

Goucher College

STUDENT

EMPLOYEE GUIDEBOOK

**For
Student Employees
and Supervisors**

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INTRODUCTION

Goucher College has prepared this guide for student employees who hold a campus job, students who received awards under the Federal Work-Study Program, and student employee supervisors. This guidebook offers a listing of the rules and policies for maintaining on-campus employment. It also provides guidance for all college student employment programs for student employee supervisors.

The staffs of the Career Development Office, Payroll Office and Human Resources, and Office of Student Financial Aid are available to assist students and supervisors in clarifying any information contained in this guide. All three offices are located in the Rhoda Dorsey Center and are open from 9:00 a.m. to 5:00 p.m., Monday through Friday.

Student employment at Goucher College has several purposes:

- ❖ To give students an opportunity to improve their skills and gain practical work experience
- ❖ To assist in the daily operations of the College
- ❖ To help the community through tutoring and other community service

Career Development will assist students in finding a work-study position by hosting a student employment job fair at the beginning of the fall semester and by posting available job listings on its website, www.goucher.edu/cdo.

WHO TO CONTACT FOR ADDITIONAL INFORMATION:

StudentEmployment@goucher.edu

Job Posting: Traci Martin Director of Career Development
tmartin@goucher.edu (410) 337-6191

Financial Aid Questions: Sharon Hassan, Director of Financial Aid
shassan@goucher.edu (410) 337-6500

Payroll Questions: Lisa Peddicord, Payroll Manager
lpeddico@goucher.edu (410) 337-6069

Budget Questions: Tom Phizacklea, Vice President for Finance
wphiz@goucher.edu (410) 337-6131

Personnel Issues: Deborah Lupton, Director of Human Resources
dlupton@goucher.edu (410) 337-6135

Community Service Program Questions: Jennifer Bess, Community Service Coordinator
jbess@goucher.edu (410) 337-6483

International Student Employment Questions: Gail Edmonds, VP and Dean of Students
gedmonds@goucher.edu (410) 337-6150

THE FEDERAL WORK-STUDY PROGRAM PROCESS

In order to receive a federal work-study award, students must apply for financial aid each year and must meet federal eligibility requirements. If a student receives federal work-study, the amount of the award is not credited directly to a student account. Instead, the student can work and receive a biweekly paycheck based on the amount of hours worked. *Please note that an offer of a federal work-study award is not a guarantee that the student will obtain a federal work-study employment position.*

STUDENT AWARD NOTIFICATION

As part of the financial aid package, students are notified of their federal work-study awards. If federal work-study is not a part of the packet, students can request to be on the federal work-study wait list. The Office of Student Financial Aid will examine the student's file and notify each student of their eligibility. Returning students must meet the priority deadline of February 15th, and must have worked during the previous academic year in order to receive federal work-study.

USE IT OR LOSE IT POLICY

The Use It or Lose It Policy is intended to minimize the number of students who accept, but do not use, their federal work-study awards. This policy also helps Financial Aid keep track of funding requirements and maximize awards to students with federal work-study positions.

Students with federal work-study awards must be hired by October 1st in order to retain the award. If students are not hired by this date, the award is subject to cancellation or reduction. If students are unable to seek a position or commit to employment during the fall semester due to course load, class schedule, study abroad, or other reasons, the student may request a spring-only award. Students must discuss this with the Office of Student Financial Aid. Students with spring-only awards must be hired by March 1st or the award is subject to cancellation or reduction.

TERMS AND CONDITIONS OF STUDENT EMPLOYMENT

All Student Employees:

1. Acceptance of Federal Work-Study or College Employment carries all the responsibilities and commitments as in any other employment situation. You are expected to be dependable, to be considerate of your employer, and to perform your tasks to the best of your ability.
2. Work hours must be scheduled so that they will not conflict with any of your academic classes or responsibilities.
3. In order to be paid, you must complete paperwork for each individual job, as well as a Form W-4 and a Form I-9. You must also have a valid social security number. We recommend that you submit a Direct Deposit Authorization Form to the Payroll Office.
4. A bi-weekly timesheet will be supplied and made available to you in your department. It is your responsibility to see that your timesheet is legibly completed on a daily basis, dates and times are accurate, and that your supervisor signs it.
5. Deliberate falsification of timesheets or other employment records may be considered a federal offense and is punishable by law. The hours for which a student receives compensation are subject to a federal audit.
6. Computer usage within a campus office must be for official work purposes. Use of a computer by a student during working hours may be prohibited or monitored by the department.
7. If you are injured on the job, you must report the incident to your immediate supervisor or the supervisory person in charge at the time, and to the office of human resources
8. If you are unhappy with your employment position and/or the conditions under which you are working, or if you wish to terminate your job, you should first discuss the circumstances with your supervisor.
9. A student who voluntarily elects to terminate his or her employment should give at least two weeks notice to the employer.
10. A student can work 40 hours per (two week) pay period when classes are in session, including during final exam days; 40 hours per week during the weeks of semester breaks and the mid-year (January) break.

Federal Work-Study Employees Only:

11. A student employed in the Federal work-study Program must be (a) a full-time student planning to enroll the following semester, (b) in good academic standing, and (c) making satisfactory academic progress toward completion of a degree.
12. Federal work-study is not automatically renewed. You must reapply for these funds each year by the financial aid renewal deadline set by the Office of Student Financial Aid.

OBTAINING ON-CAMPUS EMPLOYMENT

Students are responsible for securing on-campus employment, and should therefore work directly with the departments and supervisors for whom they wish to work. However, the Career Development Office is happy to assist students by hosting a Job Fair in the Dorsey Courtyard at the beginning of the fall semester. Student can find additional information regarding the Career Development Office at www.goucher.edu/cdo. Additional employment opportunities are posted in the Digest.

Please follow the procedures below to obtain a work-study position at Goucher College:

- a. Attend the Job Fair in Dorsey Courtyard at the beginning of the fall semester to complete job applications, meet with a variety of supervisors, and fill out the necessary tax forms. If students are unable to attend the Job Fair, additional employment information is available on the Career Development website www.goucher.edu/cdo, and are posted in the Digest.
- b. Schedule an interview with supervisors after the student's application is reviewed, (supervisors may contact you, or you may contact them) and the supervisor will make all employment decisions based on the students' qualifications and availability.
- c. Complete the following forms when hired at the Human Resources Office or at the job fair:
 - Form W-4
 - Form I-9 (Employment Eligibility Verification) form
 - ***Note:** for the I-9 form students need to present two original forms of identification: either a passport, or a drivers license AND a birth certificate or social security card.
- d. Set weekly hours, review job details, etc., with the supervisor.

Please note: Students cannot begin work at any campus job until all of the forms required for employment have been submitted to the Payroll Office. Also, if any personal information changes throughout the course of employment, students are responsible for notifying the Payroll Office.

THE REHIRE PROCESS

If both the student and supervisor are satisfied with the terms and execution of employment, the supervisor can make the decision to rehire the student for the same job at the start of each academic year. If students continue employment, students do not need to fill out any new tax forms (unless the students information has changed). Please indicate to your supervisor before you leave for the summer whether or not you would like to return to your position in the fall. Your supervisor is responsible for notifying the Payroll Office when you return.

INTERNATIONAL STUDENTS

International students must have a valid Social Security Number (SSN) before they may begin working. You must be enrolled as a fulltime student and registered in SEVIS to apply for an SSN. ** Please note that international students who do not have a valid Social Security Number are ineligible to work on campus. Please follow the procedures detailed below in order to obtain a Social Security Number**

In order to obtain an SSN, please do the following:

1. Obtain a job offer from an on-campus employer.
2. The Dean of Student's office will prove you with information about applying for the SSN. In two (2) business days, the Office of International Studies will provide you with a letter of support that is required for your SSN application.
3. Please take the letter and your visa documents (I-20 or DS-2019, I-94 card, and passport) to a Social Security Office.
4. Once you receive an SSN, you must complete Form I-9 and Form W-4 with the Student Payroll Office before you may begin working. You should bring your Social Security Card, Passport, and all visa documents with you to complete Form I-9.

THE REHIRE PROCESS

If you and your supervisor are satisfied with your employment, you may be rehired for the same job at the start of each academic year without completing any new paperwork. Please indicate to your supervisor before you leave for the summer whether or not you would like to return to your position in the fall. Your supervisor is responsible for submitting your rehire status to the student payroll office.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

In November of 1986, the Immigration Reform and Control Act passed changing immigration laws in the United States. This Federal law requires that employers verify the identity and work eligibility of every employee hired after November 6, 1986, whether a citizen or non-citizen.

In order to comply with this Federal regulation, all students who intend to work on campus will be required to present identification to the Payroll Office that satisfies the requirements of Form I-9 (Employer Eligibility Verification) prior to beginning employment. Students must show one document from List A or one document from List B and one document from List C. International Students will be asked to show their I-94 and their I-20 in addition to their passport.

List A	List B	List C
U.S. Passport (expired or unexpired)	State-issued driver's license or ID card with photo or identifying information	Original Social Security Card
Unexpired foreign passport with I-551 stamp or	U.S. Military card	Original Birth Certificate with seal or other

attached INS Form I-94 indicating unexpired employment authorization		certification
Alien Registration Card with photo	University ID card with photo	Unexpired INS Employment Authorization document

You cannot be paid or even begin to work until you have completed the Form I-9 (Employment Eligibility Verification) and have presented the appropriate identifying documents to the student payroll office.

TYPES OF POSITIONS AVAILABLE

ON CAMPUS POSITIONS

Students interested in working on-campus may seek employment with one of 24 departments on campus. Available jobs include office and clerical support, student services, laboratory support, technical support, and various other positions.

On-campus employment provides a great opportunity to get involved with the campus community while gaining work experience at a convenient location.

COMMUNITY SERVICE

Students employed in this area perform direct service to our communities and citizens in need. Available job opportunities include tutoring, social services, and various other opportunities. Participating students are given the unique opportunity to make a positive difference in their own community while enjoying a rewarding and challenging work experience. All positions start at \$7.00 per hour and offer flexible hours to accommodate student's course schedules. Contact Jennifer Bess, Coordinator of Community Service at extension 6483 for details

STUDENT EMPLOYEE POLICIES

STUDENT PAY SCALE

There are currently three levels of student jobs at Goucher College. Starting salaries for the existing three levels of student jobs are as follows:

- a. \$6.55 - \$6.750 per hour for Level I jobs
- b. \$6.75 - \$8.00 per hour for Level II jobs
- c. \$8.00 - \$10.00 per hour for Level III jobs

The pay level is determined by the job classification as decided by the employee's supervisor. If this is the first time the student has worked with an employer, students will usually start at Level 1. If the student maintains the same job, they are eligible for one step increase per year and are eligible for the first of these steps after two semesters working for the same employer; subsequent step increases are due annually. Note: Step increases are not automatic and are only awarded upon a supervisor's request and submission of a new payroll authorization form.

WORK SCHEDULES AND LIMITATIONS

Students must give their supervisor a copy of their college schedule. When creating work schedules, students and supervisors are advised to consider the student's course schedule, academic requirements and exam schedules. **Students may never work during scheduled course times!**

Limitations: Limitations on the hours that students can work in a campus job are as follows:

- a. 20 hours per week or 40 hours per two week pay period when classes are in session, including during final exam days;
- b. Students may work more than 20 hours per week during the weeks of semester breaks and the mid-year (January) break;
- c. Students may work more than 20 hours per week during the summer; (No federal work-study positions are available during the summer.)
- d. No more than 1,100 hours per fiscal year.

These limits are set to ensure the priority of academics as well as the availability of funds for all students. Students will not be paid for any hours worked over the 40 hour limit per pay period during the semester. Students and supervisors will receive a warning from the payroll office each time that a student exceeds the work hour limitations. Multiple warnings may result in the loss of the position.

Once a schedule has been agreed upon, it is your responsibility to:

- a. Arrive at work on time, ready to perform position-related activities.
- b. Notify the supervisor in a timely manner if unable to come to work on time or at all.
- c. Sign in and out with the supervisor in order to track hours (this includes lunch and breaks).

- d. Be considerate and reliable. Students represent Goucher College and must maintain the same standards expected of all faculty and staff.
- e. Dress appropriately. In positions requiring regular contact with the public, attire conveys a degree of professionalism.
- f. Perform work to the best of your ability and act in the best interest of the college.
- g. Refrain from all personal activities, phone calls, personal e-mail, or internet surfing, during hours of employment; and refrain from personal use of office equipment, such as postage meters, copy machines, and telephones.
- h. Complete online FERPA quiz. Print and sign results for supervisor.
- i. Sign the Confidentiality Agreement form and return to supervisor (see appendix I for form).

CHANGING WORK-STUDY POSITIONS

After accepting a work-study position, you are expected to assume the responsibilities associated with the position. In some cases, you may find it necessary to change positions. If this is the case, we recommend that you give your employer two weeks notice. A new Payroll Authorization Form must be completed by your new employing supervisor and submitted to the Payroll Office. A new Confidentiality Agreement must be signed and kept on file by the supervisor but the online FERPA quiz only needs to be completed once. Students only need to complete the tax forms once unless there are any changes to the information.

TIME REPORTING

All student employees must take care to legibly complete a biweekly time sheet and have it signed by their supervisor. For additional information on pay cycles and time sheet due dates please consult the payroll schedule, available at the Human Resources Office. All time sheets must be signed by the supervisor, the department name, account number and pay period dates must be clearly written on the top of the form and all students must sign the time sheet or they will not be paid. See appendix IV for a sample time sheet.

Payroll Checklist for Student Employees

- Make sure new student employees complete the tax forms prior to the start of employment. The tax forms are:
 - Form W-4
 - Form I-9 (Employment Eligibility Verification) form
 - ***Note:** for the I-9 form students need to present two original forms of identification: either a passport, or a drivers license AND a birth certificate or social security card.

- Students must complete the online FERPA tutorial and sign the confidentiality statement before they begin their job. Confidentiality Statements are to be maintained by the supervisor. See Appendix I for a copy of the Confidentiality Statement.

- Discuss pay rate with the supervisor and be sure the supervisor submits a completed *Student Payroll Authorization Form* for each student employee – new and returning – at the beginning of each school year. See Appendix C for a sample form.

- Discuss all job obligations with the supervisor including, but not limited to:
 - Weekly Schedule
 - Job Duties and Responsibilities
 - Start and End Dates

- Students that they may work a maximum of 20 hours per week, 40 hours per bi-weekly pay period, inclusive of all jobs on campus. Students may work more than 20 hours per week, 40 hours per pay period during the summer and winter breaks.

- All student timesheets must be submitted to Payroll by 2 p.m. on the Thursday after the period ending date. Timesheets submitted after the deadline will not be paid until the next pay date. For a payroll schedule, contact the Payroll Office. See Appendix IV for a copy of the student time sheet.
 - Students must clearly write their name, ID number, total number of hours worked and student signature to be paid.

- Contact the Dean of Students Office for approval before employing an international student that is here under an F-1 Visa.

Please to contact Lisa Peddicord at x6069 or at lpeddico@goucher.edu with any questions.

SUPERVISOR REFERENCE INFORMATION

STUDENT EMPLOYEE SUPERVISOR RESPONSIBILITIES

- ❖ Submit job notices for student employment positions to the Career Development Office (CDO) and notify the CDO when the job openings have been filled to keep job listings current. Contact the CDO to participate in the Fall Job Fair.
- ❖ Complete a student employment authorization form for each student hired. Submit completed form to Lisa Peddicord in the Payroll office. Notify students to complete their payroll documents (I-9 form and W-4 form) and make sure that they understand that these forms **MUST** be completed before they begin to work for you. Direct international students to the Dean of Student's Office.
- ❖ Define the student's duties and responsibilities as a member of the staff.
- ❖ Provide an orientation to new students and train students for assigned duties. Provide appropriate supervision on a regular basis.
- ❖ Outline all appropriate departmental and college policies and explain the consequences of failure to adhere to them, (i.e., dress code, completing timecards, use of office equipment, time and attendance, etc.).
- ❖ Establish a standard work schedule for each student and monitor the student's hours. Sign the student's timesheet and ensure accuracy. Submit timesheets to the Payroll Office by posted payroll schedule deadline.
- ❖ Verify that students have not worked more than 40 hours during a pay period when classes are in session and more than 40 hours a week during weeks of semester breaks, January, and during the summer.
- ❖ Verify that students are not working during class times by requesting a copy of the student's academic schedule prior to setting the work schedule.
- ❖ Provide students with constructive feedback necessary to enhance their work performance and professional development.
- ❖ Seek guidance with human resources staff for any difficulties with student employees such as poor performance, habitual tardiness, unexplained absences.

Distribute Student Employee Certification form and maintain copies of forms in your office.

STUDENT EMPLOYMENT POLICIES FOR SUPERVISORS

STUDENT PAY SCALE

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The pay level is determined by the job classification as decided by the employee's supervisor. If this is the first time the student has worked with an employer, students will usually start at Level 1. If the student maintains the same job, they are eligible for one step increase per year and are eligible for the first of these steps after two semesters working for the same employer; subsequent step increases are due annually. Note: Step increases are not automatic and are only awarded upon a supervisor's request and submission of a new payroll authorization form.

WORK SCHEDULES AND LIMITATIONS

Students must give their supervisor a copy of their college schedule. When creating work schedules, students and supervisors are advised to consider the student's course schedule, academic requirements and exam schedules. **Students may never work during scheduled course times!**

Limitations: Limitations on the hours that students can work in a campus job are as follows:

- a. 20 hours per week or 40 hours per two week pay period when classes are in session, including during final exam days;
- b. Students may work more than 20 hours per week during the weeks of semester breaks and the mid-year (January) break;
- c. Students may work more than 20 hours per week during the summer; (No federal work-study positions are available during the summer.)
- d. No more than 1,100 hours per fiscal year.

These limits are set to ensure the priority of academics as well as the availability of funds for all students. Students will not be paid for any hours worked over the 40 hour limit per pay period during the semester. Students and supervisors will receive a warning from the payroll office each time that a student exceeds the work hour limitations. Multiple warnings may result in the loss of the position.

Once a schedule has been agreed upon, it is the students' responsibility to:

- a. Arrive at work on time, ready to perform position-related activities.
- b. Notify the supervisor in a timely manner if unable to come to work on time or at all.

- c. Sign in and out with the supervisor in order to track hours (this includes lunch and breaks).
- d. Be considerate and reliable. Students represent Goucher College and must maintain the same standards expected of all faculty and staff.
- e. Dress appropriately. In positions requiring regular contact with the public, attire conveys a degree of professionalism.
- f. Perform work to the best of your ability and act in the best interest of the college.
- g. Refrain from all personal activities, phone calls, personal e-mail, or internet surfing, during hours of employment; and refrain from personal use of office equipment, such as postage meters, copy machines, and telephones.
- h. Complete online FERPA quiz. Print and sign results for supervisor.
- i. Sign the Confidentiality Agreement form and return to supervisor (see appendix I for form).

CHANGING WORK-STUDY POSITIONS

After accepting a work-study position, you are expected to assume the responsibilities associated with the position. In some cases, you may find it necessary to change positions. If this is the case, we recommend that you give your employer two weeks notice. A new Payroll Authorization Form must be completed by your new employing supervisor and submitted to the Payroll Office. A new Confidentiality Agreement must be signed and kept on file by the supervisor but the online FERPA quiz only needs to be completed once. Students only need to complete the tax forms once unless there are any changes to the information.

TIME REPORTING

All student employees must take care to legibly complete a biweekly time sheet and have it signed by their supervisor. For additional information on pay cycles and time sheet due dates please consult the payroll schedule, available at the Human Resources Office. All time sheets must be signed by the supervisor, the department name, account number and pay period dates must be clearly written on the top of the form and all students must sign the time sheet or they will not be paid. See appendix IV for a sample time sheet.

MONITORING STUDENT EARNINGS

The Payroll Office and Financial Aid will monitor student earnings. If you receive federal work-study and your award runs out you may be able to continue to work depending on your job performance and attendance, and the budget constraints of the department where you work. You and your supervisor will receive a warning from the financial aid office once your federal work-study balance is less than \$200. All other student employee earnings are monitored based on individual department budget allotments.

DISCIPLINE

You will be held responsible for the duties, responsibilities, and expectations outlined by your employer. If you fail to meet these criteria, the following three-stage process will be used:

1. A verbal warning for first-time or minor offenses.
2. A written warning for repeated or more serious offenses. This should be addressed in a face-to-face meeting.
3. A written notice of termination for ongoing problems. This should be addressed in a face-to-face meeting.

Each warning or notice should be given in private and the Office of Student Financial Aid and the Payroll Office will be notified of disciplinary action taken. These warnings should be specific, clearly stated, and given in a timely manner.

TERMINATION OF EMPLOYMENT

Voluntary Termination

The student initiates a voluntary termination. A student who voluntarily elects to terminate his or her employment should give at least two weeks notice to the supervisor. The supervisor must notify the Office of Student Financial Aid of any voluntary termination.

Immediate Release

Acts of serious misconduct will not be tolerated and may result in an immediate release from employment. Examples of serious misconduct may include but are not limited to: serious disregard of Goucher College's rules; disorderly conduct; the unauthorized possession, distribution, use of or being under the influence of alcohol, marijuana, or other non-prescription drugs or controlled substances during working hours; theft of College property or the personal property of a student, staff, or faculty member; breach of confidentiality, falsification of employment, payroll, or other documents; racial or sexual harassment; gross incompetence and/or insubordination or refusal to perform assigned tasks.

In the event that the misconduct constitutes a potential violation of community standards or policies published in the Student Handbook, the supervisor must file a complaint with the Director of Residence Life & Judicial Programming at extension 6424 for possible referral to the Student Judicial system.

Involuntary Termination

An involuntary termination is initiated by the employer due to an employee's unsatisfactory performance in his or her position or due to an employee's inability to comply with College and/or office rules and regulations. Employers who terminate employees for just cause are required to:

- Give the employee a verbal or written warning documented with a memo to the Office of Student Financial Aid and the Payroll Office. Additional warnings are allowed but not necessary.
- Give the employee a termination notice documented with a copy to the Office of Student Financial Aid and the Payroll Office. A student who is involuntarily terminated will receive consideration for jobs only after all aided and non-aided students have been placed.

Payroll Checklist for Student Employment Supervisors

- Submit a completed *Student Payroll Authorization Form* for each student employee – new and returning – at the beginning of each school year. See Appendix C for a sample form.
- Make sure new student employees complete the tax forms prior to the start of employment. The tax forms are:
 - Form W-4
 - Form I-9 (Employment Eligibility Verification) form
 - ***Note:** for the I-9 form students need to present two original forms of identification: either a passport, or a drivers license AND a birth certificate or social security card.
- All student timesheets must be submitted to Payroll by 2 p.m. on the Thursday after the period ending date. Timesheets submitted after the deadline will not be paid until the next pay date. For a payroll schedule, contact the Payroll Office. See Appendix IV for a copy of the student time sheet. Supervisors should maintain copies of each time sheet in case of a discrepancy.

All time sheets must:

 - Have the students' name, ID number, total number of hours worked and student signature;
 - Have department name and account number clearly written;
 - Have the pay period dates clearly written;
 - Have the supervisor signature in the bottom right corner to verify the accuracy of the information.
- Please remind students that they may work a maximum of 20 hours per week, 40 hours per bi-weekly pay period, inclusive of all jobs on campus.
- Pay increases are at the discretion of the supervisor. Please refer to the Student Employee Handbook for the pay scale levels. A new Payroll Authorization Form must be completed and returned to the Payroll Office to authorize the raise. See Appendix III for a copy of the Payroll Authorization Form.
- Students must complete the online FERPA tutorial and sign the confidentiality statement before they begin their job. Confidentiality Statements are to be maintained by the supervisor and are subject to random audit by our in-house legal counsel. See Appendix I for a copy of the Confidentiality Statement.
- Contact the Dean of Students Office for approval before employing an international student that is here under an F-1 Visa.

Please to contact Lisa Peddicord at x6069 or at lpeddico@goucher.edu with any questions.

APPENDIX I

Confidentiality Statement

I do hereby attest that I understand the information I may be handling in the _____ office is highly sensitive and confidential. I promise that I will not divulge, copy, release, forward, or otherwise misuse any information I may be privy to as part of my employment to any individual or entity either within or outside of Goucher College. I understand that any breach of confidentiality will result in my job being terminated immediately and I may also be referred to the Student Judicial Board.

Please note: Students cannot begin work at any campus job until all of the forms required for employment have been submitted to the Payroll Office.

I hereby certify that I have read the terms and conditions above and agree to abide by all of the conditions, policies and procedures outlined. Detailed information can be found in the Goucher College Supervisor and Student Employment Handbook.

Students' signature: _____ Date: _____

Please print and retain a copy in your office.

APPENDIX II

Letter of Intent to Hire

To the Supervisor: This letter is intended for use by supervisors who hire international students who do not yet have a valid Social Security Number. Any student who is already in possession of a valid Social Security Number does not need to complete this form.

The Social Security Administration currently requires a letter certifying an offer of employment before it will assign a Social Security Number to an international student. In order to ease the burden of bureaucracy placed upon International students, the Dean of Students, kindly requests that you complete the form below so that such a letter may be generated and sent to the Social Security Administration. The student should bring this form, to Dean of Students Office.

Thank you for your collaboration in employing eligible International Students

In accordance with Social Security regulations this letter is intended to certify that (name of student) _____ has been offered a position as a paid hourly student employee in the Office of _____, pending receipt of a Social Security Number and the correct filing of all necessary Student Employment forms.

Supervisor's Name

Signature

Date

Telephone ext.

