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# STUDENT EMPLOYMENT HANDBOOK

(updated June 2020)

*Prepared by the*  
Career Development Center

Career Development Center  
Connect to Success

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 Building 6 (Lower Level)  (401) 456-8031  .com/RICCDC  @RICcareer  [www.ric.edu/careerdevelopment](http://www.ric.edu/careerdevelopment)

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# Introduction

This guide has been prepared to facilitate your employment. The Career Development Center (CDC) posts job listings on **Handshake**, RIC's online job portal. Every effort is made to ensure equal access to opportunities for all undergraduate and graduate students.

On the **Handshake** site you will find postings for both on and off-campus jobs. Full and part-time work, paid and unpaid internship opportunities, and both Work-Study and Non-Work-Study jobs are listed.

If you qualified for a Federal Work-Study Award (*based on the results of your FAFSA application*) you should have received an award letter from the college's Financial Aid Office. If that is the case, you may apply for any job listed as Work-Study. If you are *not* eligible for a Work-Study Award, you may work on campus in positions funded by department funds and designated Non-Work-Study. Some departments administer grants that allow students to be hired. Students generally learn of these opportunities directly from faculty who are grant administrators and with whom they have studied; but all positions are posted on **Handshake**.

In the matter of student employment, the Career Center functions as a bridge between the Financial Aid Office and the Payroll Office. Once you have been interviewed and hired by a department, submit all of the required documents to the CDC for approval. Your completed hiring paperwork will be reviewed and then forwarded to the Payroll Office for final processing. ***You will receive an email from the CDC when you have been approved to begin working. You can not begin working until you have received this e-mail.***

In August of each year, the CDC offers Student Employment Information Sessions. If you plan to work on campus, attendance at one of these sessions will be required. Information prior to the sessions will be posted on the Career Development Website.

*If you have questions during the hiring process that are not answered in this guide, please:*

*Contact the Coordinator of Student Employment, in care of [careerdevelopment@ric.edu](mailto:careerdevelopment@ric.edu) or  
Call campus extension 8031 or*

*Visit the Career Development Center, East Campus– Building #6, Monday – Friday, 8:30am - 4:00pm.*

# Career Development Services

East Campus

Building #6 – Lower Level  
[careerdevelopment@ric.edu](mailto:careerdevelopment@ric.edu)

Front Desk: 401-456-8031

FAX: 401-456-8093

*In addition to facilitating student employment, the Career Development Center offers services to both current students and alumni of Rhode Island College.*

**Counselors can assist with:**

**Résumé and cover  
letter preparation**

**Preparation of personal  
statements/essays for  
Graduate School**

**Job and  
internship search**

**Personality Assessment  
for career choice**

**Mock Job Interviews**

**Appointments with counselors can be made  
by calling the reception desk (401-456-8031).**

**To learn more about our services, visit:**

**[http://www.ric.edu/careerdevelopment/Pages/  
default.aspx](http://www.ric.edu/careerdevelopment/Pages/default.aspx)**

# Why Work on Campus?

## Career Readiness

- Gain work experience for professional growth
- Add “professional” job experience to your resume
- Develop interpersonal communication skills

## Financial

- A campus job is a great way to make a steady income to help pay for expenses like textbooks, housing, and meals.

## Networking

- Forge relationships with people from all areas of the Rhode Island College community:
  - \* Fellow student workers and peers
  - \* Supervisors and department staff
  - \* Rhode Island College alumni
  - \* Other individuals who may help you reach your future career goals

## Flexibility

- A job on campus is convenient...
- Fit hours into your class schedule.
- Part-time availability allows you to balance work and study. Hours are limited to 20/week. Many departments can accommodate students with only a few hours of availability.
- Save travel time to and from job; save on gas.

# Student Eligibility and Limitations – Academic Year

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***Student Payroll is for enrolled Rhode Island College students only.***

*Regardless of funding source, students may not work more than 20 hours per week.*

*The minimum number of hours a student can work is at the discretion of the hiring department.*

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## ***Undergraduates***

Must be enrolled at least half – time (6 credits) as of the end of the drop period each semester.

## ***Graduate Students***

Must be enrolled at least half- time (5 credits) as of the end of the drop period each semester ***and must be enrolled in a graduate degree program.***

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## ***International Students***

Must follow the credit requirements for Graduate and Undergraduate degree candidates. In addition, they:

- May work only on the campus.
  - Must acquire and present a social security card. Social Security numbers are issued only to those who are eligible to be employed in the United States. If you are an international student and you do not have a social security card, **you will need to secure a job on campus first, then fill out an application for a card at <https://www.ssa.gov/forms/ss-5.pdf>**
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## ***Grant-Funded Positions***

A grant may include provisions that allow for students to work on research projects, under the direction of a professor/grant administrator.

- The minimum number of hours a student can work will be at the discretion of the principal investigator of the grant.
- You cannot work more than 20 hours per week during the academic year, and no more than 35 hours per week / 7 hours per day over the summer and during breaks.
- Grant monies are awarded for a specific, limited interval and must be expended by the end of the grant.

# Student Eligibility and Limitations – Academic Year

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## **Work – Study**

***Eligibility for Federal Work - Study Awards is determined by the Office of Student Financial Aid using information from the FAFSA you submitted.***

- Work - Study funds are paid biweekly at an hourly rate determined by the hiring department and based on a standard pay scale. (See *Pay Scale, Page 15.*)
- You are not required to earn all of the funds allowed in your Work - Study Award. Any funds remaining at the end of the fall semester may be carried over into the spring. If they are not earned by the end of the spring semester, however, you will forfeit them.
- You may receive priority for job placement, but the college cannot guarantee placement in a position.
- You cannot work more than 20 hours per week during the academic year, and no more than 35 hours per week / 7 hours per day over the summer and during breaks. In either case, sufficient funds must remain in your award to allow you to work the hours scheduled.
- You may work for more than one department at a time during the academic year, as long as your total hours worked per week do not exceed 20.

*If you have accepted or refused other awards or scholarships, this may reduce or increase your original Work-Study Award. You will receive a new award letter from the Financial Aid Office. Make sure you are aware of any changes and make your supervisor aware of them immediately, as this may affect the schedule and duration of your work.*

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## **Non-Work - Study:**

- If you do not have a Work- Study Award, you may be able to work for a department that has its own student payroll funds. Some departments also administer grants that allow them to hire students.
- Non-Work - Study students are paid biweekly through department funds at an hourly rate determined by the hiring department and based on a standard pay scale. (See *Pay Scale, Page 15*)

# Student Eligibility and Limitations – Summer

*Students may work during the summer if they meet the following:*

## **May Graduates – Work - Study Funds**

May graduates (*who are not enrolled in the summer session*) may be employed if:

- They were enrolled at least half-time during the spring semester **AND**
- They have been accepted into a graduate degree program and will be enrolled *at least half-time for the fall semester.*

## **May Graduates – Department Funds**

May graduates may be employed on the department funds student payroll if:

- They are enrolled in at least one summer session course **OR**
- They have been accepted into a graduate degree program *and will be enrolled at least half-time for the following fall semester.*

## **August Graduates – Work-Study and Department Funds**

Students scheduled to graduate in August (*whether enrolled at least half-time in the spring semester or not*) may be on the Work-Study summer payroll only if enrolled in classes in the current summer session.

## **New Students – Department Funds**

Those students newly admitted for the fall semester will be permitted to work under the department funds student payroll during the summer session only if they are enrolled in at least one course during the summer session.

## **Students on Grant Funding during the Summer**

Students may accept grant-funded work for the summer **if** they were enrolled at least half-time in the previous semester. *Graduate students must be enrolled in a graduate degree program.*



# Preparation for Employment

1.

*Attend a required Student Employment Information Session in August to jump-start your employment process!*

2.

Access job postings through your account on ***Handshake***

3.

Schedule and attend interviews for your desired position(s). ***You must be hired before the CDC can process any paperwork.***

4.

Submit your paperwork, together with supporting ID and work authorization documentation, to the Coordinator of Student Employment, in the Career Development Center, East Campus, Building #6—Lower Level.

5.

Be sure to activate your Bank Mobile Account, so that the college can pay you when you begin working.

6.

**YOU CANNOT BEGIN WORK UNTIL ALL HIRING PAPERWORK IS APPROVED. *You will receive an email from the Coordinator of Student Employment to alert you when to start.***

# Required Hiring Paperwork

\*Descriptions of forms and links can be found in Resources on page 22

*First Time Employment at Rhode Island College*

- SEF Student Employment Form
- I-9
- Acceptable Identification Documents
- W-4
- Drug-Free Workplace Statement
- Bar Of Claims
- Class Schedule
- Work - Study Award (if applicable)
- Bank Mobile Activation



# Paperwork Walkthrough

## Class Schedule

Access your class schedule at:

- ⇒ RIC.EDU
- ⇒ MyRIC
- ⇒ Class Schedule (under Enrollment)
- ⇒ Current Term
- ⇒ List View



Spring 2017 | Undergraduate | Rhode Island College change term

**Class Schedule Filter Options**

Show Enrolled Classes  Show Dropped Classes  Show Waitlisted Classes filter

ENGL 373 - Adv Creat Writ:Nonfict Prose							
Status	Units	Grading	Grade	Deadlines			
Enrolled	4.00	Graded					
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	
20438	01	Lecture	MoWe 2:00PM - 3:50PM	Craig-Lee 228	Emily Danforth	01/17/2017 - 05/01/2017	

ENGL 492 - Independent Study II							
Status	Units	Grading	Grade	Deadlines			
Enrolled	4.00	Graded					
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	
22616	01	Ind Study		TBA	Maureen Reddy	01/17/2017 - 05/01/2017	

THTR 242 - Acting for Non-Majors							
Status	Units	Grading	Grade	Deadlines			
Enrolled	4.00	Graded					
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	URL
20676	01	Lecture	MoWe 8:00AM - 9:50AM	NC Little Theater	Steven Pennell	01/17/2017 - 05/01/2017	

[Printer Friendly Page](#)

Sample list view schedule (Fig. 1)

## Work - Study

Access your work - study award at:

- ⇒ RIC.EDU
- ⇒ MyRIC
- ⇒ Financial Aid (Current Aid Year)
- ⇒ Accept / Decline Awards



### Financial Aid

#### Award Summary

#### Financial Aid Year 2017-2018

Select the term hyperlinks below to see more detailed information.

Aid Year			
Award Description	Category	Offered	Accepted
Federal Pell Grant	Grant	4,070.00	4,070.00
Federal SEOG Grant	Grant	500.00	500.00
Federal Work-Study	Work/Study	2,200.00	2,200.00
RI Stay-the-Course Scholarship	Scholarship	5,406.00	5,406.00
<b>Aid Year Totals</b>		<b>12,176.00</b>	<b>12,176.00</b>

Sample work study award (Fig. 2)

## BankMobile

You will be paid through Bank Mobile via your selected refund preference. If you did not receive a Refund Selection Kit or a Personal Code go to <http://bankmobiledisbursements.com/refundchoices/> or call 877-327-9515 for assistance.

# Rehires

*If you have previously worked on campus:*



\*Descriptions of forms and links can be found in Resources on page 22

- **SEF Student Employment Form**
- **Class Schedule**
- **Work - Study Award (if applicable)**

*For all questions regarding payroll, paychecks, and BankMobile, contact the Payroll office at **(401) 456-8695** or visit the Payroll Office in Building 5, East Campus.*

# Schedule

**You will be paid bi-weekly** and can view the current payroll schedule for the academic year at

<https://www.ric.edu/payroll/pSchedules.php>

View your paychecks on your MyRIC account.

*Monitor your BankMobile or personal checking account to be sure that payments have begun. If deposits you expect are not reflected in your account, contact the Coordinator of Student Employment at [careerdevelopment@ric.edu](mailto:careerdevelopment@ric.edu) immediately.*

## Payroll options through BankMobile:

- Direct deposit to your bank through ACH transfer
- Direct deposit into a BankMobile account
- Paper check delivered by USPS. *No checks will be distributed at the RIC Payroll Office.*

## Setting preferred payroll:

- Log in to <https://bankmobilevibe.com/>
- From the main menu, select “Payroll,” then “Payroll Preferences.”
- Select your payroll option and click the “Update Preference” button.

# Tracking Hours and Calculating Available Funds

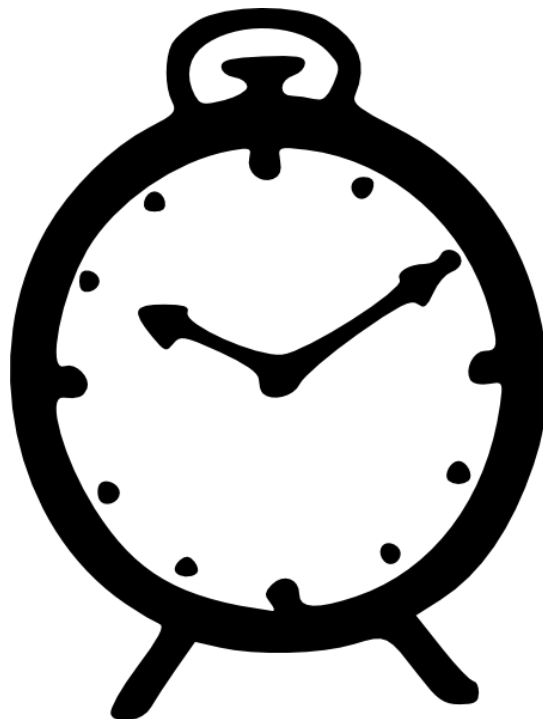
***It is up to you to make sure you don't run out of Work - Study funds. If funds are about to run out, you are required to let your supervisor know. \****

To calculate the number of hours you can work per week, use the following formula:

Amount of Work - Study Award / rate of pay / number of weeks you will be working = number of hours you can work per week

Example)  $900 / 10.00 / 15 = 6$  hours per week

**\* You MAY work at more than one campus work— study job, as long as total hours do not exceed 20/week. Be sure to let BOTH of your supervisors know about your “other job” so that you do not over-spend your work—study award.**



# STUDENT EMPLOYMENT PAY GRADES/ PAY RATES SCHEDULE

*Effective 1/01/2019; pay rates reflect the increase in minimum wage.*

**Assistant Level:** \$10.50, \$11.00, \$11.50 and non-standard\*

Job Duties	Required Experience	Skills/Knowledge	Supervision
Assists in performing simple to moderately difficult tasks. Works within defined general guidelines including written or verbal	Little to moderate level of education/work experience required.	Knowledge and skills to perform independently with training and support.	Performs with some supervision. Uses limited independent judgment or initiative.

**Associate Level:** \$12.00 \$12.50, \$13.00 and non-standard\*

Job Duties	Required Experience	Skills/Knowledge	Supervision
Assists in performing tasks involving moderate to high level of difficulty and complexity.	Moderate level of previous related education/work experience required (minimum of one year).	Moderate to high level of related skills. Possesses knowledge and abilities to perform duties with minimum training.	Performs with limited to minimal supervision. Uses some judgment and initiative.

**Specialist Level:** \$13.50 - \$20.00 and non-standard\*

Job Duties	Required Experience	Skills/Knowledge	Supervision
Assists with performing highly skilled duties of complex nature. Responsible for developing, coordinating, and implementing assigned projects.	Substantial previous related work or educational experience required.	Highly skilled, knowledgeable in all required duties. Ability to prioritize and perform multiple tasks with great attention to detail.	Performs with minimal to no supervision. Uses independent judgment and initiative.

*\*Non –standard rates are those established by grants and which may fall outside rates established for student employment but which match the descriptions for a specific grade.*

# Responsibilities and Behavior on the Job

*As an employee of the college, you will be expected to conduct yourself in a professional manner. Follow the responsibilities outlined here, as well as any given by your supervisor.*

<p>Report, ready to work, at the scheduled time.</p>	<p>Maintain a cooperative and positive attitude.</p>
<p>Keep an honest, accurate record of hours worked; report hours as instructed by your supervisor. While departments may record student employee hours, it is recommended that you keep your own documentation as well.</p>	
<p>As a student employee, you will not supervise fellow student employees. However, once you have gained experience and established yourself on the job you may be asked to:</p> <ul style="list-style-type: none"> <li>• Serve as a point of reference for other students</li> <li>• Coordinate tasks</li> <li>• Lead projects for other student workers</li> </ul> <p>You will not be in a position to hire, fire, or enact any disciplinary action on fellow student employees. If you or other students must work without on-site supervision, a supervisor or other designated full-time staff member must be reachable.</p>	
<p>Abide by all rules, regulations, and responsibilities outlined by your supervisor.</p>	<p>Sign the Student Code of Conduct to show that you understand and agree to all of these terms.</p>
<p>If you should have a concern or complaint about your work situation, <i>address it with your supervisor immediately</i>. If a satisfactory resolution is not reached, address your concerns, in writing, to the Office of Student Life and to Demetria Moran, Director, Career Development Center.</p>	



# On The Job

## A Word about Work and Study

Students sometimes misinterpret the meaning of a Work Study Award. The name of the award contributes to this confusion. A Federal Works Study award is a financial aid award that is a 'work to earn' award. Department chairs or those supervising student employees on their behalf will determine if and when it is appropriate for you to study while on the job. In most cases, all of your assigned duties should be completed and you should have inquired of staff as to the need for any further assistance... before asking to utilize work hours for study. The nature of work in some departments may lend itself to study on the job, while it is unlikely to be possible at others. You would do well to inquire about your supervisor's expectations.

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### Attire

The purpose of a dress code is to make sure students represent RIC in a positive way. Because appropriate attire may vary depending on job or department, it is important to ask about your supervisor's expectations at the outset.

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### Breaks

*Student Employees are not paid for holidays, sick time, or vacations. (Paid breaks are not required, but are at the discretion of the supervisor after 4 hours of work.)*

—>10 minute breaks, paid, if working at least 4 hours or take and unpaid lunch break  
—>(30 minutes) if working 5 or more hours

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### Call in Rule

If you report to work and are unable to perform your duties due to unforeseen circumstances beyond your control (i.e. power outage) you will be paid only for the hours you actually worked.

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### Confidentiality

You will be required to maintain confidentiality when working at the college. In the forms section of this guide, you will find a sample Confidentiality Agreement. You may print, sign, and submit this to your department.

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### Discipline

- As an employee of the college, you will be expected to conduct yourself in a professional manner. Ensure that you are adhering to the responsibilities found in this guide as well as any other guidelines or responsibilities set forth by your supervisor. To avoid any disciplinary action, establish and maintain clear and direct communication with your supervisor.
- You are not expected to know all of the information required for your position at the time of employment. Take responsibility to ensure you are receiving the appropriate training. If you feel otherwise, speak with your supervisor immediately to rectify the situation.

# Unacceptable Workplace Behaviors

*There are two tiers to unacceptable behavior in the workplace:*

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## ***Tier 1***

*Verbal or written warning, depending on whether this is a first, or repeat offense:*

1

- Tardiness
- Absences
- Failure to comply with dress code or student worker responsibilities
- Disrespect to coworkers or other members of the RIC community

## ***Tier 2***

*Offenses that may result in termination:*

2

- Insubordination
- Failure to comply with the Student Confidentiality Agreement
- Frequent tardiness and/or unexcused absences (after *warning has been given*)
- Sleeping while on duty
- Failure to comply with the Student Code of Conduct, which can be found at:

<http://www.ric.edu/studentlife/Pages/handbook.aspx>

### **A NOTE ABOUT AT—WILL EMPLOYMENT**

Student workers are At—Will employees. They may be terminated at any time, for no reason ( or for any reason except an illegal one).

Likewise, students are free to leave a job at any time for any reason...or for no reason...with no adverse legal consequences.



# EVALUATIONS

Although performance evaluations are not required, your supervisor may decide to provide an evaluation as a helpful tool to aid you in developing an understanding of your job skills, to provide an opportunity for feedback, or to help with strengthening the overall work environment.

# Injuries

If you are injured while working, it is your supervisor's responsibility to ensure that you receive medical attention, if necessary. The supervisor should also contact both Janine Tegu in the Human Resources Department **(456-8216)** and Kathy Gonsalves in the Payroll Office **(456-8695)** immediately to report the incident.

If you are not able to return to work as a result of an injury, you may be covered under the college's workers' compensation program.

## Returning to Work after an Injury

In order to return to work after an injury (*whether work related or not*) you must present:

1. A doctor's note clearing you to return to work with no restrictions
2. A doctor's note clearing you to work with restrictions:
  - a. Type of restrictions should be outlined
  - b. Duration of restrictions should be noted (i.e. one month or until next appointment in two weeks)

If these restrictions prevent you from performing your duties and your supervisor is unable to employ you in another area or at different tasks, you may be terminated. If this occurs, contact the Coordinator of Student Employment to receive assistance in attempting to locate another job.

If your injury is not work related, you will not be eligible to collect any compensation.

# Resources & Links

All following resources and links are hyperlinked and will bring you directly to the form or website.

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# Employment Paperwork

**SEF - (Student Employment Form)** – Fill out the top portion. The employing department/supervisor will fill out the *Employment Information Section*. The CDC will fill out the bottom section.

**I-9** –Employment Eligibility Form – Fill out all required areas at the top. Write N/A in any lines that do not apply to you. (i.e. blank fields) *The Career Development Center will complete the second page.*

**Acceptable Identification Documents** - Along with the first page of the I-9, the CDC will need proof of identification. Read the List of Acceptable Documents before bringing identification to the CDC. (Link to List Here) ONLY UNEXPIRED ORIGINALS CAN BE ACCEPTED. NO COPIES.

**W-4** - This is used for tax withholding purposes. Read and fill it out. You **must** enter something in either Line 5 OR 7, not both. *The Career Center is not permitted to advise you on how to answer.*

**Drug-Free Workplace Statement-** Rhode Island College is committed to providing a campus environment free of the abuse of alcohol and other drugs. By signing this document, you agree to adhere to the regulations of a drug-free workplace. A member of the professional staff of the college may sign as a witness.

**Bar Of Claims**- Workers Compensation History Disclosure. You must read and sign. A member of the professional staff of the college may sign as a witness.

**Class Schedule** – Provide proof of minimum course enrollment by printing a class schedule in list view (*6 credits for undergraduate students and 5 credits for graduate students*) to be eligible to work. Access your schedule at RIC.EDU> MyRIC > Class Schedule (*under Enrollment*) > \*Current Term\* > List View

**Work - Study Award** (if applicable) – Documentation that you hold a Work - Study Award. To access the Work - Study Award, visit: RIC.EDU> MyRIC > Accept / Decline Awards (*under Campus Finances*) > Current Aid Year

**Bank Mobile Activation** – You will be paid through your Bank Mobile account. It must be activated! If you did not receive an invitation to enroll, call **877-327-9515** for assistance.

## Academic Calendar

<http://www.ric.edu/academics/Pages/Academic-Calendar.aspx>

## Student Code of Conduct

<http://www.ric.edu/studentlife/Documents/StudentConductCode2017-18.pdf>

## BankMobile

<http://bankmobiledisbursements.com/refundchoices/>

## Payroll Schedule

<http://www.ric.edu/payroll/Pages/Payment-Schedules.aspx>

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