

CHAMPLAIN COLLEGE

2016-17 Federal Work-Study Guide for Students



President Donald Laackman with
Vermont Student Employee of the Year
Karisa Desjardins

Throughout this Handbook, Federal Work Study will be referred to as FWS and the Enrollment Service Center will be referred to as the ESC. The FWS Program is housed in the Office of Financial Aid located in Room 226 Perry Hall. The ESC is located on the first floor of Perry Hall.

This FWS Handbook provides regulations, policies and procedures, and general information for FWS students.

HELPFUL CONTACTS

1. *All Questions Begin Here*
Enrollment Service Center (ESC) / 1st Floor Perry Hall
802-860-2777 / esc@champlain.edu
2. *Eligibility*
Michelle Veladota / Federal Work-Study Program Manager
Office of Financial Aid / Perry Hall Room 226
802-865-6435 / veladotam@champlain.edu
3. *Job Search*
Angela Hyldburg / Operations Specialist / Career Advisor
Career Collaborative / 328 Maple Street (Garden House)
802-860-2720 / ahyldburg@champlain.edu
4. *Onboarding / Time Entry*
Jackie Greer / Assistant Director, Payroll and Benefits
People Center
3rd floor Lakeside Campus
802-864-5431 / jgreer@champlain.edu

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FAQ's

What is FWS?

FWS is a type of financial aid awarded to students who have documented financial need and meet certain eligibility requirements. The program provides part-time jobs allowing students who qualify to earn money to help pay educational expenses. The College encourages community service work and on-campus work related to the student's course of study when possible. Champlain students generally work five to ten hours per week. Students are not required to earn the total amount of the award but cannot earn more than the awarded amount.



Work study is a time to build skills for the future and enables you to begin or add to your resume. Sometimes students think the term *work study* means they will be able to study and be paid. This is a misconception. Work study is a real job and the requirements are the same as for any part-time job you might work.

Why should I participate in the FWS program?

There are some great advantages for students who choose to use their work-study awards. A few of the benefits are:

- Additional financial resource while in school
- Valuable work experience for your resume
- May help to reduce your need for student loans
- Opportunity to network with professionals
- Opportunity to sample different career choices
- Valuable and practical career-related experiences
- Opportunity to enhance your fundamental work skills
- Sense of community and involvement with Champlain

How do I qualify for FWS?

To be considered for FWS, submit the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov> making sure to include the Champlain College School Code, 003684. FWS awards are determined by need, enrollment status, and the availability of funds at the College.

How much is my award?

The amount of each student's award varies up to a maximum award of \$3,000 and is printed on your financial aid award letter. You can also view your award in Web Advisor.

Why don't I see FWS on my bill?

A FWS award is not reflected on your bill because earnings are paid directly to you every two weeks based on the hours you work. The awarded amount should not be considered when calculating your balance due.

Why did my award amount change?

FWS awards may be modified or cancelled if your financial need changes. This could occur if adjustments to income are made on the FAFSA, additional scholarships and grants are received, or when you and your family decide it is necessary to take out additional loans thereby reducing or eliminating need.

Will I be assigned a job?

Champlain College does not place students into jobs. Instead we emphasize career preparation. The College considers searching and securing a FWS position an important step toward career success. Each student must actively search and apply for available positions.

What is JobSpot by Symplicity?

JobSpot by Symplicity is the College's online job search system. You will find JobSpot on the Career Collaborative web page at <https://champlain-csm.symplicity.com/students/>. The site is updated throughout the year as jobs are filled and new positions are created.

The Career Collaborative Team will create a JobSpot account for the ***Class of 2020 and New Transfer Students Entering Fall 2016*** in mid-August and will send a message with your username and further instructions. Please do not register for a *new* account at this time. If you have questions, email careercollaborative@champlain.edu or call 802-860-2720.

If I have a FWS award, am I guaranteed a job?

A FWS award does not guarantee employment. It is in your best interest to apply early for all jobs for which you qualify. Career Collaborative sponsors a Job Fair on the first day of classes. It is a very well-attended event, and



you should plan to be there if possible. If you need assistance with searching for a job, contact Career Collaborative.

How do I find a job?

- New/Incoming students - Watch your Champlain College Mymail account for an email from JobSpot by Symplicity. You can expect this email mid-August; it will include your JobSpot username and a link to set your password.
- Returning students should already have JobSpot accounts. If you need help accessing your account, please contact Career Collaborative.
- All students should go to <http://www.champlain.edu/career-success/career-collaborative/resources-for-students/federal-work-study> for a step-by-step process.

Will I be able to get a job that is directly related to my major?

Although the ideal situation would be for all students to be hired into a position directly related to their major, it should not be the expectation (especially for incoming students) as many positions are general entry-level employment.

What is the Job Fair, and when is it held?

The Job Fair is a great opportunity for you to meet many of the supervisors searching for student employees. Career Collaborative sponsors the Job Fair at the beginning of the fall semester, generally the first day of classes. Watch your email for date, time, and location or check Champlain's web site. Dress to impress and bring copies of your resume if you have one. Many hiring supervisors from both on- and off-campus offices attend the Job Fair in order to meet and discuss opportunities with interested applicants. Please search JobSpot by Symplicity in advance to review posted positions. Treat this event as a job interview and dress accordingly.

Is a community service job possible within the FWS Program? A variety of community service jobs are available through the FWS Program. The College partners with specific local non-profit organizations which provide an enriching experience for both you and our partners. Please keep in mind when working with our off-campus partners that you represent the College, and our expectation is that you will be especially careful about timeliness, attendance, and your work ethic. These positions are great resume builders when you are reliable and work with enthusiasm. The pay rate for community service jobs with our Partners is \$12 per hour. Go to JobSpot to search for opportunities at our Community Partner organizations.

Champlain's Community Partners

Burlington School System District

- Edmunds Elementary and Middle Schools
- Champlain Elementary School

City of Burlington

COTS

DREAM

Greater Burlington YMCA

Housing Vermont

King Street Center

Peace and Justice Center

Vermont Student Assistance Corporation (VSAC)

(Check JobSpot for any new additional partners)

What are my responsibilities as a FWS student?

As a Federal Work-Study or part-time student employee at Champlain College or one of its non-profit campus partners you must:

- ***Provide the required ID for completion of the federal I-9 Form prior to your first day of work***
- Complete all Onboarding forms and processes prior to your first day of work



- **Begin working only after** you receive the **Student May Begin Working confirmation email** from Workday
- Accurately fill out time entry at the end of each shift worked
- Perform your duties conscientiously and responsibly
- Arrive at your position on time and contact your supervisor in advance when you need to be out sick
- Talk to your supervisor in advance when exams and projects may interfere with your work schedule
- Monitor your FWS award against earnings to ensure you do not exceed your award amount
- Comply with your supervisor's office policies, the rules and regulations in this Student Guide, and the College's Policies and Standard of Conduct

It is important for students to understand that if found responsible for fraudulent activity within the FWS Program or part-time employment, students will be subject to disciplinary action which could include the following based on the individual case: loss of FWS eligibility for the remainder of time at Champlain College, dismissal from the College, and/or legal prosecution.

What happens after I am offered a job?

After being interviewed and offered a position:

- your supervisor enters your personal information into Workday
- the FWS Program Manager verifies the information; if approved,
- Payroll assigns a Pay Group
- you receive an email with a link to Onboarding.

What is Workday?

Workday is the College's hiring and time-entry system. This is where Onboarding is done.

What is Onboarding?

Onboarding is the online process of completing all hiring documents. It is an electronic process within Workday. For *new* student employees this includes: W-4; I-9; Student Employee Agreement; Harassment Training; Confidentiality Statement; photo upload (optional); and Direct Deposit Form (optional).

Returning students will have fewer forms to complete.

All forms and processes in Onboarding must be completed prior to your first day of work. You will receive an email from noreplychamplainworkday@champlain.edu once your supervisor has hired you into Workday. This email contains your link to your Onboarding session.

New students receive a temporary password. Once your account is established, you will log in with your Champlain network username and password.

Do I need to complete Onboarding each year?

Yes, Onboarding is required each year at the time you are hired. However, the I-9 is completed only once.

What kind of information do I need to provide in Onboarding?

- personal contact information
- emergency contacts
- what you will claim on your federal W-4
- ID for completion of the federal I-9 (see list of acceptable ID at
- Photo for uploading (optional)
- Direct Deposit bank information (optional)

Once you complete all online forms in your Onboarding, *all first-time employees of the college must bring specific ID to the Enrollment Service Center (ESC) on the first floor in Perry Hall.*



**** IMPORTANT ** IMPORTANT ** IMPORTANT ****

- You may not begin working until all Onboarding, including the federal I-9 Form, is completed and you receive an email stating that *You Can Begin Working*. When you complete your online portion of the I-9, you still have one more step to do before you are done. Bring your ID (List of eligible ID can be found at champlain.edu/i-9) to the ESC on the first floor of Perry Hall.
- This is an example of what the email will look like:

From: no-replychamplainworkdaychamplain <champlain@myworkday.com>
Date: Tue, May 17, 2016
Subject: NewHireSmith, JeffreyThascompletedtheI-9
To: supervisor'semailaddress@champlain.edu

Smith, Jeffrey T has completed the I-9 and **can begin working**

Business Process: Complete Form I-9: Jeffrey Smith
Subject: JeffreySmith
Details: Complete Form I-9 for Jeffrey Smith effective on 05/16/2016
[Click Here to view the notification details.](#)

What is a federal I-9 Form?

The federal I-9 Form is required by the federal government to establish both identity and employment authorization. New student employees must present specific original ID for the completion of the federal I-9.

- List of eligible ID can be found at champlain.edu/i-9. **Please note that all documents must be originals. No copies or faxes can be accepted.**
- Gather the required documents before leaving home so that you will have the ID necessary with you on campus
- After you are hired and the online portion of Onboarding is completed, bring the required ID to the ESC on the first floor of Perry Hall
- No student may begin working until I-9 ID has been verified by the ESC

My parents don't want me to bring my Passport or Social Security Card to campus. Why can't I just bring a copy?

The federal government requires original ID for completion of the I-9. It is not a College policy and therefore cannot be waived or modified. All ID must be original. No copies or faxes can be accepted.

I am a returning student employee. Do I need to do anything?

Yes. To be eligible for work-study, you will need to:

- File your FAFSA at <https://fafsa.ed.gov/>
- Check your financial aid award letter or WebAdvisor once you are awarded to see if you are work-study eligible.
 - **Students returning to previous year's job:**
 - Watch for email over the summer from Workday (no-replychamplainworkday@champlain.edu), and complete your Onboarding to complete



the rehiring process. Contact your supervisor if you do not receive an Onboarding email.

- If you have not worked for the College within the past 365 days, bring eligible ID for federal I-9 Form completion to campus.
- **Returning student employees looking for a new job:**
 - Start searching JobSpot beginning mid-August. For help with this process, go to <http://www.champlain.edu/career-success/career-services/federal-work-study-job-search>
 - Apply for all jobs for which you qualify
- **All returning student employees:**
 - Once hired, watch for email from Workday (no-replychamplainworkday@champlain.edu), and complete your Onboarding.
 - You must complete Onboarding every year and for each job you are hired into, but fewer forms are required after one session is completed.
 - Watch for the email from Workday (no-replychamplainworkday@champlain.edu) stating that you may begin working.
 - **Do not start to work prior to receiving the *Student Can Begin Working* email.** Here is an example of the email:

From: no-replychamplainworkdaychamplain <champlain@myworkday.com>
Date: Tue, May 17, 2016
Subject: NewHireSmith, JeffreyThascompletedthel-9
To: supervisor'semailaddress@champlain.edu

Smith, Jeffrey T has completed the I-9 and **can begin working**

Business Process: Complete Form I-9: Jeffrey Smith
Subject: JeffreySmith
Details: Complete Form I-9 for Jeffrey Smith effective on 05/16/2016
[Click Here to view the notification details.](#)

- Contact your supervisor if you do not receive the *Student Can Begin Working* email within three business days of your hire

HOW TO TRACK THE TIME YOU WORK

How do I track the time I work?

- Log into Workday from the main page of the College's website.
- Enter your hours at the end of each shift.
- Do not enter hours prior to completion of your shift.
- Do not enter hours days later.
- Federal regulations are very strict regarding work-study time tracking.
No student may be paid for holidays or sick time.
At no time may a student work during scheduled class time, even when a class is cancelled or gets out early.
Workday makes it easy for you to enter your exact time in and out. Do not round your time entry.



It is of the utmost importance that you enter accurate hours worked.

- You should never wait to enter time because you are having trouble getting into Workday. Always get help immediately by first talking to your supervisor. If the issue remains unresolved, contact Jackie Greer at 802-864-5431 or at jgreer@champlain.edu. Never accumulate hours beyond a pay period. Always resolve the issue immediately. Accumulating hours could mean that you will go over your award amount, and this could be a serious issue for you and your supervisor.
- You will need to submit your time entry at the end of each week. Reminders to do this are sent to your MyMail account as long as you have entered time.

[Time Entry Instructions](#)

If you have questions about any of these processes, contact Jackie Greer in the People Center at jgreer@champlain.edu.

How is my time entry approved?

Supervisors receive an auto-generated email from Workday when you submit your hours. Your supervisor will review the time entered and, if correct, submit it to Payroll. If there is an error in the recorded time, your supervisor will either send the file back to you for correction or update the information. In this case, an email will be sent to you informing you of the revision.

What happens if I forget to submit my time entry by the deadline? JACKIE

Workday locks down at noon on each payroll deadline. If you forget to submit your hours by the deadline listed on the Payroll Schedule, you will not be able to go into Workday to add missed hours or to submit what you have already entered until after the upcoming pay day. This is because payroll is being processed, and the system does not allow changes during processing. Late submission of time entry means you will not be paid in the current pay period and will have to wait for the next pay period in two weeks. Always monitor the Pay Schedule to assure you are paid on time.

Am I allowed to work during College breaks?

You may work during College breaks if your supervisor approves it. Be aware of the amount of award you have remaining to earn. During breaks you may work up to 37.5 hours per week if your supervisor authorizes it, and you have funds left.

Can I work if a class is cancelled or I get out of class early?

Students are not allowed to work during scheduled class time even if the class is cancelled or is let out early.

Am I entitled to breaks?

If you work more than six consecutive hours in a day, you are entitled to a 30 minute meal break that is unpaid. You are entitled to a paid 15 minute break after four consecutive hours of work. This break cannot be added to a meal break or taken at the beginning or end of a shift. Break time may not be accumulated.

Can I earn over my fall FWS award amount since I have more funding in the spring?

You may not earn over your fall semester FWS award in the fall semester. If you do not use all of your fall eligibility within the fall semester, the remaining portion may be carried over and used in the spring.

Am I able to use my FWS while I am studying abroad?

Students who are studying abroad are not eligible for work study in the semester they are abroad. Use of the entire award in one semester must be approved in advance by the Office of Financial Aid. Not all students have the financial eligibility to do this.



Please note that time entry is locked at 12 noon on the last day of the pay period.

Bi-Weekly Pay Periods

Period	Time Entry Available for Pay Period	Time Entry Locked for Pay Period (12 p.m.)	Payroll Payment Date
08/21/2016 - 09/03/2016	8/21/2016	9/3/2016	9/9/2016
09/04/2016 - 09/17/2016	9/4/2016	9/17/2016	9/23/2016
09/18/2016 - 10/01/2016	9/18/2016	10/1/2016	10/7/2016
10/02/2016 - 10/15/2016	10/2/2016	10/15/2016	10/21/2016
10/16/2016 - 10/29/2016	10/16/2016	10/29/2016	11/4/2016
10/30/2016 - 11/12/2016	10/30/2016	11/12/2016	11/18/2016
11/13/2016 - 11/26/2016	11/13/2016	11/26/2016	12/2/2016
11/27/2016 - 12/10/2016	11/27/2016	12/10/2016	12/16/2016
12/11/2016 - 12/24/2016	12/11/2016	12/24/2016	12/30/2016
12/25/2016 - 01/07/2017	12/25/2016	1/7/2017	1/13/2017
01/08/2017 - 01/21/2017	1/8/2017	1/21/2017	1/27/2017
01/22/2017 - 02/04/2017	1/22/2017	2/4/2017	2/10/2017
02/05/2017 - 02/18/2017	2/5/2017	2/18/2017	2/24/2017
02/19/2017 - 03/04/2017	2/19/2017	3/4/2017	3/10/2017
03/05/2017 - 03/18/2017	3/5/2017	3/18/2017	3/24/2017
03/19/2017 - 04/01/2017	3/19/2017	4/1/2017	4/7/2017
04/02/2017 - 04/15/2017	4/2/2017	4/15/2017	4/21/2017
04/16/2017 - 04/29/2017	4/16/2017	4/29/2017	5/5/2017
04/30/2017 - 05/5/2017 Last day that may be paid with work-study funds	4/30/2017	5/5/2017	5/19/2017

NUMBER OF HOURS A STUDENT MAY WORK

The number of hours you may work per week varies depending on your award amount, pay rate, number of weeks remaining in the semester/year and the number of jobs you work. It is recommended you not exceed 20 hours per



week from all combined jobs. However, over College breaks you may work a maximum of 37.5 hours per week *if approved by your supervisor(s)*. No student may work in excess of 37.5 hours per week at any time.

The following chart may be helpful for planning purposes keeping in mind that all numbers are based on a 3000 award amount and 30 weeks (in an academic year/15 weeks in a semester). The chart reflects the number of hours a student is eligible to work at specific pay rates. If you are not starting in the first week of classes or plan to work over breaks so that the number of weeks remaining is different from the basic chart (or your award amount is different), you should use the formula that follows the chart.

Student Contract Amount	# of Weeks/ Academic Year	Pay Rate	Hours per Week
3000	30	10.00	10.00
3000	30	10.20	9.80
3000	30	10.40	9.61
3000	30	11.00	9.09
3000	30	12.00	8.33
3000	30	13.00	7.69

Use the following calculation for varying number of weeks or award amounts not included on the chart. To use this, you must know your remaining award balance if you have already been working. Contact Jackie Greer at jgreer@champlain.edu in the People Center if you need help finding your remaining balance.

Award amount / number of weeks remaining / rate of pay = available hours per week

Example: \$1000 remaining award / 13 remaining weeks / \$10.20 hourly rate = 7.54 hours per week.

If you are working more than one job, the hours you may work cannot exceed the hours per week in this calculation between all positions. You and your supervisors must track your earnings to be sure you do not exceed your award amount.

2016-2017 STUDENT PAY RATES

Federal law and College policy dictate that those who perform equal work must receive equal pay. These pay rates are based on the requirements of the job and the experience of the student.

Level	Pay Rate
1	10.00
2	10.20
3	10.40
4	11.00
Off-Campus Partner Jobs	12.00
5	
Highly Technical Positions	
5	12.00
6	13.00



WORK-STUDY CONTRACT DATES

Contract dates begin on the first day of classes and extend to the last day of final exams in the spring semester (or last day of final exams in the fall if you are a December graduate/not returning to the College in the spring).

2016-17

Full Year: August 29, 2016, through May 5, 2017
Fall Only: August 29, 2016, through December 16, 2016 (if a December grad or not enrolling for the spring term)
Spring Only: January 16, 2017, through May 5, 2017

STUDENT EMPLOYEE OF THE YEAR (SEOTY) / NATIONAL STUDENT EMPLOYMENT WEEK (NSEW)

Supervisors and the College as a whole recognize the outstanding contributions and achievements of our students who work at Champlain. The College celebrates student employees during the second full week in April during National Student Employment Week ([NSEW](#)).

GENERAL GUIDELINES AND INFORMATION

- **Be On Time**
Being punctual is very important as your supervisor relies on your dependability and presence to deliver quality service. Remember that you are part of a team and your absences or tardiness will result in your co-workers having to perform additional work and may also compromise the office's quality of service. Be sure to discuss the policy in your particular office regarding tardiness as there are instances when it could mean dismissal from the position.
- **Attendance**
You are responsible to notify your supervisor when you will be out due to illness as soon as the situation permits. You are responsible for your own schedule once the shift has been set. Any changes or revisions you would like to make to your work schedule must be approved by your supervisor in advance. If you are struggling with challenges due to your classwork or personal issues, please have a conversation with your supervisor before this becomes an issue for you or the office you are working in.
If you plan to terminate your employment, please give your supervisor two weeks' notice.
- **Be a Team Player**
Remember that you are working on a team, and you are expected to be a team player. Sometimes you will be asked to do tasks that you might not enjoy or find challenging like filing, data entry, working outside in cold weather, or cleaning up after an event. It is important to realize that "housekeeping" duties are a part of any job you are likely to have in the future. Help out while maintaining a positive and respectful attitude.
- **Dress Code**
Most offices have a dress code. However, if your office does not define a dress code, then it is up to you to wear appropriate clothing. If you are raking, mowing, planting, setting up facilities, or working in a storage area, you will not be expected to wear office style clothing. Please check with your supervisor regarding special requirements for safety as well as appropriateness of clothing for special events.



It is important to discuss the dress code in a particular office prior to accepting a position as there may be restrictions regarding what you may wear due to the clientele the office serves. Please be respectful of these requirements. Failure to adhere to dress codes established by your supervisor will be cause to dismiss you for that day. Repeated abuse of the policy can be cause for termination. Please discuss any concerns with your supervisor.

- Cell Phone Use

Cell phone use during your shift is prohibited without the express permission of your supervisor. If you are seen using your cell phone without prior permission, you may be asked to leave it with your supervisor until the end of your shift.

For additional guidance and policies not listed here, please refer to the Undergraduate College Catalog page on our website where you will find College Policies and the Standard of Conduct.

Evaluations

Before the fall semester ends, it is recommended that your supervisor complete an evaluation for you. Acknowledging work well done as well as any issues experienced can be particularly helpful. Evaluations can be a valuable tool when working on a resume. Although evaluations are performed at the discretion of each supervisor, you may request to be evaluated. Evaluation Form follows.

STUDENT EMPLOYEE EVALUATION FORM

Student Name

Student ID #

Job Title

Job #

Supervisor Name

Department

The purpose of the Student Employee Evaluation is to facilitate communication between the student and the supervisor. It is designed to provide constructive feedback to the student employee on work performance and assist with the development and achievement of both academic learning and career-related goals.

Please evaluate the student's performance in the areas below by placing a checkmark in all the boxes that best describe the student's individual development in their current position. Including examples and specifying what can be done to improve is most helpful to students.

Job Knowledge

- Uses specialized knowledge and skills regularly
- Demonstrates extensive knowledge of processes and procedures
- Is familiar with job duties

Examples _____

- Further training needed. Please specify.



Communication Skills

- Respectfully communicates information and ideas to all constituencies
- Communicates with professionalism
- Relates well with others

Examples _____

- Further development encouraged. Please specify.

Quality of Work and Initiative

- Regularly goes beyond what is expected
- Puts forth great effort into work
- Completes work thoroughly and in a timely manner

Examples _____

- Expectations are not being met. Please specify.

Judgment and Independence

- Completes work independently and is capable of training others
- Uses available resources to problem solve and make decisions accordingly
- Displays confidence in their work

Examples _____

- Unsure of procedures and further development needed. Please specify.

Dependability

- Is rarely late or absent and always communicates prior to being late or absent
- Is occasionally late or absent
- Is frequently late or absent



Examples _____

Attitude

- Remarkable enthusiasm, energy, and willingness to work
- Brings their "best self" to work each day/shift
- Has a consistently positive attitude

Examples _____

- Sometimes impacts others in a negative way. Please specify.

Supervisor's comments:

Student's Comments:

Supervisor's Signature _____ Date _____

Student's Signature _____ Date _____



CONFIDENTIALITY OF STUDENT AND COLLEGE INFORMATION / FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that guarantees the confidentiality of student records. All student employees of Champlain College should familiarize themselves with the basic provisions of [FERPA](#) to ensure that they do not violate this federal law. Under no circumstance may you release student information to anyone, unless the position specifically requires you to do so. Refer any requests for information about a student to your supervisor to prevent any FERPA violations.

Student employees must avoid acquiring and exchanging student information that is not required to complete their jobs. Even a minor disclosure of information such as telling another student of someone's class schedule may be a FERPA violation. Any disclosure of this information to any unauthorized person could result in criminal and civil penalties imposed by law. Such willful or unauthorized disclosure also violates Champlain College's policy and could constitute just cause for disciplinary action including termination of employment regardless of whether criminal or civil penalties are imposed.

Any information you obtain on the job regarding students, faculty, staff, alumni, or friends of the College must remain strictly confidential. Please speak with your individual supervisor about any circumstance that may arise in your department pertaining to the FERPA. Confidentiality Statement follows.

All student employees are required to agree to this Confidentiality Statement in Onboarding when hired. Student employees are encouraged to discuss this statement with their supervisors.

CHAMPLAIN COLLEGE CONFIDENTIALITY STATEMENT

All student employees are required to agree to this Confidentiality Statement in Onboarding when hired. Student employees are encouraged to discuss this statement with their supervisors.

Your responsibility for the protection of College information is outlined below. Please read this form carefully.

All matters and information pertaining to students, parents, faculty, staff, alumni, the College's business operations and Champlain College as an organization that have been gained as a result of your employment by the College must be treated as confidential (referred to as "Confidential Information"). Under no circumstance may Confidential Information be divulged either inside or outside the College other than to persons authorized by your supervisor to receive such information.

Protecting Confidential Information is a critically important policy regarding employment at the College. You may be tempted to reveal Confidential Information to family members, fellow students, friends, or employees when working or seeing them on a casual basis outside of the college. You will need to remind yourself to remain silent about what you hear or see at your job. The College places significant trust in all who have access to sensitive information and with that trust comes a high level of responsibility.

Examples of the kinds of information you may have access to that must be kept confidential include (but are not limited to) information about:

- a student or their parents (including, but not limited to, Social Security numbers, grades, counseling issues, or financial information)
- payroll or personnel issues



- faculty or staff information (including, but not limited to, Social Security numbers, salaries, or disciplinary actions)
- alumni or friends of the College (donors, development contacts, etc.)
- administrative information you might deal with or hear about in your job

In addition, anyone who is authorized to access electronic information, long-distance service, or copy machines may be issued access codes. Any person who uses or discloses another individual's access code (user ID), accesses information without authorization, or abuses the use of any access code is subject to disciplinary action, up to and including dismissal from the College.

Should you be unsure at any point about disclosing Confidential Information to any person or entity, do not hesitate to ask your supervisor.

I will:

- use Confidential Information only for the performance of official College business and in connection with my employment as outlined by my supervisor.
- not alter or in any way change Confidential Information except in the performance of the duties of my job.
- not disclose Confidential Information, whether in electronic or printed format, to anyone unless disclosure is approved by my supervisor.
- maintain confidentiality of all data or information in accordance with the policies and procedures of the College, the office in which I am employed, and any state or federal laws.
- not intentionally attempt to gain access to information or facilities to which I am not specifically authorized.
- use the data processing facilities of the College only in a manner consistent with my job function and for conducting official College business.
- not divulge to any other party any user IDs or passwords assigned to me.
- maintain a secure workstation environment and take appropriate steps to keep information stored on any of my electronic devices secure.

I am aware that:

- this Confidentiality Statement is applicable to me while I am working at Champlain College and that the confidentiality requirement will continue after I leave my position.
- failure to comply with this Confidentiality Statement may result in my being disciplined or terminated from my position.
- the College retains the right to pursue prosecution when misuse of Confidential Information or computing resources is suspected.

I have read, reviewed, understand, and agree to this Champlain College Confidentiality Statement.



Office Policies

Ask your supervisor for a copy of Office Policies so that you can be aware of any rules specific to your department.

Resignation

If you find it necessary to leave a position, two weeks' advance notice is requested. Employers who wish to terminate student employees should also provide students with two weeks' advance notice unless there is a significant violation of policy.

If termination is the result of a violation of the FWS Contract, College policy, Standard of Conduct, or set departmental policies and procedures, termination may be immediate depending on the infraction. Supervisors must notify the FWS Program Manager with written documentation in these cases. Employment may be terminated for breaking any of the rules outlined in this manual.

Please use the following guide for termination.

Termination

Student employees are a valued part of the Champlain College workforce. Expectations are the same as for any other college employee. Repeated absences and/or tardiness, poor performance, and not adhering to office policies are some of the reasons a student could be terminated. Be sure to have open conversations with your supervisor about these issues to prevent termination.

Violations to the Code of Student Conduct such as falsification of time entry, violations to a signed Confidentiality Statement, theft, forgery, or any other potentially separable offense, are all cause for termination and can also lead to loss of work study for the remainder of the student's enrollment at Champlain, actions taken by the Conduct Review Board, dismissal from the College, and possible legal prosecution depending on the circumstance.

Grievance Procedure

Students are encouraged to discuss matters of concern or dissatisfaction related to their work-study employment with their Supervisor. Most minor disagreements or problems can be resolved by honest, non-confrontational discussions. Students should follow these steps if they find their environment challenging:

1. An attempt should be made by the student (in person, email, or by phone) to informally resolve the issue between any fellow student worker and/or supervisor.
2. If things cannot be resolved within the office after this attempt, it is strongly suggested that the student make an appointment with the FWS Program Manager to discuss the matter further no later than 15 days after the student employee first attempted to resolve the issues with his/her supervisor. The FWS Program Manager will address both the student and supervisor concerns/issues. In certain circumstances, the issue will be referred to the People Center for resolution.

