# GREEN RIVER COLLEGE

## STUDENT EMPLOYMENT PROGRAM MANUAL

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## INTRODUCTION

The Student Employment Program serves students, faculty, and staff by providing employment opportunities for Green River College students. There are two employment fund types processed through the Student Employment Program:

- Work Study
- Institutional Work Grant

All other temporary appointements are processed through HR or International Programs, regardless of student status.

Thousands of hours of work each year are performed by student employees. It would be safe to say that collectively, as well as individually, the campus community benefits greatly from these many hours of student work. In many cases, these students come to divisions and departments with Federal Work-Study money which means no cost to the office, department or division. In some cases, your division or department may allocate small awards to hire students through the student employment program to help keep the educational and business process flowing smoothly.

We know supervisors appreciate students work efforts, no matter the source of the funding. This manual will guide superiors through the hiring process, funding sources, employment regulations and much more.

## HIRING PROCESS

Advertise      Offer Job      Start Work

Interview      Paperwork
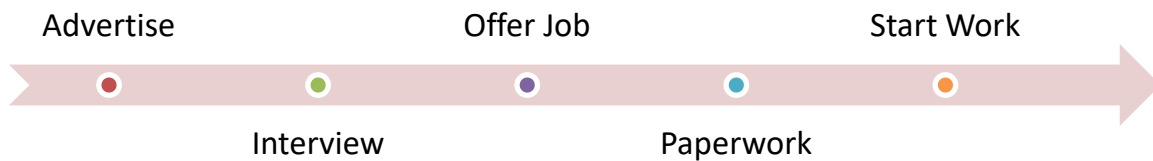
**ADVERTISE**

The hiring process begins with creating a job desription and then advetising the job. To provide equal employment opportunites, all student jobs must be advertised. Green River College advertises all student jobs on Handshake. If creating a NEW employer account in Handshake, please use standard GRC nameing system, "Green River College – Name of Department, Office, etc." If your department already has an employer account, you may add yourself as a contact.

See tutorials for Creating a GRC Employer Account and How to Post a Student Job .

All student job descriptions must include the following information:
- Job Title, this should reflect the purpose of the position or main duties
- Rate of pay (all student employment jobs are paid at WA, King County minimum)
- Purpose or role of the position with the College/Department/Office
- Job description/duties
- Minimum Qualifications
- Anticipated work schedule (Example: M-F between 8:00AM – 5:00PM)
- Location of employment (incude address and on campus location)
- Supervisor name
- Duration of employment (anticipated start date – end date)

Application material will be required at the time of hire. Employers may use their own job application or use the generic Student Employment Application. **Note**, applicant profiles on Handshake **do not meet application criteria**.

Complete Student Employment Authorization forms must be submitted to the Student Employment Specialist by the hiring supervisor, in addition to any applicant material that is submitted outside of Handshake. If Handshake is used to collect applicant materials, the Student Employment Specialist will download applicant material directly from Handshake.

Student Employment position are temporary employment appointments. Student job descriptions must be reviewed and re-advertised each school year. Student Employment follows the academic year July 1 – June 30.

## INTERVIEW

It is each supervisors responsibility to develop an interview process that best fits the deparment needs. It is imporatant to keep interivew process consistent and interview questions relevant to the job and qualificaitons.

Supervisors are encouraged to contact the Student Employment Specialist to confirm work study eligibility before making a job offer.

## EMPLOYMENT AUTHORIZATION FORM

*Institutional Work Grant Employment Authorization* forms must be completed and signed by all parties, including budget authorities before a student may begin working. Institutional Work Grant funding is available to approved student programs for employing students. For additional information about work grant contact the Dean of Student Life.

*Work Study Employment Authorization* forms will be initiated by the Student Employment Specialist at request after a job offer has been accepted. Supervisors are encouraged to contact the Student Employment Specialist to confirm applicant work study eligibility before making a job offer.

There are two types of work study available on campus:
1. Federal *Work Study* funding is subsidized by the Federal Government and the College. This is need-based employment funding offered to eligible students through Financial Aid. Eligibility is determined by a student's FAFSA and Cost of Attendance. Approved work study allocations will be listed on a student's Work Study Employment Authorization form.

2. WorkFirst *Work Study* funding is available to students with work approval from DSHS. Funding is confirmed by the WorkForce Education Department. Students must contact WorkForce Education for a referral.

Students may Request Work Study Eligibility Review at any time after they have submitted a FAFSA application. Students may apply for federal financial aid by completing a FAFSA at www.studentaid.gov

## HIRING PAPERWORK

Hiring paperwork must be completed before a student may begin working. Employment is contingent upon proof of employment authorization and identity. Green River College participates in E-Verify. Student employees must compete form I-9 and provide Employment Eligibility Verification documents (such as government issued ID, SSN, etc.) to confirm they are authorized to work in the U.S. The Student Employment Specialist will complete form I-9 with the student employee on behalf of Green River College.

Supervisors must wait for work approval from the student employment specialist before allowing the student to begin working. This email confirms hiring paperwork has been completed. The students *start date will be agreed upon after hiring paper is complete*.

## CLOSURE PROCESS

Supervisors must contact the Student Employment Specialist if a student employee leaves a position prior to submitting their final timesheet, per the employment end date on the Student Employment Authorization form. The Student Employment Closure Report will be completed to document the employment separation.

## PROGRAM GUIDELINES

### REGISTRATION

Students working through the Student Employment Program must be enrolled in a minimum of six (6) credits at all times of employment. Work Study participants must be enrolled in a minimum of six (6) credits required for program graduation.

### ALLOWABLE WORK HOURS

Student Employment allows up to 20 hours of work per week during the official quarter session. The WorkFirst Work Study program limits no more than 19 hours per week. Weekly limit is a combined total of all hours worked for Green River College, Sunday – Saturday.

Students may work up to 40 hours per week during the official College break period. Students must meet the following guidelines to work during the break:
- Student must be registered for a minimum of six (6) credits in the upcoming quarter
- There must be supervised work available during the break period
- Student must have money remaining from quarter ending to pay for break hours

Working during scheduled class time is prohibited. However, student(s) may earn academic credit as well as compensation for jobs such as internships, practica, or assistantships (e.g., research or teaching assistantships).

### ACADEMIC PROGRESS

Work Study participants must maintain Satisfactory Academic Progress. If a student does not meet SAP requirements, their financial aid will be suspended. This includes work study. This means the student must stop working. See SAP policy for details about reinstatement.

### EXCLUDED PARTICIPATION

Work performed by student employees must not be sectarian related or involve any partisan political activity. Further, positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.

Federal Work Study prohibits work in the following services: facility maintenance, cleaning, purchasing, public relations.

## LEGAL RIGHTS AND RESPONSIBILITIES

### EMPLOYMENT SECURITY

Student Employment *may not displace workers* (including those on strike) or impair existing service contracts. This applies to off-campus and private employers contracting student employment.

### PAY RATES

Student employees are paid hourly at WA State Minimum Wage, plus King County COLA. Current rate is $17.49 per hour, as of January 2025.

### REST BREAKS AND MEAL PERIODS

Per Labor and Industries rules all workers must be allowed a paid rest period, free from duties, of at least 10 minutes for every 4 hours worked. The right to receive paid rest breaks cannot be waived by the worker or employer.

All workers employed more than five hours shall receive a meal period of at least thirty minutes. If they work more than 11 hours in a day, then they must receive an additional meal period of at least 30 minutes. This lunch break must occur after the second hour and before the fifth consecutive hour of work. Lunch breaks are not paid and must be recorded on timesheets.

### SICK LEAVE

Student employees will accrue a pro-rated amount of sick leave that is equivalent to one hour of non-compensable sick leave for every 40 hours worked. If a student employee uses sick leave, scheduled hours may not be made up at another time. Student employees must adhere to their planned and supervisor-approved weekly schedule.

Federal Work Study may not pay for fringe benefits, this includes state mandated sick leave. This means, any sick leave hours reported by a federal work study student employee will be paid by the Institution and will not be deducted from the student's work study allocation.

### VOLUNTEERS

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid worker. This means a student paid to do a duty may not volunteer for the same job without being compensated.

## SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for understanding and following Student Employment Program policies and procedures. This includes the hiring and closure process, program guidelines, and legal rights and responsibilities. Further responsibilities include job training, evaluation procedures, adhering to the payroll schedule and creating a work schedule that fits within a student's quarterly work study allocation. Students cannot work beyond the quarterly limit and will be required to stop work immediately if they do. Supervisors should contact the Student Employment Specialist with any questions regarding a student's budget at any time in the quarter if needed.

Annual Student Employment training is a prerequisite to hiring through the Student Employment Program.

Supervisors must wait for work approval confirmation from the student employment specialist before allowing a student to begin working. The students start date will be agreed upon after hiring paper is complete. The work approval notice confirms hiring paperwork has been completed.

## TIME AND LABOR

Student employees will report time in ctcLink. Work hours should be reported daily. Timesheets close on the 15th and last day of each month for processing. Late timesheets cannot be processed in the ctcLink system. Late timesheets are processed manually. It is crucial that timesheets are processed on time through the ctcLink system. Supervisors are responsible for reviewing and approving student hours in ctcLink following the payroll schedule.

Supervisors approving student hours, certify the student:
- Worked the dates listed
- Worked the hours recorded
- Work was completed for Green River College

See instructions on How to Approve Payable Time.

If your employee enters incorrect time worked, you can reject the submission and request the student to re-submit OR you CAN go ahead and Enter or Modify Direct Report Timesheet on the student's behalf! To get all employees paid on time it is best to fix the timesheet yourself rather than denying the timesheet and waiting for the student to resubmit.

Visit ctcLink Help and Resources for additional ctcLink HCM tutorials and guidance.

## JOB TRAINING

For student employees to perform their jobs well, they must have proper job training. Supervisors should give the student her/his job description so that s/he knows what is expected in the job. Refer to the job description frequently and as a training tool when highlighting important aspects of the job. Supervisors should discuss requirements regarding breaks, attendance, and any additional departmental needs.

***Tips for creating a positive work environment***

Discussing the following with your student employee will ensure a smooth, successful beginning in her/his new work environment.
- Introduce all team members (who does what)
- Discuss information sources when there are questions
- Discuss policies and procedures, as appropriate
- Talk about work hours: create a schedule that includes breaks
- Show facilities (restrooms, break room, supplies, etc.)
- Explain how student's work relates to goals and makes a meaningful contribution

## EVALUATION PROCEDURES

Performance evaluations are an integral part to a student's individual and professional development at Green River College. Although performance evaluations are not mandatory, they serve as an important tool that assists student employees in further developing their skills by highlighting their strengths and constructively identifying areas for improvement.

### STEPS TO COMPLETE A PERFORMANCE EVALUATION

We encourage evaluations be administered mid-way through the academic year and again at the end of the spring quarter. To most effectively complete a student employee evaluation, follow these steps:
1) Establish a schedule for student employee evaluations.
2) Review the student employee's job description, including specific position responsibilities and requirements.
3) Complete the evaluation form for a student employee.
   Note: If desired, a department may create their own template or use the template provided through Student Employment.
4) Sit down with the student employee to review the completed evaluation form, constructively highlighting strengths and areas for improvement. Add additional written comments where necessary.
5) Discuss future performance goals and objectives.

Retain a copy of the evaluation and give a copy of the evaluation to the student.

Student Employee Performance Evaluation

## STUDENT EMPLOYMENT CONTACT AND RESOURCES

**_Financial Aid Office_** | 253.288.3392 | [finaid@greenriver.edu](mailto:finaid@greenriver.edu) | [Financial Aid](#)

> **_Natalya Thompson_** Student Employment Specialist
> 253.932.6531 | [nathompson@greenriver.edu](mailto:nathompson@greenriver.edu) | [Student Employment](#)

> **_Beth Hawes_** Director of Financial Aid
> 253.333.4978 | [bhawes@greenriver.edu](mailto:bhawes@greenriver.edu)

**_International Student Services_** | 253.288.3300 | [international@greenriver.edu](mailto:international@greenriver.edu)

> **_Toya Turner_** Employment and Operational Specialist
> 253.91.6403 | [tturner@greenriver.edu](mailto:tturner@greenriver.edu) | [International Student Employment](#)

**_Human Resouces_** | 253.288.3320 | [hr@greenriver.edu](mailto:hr@greenriver.edu) | [Human Resources](#)

**_Payroll Office_** | 253.288.6414 | [payroll@greenriver.edu](mailto:payroll@greenriver.edu) | [Payroll Department](#)

**_Workforce Education_** | 253.931.6550 | [workforce@greenriver.edu](mailto:workforce@greenriver.edu) | [Workforce Education](#)