

Student Employment Policy & Procedures Manual 2026-2027



Table of Contents

STUDENT EMPLOYMENT PROGRAM	5
PURPOSE	5
MANAGEMENT	5
COMPLIANCE.....	5
AUTHORITY	5
TYPES OF STUDENT EMPLOYMENT	5
AT A GLANCE	5
FEDERAL WORK STUDY (FWS)	6
STUDENT ELIGIBILITY FOR FWS	6
COMMUNITY SERVICE.....	6
COLLEGE EMPLOYMENT	6
STUDENT ELIGIBILITY FOR COLLEGE EMPLOYMENT.....	6
OTHER TYPES OF STUDENT EMPLOYMENT POSITIONS.....	7
STIPEND POSITIONS	7
SUMMER EMPLOYMENT & SUMMER STIPEND	7
INTERNSHIPS	7
STUDENT EMPLOYMENT UNDER FACULTY RESEARCH GRANTS	7
GRADUATE STUDENTS	7
EMPLOYMENT OF MINORS	8
SUMMER STUDENT EMPLOYMENT	8
ELIGIBILITY	8
SUMMER EMPLOYMENT REQUESTS	8
SUMMER HOUSING FOR STUDENT EMPLOYEES.....	8
JOB DESCRIPTIONS, POSTINGS & INTERVIEWS	8
JOB DESCRIPTIONS AND POSTINGS	8
JOB INTERVIEWS.....	9
ELIGIBILITY REVIEW	9
HIRING STUDENT EMPLOYEES: NEW & RETURNING	9
ALL STUDENTS.....	9
NEW HIRES	9
REHIRING STUDENT EMPLOYEES	10
ASSIGNMENT EMAIL	10
APPROVAL TO WORK	10

TRAINING	10
EVALUATIONS/FEEDBACK	11
STUDENT EMPLOYEE RESPONSIBILITIES.....	12
REASSIGNMENT.....	12
EMPLOYEE COMPENSATION.....	13
PAY RATE	13
SEMESTER HOURLY LIMITS	13
MAXIMUM POTENTIAL EARNINGS.....	13
WORK SCHEDULE	13
MULTIPLE JOBS.....	13
REPORTING TIME WORKED FOR HOURLY STUDENT EMPLOYEES	13
LATE TIME REPORTS	14
WORK PERFORMED DURING BREAKS	14
PAYROLL DATES	14
BENEFITS	14
WORKER’S COMPENSATION.....	14
INTERNATIONAL STUDENTS.....	14
NON-HOURLY PAYMENT FOR STUDENT EMPLOYEES.....	15
STUDENT PAYROLL TAX TREATMENT AND COMPLIANCE.....	15
PAYROLL PAPERWORK	15
DISCIPLINARY AND TERMINATION.....	15
GRIEVANCES	15
ABSENCES	15
ACCOUNTABILITY/ WARNINGS	15
ACADEMIC PROBATION.....	16
TERMINATION/SEPARATION OF EMPLOYMENT	16
PAYROLL PACKET	16
1. 1-9 FORM (EMPLOYMENT VERIFICATION)	16
2. W-4 FORM (FEDERAL WITHHOLDING STATEMENT).....	16
3. LOCAL EARNED INCOME TAX FORM	16
4. CONFIDENTIALITY AGREEMENT FORM	16
5. DIRECT DEPOSIT FORM.....	17
FERPA	17
NON-DISCRIMINATION POLICY STATEMENT	17

Student Employment Program

Purpose

Student Employment empowers students to build career-ready skills through meaningful experiential learning opportunities that foster individual development while supporting essential College functions.

Management

Multiple offices and areas work in collaboration with each other to administer the Student Employment program. Representatives from Financial Aid, Professional Development and Community Engagement (PDCE), Human Resources, Business Office, and Student Affairs oversee all aspects of the process for students and departments. These offices facilitate connections between students and hiring departments, including the development and posting of positions, application and interview process, hiring and rehiring processes, and ongoing support.

Compliance

Westminster College participates in the Federal Work-Study (FWS) Program under the Economic Opportunity Act of 1964. A limited number of part-time, on-campus positions are available to eligible students during the academic year. The Financial Aid Office is responsible for determining student eligibility for College Employment (58500) and Federal Work Study (58600).

Authority

The Leadership Team holds sole authority to approve any changes, amendments, or exceptions to established policies and procedures. This manual attempts to summarize College policies, procedures, and guidelines; however, College policies, procedures, and needs take precedence in all cases. The College reserves the right to modify its policies, benefits, rules, and regulations at its sole discretion and without prior notice.

Types of Student Employment

Westminster College offers several categories of student employment. The most important distinction is whether a position requires a Financial Aid eligibility review; some positions are awarded as part of a student's financial aid package and require proof of unmet need or unmet cost, while others are budget-determined by the hiring department and carry no financial-aid eligibility review at all. This guide is organized around that distinction, followed by a few special populations and compliance rules that cut across every category.

At a Glance

Positions are grouped below by whether Financial Aid must review eligibility before a student can be hired.

Types of Student Employment	Eligibility Review	Approved By	Funding	Part of Financial Aid Package
Federal Work-Study (FWS) 58600	Required – unmet need	Financial Aid	Federal Government	Yes
College Employment (EMP) 58500	Required – unmet cost	Financial Aid VP/Leadership Team	Westminster	Yes
Stipend 58501	Not required	VP/Leadership Team	Westminster	No
Summer Employment 58700	Not required	VP/Leadership Team	Westminster	No

Summer Stipend (58701)	Not required	VP/Leadership Team	Westminster	No
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■ Eligibility review required ■ Not required (budget-determined)

Positions That Require a Financial Aid Eligibility Review

Awarded as part of a student's financial aid package - Financial Aid confirms unmet need or unmet cost before hire.

Federal Work Study (FWS) • REQUIRED – UNMET NEED

Federal Work-Study (FWS) is a form of financial aid funded through the campus-based allocation from the U.S. Department of Education. Unlike grants or scholarships, FWS is earned financial aid: students receive compensation for hours worked rather than a direct credit to their student account. The Financial Aid Office determines eligibility.

Important

FWS funds are not applied directly to the student's billing account. Students receive payment via monthly direct deposit based on hours worked each pay period. Students may choose whether to apply any portion of their earnings toward their student account balance.

Student Eligibility for FWS

- Making satisfactory academic progress
- Enrolled at least half-time
- Has financial need after calculating Unmet Need (Cost of Attendance (COA) minus need-based and institutional aid)

Eligible students must accept their awarded allocation. Contact the Financial Aid Office to review eligibility.

Community Service

A portion of the FWS allocation is designated for positions classified as Community Service-related roles. Students employed in these positions are compensated through the FWS allocation.

College Employment • REQUIRED – UNMET COST

College Employment offers part-time employment opportunities for students who are not eligible for FWS. These positions allow students to gain practical work experience, often in areas related to their academic major, before graduation. College employment is not need-based, so students are not required to demonstrate unmet financial need to participate.

- Some positions prefer hiring FWS students first, opening to College Employment-eligible students afterward.
- Some positions are exempt from FWS eligibility requirements because they require specialized skills or qualifications – supervisors are still encouraged to give FWS students priority.
- All students must meet employment eligibility requirements to work on campus.

The Financial Aid Office should be consulted to review student eligibility for FWS.

Student Eligibility for College Employment

- Making satisfactory academic progress

- Enrolled at least half-time
- Projected earnings, combined with all financial aid (scholarships, grants, loans, etc.), do not exceed the student's Cost of Attendance (tuition, fees, housing, food, books, and personal expenses)

A student employee may not earn more than their Federal Work Study or College employment allocation awarded/indicated in their financial aid portal.

Other Types of Student Employment Positions

Positions With No Financial Aid Eligibility Review

Not part of a student's financial aid package — eligibility (if any) is set by the hiring department's own budget or approval process.

Stipend Positions • NOT REQUIRED

Stipend positions are not subject to FWS or College employment eligibility requirements; eligibility is instead determined by the supervising department's budget. Stipend-based roles include Campus Programming Council (CPC), Holcad, Resident Assistants (RAs), SCRAWL, Student Government Association (SGA), and Titan Guides. Compensation varies by role and associated responsibilities.

Summer Employment & Summer Stipend • NOT REQUIRED

Summer student employment and Summer Stipend positions are separate from the academic-year FWS and College Employment programs. Summer employment does not affect — and does not depend on — a student's FWS eligibility; students are not required to have FWS eligibility to work during the summer. See “Managing Summer Student Employment” below for the full request, budget, and housing process.

Internships • NOT REQUIRED

Students who fulfill their internship requirements within an on-campus department are not eligible to receive compensation through College Employment or the FWS program — there is no eligibility review because these positions are unpaid.

Student Employment under Faculty Research Grants • EXEMPT

Positions funded through faculty research grants must be approved by the Vice-President of Academic Affairs/Dean of the College as part of the grant proposal process and are exempt from FWS and College Employment eligibility requirements. If approved, students are paid through standard payroll and/or accounts payable processes; all required payroll documents must be on file before work begins.

Special Populations & Compliance Requirements

These rules apply on top of — not instead of — whichever category above a position falls into.

Graduate Students

Graduate students not already employed on campus as graduate assistants (or in another capacity) may apply for any student employment positions, provided they are in good academic standing, enrolled at least half-time, and have an unmet financial need for FWS positions or unmet cost need for College Employment positions. If approved, they will be paid through standard payroll and/or accounts payable processes; all required payroll documents must be on file before work begins.

Employment of Minors • LEGAL REQUIREMENT, ALL CATEGORIES

A minor is any individual under 18 years of age. Student employees under 18 must obtain a valid work permit before beginning employment. A copy of the work permit must be submitted to Student Payroll/Human Resources Assistant and kept on file with payroll documentation. Individuals under 18 may not work in the Physical Plant Office (PPO).

Supervisors of minors must comply with all hours of employment and other requirements outlined in the [Pennsylvania Child Labor Act](#). If approved, the student employee will be paid through standard payroll and/or accounts payable processes; all required payroll documents must be on file before work begins.

Summer Student Employment

Eligibility

The process below applies once a Summer Employment or Summer Stipend position (no financial-aid eligibility review required) has been identified — it covers how supervisors request, fund, and house summer student employees.

Summer Employment Requests

The Student Payroll/Human Resources Assistant maintains records of all summer student employees. Supervisors must submit a Summer Employee Request Form for all new and returning student employees, including non-Westminster students. This form is distributed annually to supervisors. Preference is given to Westminster College students, regardless of FWS eligibility.

Summer Housing for Student Employees

Summer housing is available at no cost to student employees when approved through the appropriate process and when an approved funding source is identified. Summer housing may be considered a taxable benefit, unless it is required for the role.

If living on campus is required for a role, that requirement must be stated in the summer position job description (individual circumstances or exceptions may be reviewed or negotiated when appropriate).

Job Descriptions, Postings & Interviews

Job Descriptions and Postings

Each student employment position on campus requires a clearly defined job title, reporting supervisor title, rate of pay, hours per week, job description, and measurable outcomes. Job descriptions should outline the duties, qualifications, expectations, and [NACE Competencies](#) associated with the position. Supervisors must review and update job descriptions on an annual basis (complete by March 31 for the next academic year) to ensure they accurately reflect the current responsibilities, qualifications, expectations, and outcomes of each position.

Current job descriptions are stored by department within the Student Employment Team's channel and are accessible by supervisors. Student employment opportunities for the next academic year are posted by June 1 and maintained on Handshake by the supervisor. Students can review job descriptions, send messages to supervisors, and submit applications through Handshake. Supervisors are notified by Handshake when a

student applies for a position. Supervisors are responsible for monitoring their positions and opening and closing them as necessary.

Revision of current job descriptions and submissions for new job descriptions must utilize the NACE Competencies Job Description Template and may refer to the NACE Competencies Job Description Help Guide for assistance. Job descriptions must always include the most recent revision date in the lower right portion of the document's footer.

Job Interviews

Supervisors are responsible for reviewing applicant materials and determining whether to proceed with an interview. The interview process provides an opportunity for both the supervisor and the student to assess the position and expectations. During the interview, the following topics should be discussed:

- Job duties as outlined in the job description
- Required skills and relevant experience for the position
- Expectations regarding professional conduct and appropriate dress
- Department hours of operation and the student's availability/weekly schedule
- Submission of a current resume provided to the supervisor

Eligibility Review

Before interviewing a student, a supervisor can complete the Eligibility Review to verify a student's eligibility for College Employment and/or FWS. Eligibility is reviewed and confirmed by the Financial Aid Office.

Important

Eligibility can change based on new awards posted to student accounts, even after approving their assignment. Financial Aid will monitor and notify both the student employee and supervisor if such a change occurs.

Hiring Student Employees: New & Returning

All Students

All students who accept a FWS award as part of their financial aid can complete a [General Application](#) for consideration for all open positions or specific interest areas, or the student can apply directly on Handshake.

Open positions for the upcoming academic year are posted annually on Handshake by June 1.

Supervisors will be able to review at any time the General Application submissions under the Student Employment Team in Student Employment Applications 26-27 or individual Handshake submissions. Supervisors are responsible for contacting applicants directly to schedule an interview. Individual applications and a complete Excel file of all applicants are updated as new applications are received.

After reviewing, interviewing, and offering a position to a student, the supervisor only must complete and submit a Request for Hire to the Financial Aid Office when requesting a student employee for the upcoming academic year.

New Hires

Supervisors must complete and submit a Request for Hire to the Financial Aid Office when requesting a

student employee for the upcoming academic year. Both the supervisor and the student employee will be notified if eligibility requirements are not met.

Rehiring Student Employees

Supervisors must complete and submit a Request for Rehire in April to the Financial Aid Office for continued employment of a student in the following academic year. Student eligibility is determined over the summer, and both the supervisor and student will be notified if eligibility requirements are not met.

Assignment Email

All New Hire and Rehire student employees receive an assignment email from the Financial Aid Office, in addition to their supervisor(s). The email serves as the official notification of the job offer and outlines the important information the student needs for their next steps. The assignment email includes:

- Allocation and financial aid budget details
- Approved hourly wage
- Position title and work location
- Supervisor's name and contact information
- Instructions for required onboarding steps (HR paperwork, W2, & I-9 verification)

All student employees receive a link to the [Student Employee Portal](#) in the assignment email. Items on the Portal include:

- Timeslips
- Payroll Packet
- Student Employment Guidelines

Important

All student employees must complete the required payroll paperwork with the Business Office prior to their first day of work.

Approval to Work

The Student Payroll/Human Resources Assistant will send an email to the supervisor to confirm the student is approved to begin work. The supervisor may then schedule the student employee for work.

Training

Supervisors should ensure student employees are properly onboarded and supported in their roles. Student employees should minimally receive the following as part of their onboarding process:

- A printed position description that is reviewed in full by the supervisor
- An introduction to all staff in the office/department and their individual roles within the office/department
- A list of expectations, separate from the position description, that are reviewed in full by the supervisor
- A tour of the office/department and any spaces they may be asked to work in or visit on campus within their role
- Training by staff in the office/department in order to perform any tasks and/or assignments, including workspace, technology, filing, etc.
- On-going training and feedback regarding performance

Each position and department is unique in its work and scope, and as such, should provide additional training to student employees in a format and way to ensure their on-going success within the position.

Evaluations/Feedback

Each student employment position should provide a meaningful learning experience that aids a student employee in developing competence in each NACE competency. Student employee performance should be evaluated using the position's established outcomes; supervisors must provide and document constructive feedback when improvement is needed.

Supervisors should provide student employees with regular feedback throughout the semester to support their professional growth, clarify expectations, and address any concerns promptly. Ongoing feedback helps student employees understand what they are doing well and where improvement may be needed. Supervisors should schedule feedback at least monthly.

A formal evaluation must be completed annually for returning student employees; a supervisor may also elect to complete evaluations each semester and/or after an introductory period. If a student employee will not be returning the following semester/year, the evaluation must be completed at the end of their final semester of employment. Evaluations should reflect the student employee's performance based on the established duties, expectations, and outcomes of the position.

A formal evaluation must be completed annually for all student employees; a supervisor may also elect to complete evaluations each semester and/or after an introductory period. If a student employee will not be returning the following semester/year, the evaluation must be completed at the end of their final semester of employment. Evaluations should reflect the student employee's performance based on the established duties, expectations, and outcomes of the position.

The formal evaluation provided is based on the [NACE Competencies](#) and can serve as the sole evaluation or in addition to a separate evaluation specific to your department. Student employees should be provided with a blank copy of the evaluation(s) to provide and submit their own self-assessment to their supervisor. The supervisor should incorporate the student employee's ratings and comments into the overall, final evaluation.

Supervisors should schedule a specific date and time in advance with the student employee to review the final evaluation, as well as provide the student employee with a copy of the final evaluation at least two business days prior to the meeting. This allow the student employee to compare their self-assessment with the assessment of their supervisor and be prepared to have a productive conversation.

Once the evaluation is complete, a copy of the signed evaluation must be sent to the Student Payroll/Human Resources Assistant to be kept in the student employee's Human Resources file. A copy should also be provided to the student employee and kept by the supervisor.

If a supervisor is also completing a department specific evaluation, that evaluation must also organize evaluation criteria within the [NACE Competencies](#) and be included with the copy sent to the Student Payroll/Human Resources Assistant.

Important

Signing the evaluation only indicates the discussion occurred, not that the student employee or supervisor agree with the ratings or comments of each other. This should be emphasized as part of the evaluations process by the supervisor.

Student Employee Responsibilities

Student employees at Westminster College are expected to approach their roles with professionalism and responsibility. On-campus employment helps students offset educational expenses while contributing to the College's mission, developing transferable skills, and gaining valuable professional experience. Some departments may require students to sign and adhere to individual employment agreements.

To remain eligible, student employees must maintain:

- Active enrollment as a Westminster College student throughout their employment
- Good disciplinary standing with the College
- A minimum Westminster GPA of 1.700 or higher during employment

In addition to meeting the eligibility requirements for employment, student employees are expected to:

- Comply with all Student Employment policies, departmental procedures, and applicable College policies.
- Perform assigned duties responsibly, efficiently, and professionally while representing Westminster College.
- Demonstrate reliability by reporting to work on time, notifying supervisors of absences or schedule changes as soon as possible, and fulfilling assigned work commitments.
- Foster a respectful and collaborative work environment by maintaining positive working relationships with supervisors, coworkers, and members of the campus community.
- Accurately record all hours worked in 15-minute increments (e.g., 8:55 a.m.–10:40 a.m. = 1.75 hours). Falsification of time records is considered misconduct and may result in immediate termination of employment.
- Dress appropriately for the position and work environment.
- Remain engaged in assigned work responsibilities during scheduled work hours by limiting personal phone use, conversations, and other non-work activities. Personal tasks, including homework and studying, should only be completed when specifically authorized by the supervisor and all assigned work has been completed.
- Communicate questions, concerns, or workplace issues promptly with their supervisor.
- Meet established performance and conduct expectations. Failure to do so may result in corrective action, including termination of employment.
- Notify their supervisor and the Financial Aid Office immediately if their enrollment falls below six credit hours during the semester.

Reassignment

Student employees who are unwilling or unable to continue in their current student employment assignment should contact the Associate Dean of Students for Student Experience to explore alternative on-campus employment opportunities or review Handshake for open positions in other departments.

Employee Compensation

Pay Rate

Student employees are paid \$10.00 per hour and may earn wages up to their authorized earnings allotment as determined by the Financial Aid Office.

Semester Hourly Limits

All hourly student positions are limited to 100 hours/semester, unless otherwise noted.

Maximum Potential Earnings

Students are limited to the maximum amount allocated in their individual Financial Aid offer, as outlined in their assignment email (\$1,000.00/semester; \$2,000.00 annually). If a student exceeds this amount, they may be required to repay other forms of financial aid and/or reduce loan amounts accordingly. Supervisors are responsible for monitoring student employee hours to ensure allocations are not exceeded. Once a student employee reaches their semester maximum allocation, they are no longer permitted to work on campus for that semester; once a student employee reaches their annual maximum allocation, they are no longer permitted to work on campus for the remainder of the academic year.

Work Schedule

Student employee work schedules must be arranged around academic commitments, including class attendance and required academic activities. Supervisors are encouraged, when operationally feasible, to consider official athletic schedules and other co-curricular commitments; however, academic responsibilities and departmental staffing needs take priority. Student employees must provide their class schedule to their supervisor each semester.

Student employees are expected to report to work as scheduled and on time, as departments rely on their presence for daily operations. Student employees may work their regular schedule during finals week. Some positions may require evening and/or weekend hours.

Multiple Jobs

Students are eligible to hold more than one job on campus, but they may not exceed their maximum allocation. Student employees must coordinate with all supervisors to ensure they do not work over their allocation. Approval from the Financial Aid and Business Offices is required.

Reporting Time Worked for Hourly Student Employees

Student employees are responsible for accurately completing a monthly time report and submitting it to their immediate supervisor for approval by the designated due date. Time must be recorded in quarter-hour increments using decimal format (e.g., 1.25, 1.75, 2.50). Round to the nearest increment for each day worked (examples provided below).

- 1 hour = 1.00
- 1 hour and 15 minutes = 1.25
- 1 hour and 30 minutes = 1.50
- 1 hour and 45 minutes = 1.75

Supervisors are responsible for submitting all completed and approved time reports for their department to the Student Payroll/Human Resources Assistant by the scheduled due date. Due dates are outlined in the

Student Time Reports and Pay Periods Schedule, which is available at [my.westminster > Employee > Overview](#) and should be posted within each department.

Late Time Reports

Late submissions will be processed during the following pay period. Reports should be submitted at the end of each pay period worked; supervisors are not to hold time reports. Supervisors who fail to comply will be referred to their Leadership Team member for follow up.

Work Performed During Breaks

Student employees are generally not expected to work on campus during academic breaks. Any work performed during breaks must be approved in advance by both the supervisor and the Financial Aid Office. Earnings from work performed during breaks, with the exception of summer break, count toward the student's maximum allocation and may impact their ability to work for the remainder of the semester/academic year. Departments are not provided with additional funding for break periods and must remain within their established student employment budgets. All FWS eligibility requirements remain in effect during academic breaks.

Payroll Dates

Student employees are paid on the 10th of each month via direct deposit. Stipend payments will also be issued on the 10th. If the 10th falls on a weekend or federal holiday, payment will be made on the Friday before the weekend or the last workday before the holiday. Direct deposit is required. Direct deposit pay stubs can be found under the Employee tab on [my.westminster](#). The first payroll date for first-year students is October 10th.

Benefits

Student employees are not eligible for employment benefits.

Worker's Compensation

Student employees are covered by Workers' Compensation Insurance. All work-related injuries must be immediately reported by the supervisor to Public Safety and to Taylor McClimans in the Office of Human Resources. Student employees must immediately report all work-related injuries to their supervisor. Student employees are not covered by Unemployment Compensation Insurance.

International Students

International students with a Student Visa (F-1 or M-1) are eligible to work on campus as non-federal work study employees. Federal regulations limit international student employment to up to 20 hours per week during the fall and spring semesters and up to 40 hours per week during academic breaks. At Westminster College, employment is limited up to an annual \$2,000 allocation. International students are not eligible for FWS. Students seeking on-campus employment must obtain a Social Security number.

Before applying for, accepting, or beginning any on-campus employment, international students must receive authorization from Westminster College's Designated School Official (DSO) to ensure compliance with federal immigration regulations.

Visit [International Students and Social Security Numbers \(ssa.gov\)](#) to get started.

Non-Hourly Payment for Student Employees

All payments made to Westminster students for services, stipends, internships, event support, leadership roles, research activities, athletic support, or other student-related work must be processed through the Student Payroll Office.

Hourly student positions should continue to follow the standard student employment payroll process and timekeeping procedures.

Student Payroll Tax Treatment and Compliance

Processing student payments through Student Payroll ensures proper tax reporting and compliance with IRS regulations. Payments processed through Student Payroll are generally reported as W-2 wages and may be subject to:

- Federal income tax withholding
- State and local tax withholding, where applicable

Current Westminster students who are enrolled at least half-time during the academic term may qualify for the student FICA exemption, meaning:

- Social Security tax may not be withheld
- Medicare tax may not be withheld
- During the summer period FICA taxes apply

Payroll Paperwork

All students must fill out the payroll paperwork if they haven't for another position on campus and provide it to the Student Payroll/HR Office Assistant.

Disciplinary and Termination

Grievances

Most job-related concerns should be addressed directly between the student employee and their supervisor. If a more serious issue arises, Human Resources should be consulted.

Absences

If unable to report to work due to illness or some other unavoidable circumstance, student employees must notify their immediate supervisor prior to the scheduled start time. Requests for time off (e.g., for exams) must be arranged in advance with the supervisor. Make-up hours are not guaranteed and are at the supervisor's discretion. Unexcused absences or repeated tardiness may result in termination.

Accountability/ Warnings

Student employees are expected to be reliable and conscientious. Repeated issues such as absenteeism, tardiness, poor performance, or unprofessional conduct may result in a warning or termination. Supervisors must provide written notice to the student in instances of warning or termination. A copy of the notice must also be submitted to the Assistant Director of Financial Aid in the Financial Aid Office.

Academic Probation

Student employees placed on academic probation at the end of a semester are not eligible to work during the following semester. Students may regain eligibility if they improve their Satisfactory Academic Progress to meet the minimum requirements for good academic standing.

Termination/Separation of Employment

Student employees who choose to resign are expected to provide at least two weeks' notice to their supervisor. Student employees who are terminated for poor performance are not eligible to apply for another position during the same academic year. Immediate termination may occur in cases of gross misconduct.

Other reasons for a separation of employment may include:

- Failure to complete and submit required payroll documentation
- Enrollment dropping to zero credit hours during a semester
- Falling below half-time enrollment status
- Reaching or exceeding the maximum financial aid allocation
- Graduation or separation from the College
- Academic probation, suspension, or failure to maintain satisfactory academic progress

Terminating a student employee should occur in person and include the reasoning, as well as outlining any previous steps taken prior to the action. A follow up email/letter must be sent to the student outlining the conversation and rationale, as well as any necessary steps the student must take, such as returning uniforms, supplies, etc. Supervisors must collect College keys from the student employee and notify Public Safety to deactivate access associated with the student employee's Titan ID card. Failure to return necessary items may result in costs being billed directly to the student's account.

Payroll Packet

All required payroll documents must be completed and on file prior to a student beginning work.

1. 1-9 Form (Employment Verification)

Federal law requires all employees to complete Form 1-9 prior to their first day of work. Students must provide two forms of acceptable documentation to verify identity and employment authorization.

2. W-4 Form (Federal Withholding Statement)

All employees must complete Form W-4 to determine federal income tax withholding. For assistance in completing the form, refer to the IRS Tax Withholding Estimator. [Tax Withholding Estimator | Internal Revenue Service](#)

3. Local Earned Income Tax Form

This form is used to report information necessary for the collection and distribution of local earned income taxes. It must be completed when a new employee is hired or when an employee reports a change in name and/or address.

4. Confidentiality Agreement Form

While working at the College, student employees may inadvertently see or overhear confidential information. It is their duty and responsibility to maintain confidentiality. For that reason, student employees will be required to read and sign a confidentiality agreement.

5. Direct Deposit Form

Students are required to enroll in direct deposit. Direct deposit is the most convenient and safest way to receive your pay. You can find your paystub directly on my.westminster under the employee tab. If you need to update or change your banking information, please contact the Payroll Office.

This paperwork is available in the Business Office and the [Student Employee Portal](#) on my.westminster and MUST be returned to the Student Payroll/Human Resources Assistant.

Note: The Payroll Packet is also emailed to each student with their Assignment information by Financial Aid.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records and restricts disclosure without the student's consent. For more information about the law visit <https://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

To comply with FERPA, Westminster College requires students to complete a Waiver to Release Student Records through my.westminster before information may be shared with a third party (e.g., parent or guardian). Students designate what information may be released—such as academic, disciplinary, financial aid, student account, payroll, and disability records—and to whom it may be disclosed. Without a completed waiver, information may only be released to the student.

Students may update their FERPA waiver at any time through my.westminster. The College maintains a record of all changes. The form is available under the Academics tab.

Non-Discrimination Policy Statement

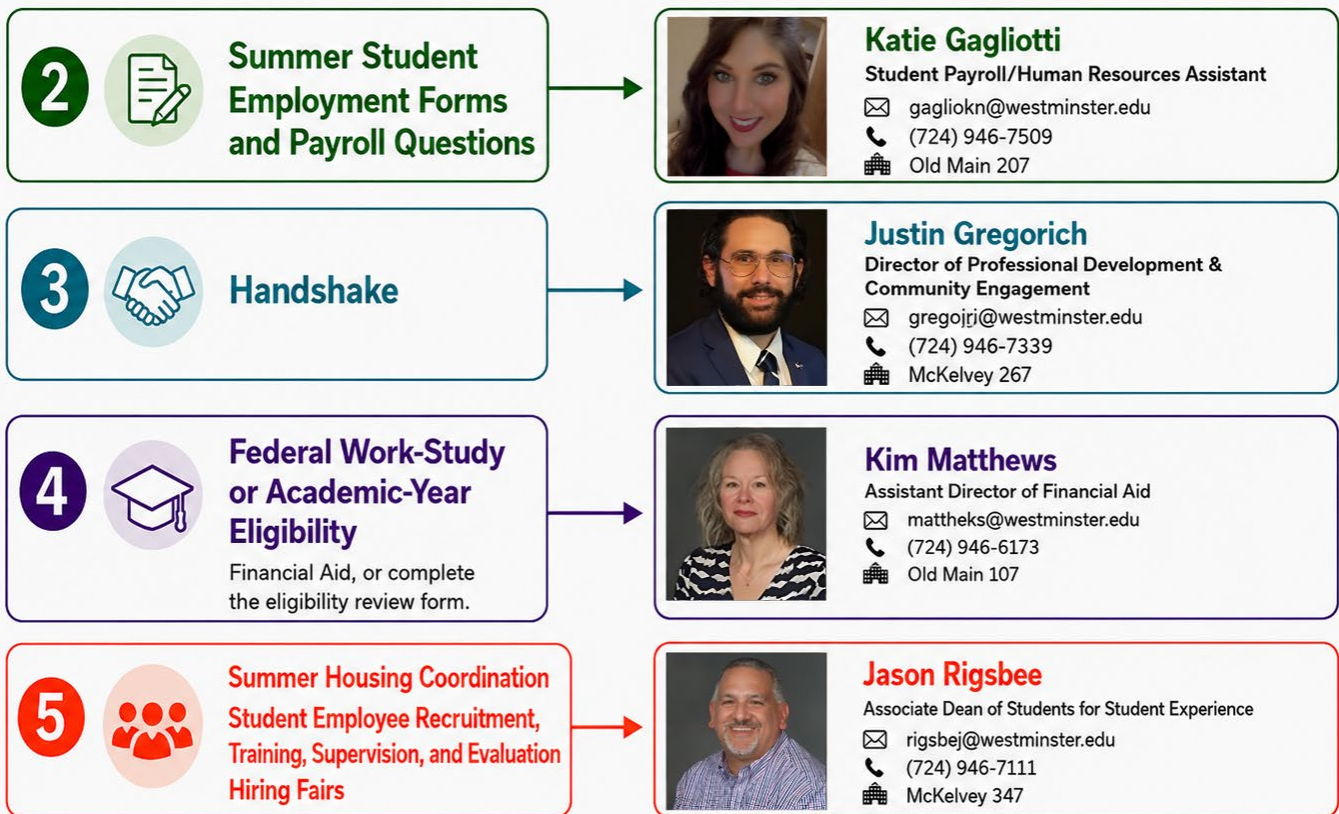
Consistent with its faith tradition, Westminster College strives to maintain an academic and working environment based on the principle of the dignity and worth of every human being. Westminster is an equal opportunity employer and does not discriminate, and will not tolerate discrimination, based on race, color, national origin, ethnic origin, sex, sexual orientation, age, or handicap or disability as those terms are defined under applicable law. In its employment practices, the College may consider the individual's support of the philosophy and purposes of Westminster as stated in the Undergraduate Catalog. Otherwise, Westminster does not discriminate or tolerate discrimination based on religion or creed. Harassment is a form of discrimination. It includes physical, verbal, or any other behavior, including written or non-verbal symbols, that either disregard the harmful effects on, or that intend to hurt or intimidate, a specific individual, group of individuals, or campus organization based on one or more of the criteria listed above in this policy.

This policy applies to all employees and applicants for employment in connection with hiring, compensation, training, placement, transfer, promotion, demotion, discipline, termination, recruitment, or other terms and conditions of employment. Inquiries concerning compliance with this policy should be addressed to the:

Equal Opportunity Officer
Human Resources Office
Westminster College
319 S. Market Street
New Wilmington, PA 16172
(724) 946-7247

Student Employment Contacts

Questions should be directed to Student Employment team members as directed below:



Student Employment committee members can all be reached at: studentemployment@westminster.edu