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STUDENT EMPLOYMENT HANDBOOK FOR STUDENTS AND SUPERVISORS

STUDENT EMPLOYMENT ELIGIBILITY

On-Campus (Any Great Basin College (GBC) Center): To be eligible for students must meet the following requirements:

1. Be currently enrolled at GBC for a minimum of (6) six credit hours each semester and maintain a cumulative 2.0 GPA. Also refer to Probation and Suspension.
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, Human Resources and Student Employment Services and terminate the student's employment.

Off-Campus

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 (CWS or RSP).

Funding Chart:

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 Business Affairs). 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 Services 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 hired. 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://cot.gbcnv.edu/~jobs/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. The employment packet can be obtained from Human Resources, located in the Chilton Circle Modular and on the GBC website at <http://www.gbcnv.edu/hr/swp.html>

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:

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 must be notified immediately upon termination of any student employee, regardless of whether the termination is voluntary or involuntary.

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 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), CWS or RSP (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 required 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 either, emailed or given, 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 immediately.

AFFIRMATIVE ACTION /EQUAL EMPLOYMENT OPPORTUNITY

GBC, a member of the Nevada System of Higher Education, is an Affirmative Action/Equal Employment Opportunity 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, gender, including pregnancy related conditions, sexual orientation, disability, whether actual or perceived by others and including service related disabilities, national origin, military status or military obligation, gender identity or expression or genetic information. This principle is applicable to every member of the GBC/NSHE community, both students and employed personnel at every level, and to all facilities and services. The same questions are asked of each interviewee for a specific position, and if at any time you do not wish to answer a question, you do not have to do so.