

# ALLEGHENY COLLEGE

## STUDENT EMPLOYMENT MANUAL

### 2025-2026

#### INTRODUCTION

Student employment at Allegheny College provides valuable learning and work experience for students within the operations of the College community or at cooperative agencies in the Meadville area. Students who work under the Student Employment Programs typically work 7-9 hours per week. The Office of Financial Aid helps students acquire positions that can serve as experience for future educational or career goals. This manual is designed to address questions and concerns of the supervisor and the student.

There are two classifications of student employment eligibility. Students may have a Federal Work-Study award or Campus Employment award. A student's employment eligibility is determined according to financial need as determined by submitting a FAFSA annually. Some student employment positions are available only to students with a Federal Work-Study award. Other positions can be held by either Federal Work-Study students or students with campus employment. Each year, the student's financial aid award letter will include either Federal Work-Study or campus employment. Preference in hiring is given to students who have Federal Work-Study eligibility.

#### Federal Work-Study

The Federal Work-Study program is a part-time employment program in which the government pays a portion of the students' wages.

The Office of Financial Aid determines eligibility after the information on the Free Application for Federal Student Aid (FAFSA) has been evaluated.

Students may be employed in an academic department or an on-campus office (library, bookstore, etc.). Almost all academic and administrative offices and support services employ students on campus. Work is also available for Federal Work-Study students at local non-profit organizations through our Community Service Program.

#### Campus Employment

Students who do not qualify for Federal Work-Study may work through the Campus Employment program. International students with Campus Employment must get a social security number before they may receive a paycheck. Students with Campus Employment must work in on-campus positions and are ***not permitted*** to work at local non-profit agencies through Allegheny's Community Service Program. Preference for all positions is given to students who have Federal Work-Study eligibility.

## **Nepotism Policy**

The College permits the employment of spouses, domestic partners, or other relatives provided that no employee participates in making recommendations or decisions affecting the appointment, retention, tenure, work assignments, promotion, demotion, evaluation, salary or working conditions of their spouse, domestic partner, or other relatives. In a case where the employment of a spouse, domestic partner, or other relative results in a conflict of interest as described above, the relative who serves as supervisor must notify the appropriate member of the AEC of this conflict. The AEC member, or other persons appointed by the AEC member, will be responsible for making all decisions that affect the working conditions of the relative being supervised. For purposes of this policy, a relative is defined as spouse, parent, siblings and their spouses/partners, children, stepparent, stepchildren, domestic partner, grandparent, grandchildren, aunts, uncles, first cousins, nephews, nieces and their spouses/partners, and in-laws. Relatives also include roommates and other persons with whom the employee may have economic and emotional ties. For safety, security, supervision and ethical reasons, except in extreme cases, these individuals will not normally be hired, transferred or otherwise placed into positions where they directly or indirectly supervise or are supervised by another family member.

## **STUDENT EMPLOYMENT POSITIONS**

### **On-Campus Positions**

Academic and administrative departments create student positions by completing a job description form. These completed forms are submitted to the Office of Financial Aid. Jobs are categorized according to required skills. There are four categories of positions, with each category having four assigned hourly rates. Supervisors determine hourly wages within the assigned categories based on their knowledge of the student's experience and performance. A complete list of positions and job descriptions is on file in the Office of Financial Aid.

### **Off-Campus Community Service Positions**

The Off-Campus Community Service Program at Allegheny College provides students an opportunity to work directly with area social service agencies in the Meadville community. These positions are very beneficial to students who are interested in obtaining work experience in social services. Job descriptions for positions at these agencies are on file in the Office of Financial Aid. Students must have a Federal Work-Study award to work at an off-campus agency and can work at the agency only during academic semesters.

### **Resident Advisors**

RAs are awarded room credit and a stipend, which not only replaces work awards, but also may reduce the amount of loans a student would normally borrow. ***Students holding Resident Advisor position may not also work under either of the Student Employment Programs under any circumstances.***

## **GENERAL EMPLOYMENT INFORMATION**

The following procedures apply to all students employed at Allegheny College through the Student Employment Programs:

### **Standard Application Form**

The use of the standard application form is discussed in detail under the First-Year and Transfer Student Employment section. Although standard applications are not required for Upperclass students, it is suggested that supervisors use them as an instrument in employing students. Once a student completes a standard application for a prospective supervisor, the application should be kept on file by that supervisor for future reference. Only first-year student applications are kept on file in the Office of Financial Aid.

### **Student Employment Form**

All student employees must complete a student employment form. Student employment forms are sent to their Allegheny email address once all required paperwork has been complete. A new copy of the Student Section of the Student Employment form must be completed for ***each position*** for each academic year. Separate forms are required for positions during summer and winter breaks. Once hired, it is the student's responsibility to provide the student section of the form. It is the supervisor's responsibility to provide the supervisor section. The supervisor must complete the job posting description form in order to receive the supervisor section of the student employment form. Upon completion, the supervisor should forward the student employment form to the Office of Financial Aid. It is necessary that this form, be on file in the Office of Financial Aid ***before a student begins working***. Every position that a student holds requires a student employment form. Student employment forms received within one week of timesheet due date will not be processed until after that month's payroll.

### **Confidentiality Agreement**

The Federal Government's *Family Educational Rights and Privacy Act of 1974 as amended* and Allegheny College's *Policy on the Privacy of Student Records, 1997* protect the privacy of student educational records. Student employees must keep information about individuals confidential at all times. By signing the Confidentiality Agreement, the student employee agrees to keep individual student information confidential. The Confidentiality Agreement is kept on file in the Office of Financial Aid. **All Students must complete the Confidentiality Agreement in order to work at Allegheny.**

## **I-9, W-4, Statement of Domicile, and Workers' Compensation Forms**

All students who have not previously completed the I-9, W-4, Medical Treatment, Local Services Tax Exemption Certificate, and Local Earned Income Tax Residency Certification, and Workers' Compensation Forms **must** complete them **before they begin working**. These forms are available on the second floor of the 454 House with Student Employment Coordinator, Jade Allen or at <https://sites.allegheny.edu/student-employment/required-forms/>.

Students must provide original forms of identification. Copies of identification will not be processed due to federal regulations. These forms are kept on file in Bentley Hall and need to be completed only once while employed at Allegheny College unless the student has a change of address or the student does not work for a year or more then the forms must be completed again before the student can begin working.

The Statement of Domicile Form is required by the City of Meadville for the administration of the Local Services Tax Exemption Certificate.

Student employees involved in a work-related accident/illness must report the incident to their employer **immediately**. The college has a listing of at least six designated health care providers. Following the incident, students are required to seek assistance from one of the pre-selected providers for a ninety-day period after the occurrence. A list of the selected physicians is available to all student employees and will be posted on the [Student Employment](#) and [Human Resources](#) websites. As long as treatment is received by one of the designated physicians, employers are responsible for payment of all reasonable and necessary medical services. Failure to comply with this regulation results in student liability rather than employer liability.

## **Optional Payroll Forms**

Authorization for Direct Payroll Deposit is available at <https://sites.allegheny.edu/student-employment/required-forms/>. This is an option for students who wish to have their wages directly deposited into their bank account. If the student chooses to complete this form, he or she should submit it to Student Employment Coordinator, Jade Allen or Payroll Manager, Trisha Palmer. If this form is not completed, paychecks will be placed in the student's campus post office box each pay period.

The Local Services Tax Exemption Certificate is available at <https://sites.allegheny.edu/student-employment/required-forms/>. Anyone who works in the City of Meadville pays a Local Services Tax of \$52 per year. Students who are expecting to earn less than \$12,000 may complete and submit this Exemption Certificate so that the \$52 will not be taken from their wages. This form is valid for one calendar year. Therefore, students choosing to complete the form would complete a new form each year before receiving their first paycheck in the new calendar year.

## **Evaluation Forms**

As a means of evaluating performance and maintaining a good line of communication between student and supervisor, it is strongly suggested that supervisors and students review the work performance of the student at least once per year. Supervisors should complete a work evaluation form during this review. Instances when an evaluation can be helpful are: 1) in anticipation of employing the student in the following academic year 2) any time of the year when an hourly rate increase is requested and justified

through outstanding performance and additional job responsibilities, 3) as an instrument to inform the student of poor performance and to establish work-related goals for improvement.

An evaluation form can also be useful as a future reference by placing it in the student's permanent file in the Dean of Students' Office. Students are given the option of having the evaluation form placed in their permanent file. Potential employers often request verification of the student's employment performance. Students may take their evaluation form to the Office of the Dean of Students to be filed in their permanent file.

### **Time Periods**

Academic Year Earnings are in effect from the first day of classes through the last day of finals each semester. The 2025-2026 Academic Year Employment runs **August 26<sup>th</sup> – December 11<sup>th</sup> and January 12<sup>th</sup> – May 5<sup>th</sup>**. Employment outside of these time periods is considered winter or summer break employment and requires a separate Student Employment Form (See Summer and Winter Break Employment section).

## **STUDENT EMPLOYMENT PROCEDURES**

### **First-Year and Transfer Student Employment**

Each July, the Student Jobs Database is updated with job openings for the new academic year.

New students are asked to complete a standard job application and indicate their top five job preferences on the application. The job application should be submitted online by the August deadline, which is available at <https://sites.allegheny.edu/student-employment/required-forms/>. The form will be forwarded to the supervisor of each of the positions the student listed on the application. Supervisors are encouraged to contact students to arrange an interview. It is not necessary for supervisors to interview all students who have applied, only those who appear to be the most qualified for the position. Supervisors should respond in some way to all applicants, even if the students are not being invited to interview. Once a student is hired, the student and supervisor must complete a student employment form and submit it promptly to the Office of Financial Aid ***before the student begins working.***

The first-year and transfer application process simulates a real job-seeking experience. There is no guarantee that students will secure one of the jobs for which they have applied. Students are also encouraged to view the Student Jobs Database throughout the year to view updated job openings. The Student Jobs Database is available at <https://alleghenycollege.wufoo.com/reports/z5p1z2/>.

If a student has followed the procedures above and has not secured employment during the first two weeks of classes, the student should visit the Office of Financial Aid and schedule an appointment to discuss the matter. The Office of Financial Aid will work with individual students to help them find an employment position from the positions still available only after they have followed the standard procedures outlined above.

## **Upperclass Student Employment**

Upperclass students are advised to secure their positions during the spring semester of the previous academic year, if at all possible. Students who remain in the same position from year to year must complete a student employment form each year ***before beginning to work***. However, students who choose to seek employment elsewhere, or who are working for the first time, should contact the appropriate supervisor and fill out the student employment form once they are hired. Students with Campus Employment will be limited to on-campus jobs only.

During the spring semester, supervisors receive a position advertisement form for the following academic year. The supervisor indicates whether any student jobs will be advertised for the following year and returns the form to the Office of Financial Aid. Upperclass students may view an updated list of job openings on the Student Jobs Database at <https://alleghenycollege.wufoo.com/reports/z5p1z2/>.

## **PAYMENT PROCEDURES**

### **Timesheets and Pay Dates**

After the Student Employment Form has been processed and all payroll forms have been submitted, the student is able to view the timesheets for that job on Self Service. The supervisor and student are responsible for submitting the timesheet on time each pay period. Hours worked should be rounded up to the nearest quarter of an hour. For example, if the student worked 2 hours and 13 minutes on a given day, 2.25 hours should be reported. ***If the timesheet is received late, it will not be processed until the following pay period.***

The W-4 and I-9 forms must be on file in Bentley Hall, and the student employment form must be on file in the Office of Financial Aid ***before the student begins working***. Timesheet Due Dates and Pay Dates are available at: <https://sites.allegheny.edu/student-employment/time-sheet-due-and-pay-dates/>.

A completed student employment form must be submitted to the Office of Financial Aid at least one week before the time card due date in order for the student to be paid that period. If the student employment form is late, then that student's timesheet may be delayed until the following pay period.

### **Pay Checks Outside of Regular Payroll Cycle**

It is the responsibility of both the student and the supervisor to submit timesheets on time. Failure of student to submit a completed student employment form at least one week prior to a timesheet due date or failure of student to submit a completed timesheet by the deadline, are not reasons for a student to be issued a paycheck outside of the regular payroll cycle. Students and supervisors must submit a written request for a pay check outside of regular payroll to the Office of Financial Aid. The circumstances for acquiring a pay check outside of regular payroll would include family illness or tragedy, whereby the student must leave campus to return home immediately. International students who are leaving the United States before a pay date are required to make special arrangements for early payment with Payroll Manager, Trisha Palmer.

## **Hourly Rates**

All student employment positions at Allegheny College are categorized according to level of skill. There are three categories listed on the student employment form. The Office of Financial Aid establishes position categorization. The current pay rate scale for the academic year is:

Category I	(e.g. general labor and office assistants)	\$9
Category II	(e.g. specialized positions)	\$11
Category III	(e.g. teaching assistants, supervisors)	\$13

Any request to change a student's hourly rate during the academic year must be submitted in writing to the Office of Financial Aid along with a job description change.

## **Paychecks**

Students may sign up for direct deposit. This allows wages to be placed in the student's bank account at 12:00 a.m. (midnight) every other Friday. Forms are available in Bentley Hall with Payroll Manager, Trisha Palmer or in the 454 House with Jade Allen.

Students not choosing direct deposit will receive their paychecks in their campus mailboxes every other Friday.

If a pay date falls during an academic break, such as summer break, paychecks are automatically mailed to the student's home address, unless the student notifies the post office that they will be remaining on campus.

## **EMPLOYMENT POLICIES**

### **Maximum Earnings and Hours**

For academic reasons, it is recommended that the student work no more than 7-9 hours per week during the academic year. The amount of hours worked per week depends on the work award for the year. To find the maximum number of hours a student can work, divide the total work award by 30 (for weeks of employment), and then divide by the hourly rate of pay. Students working under Federal Work Study should plan to work no more than 8-9 hours per week in order to stay within their work limit. Student working under Campus Employment should plan to work no more than 7-8 hours to stay within their work limit.

Under federal regulations, the College must monitor earnings for each student. ***It is the responsibility of the supervisor and the student to budget allotted time and money accordingly so a student does not exceed maximum earnings.*** A student ***must stop working*** when he or she reaches the maximum allotted earnings (for all jobs combined).

## **Position Responsibility**

It is important that students take work positions seriously. Employment expectations should be defined clearly by the supervisor when the student is hired. Supervisors will provide specific position responsibilities and training. However, all students are expected to work their scheduled hours and must request time off in advance. Handling confidential information about the College, agency, faculty, staff, or students will also be a part of all students' work responsibility. Confidential information may be released only through the permission of the supervisor.

## **Voluntary Position Termination**

Students are expected to remain in positions for the entire semester or academic year (September to May) or, in case of summer work, the entire summer (May to September). A student who intends to withdraw from student employment, either temporarily or permanently, or wishes to change jobs, must inform the supervisor and give as much notice as possible. Withdrawal from the program will not jeopardize the student's opportunity to receive a work award in the future. Students are expected to give at least a two-week notice before leaving a position. This allows the department time to find a replacement for the student or to adjust the work schedules of remaining employees in order to offset the shortage of student employees.

If a student changes employment positions, the student and new supervisor must complete a student employment form for the new position, which has previously been sent to their email.

## **Position Termination with Cause**

Once a student has been selected for a position, continued employment is contingent upon satisfactory performance. By submitting a timesheet for a student, the supervisor not only verifies the hours worked but also attests that the work was satisfactory.

If a student's performance is considered unsatisfactory, every effort should be made to deal with the problem in a direct manner. The supervisor should document all efforts to correct inappropriate behavior or inadequate performance with a copy forwarded to the Office of Financial Aid. Usually, a verbal warning should be given and documented first, and the student given a set amount of time to improve. If the inappropriate behavior or inadequate performance continues after the set time, then a written warning should be given. If the student still fails to make satisfactory improvement after a written warning and a time frame is given, he or she may be terminated with cause. Of course, in the case of serious infractions, such as theft, harassment, willful violation of safety policies, breach of confidentiality, etc., a written warning is not required. In such cases, immediate termination is considered appropriate.

All cases of termination with cause must be reported immediately to the Office of Financial Aid. In these cases, the student's eligibility for future employment under Allegheny's student employment programs will depend on the reason for dismissal.



## **SUMMER AND WINTER BREAK EMPLOYMENT**

Each year some on-campus positions are available to returning students during the summer and winter breaks. Summer and winter break positions are usually generated through active recruitment by students and supervisors prior to breaks. Supervisors should contact the Office of Financial Aid to advertise positions prior to the start of the break period.

The Student Jobs Database includes summer and winter break positions. Students are encouraged to use the job database to locate a job for a break period. The job database keeps an updated list of open positions by department, job title, category, and eligibility. The job database can be found at <https://alleghenycollege.wufoo.com/reports/z5p1z2/>.

Summer and winter break student employment does not count toward the student's academic year work award. Winter break employment is from **December 12, 2025** through **January 11, 2026**. Summer break employment begins the day after the last day of spring finals and ends the day before the first day of fall classes.

All academic year student employment positions must be made available exclusively for Allegheny students. Non-Allegheny students should not be employed in any office or department during the academic year.

For the purpose of summer and winter break employment, an Allegheny student is defined as someone who will be enrolled at Allegheny College in the upcoming fall or spring semester, respectively. Accepted applicants who have paid a deposit indicating their intent to enroll at Allegheny College for the following semester are considered Allegheny students. Allegheny College seniors graduating in May are not considered Allegheny students for the purpose of summer employment. Similarly, students graduating at the conclusion of the fall semester are not eligible for winter break employment. While Allegheny College does not prohibit children of employees who are Allegheny students from working at Allegheny, it is the College policy that no child or relative of an employee can work under the direct supervision of the employee or in the employee's immediate office or department.

Offices and departments must have sufficient funds available in student employment budget lines to hire a student employee for summer or winter break. Supervisors must remember that the summer employment period crosses fiscal years. Funds must be available in both fiscal years in order to hire a student worker for the entire summer. A summer student generally may not work more than 35 hours per week. Overtime pay must be paid if a student works more than 40 hours in a week. The Office of Financial Aid must approve requests for overtime in advance. The actual number of hours assigned to the position is contingent upon the funds the department has available for the summer.

### **Allegheny Student Summer and Winter Break Workers**

The Office of Financial Aid will process summer and winter break employment paperwork and timesheets for Allegheny students. The Allegheny student must complete another student employment form for the summer or winter break (which is the same as the academic year student employment form) and must have I-9 and W-4 forms on file at Bentley Hall ***before beginning to work***. The student and supervisor should complete the student employment form and return it to the Office of Financial Aid. Timesheets should be completed and submitted electronically by students and supervisors by the published monthly due dates.

Housing may be available for students working on campus during summer break. A student must work a minimum of 9 hours per week on campus to be considered for housing. Housing is provided at a minimal cost to the student. Contact the Office of Residence Life in April for more information.

### **Allegheny Student Camp Employees**

In addition to the regulations outlined above, supervisors should send requests for payment to the Office of Financial Aid for Allegheny students in temporary summer camp positions. The wages student employees earn for camps will be added to their next student paycheck.

## **OFF-CAMPUS COMMUNITY SERVICE POSITIONS**

### **Student Eligibility**

Students must have **Federal Work-Study** awards to work in an off-campus community service position. The only exception to this policy is when a student had eligibility for federal work-study and worked off-campus in a prior year and then loses eligibility in a subsequent year. If the student wants to continue in the same off-campus community service position, and the agency is willing to pay 25% of the student's wages, then the student is allowed to continue employment at the agency even though he or she is not eligible for federal work-study. Students are permitted to work in off-campus community service positions through Allegheny College student employment programs during the **academic semester periods only**. Federal Work-Study does not apply between semesters or during the summer. Eligible time periods are the first day of class through the last day of finals each semester.

The 2025-2026 Academic Year Employment runs **August 26<sup>th</sup> – December 11<sup>th</sup> and January 12<sup>th</sup> – May 5<sup>th</sup>**. Agencies that wish to employ students on their own, not through Allegheny College, for non-academic periods will be responsible for 100% of the students' wages and should make their own pay arrangements directly with the student.

### **Required Forms**

The same forms are required of off-campus community service student workers as those required of on-campus students (student employment form, Confidentiality Agreement, I-9, W-4, Statement of Domicile, and Workers' Compensation Form).

Under PA Act 153, if through the students' work if they will have direct contact with minors, the student must obtain PA State Police Criminal History Record Check, PA State Child Abuse Clearance Check, and Federal Criminal History Record/FBI check by submission of a full set of fingerprints to the PA State Police or its authorized agent. The associated fees for the clearances will be of no cost to the student. If the student has obtained clearance through another agency and will be transferring those clearances to Allegheny College the student must sign an affidavit stating there has been no updates to their criminal history since the clearances have been obtained.

## **Agency Contract**

The amount that your agency is responsible for paying is listed in the contract for this academic year.

## **Timesheets and Pay Dates**

Off-campus student employees are paid monthly according to the same timesheet due date and payroll schedule as on-campus students. Off-campus community agency supervisors have access to Self Service to approve monthly timesheets.

## **RESPONSIBILITIES TO REMEMBER**

- First-time workers must complete I-9, W-4, Statement of Domicile, Workers' Compensation available on the second floor of the 454 House with Student Employment Coordinator, Jade Allen.
- Students having direct contact with minors must obtain (PA Act 153) PA State Police Criminal History Record Check, PA State Child Abuse Clearance Check, and Federal Criminal History Record/FBI check by submission of a full set of fingerprints to the PA State Police or its authorized agent. An affidavit must be signed if student currently possesses clearances and transferring them to Allegheny College.
- Students must submit a completed student employment form, for every job held each year, to the Office of Financial Aid ***before they can begin working.***
- In order to be paid on time, students must submit completed timesheets by due date.
- Hours reported on timesheets should be rounded up to the nearest quarter of an hour.
- On-campus supervisors must approve bi-weekly timesheets electronically by the bi-weekly due dates.
- Students and supervisors are responsible for the timely submission of timesheets.
- Students and supervisors must monitor student earnings so the student does not exceed the work award amount.