit it. See attached timecard schedule so you are aware of the two week increments.

Remember that you must fill out an I-9 form, W-4, and direct deposit (if desired) BEFORE you begin work in order to receive a paycheck.

Stop and check your timecard BEFORE turning it in.

It must be signed by BOTH you and your supervisor. Do not exceed the approved number of hours per week, or the maximum number of hours allowed per academic year. If you work over, you won't be paid from Campus Work Study funds.

How do I complete my timecard?

Complete your timecard as follows:

- Breaks - You can take a 30 minute break with your supervisor's permission providing you clock out.
- Recording Hours - When you work a portion of an hour, you should reflect this in $\frac{1}{4}$ increments of an hour. For example, if you worked for two and a half hours, the timecard should read 2.5 hours. Note that there are two columns on the back of the timecard marked "First Week" and "Second Week." Please make sure that you have the correct information in the correct column, the date along the side of each day, time started, when a break started and ended, and time finished. Give a subtotal of your

hours each day in the column marked “Regular Hours,” for each day. Write the total hours for each week at the bottom.

- Use Blue or Black Ink ONLY - Your timesheet must be filled out completely in ink, and turned into your supervisor, who will then deliver the card directly to payroll no later than NOON on Monday after the pay period ends (UNLESS NOTIFIED OR OTHERWISE LISTED ON YOUR TIMECARD).
- Errors - If your timecard is not properly filled out or contains errors, it will be returned to your supervisor for corrections. You are required to correct the timecard, have your supervisor verify its accuracy and resubmit it. Your timecard will be processed (and rechecked) for the next period.

Can I get Direct Deposit?

Employees have the option to elect direct deposit or Chase pay card account. You may contact the Payroll Office or Human Resources to obtain the proper form for direct deposit.

What is my pay rate?

Effective Date	Minimum Hourly Wage Rate
January 1, 2016	\$8.50
January 1, 2017	\$8.90
January 1, 2018	\$9.25



How do I get my check?

If you do not elect to use direct deposit, you need to register for the Chase pay card through Human Resources or Payroll. Your Chase pay card will be sent directly to your home. You will receive the funds at the same time on Friday.

Can I earn as much money as I want?

No. Your college work study award represents the **maximum** amount you may earn for the academic year. How much of the total reward you actually receive depends upon your rate of pay (minimum wage), the total number of hours you work each week and the number of weeks you work in the year. *Once you have earned your maximum amount, you will have to stop working. Remember it is your responsibility to maintain an accurate record of the hours you have worked.*

To figure out how many hours you are eligible to work complete the following:

**Award amount _____ divided by your wage (Current Minimum Wage)
= _____ total hours for the semester. You can then divide by the number of
weeks you will be working in the semester. _____ total hours ÷ _____
number of weeks = _____ hours per week.**

Example: \$2000 (work-study \$ for Fall semester) ÷ \$8.50 (pay rate) = 235 (rounded)
now you would divide by the number of weeks you will be working in the semester.
If there are 12 weeks left you would divide 235 ÷ 12 = 19.5 hours per week you can
work.

Late Timecard

If your timecard is turned in late, it will be held until the next due date (two weeks later) thus delaying your paycheck two additional weeks.

What about Holidays or Snow Days?

Students are not paid for holidays or for days when the college is closed due to emergencies, such as “snow days.”

Wage and Tax Statement (W-2)

At the end of the calendar year, the Financial Services Office at Henry Ford College will send you a W-2 form reflecting your CWS earnings for the calendar year (January – December). This information is also furnished to the Internal Revenue Service (IRS) and the State of Michigan. FICA (Social Security taxes) will be deducted from your earnings at a rate of 7.65% if you work during periods of non-enrollment, such as the week prior to the Christmas holiday or during the spring break.

Problems on the Job

Your employment as a student worker is contingent upon you meeting all expectations set forth by HFC and your individual employer/supervisor. Should you fail to meet these expectations your employer is within their rights to terminate your employment. If your employer feels that your behavior/work performance can be improved upon, then they may elect to discuss that with you. Employers should discuss any deficiencies with you and you should work to correct these problems within an agreed upon timeline. Should you not meet the deadline for improvement; your supervisor can terminate your employment.


Work-study employment is not covered under the Michigan Employment Security Act and therefore, upon termination from work-study employment (termination, voluntary quit, layoff) students are not eligible for unemployment compensation benefits.

Student Employee Badge

All students are required to wear their student employee badge while working. You are required to go to campus safety to have your picture taken and acquire your badge. There will be a \$5 replacement fee for lost or stolen badges and a \$10 fee for badges that are programmed.



Sample Time Card



Henry Ford Community College
Student Time Cards

ID: 00000		LAST NAME: Fictional		FIRST NAME: Robert		From: 7/11	TO: 7/24
DEPARTMENT: Workstudy		I CERTIFY THAT THIS IS A TRUE AND COMPLETE RECORD OF TIME FOR THIS PAY PERIOD					
REGULAR HOURS PAID: 21		EMPLOYEE SIGNATURE: Robert Fictional		SUPERVISOR SIGNATURE: Supervisor			

DATE	FIRST WEEK	REG HRS	DAY	DAY	REG HRS	SECOND WEEK	DATE
7/11	8:00-4:15	8.25	MONDAY	MONDAY	2	9:00-11:00 1:00-2:30	7/18
					1.50		
7/12	1:00-3:30	2.50	TUESDAY	TUESDAY	2.50	1:00-3:30	7/19
7/13	1:00-3:00	2	WEDNESDAY	WEDNESDAY	2.25	1:00-3:15	7/20
7/14	/		THURSDAY	THURSDAY		/	7/21
7/15	/		FRIDAY	FRIDAY		/	7/22
7/16	/		SAVEDAY	SAVEDAY		/	7/23
7/17	/		SUNDAY	SUNDAY		/	7/24
FIRST WEEK TOTALS		12.75	8.25	SECOND WEEK TOTALS			
REMARKS				FOR PAYROLL USE ONLY			
<p>Time Cards are due by noon in the LRC 0-19 Financial Services Payroll Drop Slot on...:</p>							

When filling out your time card round to the nearest quarter hour, for example:

8:00 am – 9:15 am = 1.25 hours worked

11:00 am – 3:45 pm = 3.75 hours worked

HENRY FORD COLLEGE
 BIWEEKLY PAYS
 FOR 2016 - 2017

Pay Period Start Date	Pay Period End Date	Time Card Due Date	Pay Date
6/27/2016	7/10/2016	7/12/2016	7/22/2016
7/11/2016	7/24/2016	7/26/2016	8/5/2016
7/25/2016	8/7/2016	8/9/2016	8/19/2016
8/8/2016	8/21/2016	8/23/2016	9/2/2016
8/22/2016	9/4/2016	9/6/2016	9/16/2016
9/5/2016	9/18/2016	9/20/2016	9/30/2016
9/19/2016	10/2/2016	10/4/2016	10/14/2016
10/3/2016	10/16/2016	10/18/2016	10/28/2016
10/17/2016	10/30/2016	11/1/2016	11/10/2016
10/31/2016	11/13/2016	11/15/2016	11/25/2016
11/14/2016	11/27/2016	11/29/2016	12/9/2016
11/28/2016	12/11/2016	12/13/2016	12/23/2016
12/12/2016	12/25/2016	12/27/2016	1/6/2017
12/26/2016	1/8/2017	1/10/2017	1/20/2017
1/9/2017	1/22/2017	1/24/2017	2/3/2017
1/23/2017	2/5/2017	2/7/2017	2/17/2017
2/6/2017	2/19/2017	2/21/2017	3/3/2017
2/20/2017	3/5/2017	3/7/2017	3/17/2017
3/6/2017	3/19/2017	3/21/2017	3/31/2017
3/20/2017	4/2/2017	4/4/2017	4/14/2017
4/3/2017	4/16/2017	4/18/2017	4/28/2017
4/17/2017	4/30/2017	5/2/2017	5/12/2017
5/1/2017	5/14/2017	5/16/2017	5/26/2017
5/15/2017	5/28/2017	5/30/2017	6/9/2017
5/29/2017	6/11/2017	6/13/2017	6/23/2017
6/12/2017	6/25/2017	6/27/2017	7/7/2017

