

Kuyper College

Student Employment Handbook

Introduction

The Financial Aid Office (FAO) at **Kuyper College** participates in a variety of financial aid programs. Assistance may include scholarships, grants, loans and jobs. Scholarships and grants are “gift” awards that do not have to be repaid. Loans and work opportunities are considered “self-help” awards since repayment or performance of duties are required. The type of aid awarded depends upon the student’s financial need and is generally a combination of gift and self-help assistance. Any outside assistance the student receives also affects the amount of a financial aid award.

As a private, non-profit institution, Kuyper College has been authorized by the United States Secretary of Education to participate in financial aid programs authorized by Title IV of the Higher Education Act of 1962 as amended.

Student Eligibility for Federal Title IV Financial Aid

There are several eligibility requirements that students must meet in order to be considered for federal funding. Students must:

- Demonstrate financial need according to Federal Methodology
- Have a high school diploma, a GED or have passed a test approved by the Department of Education
- Be enrolled in a degree seeking or eligible certificate program
- Be a U.S. citizen or eligible non-citizen
- Make satisfactory academic progress as determined by the institution

Please Note: You must be registered for 6 or more credit hours and in good financial aid standing (not dismissed from financial aid) in order to be a student employee. (See Kuyper College catalog for financial aid GPA & percent requirements)

Equal Opportunity

Kuyper College is committed to assuring equal opportunity with respect to both education and employment and does not discriminate on the basis of race, color, religion, age, national origin, sex or disability. Kuyper College complies with Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1973, and other applicable statutes.

Various Student Employment Programs

Federal Work-Study Program

Funds for the federal work-study program come from the federal government. Students are awarded federal work-study money based on their financial need as determined by the completed FAFSA. Students must be U.S. citizens or an eligible non-citizen to receive these funds.

Federal Community Service Work-Study Program

This program is a partnership between the federal government and Kuyper College. It is based on financial need according to a student’s completed FAFSA. This program is meant to place eligible students in the community as volunteers. Although a student may be a volunteer for an organization, they are paid. The positions are primarily off-campus. To be a part of this program and work on campus, an eligible student must work with other students who have physical and/or learning disabilities. U.S. citizenship or eligible non-citizenship status is required.

State Work-Study Program

Funding for this type of work-study is a partnership between the State of Michigan and Kuyper College. A student can be awarded state work-study funding if they are a Michigan resident. Eligibility is determined on the basis of a student's completed FAFSA.

Kuyper College Student Employment Program

Kuyper College funds the student employment program independently. The money is primarily awarded to Canadian and International students who are not eligible to participate in the above programs. It may be awarded to U.S. citizens and eligible non-citizens who do not show financial need according to their completed FAFSA. Only on-campus positions are filled through this program.

Please Note: Because funding and job positions are limited, Kuyper College cannot guarantee that each student who completes an application will be hired.

Supervisor Contacts

Academic Office, Donna VanderKodde, 988.3639, dvanderkodde@kuyper.edu

Academic Support Office (tutoring, scribing etc.), Andrew Zwart, 988.3688, azwart@kuyper.edu

Admissions Office, Ryan Struck-VanderHaak, 988.3695, rsvhaak@kuyper.edu

Advancement Office, Kari Sterk, 988.3620, ksterk@kuyper.edu

Athletics, Christine Moran, 988.3691, cmoran@kuyper.edu

Business Office, Becki Doornbos, 988.3625, bdoornbos@kuyper.edu

Community Service (off campus), Agnes Russell, 988.3656, arussell@kuyper.edu

Custodial/Hosting/Security, Mike Palmer, 988.3670, mpalmer@kuyper.edu

Financial Aid Office, Kim Desgranges, 988.3633, kdesgranges@kuyper.edu

Food Service/Kitchen, Sara Veen, 988.3637, sveen@kuyper.edu

Library, Dianne Zandbergen, 988.3635, dzandbergen@kuyper.edu

Maintenance/Grounds/Building, Tim Chupp, 988.3658, tchupp@kuyper.edu

Receptionists, Dawn Lynema, 988.3624, dlynema@kuyper.edu

Student Services, Andrea Smith, 988.3650, asmith@kuyper.edu

Teaching Assistants, Mary VanderMeer, 988.3678, mvandermeer@kuyper.edu

Application Process

Students must file a Free Application for Federal Student Aid (FAFSA) to be considered for any type of need-based grants, work, loans and non-need based loans. A federal processor, not Kuyper College, processes the FAFSA. (School code 002311) The FAFSA priority deadline is March 1st for all students attending college in the State of Michigan.

FAFSA not applicable for International or Canadian students

Student Employee Instructions

Go to www.kuyper.edu under Financial Aid & Tuition or the portal under Financial Aid to print off the Student Employment Application.

Read the handbook!

1. It is your responsibility to contact a supervisor provided from the list on page two of the handbook or located on the application itself.
2. Set up an interview (bring the application)
3. If interviewed and if hired;
4. Complete the Student Employment Contract with the supervisor.
5. Give the supervisor your application.

6. Complete all with-holding forms and a confidentiality statement with the supervisor.
7. The supervisor will turn in all necessary paperwork.
8. All checks will be held until the paperwork is completed and on file in the Business Office.
9. Do not return application to FAO! Please return all paperwork to the Business Office.

Student Employee Guidelines

Here are some guidelines that will help you, as a student employee, to ensure you that your work experience will be a positive one:

- Dependability is crucial. Your supervisor needs to know you can be counted on.
- The rule of thumb for confidentiality is: if you hear or see something that concerns you, take it to your supervisor to help assess your concern.
- Be sure to call your supervisor when you are sick. (It is a matter of courtesy to make that call.)
- Treat your co-workers with the respect and dignity you want to be treated with.
- Take your job seriously. (The college depends on you to perform the job you were hired to do.)
- Work time is not a social time.
- When you know you will be gone, let your supervisor know in advance.
- If you have questions about the job you are doing feel free to ask.
- You are expected to complete a full semester in the position for which you are hired.
- With any given semester, an application for a new position may be denied if you voluntarily quit your previous position prior to the customary two weeks notice.
- You may work in multiple positions during a semester as long as your cumulative hours do not exceed 20 hours per week. (Suggested number of work hours is 8-12 each week.)
- During school breaks a student can work up to but not exceed 40 hours per week.
- Being rehired in a position is not an automatic process! Each year the hiring process starts over with the completion of an application and a FAFSA.
- **Your job is a privilege, not a right!**

Supervisor Instructions

Steps for Hiring and the Required Paperwork

1. The Student Employment Application and the Student Employment Handbook are located on the Kuyper College website as well as the portal.
2. **Helpful hint;** you can advertise for position openings. (E-mail, posters etc.)
3. Students are instructed to contact supervisors in order to start the interview process, this is their first step.
4. Upon the completion of the interview process and you chose to hire the student please complete a Student Employment Contract obtained from the Business Office.
5. **Return** the Student Employment Contract to the Business Office.
6. With-holding forms and a confidentiality statement must be completed with each student and are obtained from the Business Office.
7. **Return** the with-holding forms, confidentiality statement and the student's application all to the **Business Office**.
8. The **student's pay check** with be held until all appropriate paperwork is completed and on file in the Business Office.

Please Note: It is very important to note that **federal and state dollars** are **not** to be spent on work performed in the Vos Chapel. For example, cleaning the chapel is to be done by a student eligible for Kuyper College funding only. For further information regarding this issue please contact the FAO.

Pay Scale

The following pay range is a guide for determining the **hourly** wage of a student employed by Kuyper College.

First year on the job students may be paid **\$7.40-7.95**

Second year on the job students may be paid **\$7.50-8.20**

Third year on the job students may be paid **\$7.60-8.30**

Fourth year on the job students may be paid **\$7.70-8.95**

Student's hourly rate should not exceed a Kuyper College employee's hourly rate.

Special classifications may be made on the basis of special skills or special experience.

These include the following:

1. Hosts and Hostesses may be paid up to \$8.20 per hour. This position is not dependent on the wage range.
2. Select student employment positions with unique job requirements may be paid up to \$8.70 per hour. (See #4 if this affects a certain job position)
3. Students who are eligible for Community Service through the Federal Work-Study program will be paid \$7.40 an hour.
4. Only the VP of Business & Finance and the Director of Financial Aid, within the limits of the budget has the ability to approve hourly pay above and beyond the recommended pay range.

Supervisors are ultimately responsible for making sure that the appropriate forms are turned into the Business Office within 5 business days of a student's hire date.

If an outside business or agency requests verification of employment for a student they need to contact the V.P. of Business and Finance. Do not give your name out as a reference; filter the request through the Business Office. There are laws to abide by concerning such matters.

Tips and Suggestions for Supervisors

- State your expectations clearly
- Give students a positive work experience, make it fun and teach responsibility
- Outline procedures and do not assume anything
- Treat your employees as you want to be treated
- Be firm, yet flexible
- Make student employees feel important and needed (treat them as individuals)
- Address problems as they arise
- Be sensitive to the fact that they are **students** and there are times in which finals, field trips, etc. must take priority (being a student is their first job)
- Make copies of all student time sheets and contracts (this will help Kuyper College keep up-to-date and accurate records for an audit or program review)

Student employees will need to know the following

1. How to fill out their timesheets/timecards.
2. Where to obtain timesheets/timecards.
3. For students working in the Maintenance/Physical Plant or Food Service, time worked is recorded via a time clock. These students are required to sign the time card that is used in the time clock.
4. What the dress code is for their position.
5. Does the position require high priority confidentiality? If so, students need to know what the guidelines are. Kuyper College provides a confidentiality statement for the student employees to sign.
6. Supervisors need to train their student employees and communicate what is required of them.

Timesheets are due by 5pm on every Friday. Both the student and the supervisor must sign the time sheet. Supervisors need to make arrangements with their employees in the event that they are unable to sign-off on their timesheets.

Scheduling

Students must have a weekly schedule that both the student and supervisor can depend on. Some positions, by their nature (*i.e. snowplowing*), cannot be scheduled and the student is essentially on call. Students are expected to inform their supervisor of any illness, field trip or other event that may prevent them from working their regular hours. Students who fail to keep supervisors informed may be given a warning.

Winter/Spring and Summer Breaks

There are limited jobs available during winter, spring and summer breaks. Therefore, if a student is interested in working during those times, they should contact the department supervisor ahead of time. The student may work up to 40 hours per week during school break periods but may not exceed the 40 hour limit. Summer break student employees are needed for various jobs during the months of June, July and August. International, Canadian and U.S. students who live on campus will be chosen first to work during the summer months.

Injuries

If you are injured on the job, it is important that you contact your supervisor as soon as possible. If you cannot do so, try to signal someone who is in close proximity to you.

Disciplinary Procedures

All Kuyper College student employees are required to be on the job at the agreed upon times.

The supervisor may allow exceptions outside of the pre-assigned hours. Such requests should be infrequent and may result in loss of hours for the time missed.

Please Note: All student employees are representatives of Kuyper College and the area where the employee works. It is important to remember to abide by all school policies at all times, on or off the job.

Warnings:

Warnings may be issued for the following violations

1. Late for work
2. Absent without prior notification
3. Loitering while on the job
4. Failure to fulfill job responsibilities

Insubordination:

1. The **first** warning may be oral or in writing. If it is oral, it must be documented in writing and kept on file.
2. The **second** warning must be in writing, submitted to the student and kept on file.
3. The **third** warning is a dismissal notice.
4. Dismissal may result from, but is not limited to the following behavior:
 - Dishonesty and/or theft
 - Verbal or physical abuse to supervisor, other students or Kuyper College personnel
 - Abuse to Kuyper College-owned equipment or property
 - Failure to attend classes
 - Disclosure of confidential information
 - Falsifying time sheets

Certain violations are grounds for immediate dismissal. Students who are terminated may appeal. The process requires a written appeal to be submitted to the supervisor, the Director of Financial Aid and the V.P. of Business and Finance. These three will meet (with or without the student present) and decide if the student should be reinstated.

Paychecks

The Business Office issues paychecks every other Friday. It is the student's and supervisor's responsibility to make sure these forms are completed.

Remember, paychecks will not be distributed to students who do not complete and hand in the required application, contract, withholding forms and work authorizations.

Payroll Deduction

The Higher Education Act allows a student to automatically have a portion of their payroll check applied to their student account. See the Business Office for the proper form. Once this form is filled out, turn it in to the Business Office for processing.

Timesheets

When a student begins working, the supervisor must show them the proper timesheets to use and where to obtain them. Time sheets require both the student's and the supervisor's signatures, date, hours worked and department title.

Confidentiality Requirements

All student employees are required to sign a confidentiality statement. By signing this statement, the student agrees that they will not give out information that they see or hear while on the job. It is grounds for automatic termination if a student is caught breaking the confidentiality requirements.

Dress Code

Kuyper College has raised the level of professionalism in both college employees and student employees. President Kroeze stated this in a memo "clothing worn on the job should reflect the task and/or public the person deals with. People working in office areas should dress business professional." It is understood that employees in food service and maintenance must dress appropriately for the work they are doing. Ask your supervisor about proper work attire.

Maintenance of Records and Program Review

Student employee timesheets are turned into the Business Office every Friday. Records should be kept for a period of no less than seven years, for auditing purposes. Records concerning compensation for student employment are maintained in the Business Office. A record of student earnings is given to the Financial Aid Office after each payroll. Earnings are compared to student awards each month to prevent over earning situations. Earning records are reconciled between the Financial Aid and Business Offices at the end of the academic year for the Federal Fiscal Operations and Application to Participate (FISAP) report.

FERPA (Federal Education Rights and Privacy Act)

Student employees are protected by FERPA guidelines due to their student status. Keep issues regarding student employee's private, just as you would for a permanent employee. In particular, do not give out information regarding a student employee's performance or wages, either to another Kuyper College staff/faculty member, Kuyper College student, or the student's parent, unless you have written permission from the student to do so. For further clarification of FERPA guidelines please contact the FAO.



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