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Welcome to the Student Employment Program!

Student employment offers students an opportunity to develop skills and gain valuable work experience in a supportive, convenient environment. It is the view of The Career Center that student employees are students first and employees second. Policies and procedures governing student employees are, and should be made with this philosophy in mind. However, this does not relieve a student employee of the commitments of dependability, reliability, and professionalism required in any position they accept. We appreciate your willingness and obligation to supervise our students; and tried to address most questions that you might have. If we can assist you in any way throughout the year, please call x2536.

Finding Student Employees

Student workers are identified in a number of ways:

1. Review applications on file in The Career Center (A175)
2. Post a job in The Career Center. A copy of the Student Employment request form is located in Appendix A. Students will bring a copy of their application to the contact listed on the job posting. A copy of the Student Employment Application can be found in Appendix B.

Hiring Process/Paperwork

Once you have identified a student(s) you would like to hire, send him/her/them to The Career Center (A175) to complete tax forms and verify eligibility for employment.

*He/she must present a picture ID (drivers license /state I.D. card) AND a social security card/certified birth certificate OR a Passport. (These forms must be originals, copies cannot be accepted.)

Students are not allowed to work on campus until their tax forms have been completed and The Career Center has approved their eligibility for employment.

Student workers will also complete an online orientation which includes topics such as:
- Work performance & expectations
- Dress & professionalism
- Customer service & phone etiquette
- Respectful workplace/sexual harassment
- Confidentiality & FERPA

Supervisors, please view the Student Employment Online Orientation at: http://www.parkland.edu/careercenter/orientation.htm

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Hiring Process/Paperwork (cont.)

A work authorization will be issued to the student by a Career Center employee who has verified the student’s enrollment hours, processed his/her tax forms, etc. **Under no circumstances should a student work until he/she brings you a copy of the work authorization. Work authorizations should be completed every semester, even for continuing students!** A copy of the Work Authorization is located in Appendix C.

**Reasonable Accommodation**
Reasonable accommodation is any change in the work environment that enables a qualified individual with a disability to perform the essential functions of that job (e.g. acquiring or modifying equipment or modifying job procedures). For assistance with, or questions concerning these accommodations, please contact the Associate Coordinator of Disability Services (x2588).

**Eligibility**

- The student’s eligibility to participate in the Student Employment program is determined by The Career Center.
- Students must be enrolled and maintain at least six credit hours in the spring and fall semesters.
- Students must be enrolled and maintain at least three credit hours during the summer; however, **Federal Work Study students must be enrolled in six hours year round**.
- Students may work in more than one department, but may not work simultaneously on Parkland’s student employment and part-time staff payrolls.
- A minimum GPA of 2.0 is required to work as a student employee.
- Students must be at least 17 years old; however, some supervisors may require their student employees to be 18 years old to legally qualify for certain aspects of the job. (See Human Resources, Room X213 for guidelines)
- Students may participate in student employment for a maximum of four consecutive years.
- Students may not be hired or supervised by a family member.

**International Students**

Work policies for international students are on an individual basis. Please direct students to the International Student Services Office, A184, regarding Visa classification, work eligibility and restrictions **before** they visit The Career Center. A copy of the instruction sheet for international students who do not have social security numbers is located in Appendix D. After applying for Social Security, the student will receive a letter stating that he/she has been approved and will receive their Social Security card in a few weeks. This letter is required when filling out their tax forms in The Career Center.

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Work Hours/Policies

Student Employees can work:
- No more than 9 hours per day.
- A maximum of 20 hours per week for fall, spring, as well as all breaks.
- A maximum of 30 hours during the summer semester

Student employees are allowed:
- One 15 minute paid break during each four hour work period
- One unpaid ½ hour meal break if they are scheduled to work 7 ½ continuous hours or more. The meal period must be given no later than 5 hours after beginning work.

*Please account for the lunch hour on the student’s timesheet. (e.g. someone that works from 8am – 4pm, should write “8:00-12:00 (and) 12:30-4:00”).

Payment Information

Student workers get paid bimonthly. Blank time sheets and payroll schedules are found outside the Business Office, A108. A sample Student Employee Time Sheet is located in Appendix E. Please review the submitted time sheet for accuracy, and confirm the total hours worked is correct. Confirm the student has stayed within the maximum hours worked per week.

- Sign and complete the bottom portion of the time sheet with proper hours and your department’s account number (see your Department Chair to obtain this information). The account number for all Federal Work Study students is 06-9010-90905-5108000.

- Submit the white copy to the Business Office (A108) BY NOON on the date listed on the Payroll Schedule. Retain the yellow “Supervisor’s copy” for your records. *Failure to submit time sheets by the payroll deadline may result in the student not getting paid for several additional weeks*

Checks are distributed in the Business Office (A108) PRIOR to 3:00pm on the designated Friday. Students will need a photo ID to receive their paycheck. Checks not picked up by 3:00pm will be mailed to the address on the students’ W-4 form. Students should report address and phone number changes to Human Resources (X213) AND the Admissions Office (A164).

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Work Performance/Termination

Student evaluations can be an effective tool to discuss a student employee’s work performance. If a student’s work performance is unsatisfactory, we recommend verbal and written warnings, and dated documentation before discontinuation of employment. If a disagreement cannot be resolved between the student and you, The Career Center Director (phone 353.2637) can assist in settling the disagreement. An optional Student Employment Evaluation form can be found in Appendix F.

Students are “at will employees”, which means they are free to leave their employment at any time for any or no reason. Likewise, Parkland can discharge a student from employment at any time, for any reason. Termination might occur for one of the following reasons:

- Student’s enrollment hours have fallen under the 3 or 6 hour minimum.
- Federal Work Study Student allocation has run out and/or your department does not have funding. (Please inform the Financial Aid Office (A171/x2276) when a FWS student’s employment is discontinued.)
- The student requests termination or a mutual decision is made to discontinue employment.
- The student is dismissed due to unsatisfactory work performance, violating the college student conduct code, etc.
- The student reaches the four year limit for student employment.

Respectful Workplace/Sexual Harassment

Our faculty and staff are responsible for maintaining an environment where the quality of the student’s education is not diminished by hostility, discrimination or harassment from faculty, staff or fellow students. Harassment or discrimination is any conduct that

- Creates an intimidating or offensive environment through written, graphic or verbal communications, including comments, jokes, slurs, negative stereotyping
- Degrades or shows hostility toward an individual because of race, color, gender, sexual orientation, religion, national origin, age or disability.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Examples include derogatory comments toward one’s gender, demeaning behavior, staring, touching or other physical contact, unwelcome sexual comments, etc. If a student feels they are being harassed, they are encouraged to notify the Vice President of Student Services (x2551), Director of The Career Center (x2637), or a trusted faculty or staff member of the college.

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Drug-Free Workplace Policy

It is a policy of Parkland College to provide a drug-free workplace as defined by the Drug-Free Workplace Act of 1988. The college will take strong disciplinary action against any employee or student employee who does not adhere to this policy.

If there is a concern regarding substance abuse, please contact the Director of The Career Center (x2637) or the Counseling Center(x2219).

Providing Job References

Providing references for students is at your discretion. If you do not feel comfortable discussing a student’s work performance, please refer the employer to Human Resources (x2220) for verification of employment, etc.

If you would like additional information on providing references for students, visit The Career Center, A175, or phone 351.2536. The Student Reference Request Form can be found through our website at http://www.parkland.edu/forms/sturequestform.pdf.
Request for Student Employee

Date _________________________

Student Position Title ________________________________

Department __________________________________________

☐ Student Worker Must have Federal Work Study

Job Description/Qualifications:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Starting Date ____________________   Days/Hours ____________________________

Location __________________________

Preferred Method of Contact: _____ Apply in Person    _____ Call for Appointment

Contact Person ______________________ Room # _________ Ext. # __________

Department Chair / Director’s Approval _________________________________

(signature)

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Finding Student Employees
# Student Employee Application

*Return to: The Career Center • Room A175 • 217/351-2536*

<table>
<thead>
<tr>
<th>Name</th>
<th>Local address (street/apt. number)</th>
<th>(city)</th>
<th>(zip)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security number</td>
<td>Permanent address (street/apt. number)</td>
<td>(city/state)</td>
<td>(zip)</td>
</tr>
<tr>
<td>Student ID number</td>
<td>Email (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home telephone number</td>
<td>Work or other telephone number (specify other)</td>
<td>Current Parkland GPA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>( )</td>
<td>( )</td>
<td></td>
</tr>
</tbody>
</table>

**Awarded Federal Work Study?**
- Yes — Amount $  

Have you ever been employed as a student employee at Parkland before?
- Yes — Department:

**Type of employment positions desired**
- Clerical  
- Custodial/Maintenance  
- Customer Service  
- Delivery  
- Room/Lab Monitor  
- Tutor  
- Other (specify)

Skills, qualifications, and/or past experience:

Office machines, maintenance, or other equipment you can operate:

---

**Hours available for employment**  
*Check one: Fall Semester, Spring Semester, Summer Session*

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
</table>

I authorize The Career Center to release information from this application to potential on-campus employers. I understand that a minimum GPA of 2.0 is required to be a student employee at Parkland College.

**Date**  
**Signature**

---

Parkland College ensures equal educational opportunities are offered to all students regardless of race, color, national origin, gender, disability, sexual orientation, veteran status, age, or religion, and is Section 504/ADA compliant. For additional information or accommodations call 217/351-2345.
# Appendix C

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- **Student Employee Work Authorization**

## Student Employee Work Authorization

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer (Dept.)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Eligible for student employment

- [ ] for semester
- [ ] Not eligible for student employment

### Signature of verifying career center employee:

- Signature
- Date

### Please contact a financial aid advisor regarding federal work-study eligibility:

<table>
<thead>
<tr>
<th></th>
<th>New Student</th>
<th>Previous Student</th>
<th>Eligibility</th>
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</thead>
<tbody>
<tr>
<td>Student Employment Application</td>
<td></td>
<td></td>
<td>Minimum 2.0 GPA</td>
</tr>
<tr>
<td>Orientation</td>
<td></td>
<td>N/A</td>
<td>Fall</td>
</tr>
<tr>
<td>Federal W-4 Form</td>
<td></td>
<td></td>
<td>Spring</td>
</tr>
<tr>
<td>IL State W-4 Form</td>
<td></td>
<td></td>
<td>Summer</td>
</tr>
<tr>
<td>Federal I-9 Form</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix D

Instructions for F1 International Students Who Do Not Have Social Security Numbers

If you are offered a job:

1) Request a letter from your Parkland supervisor stating the following:
   - Date
   - Identity of employee
   - Job description
   - Anticipated or actual employment start date
   - Number of hours the student is expected to work
   - Employer identification number (EIN) (Parkland’s number is 370892090)
   - Employer contact information, including telephone number and name of the student’s immediate supervisor
   - Supervisor’s signature and job title

2) After receiving the Supervisor’s letter, take it to Room A184 (International Student Services). International Student Services will also write a letter, which will verify your enrollment status and work eligibility.

3) Take both letters to the Social Security Office at 101 S. Country Fair Drive, Champaign IL (see map below) and complete their Social Security Application. Once your paperwork is processed, the Social Security office will issue a statement showing you have applied for a number.

4) Bring the statement back to the Parkland Career Center (A175) to complete your student employment paperwork and online orientation. Once these 4 steps are completed and you receive your Student Work Authorization form from the Career Center, you may begin work.

Social Security Office
101 S. Country Fair Dr., Champaign

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International Students
# Student Employee Time Sheet

This form may NOT be used for address change requests. If you change your address, notify the Office of Human Resources.

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- Payment Information

---

**Parkland College**
2400 West Bradley Avenue
Champaign, Illinois 61821-1899

Business Office • A108 • 217/351-2488

---

<table>
<thead>
<tr>
<th>Day</th>
<th>Times of Arrival and Departure</th>
<th>Total Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
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<tr>
<td>Wednesday</td>
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<td>Thursday</td>
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<tr>
<td>Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours Worked During Week →**

<table>
<thead>
<tr>
<th>Day</th>
<th>Times of Arrival and Departure</th>
<th>Total Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
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<td>Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours Worked During Week →**

**Grand Total of Hours Worked →**

Signature of Employee

Date

---

**Department**

**Account Number**

---

**Rate of Pay**

**Hours Worked**

$ \times x = S$

**SUPERVISOR:** I hereby certify that the above is a true statement of the hours worked by the student listed and that the student listed has performed his assigned job in a satisfactory manner.

---

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**Payment Information**
PARKLAND COLLEGE
STUDENT EMPLOYEE EVALUATION – (Optional)

Student Employee Name ___________________________________________________
Position ___________________________________________________________________
Semester: Summer Fall Spring 20___

The performance of the above named student is judged to be as follows:

<table>
<thead>
<tr>
<th>Poor</th>
<th>Excellent</th>
<th>Poor</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dependability</td>
<td>5 4 3 2 1</td>
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<tr>
<td>2.</td>
<td>Responsibility</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>3.</td>
<td>Professionalism</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>4.</td>
<td>Appropriateness of dress</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>5.</td>
<td>Communication skills</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>6.</td>
<td>Willingness to follow office/department policies</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>7.</td>
<td>__________________________</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>8.</td>
<td>__________________________</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>9.</td>
<td>__________________________</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>10.</td>
<td>__________________________</td>
<td>5 4 3 2 1</td>
</tr>
</tbody>
</table>

Is it recommended that this student continue employment for the following semester?

_____ No  _____ Yes  _____ Probational

Explain:
____________________________________________________________________________
____________________________________________________________________________

Supervisor Signature __________________________________ Date __________

I have reviewed this evaluation with my supervisor.

Student Employee Signature __________________________________ Date __________