



Student Employment Handbook For Supervisors and Student Employees

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Welcome to the Student Employment Program

Here at Eastern Oklahoma State College, we feel 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 that you need to know about the Eastern Oklahoma State College 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.



Student Employment Process

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

Federal Work-Study

Federal Work-Study (FWS) provides part-time employment for students who are enrolled at least half-time 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 to be allowed to continue working on the Federal Work-Study program. Funding for the Federal Work-Study program is allocated by the government. Once all the funds for the institution have been awarded, no more students can participate that year.

Regular College Employment

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

STEP 1

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 2

Once you have completed the FAFSA and verified the type of work you are eligible to apply for, you can complete the online application found on the eosc.edu website. Be sure to select which departments and/or on-campus positions you are interested in. Not all positions posted may be available at the time of application.

STEP 3

The Student Employment Coordinator will forward your application to the departments you selected. The department supervisor will contact you directly if they are interested in interviewing you for that position.



STEP 4

If you are hired for a Student Employment position, you will need to submit the following information to the Student Employment Coordinator (Enrollment Center, First Floor Library 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)
- Voided check or official bank document with account and routing number printed on it. 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.

STEP 5

Before you begin work, review the [Student Employment Handbook](#) on your own or with your supervisor. Students will also be required to submit their hours worked by the due date. Supervisors will provide additional information.

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 photo 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-serve basis.

International Students

Immigration regulations place certain restrictions on hiring international students who are enrolled in Higher Education institutions in the United State. 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-94
- 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.



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 Employment 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 Oklahoma State College as a whole
- Report to work promptly and work the required shifts
- Uphold the work scheduled agreed on by the 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 2 weeks ahead of time.
- Act in a professional manner and take their position seriously
- Perform assigned duties in a 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 while working
- Submit their worked time in their Self-Service account on the eosc.edu website by the required deadline at the end of each month in order to ensure timely payment
- Adhere to Eastern Oklahoma State College's drug-free policy

****Drug-Free Workplace Policy Eastern Oklahoma State College is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. 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****

You may visit the full policy at eosc.edu/employeeolicies



Supervisors

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 Employment Handbook and all policies and practices of Eastern Oklahoma State College
- 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 report to
- Upon request, provide verbal feedback on the student's job performance
- Provide supervision to 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 a 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 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****



Receiving Payment for Hours Worked

1. Students will have until 10:00am the next business day after the end of the pay period to complete and submit their timesheet through Self-Service (Pay period end - Sept. 30th, Timesheet must be submitted by 10:00am on Oct. 1st)
2. Your supervisor will receive an email that your timesheet has been submitted and is waiting to be approved
3. Supervisors will have until 5p.m. the same day to approve or reject the timesheet
4. Each supervisor will have an alternate supervisor listed who will have access to approve or reject student time if they are unavailable
5. 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 resubmit as soon as possible. Delayed timesheet submissions will result in late payment.
6. Your approved timecard information is submitted directly to the Payroll module
7. Any time not submitted and approved by the deadline will be paid during the next pay period. The student, 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 department in order to be paid on the next pay cycle

****It is the mutual responsibility of both the Student Employee and their Supervisor to ensure that hours worked are during allowed times, reported accurately, and approved by the deadlines****

Rules of Conduct

Eastern Oklahoma State College expects student employees to follow rules of conduct that protect the interests, integrity, and safety of Eastern Oklahoma State College and its employees. Although it is not possible to list all the forms of behaviors 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 while working - all telephone or electronic communications must be work related
- Reluctance or refusal to complete assigned tasks and/or providing an unsatisfactory work performance
- Violations of any rules, regulations, or procedures established by Eastern Oklahoma State College, 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 EOSC property
- Theft of any EOSC 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 EOSC property
- Any and all violations of confidentiality

****Eastern Oklahoma State College takes the privacy of its students, staff, and faculty seriously. ANY breach of confidentiality will result in disciplinary action, up to and including termination****

Disciplinary Procedures

If a 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 on ways they can improve. This will allow the Student Employee 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 right to terminate Student Employees without notice for violations of any rights, rules, regulations, or responsibilities of EOSC, 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****

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, in whole or in part. This includes verbal communications as well as written or copied documents and electronic databases.

If the Student Employee does come into contact with 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.

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Frequently Asked Questions

Will I need to reapply for a Student Employment position every semester?

No, all Student Employee positions are established with the expectation that the position is held through the academic year (August - May).

How do I know who's hiring?

Please review the job listings available on the eosc.edu/studentemployment website. The job listings are regularly updated throughout the semester.

What do I do if I don't like the job or are 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?

Eastern recommends that students are enrolled in at least 6 hours

Can I work if I'm not enrolled or have graduated?

No, you must be a current student at EOSC 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 direct 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 Human Resources department and providing a new direct deposit form.

How many hours can I work?

Students receive 8-14 hours per week on average. There is no minimum amount for hours worked, but students cannot work more than 32 hours per week or more than their awarded amount for the semester.



Are my earnings taxable?

Yes. Student earnings are considered earned income and both the Federal Work Study program and Regular Campus Employment program are subject to state and federal taxes, and the Regular Campus Employment 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. EOSC 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 Employment positions is \$7.25 per hour. You cannot work more than 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's Office 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. In order to allow as many Student Employees as possible, only one 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 sick leave, paid vacation leave, or bereavement leave.

Summary

Eastern Oklahoma State College 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 EOSC operations, and we do expect Student Employees to treat their on-campus job with the same responsibility and dedication as they would an off-campus job.

This handbook is intended to give Student Employees and their Supervisors an overview of the basic policies and procedures Eastern Oklahoma State College 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 Department at 918-465-1760.



Location and Contact Information

Student Employment Office Location: Bill H. Hill Library, 1st Floor, inside the Enrollment Center

Student Employment Office email: student.employment@eosc.edu

Student Employment Office phone number: 918-465-1760

Student Employment Office fax number: 918-465-4449