

Illinois
Central
College

HUMAN RESOURCES



CHANGE the World with us!

STUDENT EMPLOYMENT HANDBOOK

2017 - 2018

Welcome to Illinois Central College!

We are delighted that you have chosen to work as part of the Illinois Central College (ICC) team.

ICC's student employment philosophy is grounded in research that shows on-campus employment between 10 and 20 hours per week contributes significantly to retention. Therefore, ICC's on-campus employment program provides students with financial assistance, work experience, and service opportunities.

We are pleased to present the following guidelines for maximizing your experience as a student worker. Employment of our students has always been very important to the College and departments. Student employment is a partnership that benefits both you and the department.

Student employment at Illinois Central College has two primary purposes:

1. To provide work opportunities and real workplace experiences that complement the educational program through the development of professional skills, responsibilities, habits, attitudes, self-confidence, and self-development.
2. To increase interaction with all staff in your department and the customers we serve in order that you may more readily adjust to college life.

The advantages of employment in a college setting are evidenced by the many student workers who have continued their careers with ICC following graduation.

We wish you a very positive experience as a student worker at Illinois Central College!

Sincerely,

Marti Bloodsaw
Vice President, Human Resources

Table of Contents

TYPES OF EMPLOYMENT	1
On-Campus Employment	1
Federal Work-Study Positions (FWS)	1
ELIGIBILITY CRITERIA FOR STUDENT EMPLOYMENT.....	1
Nondiscrimination and Affirmative Action Policy.....	2
Diversity Pledge	2
ICC Affirmative Action Policy Statement.....	2
TERMS OF EMPLOYMENT.....	2
ORIENTATION	3
WORK SCHEDULE	3
Timekeeping	4
Call-In Procedure.....	4
Breaks and Meal Times	4
PAY RATE AND BENEFITS.....	4
Pay Schedule.....	4
STUDENT EMPLOYMENT BEST PRACTICES.....	4
WORKPLACE RESPONSIBILITIES and CODE OF CONDUCT.....	5
ICC Student Worker Dress Code	5
Personal Hygiene	6
Inappropriate Language and Behavior.....	6
Sexual Harassment.....	6
Drug and Alcohol Policy.....	6
Smoking	6
Telephone Use, Cell Phones, and Pager.....	7
Computer and Equipment Use	7
SAFETY.....	7

TYPES OF EMPLOYMENT

On-Campus Employment

Student employment opportunities exist in almost every campus office and service. On-campus positions are divided into two categories: work-study employment and regular student employment. The difference between the categories is in who provides the funding. Students employed as regular student employees are compensated entirely by the hiring department. Students employed through the work-study financial aid program generally receive compensation from both federal work-study and the hiring department.

Federal Work-Study Positions (FWS)

Work-study lets you work and earn money. It is a need-based employment opportunity given to you as part of your financial aid package. As a need-based financial aid program, federal work-study pays a portion of the wage while the hiring department pays the remaining percent (usually 75 percent FWS and 25 percent department).

Work-study students are paid the same wage as other student workers and can have the same responsibilities. The difference is simply in who is providing the funding.

Work-study wages benefit the student. Earnings as a work-study student are reported on the following year's [Free Application for Federal Student Aid \(FAFSA\)](#). These earnings are excluded from calculations when determining the student's financial aid eligibility for that year.

Available work-study positions are posted online at icc.edu/jobs.

The Student Financial Aid Office will provide all work-study eligible students with the appropriate information. Application for these positions is made directly through the hiring system. Work-study positions are available only to persons who are awarded work-study as part of their financial aid package.

ELIGIBILITY CRITERIA FOR STUDENT EMPLOYMENT

Full use of student employment services is limited to ICC students who are enrolled for (3) hours summer, (6) hours fall or (6) hours for spring off-campus, part-time, and summer job listings are restricted to registered students only. Some restrictions also apply to international students. Student workers must hold a valid ICC student ID.

Summer employment is limited to any ICC student who is registered for AND who intends to register for the following fall semester.

Students who have graduated are considered alumni and may not apply for or continue in student jobs. Students who have graduated are allowed to remain employed till the start of the new term. For example, if a student graduates in spring they may work up to the first day summer classes start.

Students ineligible for employment are those who:

- Have terminated their student status (have withdrawn or graduated)
- Are barred or disqualified from student status
- Are not registered and only enrolled through Weekend College or Summer Session
- Fall below required student employment credit hours required of six (6) credit hours during fall or spring term or three (3) hours during summer term.

Nondiscrimination and Affirmative Action Policy

Nondiscrimination and affirmative action guidelines exist to ensure that fair employment practices will be applied to all ICC employees. Campus employers are expected to recruit openly through the job posting process to fill vacant and new student positions.

On-campus student employment is a critical factor in student retention, therefore campus employers are requested to give priority consideration to the hiring of ICC students for all temporary staff positions requiring less than 20 hours of work per week during the academic year and temporary positions during the summer months for 20 to 29. hours of work per week.

Please see the policies listed on the Affirmative Action and Equal Opportunity ICCNET page.

Diversity Pledge

Illinois Central College stands committed to diversity in all of its dimensions. The College embraces, values, and encourages diversity at all levels of its operation. The College stands for tolerance, non-discrimination, and cultural sensitivity.

Inclusion is at the core of Illinois Central College's educational and service strategies. Respect for diverse individuals will be evident in the College's interactions with students, employees, and the communities it serves.

ICC Affirmative Action Policy Statement

It is the policy of Illinois Central College that no person shall, on the grounds of race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, or veteran status, be excluded from consideration for employment, denied employment with, or be subject to discrimination of any kind by the College. Inquiries and complaints may be addressed to the Vice President of Diversity, International, and Adult Education, Illinois Central College, 1 College Drive, East Peoria, IL 61635-0001, (309) 694-5561.

TERMS OF EMPLOYMENT

International students may apply for student jobs. They will be required to supply proper I-9 documentation such as I-20, I-94 and Visa, social security card, and any other documentation needed prior to their start date. International student employees cannot work more than 20

hours per week while school is in session due to Visa status limitations. For more information regarding employment limitations for international students, contact the Coordinator of International Education at 309-694-5553.

All other student employees are hired on a temporary part-time basis and may hold multiple student positions. Student workers in these positions cannot work a total of more than 29 hours per week. Student workers are non-exempt and paid on an hourly basis, with pay based on actual hours worked and submitted through the timekeeping process.

ORIENTATION

Your supervisor will conduct department orientation. Specific elements of this process may include an overview of the following:

- ICC organization charts and employee information – Deans, Chairs, Vice Presidents, Directors, and other position information.
- Introduction to department staff, organizational structure, services and major projects, as well as key customers.
- Work performance expectations.
- Customer service philosophy and service expectations.
- Office location, hours, customers, work attire, policy, maintenance, etc.
- Office protocol.
- Office procedures/management (i.e. mail, telephone, etc.)
- Work stations, computers, office equipment.
- Regularly scheduled meetings – staff, departmental, one-on-one.
- Paper and electronic files/filing.

This list is not all-inclusive, but a starting point for you in developing an understanding of the department where you are employed, and its programs and processes. Please take advantage of these initial meetings with department personnel for this purpose.

WORK SCHEDULE

Student workers should obtain a written record of their work schedule from their supervisor. Any request for a change in regular work schedules should be submitted in writing to your immediate supervisor two weeks in advance.

Arrangements for time off without pay must be approved by your supervisor, including time off during academic break periods. Academic break periods are a function of the academic calendar, and do not relate to student employee work assignments.

Timekeeping

Student employees must record actual hours worked. Therefore, do not clock in or out other than at your scheduled work times. You may not start work until you have the ability to clock in and out of the timekeeping system and have been authorized to work. You are strictly prohibited from clocking another student in or out.

Remaining on the clock while not at work is unethical and will provide grounds for dismissal and restitution.

Call-In Procedure

In case of illness or other reasons for absenteeism, notification should be given to your supervisor as early as possible but at least 30 minutes before your scheduled shift begins.

If you are going to be late for a scheduled shift, then notification should be given as early as possible but at least 30 minutes before your scheduled shift begins.

Your supervisor will provide you with the appropriate phone number to call in order to give notice.

Breaks and Meal Times

Your break and lunch periods are determined by your supervisor, who will tell you when you may take your break(s). Timekeeping procedures for breaks and meal times are also determined by your supervisor. Students working a four-hour shift are entitled to a break not to exceed fifteen (15) minutes. Student employees working five (5) continuous hours shall be given a lunch break **without pay** not to exceed thirty (30) minutes.

PAY RATE AND BENEFITS

You will be paid for all hours actually worked in a pay period.

You will not be paid less than the minimum wage in effect under state and/or federal law.

Student workers are not eligible to receive paid vacation leave, sick leave, holiday pay, shift differential, unemployment compensation or College closing paid leave.

Pay Schedule

Your payday is biweekly. Direct deposit of pay is available and encouraged. Otherwise, checks will be mailed to your address on file with ICC as of the pay date.

STUDENT EMPLOYMENT BEST PRACTICES

It is your responsibility to follow the work guidelines of the department. Real world experience is also key - listed below are some skill guidelines used by all industries to ensure worker success:

- Establish clear work goals with your supervisor.

- Utilize active listening when accepting assignments or in staff meetings.
- Communicate with your supervisor regularly. Communicate openly and honestly. Your supervisor is willing to be a mentor and accessible.
- If you don't have the necessary tools to perform your job (training, materials, etc.), ask your supervisor for assistance.
- Request plenty of feedback. You need to know from your supervisor if your work is on or off track.
- Set a positive example of professional, polite and ethical behavior.
- Keep in mind that you are a student first. You want to maintain a healthy work/educational experience balance.

WORKPLACE RESPONSIBILITIES and CODE OF CONDUCT

ICC Student Worker Dress Code

The purpose of the dress code is to contribute to a positive ICC image. The College expects all of its employees to dress appropriately. Common sense is the governing principal, management has the final word regarding appropriate dress. Whatever your work setting, you must wear presentable clothing in good condition. All employees should check with management for area-specific dress requirements.

Clothing that is revealing or inappropriate to the workplace is unacceptable. Inappropriate dress for student workers may include the following:

- Pants which are below the waistline
- Garments with holes
- Hats
- Shorts
- Jeans
- Off-the-shoulder tops
- Tank tops, crop tops, or halter-tops
- Rumped/disheveled/wrinkled clothing
- Sun dresses (backless, bare shoulders, "peek-a-boo" openings)
- Plastic or rubber "flip-flops"

Exceptions MAY be made during summer months - check with your supervisor for departmental guidelines.

Traditional business attire may be required when meeting with ICC visitors, or when best suited for the employee's position.

If you have questions regarding appropriate attire for your area, it is best to dress more conservatively until you have an opportunity to address the issue with your supervisor.

Personal Hygiene

- General cleanliness is expected. Every student worker is expected to observe good personal hygiene.
- Good grooming and neatness are expected at all times.
- All employees are expected to wash their hands after using the restroom.

Inappropriate Language and Behavior

Use of profanity, distasteful humor, slurs, and other potentially offensive or abusive language is unacceptable.

Sexual Harassment

Discrimination, including sexual harassment, is illegal and will not be tolerated. Completion of sexual harassment prevention training is required of all students employed at Illinois Central College.

Sexual harassment refers to behavior of a sexual nature which is personally unwelcome, offensive, debilitates morale, and/or interferes with the work or academic effectiveness of its victims.

It is the policy of Illinois Central College that no member of the College community (faculty, staff, or students) may sexually harass any other member of the College community, customers, vendors, or contractors associated with the College.

Anyone who violates this policy will be investigated and subject to disciplinary action, which may include suspension or termination.

If you feel you are the victim of sexual harassment, contact your supervisor or the Human Resources 309-694-5720, for assistance.

Drug and Alcohol Policy

Illinois Central College does not permit illegal drug activity and alcohol consumption in the workplace. It is expected that all employees will report to work in appropriate physical and mental condition for work.

The unlawful manufacture, distribution, possession, dispensation, or use of controlled substances and alcohol on College work sites, or while conducting College business off premises, is absolutely prohibited.

Smoking

Illinois Central College is a smoke-free campus.

Telephone Use, Cell Phones, and Pager

Personal phone calls should only be made based on an immediate need and limited in number and length. If your position requires making long-distance telephone calls, your supervisor will advise you on the proper procedure for dialing and documenting calls. Making unauthorized personal long-distance phone calls from the College is grounds for dismissal, is a violation of the student code of conduct, and may subject you to criminal prosecution.

Student workers carrying personal pagers or cell phones must have them on vibrate or turned off during working hours. Excessive violations of this usage may be grounds for dismissal. You are discouraged from making or receiving cell phone calls while on the job.

Computer and Equipment Use

All equipment owned by ICC, including College computers, is to be used solely for the purpose of conducting the business of the College.

Student workers must adhere to the same policies regarding the use of information technology and other College resources as the other College employees.

Playing games, doing schoolwork or other personal use of ICC computers is unacceptable while at work.

Browsing inappropriate or explicit material on College computers is illegal and will not be tolerated.

Individuals using the ICC computer system are subject to having all of their activities on the system monitored and recorded by system personnel.

Anyone using the ICC computer system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide evidence of such monitoring to law enforcement officials.

Printing, copying, and faxing should be confined to work-related documents only.

ICC equipment should never leave the workplace.

SAFETY

In an emergency dial Campus Police (309)694-5111 or ext. 5111 if on campus.

If it is a non-emergency dial (309)694-5223 or go to <http://icc.edu/emergency-guide>.