

Westminster College

Westminster College Student Employment Handbook

Paydays

Effective Date: 7/1/2008

All student employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed and submitted through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, student employees will receive pay on the last day of work before the regularly scheduled payday.

Westminster College runs a paperless payroll system and student employees will be required to set up a direct deposit to have their pay directly deposited into their bank accounts. Employees can access an itemized statement of wages online when Westminster College makes direct deposits.

Timekeeping

Effective Date: 7/1/2008

Accurately recording time worked is the responsibility of every student employee. Federal and state laws require Westminster College to keep an accurate record of time worked in order to calculate employee pay. Time worked is all the time actually spent on the job performing assigned duties.

Student employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to electronically sign their time records to certify the accuracy of all time recorded. The supervisor will review and then electronically approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes before it is submitted to payroll.

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Salary Administration

Effective Date: 7/1/2008

The student salary administration program at Westminster College was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job. Westminster College periodically reviews its salary administration program and restructures it as necessary.

Student employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Human Resources Office is also available to answer specific questions about the salary administration program.

Personnel Data Changes

Effective Date: 7/1/2008

It is the responsibility of each student employee to promptly notify Westminster College of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Office.

Work Schedules

Effective Date: 7/1/2008

Work schedules for student employees vary throughout our organization. Supervisors will advise student employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Maximum Hours of Work:

Student employees may not work more than a total of 20 hours per week while classes are in session (including finals week) during fall and spring semesters. However, you may work up to 40 hours per week during official College break periods which may include summer semester if your supervisor has a need and budget for additional help. **International Students** must adhere to this policy in accordance with the U.S. Citizenship and Immigration Services Federal Register Sec. 214.2(f). Failure to comply with this policy may impact your legal status in the United States.

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Employment Termination

Effective Date: 7/1/2008

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.

Since employment with Westminster College is based on mutual consent, both the student employee and Westminster College have the right to terminate employment at will, with or without cause, at any time.