



Chapter 06

Student Employee and Supervisor Handbook

Approved by the Eastern Board of Regents September 19, 2025.

Last Revision June 2021

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06.001 – Welcome

Eastern Oklahoma State College (Eastern) feels that a student's learning experience extends beyond the classroom. Our Student Employment Program is designed to offer students a simulated job seeking experience and the opportunity to develop beneficial work experience while attending classes. The Student Employment Handbook contains information needed to know about the Eastern Student Employment Program, including the rights, responsibilities, and requirements of all student employees and their supervisors.

Please contact the Student Employment Office at 918.465.1768 if you have any questions, concerns, or comments regarding our student employment program.

Eastern Oklahoma State College, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status of a veteran, in any of its policies, practices, or procedures. This provision includes but is not limited to admissions, employment, financial aid, and educational services.

06.002 – Student Employment Opportunities

Eastern Oklahoma State College offers on-campus employment to students each semester. Employment opportunities are available in the form of Federal Work Study or Regular Campus Employment.

Federal Work Study (FWS)

The Federal Work Study (FWS) provides part-time employment for students who are enrolled at least half-time or six (6) credit hours and demonstrate financial need. The maximum amount a recipient can earn under this federal program is determined by his/her financial need and availability of funds.

Students work around their class schedule and are limited to a certain number of hours each week. Students must also maintain Satisfactory Academic Progress (SAP) to be allowed to continue working on the Federal Work Study program. Funding for the Federal Work Study program is allocated by the United States Department of Education. Once all the funds for the institution have been awarded, no more students can participate in the program that academic year.

Regular College Employment (RCE)

Regular College Employment (RCE) is an institutionally funded financial aid program that provides part-time on-campus employment opportunities for students who are not otherwise eligible for Federal Work Study.

Students work around their class schedule and are limited to a certain number of hours each week. Students must also maintain Satisfactory Academic Progress to be allowed to continue

working in the RCE program. These funds are limited. Wage expenses for these positions are funded through the hiring department's RCE budget.

06.003 – Student Employment Process

Step One

Before completing the online employment application, students must complete the Free Application for Federal Student Aid (FAFSA) and have a completed financial aid file with Eastern. After completing the FAFSA you can check Self-Service for your financial aid status to see if an award has been granted.

Step Two

Once you have completed the FAFSA and verified the type of work you are eligible to apply for you can complete the online application [Student Employment](#). Be sure to select which department and/or on-campus positions you are interested in. Not all positions posted may be available at the time of application.

Step Three

The Student Employment Coordinator will forward your application to the departments you selected. The department supervisor will contact you directly if they would like to interview you for their position.

Step Four

If you are hired for a student employment position you will need to submit the following information to the Student Employment Coordinator in the Enrollment Center located on the first floor of the Bill H. Hill Library/Administration building before you can begin work.

- A valid photo ID (driver's license, student ID, etc.)
- Original social security card (a copy or photo cannot be accepted)
- A voided check or official bank document showing your account and routing number for the direct deposit of your payroll check. If you are using the Herring Bank debit card issued to you (Mountaineer Card) please provide the banking information from Herring Bank used to set up your direct deposit.

Student Employment Coordinator
Bill H, Hill/Administration Building
Enrollment Center, Room 162
918.465.1795

Step Five

Before you begin work you must review the Student Handbook on your own or with your supervisor. Students are required to submit their hours worked by the due date. Supervisors will provide additional information.

06.004 – Eligibility

Students must be currently enrolled in classes before being hired to work on campus. They must also have a completed FAFSA and financial aid completion date on file before they can begin working. All potential student employees must complete the application process, new hire paperwork, and provide supporting documentation of a valid government-issued ID, and original social security card (copies or photos cannot be accepted) per federal and state regulations. Students cannot begin working until their supervisor has received a **signed** authorization form from the Student Employment Coordinator verifying, they are eligible to begin work. Funding is limited and awarded on a first-come, first-served basis.

06.005 – International Students

Immigration regulations place certain restrictions on hiring international students who are enrolled in higher education institutions in the United States. A U.S. Social Security number will be required before employment can begin.

International students will need to provide the following documents:

- US Visa, Foreign Passport
- I-9
- I-20 Certificate of Eligibility for Nonimmigrant (F-1) Students
- Job offer letter from a department on campus
- Social Security number application

Please contact the Student Employment Office with any questions on how to obtain a Social Security Card.

06.006 – Rights and Responsibilities

Student Employees

When hired for a position student employees become members of work units that depend on him/her therefore it is expected that students will make a serious commitment to their job.

Students are expected to:

- Know and comply with the policies and procedures outlined in the Student Employee Handbook
- Complete all hiring paperwork in a timely manner to ensure that the student is set up in the various employment and payroll systems
- Understand the specific job responsibilities as well as meeting the expectations and standards of their supervisor
- Adhere to the policies and procedures of their employing department and Eastern as a whole
- Report to work promptly and work the required shifts
- Uphold the work schedule agreed on by supervisor and student employee

- Notify the supervisor as soon as possible if unable to work assigned times due to illness or other acceptable reasons. When possible, give notice at least two (2) weeks ahead of time
- Act in a professional manner and take their position seriously
- Perform assigned duties in an efficient and timely manner
- Use time productively and avoid socializing on the job. Student employees are expected to perform their assigned duties and not conduct personal business or course related work while working
- Submit their worked time in their Self-Service account by the required deadline at the end of each month in order to ensure timely payment
- Adhere to Eastern Oklahoma State College’s drug, tobacco, and marijuana free policy.

06.007 - Drug Free Workplace Statement

Eastern Oklahoma State College receives grants and contracts from the Federal government, which requires the College to comply with the provisions of the Drug Free Workplace Act. As an employee of the College, you must comply with the College’s policy that prohibits the use of a controlled substance in the workplace.

If you are convicted of a criminal offense occurring in the workplace, the Act requires you to notify the Financial Aid Office (FAO) within five (5) days of such conviction. Furthermore, the College must, within thirty (30) days of receiving notice of such a conviction, impose a sanction on a convicted employee. Such a sanction includes appropriate personnel action up to and including termination and/or satisfactory participation in a drug assistance or rehabilitation program.

Should you have any questions regarding this statement please contact the Financial Aid Director. All student employees of the College fall under the federal compliance requirements.

06.008 – Tobacco Free Policy

Eastern Oklahoma State College is a tobacco-free environment. Smoking and the use of all tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, and other tobacco products) are prohibited throughout all indoor and outdoor areas owned or under control of Eastern, including all land, buildings, parking lots, athletic facilities, and college-owned vehicles.

This also includes students, guests, or employees using tobacco products in their personal vehicle while parked on Eastern property.

06.009 – Marijuana Policy

Despite the passage of State Question 788, the use, possession, sale, or distribution of marijuana (including medical marijuana, edibles and products containing marijuana) on any college owned or controlled property is illegal and against Eastern Oklahoma State College policies.

Specifically, possession or use (including smoking or consuming) marijuana is not allowed on any college property (including parking lots) or at college-sponsored activities. Additionally, you may not come to class or work under the influence of any illegal substance, including marijuana.

06.010 – Supervisor Responsibilities

Supervisors are responsible for making job assignment opportunities for students to learn and test new skills while they earn necessary funds. Eastern expects supervisors to treat students fairly and equitably. Supervisors are expected to train, motivate, and provide guidance to their student employees along with these other responsibilities:

- Know, comply with, and enforce the policies and procedures outlined in the Student Employee Handbook and all policies and practices of Eastern
- Ensure that each employee has read and understands the Student Employee Handbook
- Fully discuss the job duties and responsibilities of the position with the student employee
- Establish a work schedule that is acceptable to both the student and the supervisor while working around the student's class schedule
- Clearly define the supervisor that the employee will be reporting to
- Upon request, provide verbal feedback on the student's job performance
- Provide supervision for the student. If the work performance is unsatisfactory provide the student with counseling, constructive criticism, and positive reinforcement
- Follow all discipline and termination procedures outlined in the Student Employee Handbook
- Approve or deny a student's submitted timesheet by the required deadline
- Monitor student employee hours to ensure that no student works more than their awarded hours during the semester. Any unauthorized time above their award limit must be approved first by the Student Employment Coordinator in order to receive pay
- Do not allow any student to begin working before the sixteen (16) week (Last Day to Drop Class) each semester or before receiving an "approved" email from the Student Employment Coordinator. Any time submitted before this will not be approved.

A student **MAY NOT** work during their scheduled class time unless there is written approval from the instructor. A copy of this approval must be sent to the supervisor, the Student Employment Coordinator, and the payroll department.

06.011 – Receiving Payment for Hours Worked

Students will have until 10:00 a.m. the next business day after the end of the pay period to complete and submit their timesheet through Self-Service. Example: pay period ends September 30th the time sheets must be submitted by 10:00 a.m. on October 1st.

Your supervisor will receive an email saying that your timesheet has been submitted and is waiting to be approved.

Supervisors will have until 5:00 p.m. the same day to approve or reject the timesheet.

Each supervisor will have an alternate supervisor listed who will have access to approve or reject student timesheets if they are unavailable.

Once the supervisor has approved or denied the timesheet you will receive an email. If approved nothing further needs to be done. If denied, make any necessary changes and submit them as soon as possible. Delayed timesheet submissions will result in late payment.

Your approved timecard information is submitted directly to the payroll module.

Any time not submitted and approved by the deadline will be paid during the next pay period. The students with their supervisor's signature required will need to complete a paper timesheet for their hours worked and submit it manually to the Human Resources Office in order to be paid in the next pay cycle.

It is the mutual responsibility of both the student employee and their supervisor to ensure that hours worked are during the times allowed, reported accurately, and approved by the deadlines.

06.012 – Rules of Conduct

Eastern Oklahoma State College expects student employees to follow rules of conduct that protect the interests, integrity, and safety of Eastern and its employees. Although it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of misconduct that may result in disciplinary action, up to and including termination.

- Conducting personal business or course work while working – all telephone or electronic communications must be work related.
- Reluctance or refusal to complete assigned tasks and/or providing unsatisfactory work performance.
- Violations of any rules, regulations, or procedures established by Eastern, the employing department, or your supervisor.
- History of tardiness and/or excessive absences.
- Improperly using work privileges for personal gain.
- Dishonesty.
- Deliberate destruction, misuse, or misappropriation of Eastern property.
- Theft of any Eastern property or the property of a student, staff, or faculty member.
- Endangering the safety of colleagues or members of the community at large.
- The unauthorized possession, distribution, use of, or being under the influence of alcohol, marijuana, or other non-prescription drugs or controlled substances during work hours or on Eastern property.
- All violations of confidentiality.

Eastern takes the privacy of its students, staff, and faculty very seriously. Any breach of confidentiality will result in disciplinary action, up to and including termination.

06.013 – Disciplinary Procedures

If disciplinary action needs to be taken, a verbal warning should be offered to the student by their supervisor, discussing the reasons for dissatisfaction with their job performance and providing solutions in ways they can improve. This will allow the student employees to understand what is expected of them along with the consequences of continued unsatisfactory performance. When a supervisor feels they have given adequate warnings termination of a student's employment may take place.

While we recommend verbal warnings as the first step of disciplinary action, supervisors do have the authority to terminate student employees without notice for violations of any rights, rules, regulations, or responsibilities of Eastern, the employing department, and/or the supervisor. It is the responsibility of the supervisor to notify the student employee and the Student Employment Coordinator that the student employee is being terminated.

If a student is released from employment voluntarily or voluntarily resigns, there is no guarantee of employment elsewhere on campus.

06.014 – Confidentiality

Student employees often have access to confidential material such as financial information, grades, test scores, phone numbers, addresses, etc. It is important that student employees understand the legal ramifications of having access to confidential information.

Student employees may need to have access to specific pieces of confidential information in order to complete their job duties. However, this access does not allow for the sharing of this information with anyone, at any time, through any communication method, as a whole or in part. This includes verbal communications as well as written or copied documents and electronic databases.

If the student employee does encounters confidential information, it is very important that they understand the sensitive nature of the material, how to treat it with confidentiality, and the possible legal consequences of a confidentiality breach.

Eastern takes the privacy of its students, staff, and faculty very seriously. Any breach of confidentiality will result in disciplinary action, up to and including termination.

06.015 – Frequently Asked Questions

Will I need to reapply for a student employment position every semester?

No, all student employment positions are established with the expectation that the position is held through the academic year which is August through May.

How do I know who is hiring?

Please review the job listings available on the Eastern website. The job listings are regularly updated throughout the semester.

What do I do if I do not like the job or am unhappy with my supervisor?

Make an appointment to speak with the Student Employment Coordinator to discuss possible alternatives.

How many hours do I have to be enrolled in to qualify for student employment?

Students must be enrolled in at least six (6) credit hours.

Can I work if I am not enrolled or have graduated?

No, you must be a current student at Eastern in order to hold a student employment position.

Do my earnings go directly toward my student account and/or balance due?

No, all earnings are directly deposited into the bank account of your choosing. While the earnings can be used for your account and/or bill, they can also be used to cover day-to-day, out-of-pocket expenses related to your education costs.

How and when do I get paid?

You will receive a paycheck once a month on the 12th day of the month. If the 12th falls on a Saturday or Sunday payment will be made on the Friday before. Eastern offers two payroll disbursement options: direct deposit to your checking or savings account, or direct deposit to your Mountaineer debit card.

How do I update my direct deposit?

You can change your electronic payroll disbursement selection at any time during the academic year by informing the Office of Human Resources and providing a new direct deposit form.

How many hours can I work?

Students receive eight (8) to fourteen (14) hours per week on average. There is no minimum number for hours worked, but students cannot work more than thirty-two (32) hours per week or more than their awarded amount for the semester.

Are my earnings taxable?

Yes, student's earnings are considered earned income and both the FWS and RCE programs are subject to state and federal taxes. The RCE program is also subject to Medicare and FICA taxes as well. You will be required to complete a federal and state tax form during your hiring process paperwork. Eastern provides all student employees with a W-2 (Wage and Tax Statement) at the end of the year. This is mailed out by January 31st for the previous year's earnings and is sent to the permanent mailing address on file for the student employee.

How much will I get paid?

The rate of pay for all student employee positions is \$7.25 per hour. You cannot work more than thirty-two (32) hours per week or over your awarded amount for each semester. Any hours worked above these limits without prior approval from the Student Employment Coordinator will

not be approved. If you do not use all of your awarded hours during the fall semester, any remaining hours are not automatically carried over to the spring semester.

Can I have more than one job on campus or work the same job for more than one department?

No, to allow as many student employees as possible only one (1) job per student is allowed.

I've worked on campus before, do I have to redo my hire paperwork again each year?

Yes, student workers will have to submit a Student Employment Application, submit all required documentation, and complete the necessary paperwork at the beginning of each academic year in order to hold a student employment position.

Will I receive benefits?

Student employees cannot receive medical insurance paid for by the College. Students are also not eligible for compensation when performing jury duty and are not entitled to paid sickness, vacation, or bereavement leave.

06.016 – Summary

Eastern believes that student employees are students first and employees second. While we hope to simulate a genuine employment experience, our first priority is providing a quality education. However, student employees play an integral role in Eastern operations, and we do expect student employees to treat their on-campus job with the same responsibilities and dedication as they would in an off-campus job.

This handbook is intended to give student employees and their supervisors an overview of the basic policies and procedures Eastern has in place concerning on-campus employment. All student employees and supervisors should check the Student Employee Handbook as a reference source when they have questions or concerns regarding student employment.

Any questions that cannot be answered should be directed to the Student Employment Office. If the question is payroll related, please contact the Human Resources Office at 918.465.1760.

06.017 – Student Employment Office Contact

Student Employment Office

Bill H. Hill Library/Administration, 1st floor inside the Enrollment Center

student.employment@eoscd.edu

phone: 918.465.1760

fax: 918.465.4449