
	ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

- A. The purpose of this procedure is to outline the process for the employment of student workers at Florida State College at Jacksonville (FSCJ/College).
- B. Student workers are engaged to supplement the regular workforce of the College by assisting with routine work or serving in a technical capacity such as lab tutors or peer helpers. The assignment of student workers provides part-time work opportunities to students who need earnings to attend college and applicable work experience related to their program of study.
- C. Expanded policies and procedures for the administration of the Title IV financial aid programs are contained within documents in the financial aid office. Policies, procedures and processes are also available to the College community on the web site, in the catalog and in other venues as required and as appropriate.

Procedure

- A. Determining Needs and Basic Eligibility
 1. The appropriate college administrator oversees the college-wide student employment process. The Student Employment office will work with the designated department lead to determine the need for student employees within each unit.
 2. The Student Employment office will endeavor to fill requests based on the availability of funding each year. Federal Work Study dollars are the primary funding for Student Employment. Students who do not meet the eligibility for FWS funding may be considered for the Student Assistant Program.
 3. The Financial Aid Office will make the determination as to whether the student is eligible for FWS funding. Eligibility determination for all student employees will include: active enrollment in a degree-seeking program, the completion of a FAFSA, (Free Application for Federal Student Aid) and a 2.0 overall college GPA. Student workers must be enrolled in a minimum of six (6) credit hours to receive college funds.
 4. Student workers are selected on the following basis:
 - a. Federal Work Study Program (FWS) (formerly titled College Work Study)
 - i. Student's financial need
 - ii. Student's desire and ability to work
 - iii. Demonstrated campus or departmental need

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b. Student Assistant Program

- i. Availability of Student Assistance funds
 - ii. Student's desire and ability to work
 - iii. Demonstrated campus or departmental need
4. It is prohibited to be simultaneously employed as a Student Worker and any other type of paid College employee.
5. Students, who have been identified as a sexual offender are ineligible to participate in the Student Employment program. Students with a criminal background may be ineligible to work in some college departments based on prior offense. Students who work in areas that require system(s) access will be required to complete a background check.


B. Basic Procedures

- 1. Departments are responsible for providing comprehensive student onboarding and training for required job tasks related to the respective department. Students will also be required to attend a mandatory training facilitated by the Student Employment office.
- 2. Student workers may not change employment from one campus location or job to another without the approval of the Student Employment office.
- 3. In the case of both FWS and Student Assistant Program workers, it shall be the responsibility of the supervising administrator of the unit to ensure that work is assigned and monitored so as to ensure that student workers maintain confidentiality should an assignment provide access to confidential information.
- 4. All student workers are required to sign a Confidentiality Agreement and Student Worker Agreement, and supervisors may not allow student workers to access any information via another employee account.
- 5. Under no circumstances may a student employee work more than twenty-eight (28) hours per work week.

C. Responsibilities

1. Student Responsibilities

- a. Each student worker is responsible for the completion of their timesheet by the prescribed deadlines. Failure to complete the timesheet may result in a delay in paycheck.
- b. Each student worker should follow the guidelines and procedures applicable to the respective department.
- c. Each student worker may be subject to a performance evaluation. If the student worker's performance proves to be unsatisfactory, then the department supervisor may request that the student's employment be discontinued within that area.

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- d. Each student worker should refrain of using department computers and equipment for personal use.
- e. If a student worker would like to transfer to a different department for work, then the student worker should contact Student Employment and let their current supervisor know about the anticipated change.

2. Supervisor Responsibilities

- a. Each supervisor should establish student expectations and policies for their respective area.
- b. Supervisors are responsible for approving the student worker's timesheet before the deadline each pay period. Failure to do so will result in the student's pay being delayed.
- c. Supervisors should complete a returning student request for Spring, Summer and Fall semester to ensure student's continued eligibility for student employment.
- d. Department supervisors may evaluate the student employee each term. If a student's work performance is unsatisfactory, the department may request that a student's employment be discontinued within that area.
- e. As a matter of safety, department supervisors should ensure that the student employees are not working unsupervised at any time.
- f. If a student worker requests a transfer to a different department for work, then the supervisor should contact Student Employment immediately regarding the next steps in the process. Once the new supervisor has been identified, the current supervisor should transfer the student over to the new supervisor via a PeopleSoft request for reporting change.
- g. Student workers, who are no longer active employees for the department should be terminated in PeopleSoft based on the student's resignation or if they are no longer eligible to work.

REFERENCES: F.S. 1001.64, 1001.65, 1009.77

Adopted Date: November 2, 1987

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