

# Guidelines for Employing Students

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As Antioch New England is a recipient of Federal Work Study funding, federal regulations regarding student employees must be followed. The following guidelines must be followed for all students, both federally funded and Institutional Student Employment, who are employed on campus. Supervisors are responsible for being familiar with these guidelines as well as the [Guidelines for Student Employees](#).

## FWS vs. Non-FWS (Institutional Student Employment)

Students with Federal Work Study awards have been identified as our most needy students through the Financial Aid Application process and should therefore receive priority consideration in filling positions on campus. All positions for students must be posted on the Work Study Section of the AUNE web site in order to be approved for Work Study and Institutional Student Employment. This enables students with Work Study awards to be aware of all possible jobs. Supervisors should submit their positions for approval via email to Financial Aid at [financialaid.ane@antioch.edu](mailto:financialaid.ane@antioch.edu). Positions that have been approved by the Financial Aid Office will be posted at the Work Study Job Openings site on the web.

Occasionally, an office/department may not find a student with necessary specific skills and availability for a critical position. In this case, it may be appropriate to request consideration for hiring a student that does not have Federal Work Study funding through the use of Institutional Student Employment funds. These requests may be approved by Human Resources for critical positions on a funds available basis. A request to fill a position with an Institutional Student Employment student must be submitted to the Financial Aid Office. The Financial Aid Office will verify that the position was appropriately posted and forward

the request to Human Resources. The supervisor will be notified if the position can be approved as an Institutional Student Employment position. It is very important that this process take place *BEFORE* the position is offered to a student without a Work Study award. No student should begin working without an approved student work agreement. A department/office interested in hiring a student as an Institutional Student Employee, should follow the procedures below with regards to submittal of forms, after funding has been approved.

## Posting Work Study Positions

1. All jobs with accompanying descriptions and required qualifications must be posted on the Work Study web site. Information will need to be emailed to the Financial Aid office at [financialaid.ane@antioch.edu](mailto:financialaid.ane@antioch.edu).

**Please note: Jobs must be posted for at least 3 days before a student work agreement can be submitted for a student with Work Study funding or 3 weeks for Institutional Student Employment to the Financial Aid Office. Student Work Agreements for jobs that are not posted or that have not been posted for the required time frame will not be approved.**

2. To **deactivate** a position that has been filled, please notify the Financial Aid Office via email. It is the supervisor's responsibility to notify the Financial Aid office to deactivate a position once filled.

## Criteria for Eligible Community Service Positions

An eligible Community Service position is a position which improves the quality of life for community residents, particularly (but not exclusively) low-income individuals, or to solve problems related to their needs including: (1) such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, public safety, crime prevention and control, and recreation; (2) work in service opportunities or youth corps; (3) support services for students with disabilities (including students with disabilities who are enrolled at AUNE) and (4) mentoring activities for such purpose as tutoring, supporting educational and recreational activities, and counseling, including career counseling.

## Criteria for Eligible Work Study Positions

1. The job must be work that the institution would normally pay someone to do. Once a job is a paid Work Study position, it cannot become a volunteer position the next term in the event that there is not a student with a Work Study award to do the work.

2. Duties in the job description must be considered the work of the Institution. A student employed under the Work Study Program may only assist an Antioch employee with duties directly related to the employee's official job description at Antioch. For example, if a faculty member is earning income from a source other than Antioch as a consultant, a Work Study student may not assist the faculty member with work associated with the consulting job.

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## Practicum/Internship Students

All practicum/internship students (Work Study and Institutional Student Employment) working within a department at the Antioch New England campus, must be paid \$14.00 per hour, for all hours required by the student's program.

**Note: Students must be paid for all hours worked on campus. We may not accept voluntary services from a paid student employee. If the practicum involves more than 10 hours per week (150 hours for 2 credits over 1 term or 300 hours for 4 credits over 2 terms) or if the student does not have a Work Study award sufficient to cover the practicum hours, the academic department will need to pay for the additional hours not covered by Work Study.**

Practicum/Internship students complete the same paperwork that is required of Student Assistants and Project Assistants (see below). In addition, a copy of the practicum/internship contract or Form 1 is required. **All paperwork must be submitted to the Financial Aid Office before the student can begin work.** This applies to Work Study and Institutional Student Employment students. If a department allows a student to begin work before the forms are completed and approved by the Financial Aid Office, the employing department will be responsible for paying for all hours worked prior to approval.

The employing department will receive notification (copy of Student Work Agreement) from the Financial Aid Office via Antioch email, indicating whether or not the student has been approved for Work Study. Once a student begins work, AUNE is required by law to pay for hours worked whether the student is approved for Work Study or not.

1. All student employees are covered by Workers Compensation at a cost of \$.46 per pay period. If a student is injured on the job, the Office of Human Resources must be notified immediately as we have only five days to notify the state.

2. If the employing department operates with grants and contracts, it will pay 25% of the total student stipend if the student is Work Study approved. All other departments will not be charged.

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## **Student Assistants and Project Assistants**

1. All students (FWS and Non-FWS) working at the Antioch New England campus, must be paid \$14.00 per hour, for all hours worked. Students must complete web time entry on a bi-weekly basis. Note: All students must be paid for all hours worked on campus. Failure to submit hours according to the payroll schedule, may be reason for dismissal.
2. The following forms must be completed and returned to the Financial Aid Office before the student can begin work. This applies to FWS and Non-FWS students.
  - Student Work Agreement
  - W-4 Form
  - Employment Eligibility Verification Form (I-9)
  - Confidentiality Statement
  - Automatic Payroll Deposit Form (optional)

If a department allows a student to begin work before the forms are completed and approved by the Financial Aid Office, the employing department will be responsible for paying for all hours worked prior to approval.

The employing department will receive notification (copy of Student Work Agreement) from the Financial Aid Office via Antioch email, indicating whether or not the student has been approved for FWS. Once a student begins work, AUNE is required by law to pay for hours worked whether the student is approved for FWS or not.

3. All student employees are covered by workers compensation at a cost of \$.46 per pay period. If a student is injured on the job, the Office of Human Resources must be notified immediately as we have five days to notify the state.
4. Departments operating with grants and contracts will pay 25% of the total student wages if the student is FWS approved. This expense will be charged to the FWSP Match line item of the department budget. (All other departments are not charged for FWS approved students).
5. Student Assistants may work a maximum of 25 hours per week while attending classes and 35 hours per week during semester breaks. In the event that hours

exceed 40 in a given week, time and a half will be charged to the employing department. (International students may work a maximum of 20 hours per week).

NOTE: allowing a student to work increased hours over those listed on the Work Agreement may result in the student completing the Agreement before the anticipated end date. Any funds earned over the maximum written on the Agreement must be paid by the department.

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## Teaching and Research Assistants

All Teaching and Research Assistants (FWS and Non-FWS) working within a department at the Antioch New England campus must be paid \$14.00 per hour. Students must complete web time entry on a bi-weekly basis. Note: All students must be paid for all hours worked on campus. Failure to submit hours according to the payroll schedule, may be reason for dismissal.

**Note: Students must be paid for all hours worked on campus. We may not accept voluntary services from a paid student employee. Students are required to work the total number of hours specified within the Student Work Agreement. If the position changes and fewer hours are required by the supervisor or are worked by the student, the Financial Aid Office must be informed in writing.**

1. The following forms must be completed and returned to the Financial Aid Office before the student can begin work. This applies to FWS and Non-FWS students.
  - Student Work Agreement
  - W-4 Form
  - Employment Eligibility Verification Form (I-9)
  - Confidentiality Statement
  - Automatic Payroll Deposit Form (optional)

If a department allows a student to begin work before the forms are completed and approved by the Financial Aid Office, the employing department will be responsible for paying for all hours worked prior to approval.

The employing department will receive notification (copy of Student Work Agreement) from the Financial Aid Office, indicating whether or not the student has been approved for FWS. Once a student begins work, AUNE is required by law to pay for hours worked whether the student is approved for FWS or not.

2. All student employees are covered by workers compensation at a cost of \$.46 per pay period. If a student is injured on the job, the Office of Human Resources must be notified immediately as we have five days to notify the state.
3. Departments operating with grants and contracts will pay 25% of the total student wages if the student is FWS approved. This expense will be charged to the FWSP Match line item of the department budget. Other departments will not be charged.

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## **International Student Employees**

**International students are not eligible for Federal Work Study Funding and the procedure for hiring Non-FWS should be followed.** International students with F-1 student Visas must bring their US Social Security card (or proof of application) and VISA to Human Resources so that eligibility to work in the United States can be determined. If eligible to work on campus, students working within a department at the Antioch New England campus, must be paid \$14.00 per hour. Students will complete web time entry on a bi-weekly basis. Failure to submit hours on a regular basis, may be reason for dismissal.

1. International students must provide and submit the following to the Office of Human Resources before beginning work:
  - Apply for and provide evidence of application for a US social security card
  - Current passport for country of origin
  - F1 Visa
  - Student Work Agreement from supervisor
  - Form 8233
  - Confidentiality Statement
  - Direct deposit form
2. All student employees are covered by workers compensation at a cost of \$.46 per pay period. If a student is injured on the job, the Office of Human Resources must be notified immediately as we have five days to notify the state.
3. International students may work a maximum of 20 hours per week on campus. Actual weekly hours are determined by the approved student work agreement.

## Student Volunteers

1. Volunteer positions on campus are possible, however, these positions may not be the same or similar to a position for which a student has been or would normally be paid.
2. Once a particular job is completed by a volunteer, it must always be a volunteer job. If a job has always been a paid, it must continue to be paid.
3. An on-campus practicum or internship may not be on a volunteer basis.

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## Terms and Conditions (the fine print)

The employing office/department assumes the following responsibilities for its student employees:

### Tracking Hours Worked and Time Submittal

- Supervisors of all student employees must use Web Time entry in AUView on a biweekly basis and make arrangements with the Human Resources Office to have an alternate signer in place.
- The supervisor's "signature" on a web time entry certifies that the time submitted is a true report of the hours worked by the student employee.
- The student employee and the employing department/office can track history of hours in AUView.
- **Students should not be working on holidays and/or any other days that Antioch is officially closed. Students may not be paid for holidays or snow days.**
- Supervisors of interns, practicum students, teaching assistants, and research assistants must insure that students are completing their work according to the terms of the Student Work Agreement.
- **Any changes in a student's employment status must be reported immediately to the Financial Aid Office.**

### Work Schedule (FWS & Non-FWS)

Students and supervisors are encouraged to use the number of hours per week on the Student Work Agreement as a guide for planning the work schedule. Under no circumstances should a student work more than 25 hours per week when classes are in session or 35 hours per week during breaks. The maximum for international students is 20 hours per week.

## **Maximum Earnings**

The maximum amount a student may earn is reflected on the Student Work Agreement. The student and supervisor must work together to make certain that the maximum amount allotted on the Student Work Agreement is not exceeded. While the Financial Office will attempt to monitor earnings and notify a student who appears to be in danger of exceeding his/her award, it is ultimately the responsibility of the supervisor and student to make certain that students do not exceed their maximum. The student and supervisor should refer to AUVView for record keeping and tracking purposes. In the unlikely event that a student overworks their maximum allotment, amounts earned in excess of the awarded amount will be charged to the employing department/office.

## **Changes in Employment Status**

In the event a student's employment status changes before the Last Day of Work on the Student Work Agreement, the supervisor is responsible for notifying the Financial Aid Office immediately.