

# STUDENT EMPLOYEE POLICIES & PROCEDURES AGREEMENT OF UNDERSTANDING

As a successful student employee of Highline College (HC), you are a representative of the College; therefore; when interacting with students, staff, faculty, and community members by phone or in person, it is important to be polite, understanding and responsive to their needs. **IMPORTANT:** Application forms will not be accepted until the completion of the New Student Employee Orientation and FERPA quizzes.

**Work with your supervisor with this completion.**

## **New Student Employee Orientation** **REQUIRED:** EARN 20/20 SCORE FOR PASS

NSEO is designed for student employees to enhance skills, such as, customer service, professionalism and essentials to become a successful student employee on campus. The student employee orientation covers: Timesheet requirements, Regulations and Conduct, and Expectations and Responsibilities.

## **FERPA Confidentiality** **REQUIRED:** EARN 9/12 SCORE FOR PASS

Test your knowledge of the Family Educational Rights and Privacy Act! FERPA covers the following topic(s): Do/dont's of sharing any student information without supervisor approval. How to contact College Registrar for FERPA questions if your supervisor is unavailable.

As a condition of employment, you are required to take the Family Educational Rights and Privacy Act (FERPA) online tutorial. Generally, colleges need written permission from a student in order to release any information pertaining to their educational records.

- Under Washington state law, all student records are considered privileged communication and information may not be disclosed to others without the students' written consent.
- I understand this information and will comply with the expectations and policies outlined above. If I am unclear or have difficulty complying with any position requirements, I will discuss it with my supervisor.

**By signing this contract, I acknowledge that failure to comply with student employment (workstudy or general fund) expectations may result in termination from my position at HC.**

**Student Signature**



# STUDENT ONBOARDING

Work Study Type:  
**FED/STATE**

## Work Study Application Form

### Student must be...

- Enrolled in at least six credits per quarter.
- Meets Satisfactory Academic Progress/is not Suspended.
- Is taking correct classes towards an eligible program of study.
- Eligible for Federal or State Work-Study

Combo Code:

Job Class:

### CAREER AND FINANCIAL AID STAFF MUST COMPLETE THIS SECTION.

#### Award Amounts & Estimated Hours\*

\*Work study funding is determined by the listed award amounts. Estimated hours are calculated using the actual award amount and pay rate. Eligibility is subject to change.



Fall



Winter



Spring



Summer

Est. Hours:

Est. Hours:

Est. Hours:

Est. Hours:

\*Spring Funding: Spring is used through 6/14/2024 if eligible (see end date information).

FA Staff Signature Required:

Pay Rate:

### STUDENT EMPLOYEE POLICY AND EMPLOYMENT STATUS

Read the following information carefully. Check each box once complete or confirming your understanding of the Student Policies and Procedures listed in the Agreement of Understanding.

**NOTE:** Incomplete quizzes and onboarding forms will not be processed.

I understand that I cannot work until I have received my Employees Tab in my ctcLink account.

I understand that the New Student Employee Orientation & FERPA quizzes are required before the first day of work. The training is designed to show me how to submit time sheets, work study policies and FERPA.

By signing this contract, I acknowledge that failure to comply with student employee expectations may result in termination from my position at Highline College.

#### Employment Status

##### Returning

I worked at Highline College within the last six months.

##### New Hire

I have not worked at Highline College before.

#### Student Hire Date\*

#### Position Expires\*

\* to be completed by staff **only**.

Student Signature

Date Signed

### STUDENT MUST COMPLETE THIS SECTION.

Please complete the following before submission.

First, Last Name

Student Email

Date of Birth

ctcLink ID Number

Phone Number

Name of Student Position

## DEPARTMENT SUPERVISOR MUST COMPLETE THIS SECTION.

### Supervisor Policies & Procedures Agreement of Understanding

Students are allowed to work only 19 hours per week during the academic quarter. If the Work Study allocation is exceeded, employers are responsible for 100% of the students wages through means other than the work study program. It is the supervisors responsibility to check in with their student staff, to verify that the GPA's are consistent and never below a 2.5 GPA.

#### Mandatory New Student Orientation, FERPA Training, Access to Timecard

- I am responsible to confirm this student has completed the required New Student Orientation and FERPA training quizzes; prior to their first day of work regardless of whether the student will have access to view student or public personal information. The training must be completed online before their employment.
- I understand my student employee cannot begin working until they have received their Employees Tab in ctcLink.

#### Break Period Requirements (must meet both requirements)

- 1). Attending the next quarter for six or more applicable credits.
- 2). Remaining hours in the prior quarter work study award will cover the break period schedule.

### STUDENT EMPLOYEE AND SUPERVISOR INFORMATION

Supervisor's Full Name, Department

Department Back-up Budget

Estimated hours per week (no more than 19):

Are you willing to hire the student using State Work-Study funding?  
(Employer must pay 40% of wages using department budget).

 Yes No

Choose a pay rate:

(see Student Hourly Employee Compensation Policy for more information):



- Starting \$15.50;
- Experienced (more than one year in the same position) \$16.50;
- Advanced \$18.00 (advanced skills; more than two years in the same position; and exceptional performance).

Supervisor Signature

All of the following must be completed. Incomplete Application Form is not acceptable.

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. The Policies and Procedures page along with the Orientation quizzes are complete by the student.                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. I understand both the student and I are responsible for monitoring hours. Failure to do so will result in my department being charged. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. This position relates to the students program of study and I confirmed that the student is enrolled in 6 or more credits.              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

[careerandtransfer.highline.edu](mailto:careerandtransfer.highline.edu)

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The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Students who need disability accommodations should contact Access Services at, email: [access@highline.edu](mailto:access@highline.edu) or by phone, (206) 592- 3857.