

## **NCC Guidelines for Supervisors of Student Employees**

### **THE PURPOSE OF CAMPUS-BASED WORK FOR STUDENT EMPLOYEES**

- To develop critical thinking skills and a sense of responsibility.
- To provide students income to finance their college education.
- To provide students an opportunity to gain on-the-job experience for future employment.

The goal of the Federal College Work Study Program is to provide students with a valuable work experience in which they obtain work skills that they can take with them after they graduate. NCC also feels any student employee should have this same valuable work environment. In addition to providing opportunities for students to earn a portion of their educational costs, it should provide students experiences in developing skills, creativity, and responsibility.

The student should be treated like any other personnel. The responsibilities of the supervisor and the student should be clearly understood and followed. A Work Study student may only be paid for hours worked. It is the responsibility of the Supervisor to enforce this. When the student begins employment with your department, discuss these guidelines to help the student get the most out of the job:

- Hourly wage and the hour limits needed to stay within their allocated earnings.
- Procedures for completing time reports, i.e. total hours each pay period, where to submit timecards, and the dates they are due.
- To whom the student employee reports.
- The importance of a good work ethic, i.e. being at work on time, treating co-workers with respect, greeting the public in a courteous, helpful manner, etc.
- Proper attire for the job.
- How the department phone is to be answered. Provide a script, if necessary.
- What is expected when the student employee finishes his/her assigned tasks.
- Office etiquette including how people in the office are to be addressed.
- Flexibility of the work schedule once it has been arranged with a supervisor.
- Policies regarding missing work for emergencies, health reasons or school-related projects.
- Under what circumstances, if any, are friends or family allowed in the work area.
- Under what circumstances, if any, is the student able to use the phone for local personal calls.
- Times beyond the regular work schedule, if any, that will require student employee involvement.
- The consequences if office policies and procedures are not followed.
- Other considerations that apply to the individual job situation.