

## **STUDENT EMPLOYMENT HANDBOOK**

### **POLICY & PROCEDURES**

#### **FEDERAL WORK-STUDY PROGRAM INSTITUTIONAL EMPLOYMENT**

- Student
- Supervisor
- Administration



2023-2024

## BC3 MISSION, VISION, AND GOALS

### Mission

Butler County Community College delivers quality education that is affordable, accessible and enriches the community. BC3's supportive, student-centered environment values integrity and promotes diversity and success.

### Vision Statement

As The Community's College, BC3 will create opportunities and change lives for a better future.

### College Goals

**Learner-Centered:** Broaden experiences for learners to explore possibilities, define goals and achieve success.

**Learning:** Foster active and lifelong education through innovative, flexible and effective teaching strategies.

**Employee Development:** Promote opportunities and trainings that support wellness, performance and a healthy organizational culture.

**College Environment:** Maintain a welcoming, safe and accessible environment.

**Fiscal Stewardship:** Continue solid financial planning, seek innovative solutions and pursue alternative resources.

**Communication and Transparency:** Provide prompt and pertinent information to all stakeholders.

**Evaluation and Improvement:** Sustain continuous evaluation, assessment and improvement of programs, services, technology and facilities.

**Community Engagement:** Strengthen connections, collaborations and partnerships.

<https://www.bc3.edu/about/who-we-are/index.html>



## STUDENT EMPLOYMENT PROGRAM



BC3's Student Employment Program offers an opportunity for students by managing the program in such a way that considers each student employee's unique needs and perspectives, while maintaining compliance with federal regulations and institutional policies. BC3 recognizes the positive academic impact of student involvement on campus and encourages student employees to participate in other campus activities, engage in campus-wide collaboration efforts to assume an efficiently running program, and promote financial literacy by marketing the work-study program as a way of reducing student loan indebtedness.

**Federal Work Study (FWS)** - is a federally funded work program which provides part-time employment to eligible students with financial need, helping them to earn money to help pay education expenses. An FWS award is financial aid, and as with other types of financial aid, student eligibility is determined by the Financial Aid Office.

As a school participating in the work-study program, BC3 must:

- ❖ Award FWS employment, to the maximum extent practicable, that will complement and reinforce each recipient's educational program or career goals; and
- ❖ Inform all eligible students of the opportunity to perform community services and consult with local nonprofit, government, and community-based organizations to identify those opportunities; and
- ❖ Assure that FWS employment may be used to support programs for supportive services to students with disabilities; and
- ❖ Make FWS employment reasonably available, to the extent of available funds, to all eligible students.

**Institutional Employment (IE)** - offers part-time employment for students that are not eligible for FWS. Students may need or want practical hours of employment in a field related to their Academic Major prior to graduation. IE is not considered need-based and therefore a student does not have to demonstrate Unmet Need Eligibility to participate.

As a school offering Institutional Employment, BC3 must:

- ❖ Award IE employment, to the maximum extent practicable, that will complement and reinforce each recipient's educational program or career goals; and
- ❖ Inform all eligible students of the opportunity to perform community services and consult with local nonprofit, government, and community-based organizations to identify those opportunities; and
- ❖ Assure that IE employment may be used to support programs for supportive services to students with disabilities; and
- ❖ Make Student Employment reasonably available, to the extent of available funds, to all eligible students.

### **Hourly Compensation Rate**

Student Employees are paid an hourly wage of \$9.50 as noted on the Job Description.

### **Off-Campus Agreements**

Any position at a site other than Butler County Community College must enter into an off-campus agreement. The Financial Aid Office, along with the Human Resources Department, will assist the remote site with the completion of the off-campus agreement and job description for their location.

## Community Service

A percentage of the Federal Work-Study allocation must be used for community service positions, on-campus at the EMS & Public Safety Division, Heaton Family Learning Commons, BC3 Cultural Center Succop Theater, BC3 Continuing Education & Lifelong Learning, Amy Wise's Children's Creative Learning Center, Pioneer Food Pantry, and the Workforce Development Office.

### All Student Employees are expected to...

- ❖ Demonstrate integrity and uphold the mission and values of Butler County Community College.
- ❖ Be reliable and dependable on the job and complete their required duties.
- ❖ Acknowledge and abide by the Statement of Understanding of Family Education Rights and Privacy Act of 1974 also known as the Buckley Amendment.  
<https://www.bc3.edu/current-students/records/ferpa.html>
- ❖ Exercise good judgment and handle personal and/or sensitive information in a confidential manner.
- ❖ Comply with all College Policies & Procedures. An Administration Manual is available in each office/department and in the Human Resources Office. Failure to adhere to College policies and procedures can result in the termination of employment.

# Student – How to Apply for a Job

## Responsibilities, Expectations, and Policy/Procedures

### Where to Start

**Step 1.** Applying for a Position- apply for a position on the BC3 Website. [www.bc3.edu/student-jobs](http://www.bc3.edu/student-jobs) “Student Employee”

Special Note: All New and Renewal Applicants/Employees are reviewed for FWS eligibility first, if not eligible they are reviewed for IE, and approved as the college budget permits.

Student Requirements for eligibility and continuation of employment:

- ✓ Enrolled at least 6 credits per semester- for the entire semester
- ✓ Maintain Federal Satisfactory Academic Progress
- ✓ Have Unmet Need – FWS as calculated on the Eligibility Form
- ✓ Be a degree-seeking BC3 Student
  - If eligible, the application is forwarded to the Supervisor to schedule an interview.
  - If not eligible, an email will be sent to the Student Applicant with details and information on how to be involved on campus.

### Step 2. Job Interview

The Supervisor will review the applicant’s application and determine if they will interview the applicant. It benefits both the Supervisor and Student Applicant to discuss the following during the interview:

- ✓ Description of job duties as stated on the Job Description
- ✓ Experience and skills needed to perform the job
- ✓ Personal conduct and dress expected in the office
- ✓ Hours of operation and student's schedule of weekly hours
- ✓ Allotted weekly and total hours, maximum potential earnings, and budget

If the Supervisor schedules an interview with the student, and offers the position, then the Supervisor will complete the Supervisor Acceptance Form-New Applicant.

- The Assignment Form is then sent to Student Applicant to review and determine if they want to “Accept” or “Decline” the offered Assignment.

Student Applicant Accepts:

- A copy of the completed Assignment Form is emailed to the Supervisor
- The Payroll Authorization is submitted to Human Resources Office.

Student Applicant Declines:

- Supervisor will be notified via email by the Financial Aid Department.
- Job remains open for applicants.

If the Supervisor chooses to not interview the applicant they will notify Financial Aid to send the student applicant to another department.

### **Step 3. The Hiring**

A Student Applicant that “Accepts” a student employment position will then finish the remaining required paperwork and clearances prior to beginning their Assignment in their Office, Campus, or Department, in the ADP Dashboard.

### **Starting and Reporting for Work**

- Human Resources and IT Department will contact the Supervisor when the Student Applicant is approved to begin working at their Assigned position.
- Student Employees are expected to report for and remain at work as scheduled.
- Student Employees calling off work in advance of their start time must contact their Supervisor to report their absence unless they have made other arrangements or previously discussed their absence.

## **Scheduling Work Hours**

Student Employees are not permitted to work during the time they are scheduled to be in class.

- Student Employees are to provide a copy of their class schedule to their Supervisor to assist in planning their work schedule to ensure they are not scheduled to, nor do they work during class times.

## **Reporting Hours Worked, Timecards, and Monitoring Hours**

The Student Employee is required to submit their semi-monthly timecard to their Supervisor for approval on time, and both the Student Employee and Supervisor are responsible for monitoring hours.

Student Employees are not permitted to work over their allotted weekly hours, as indicated on the Assignment Form.

Timecards are due on the 16<sup>th</sup> and last day of the month. Students Employees are paid on the 15<sup>th</sup> and last day of the month for hours worked in the previous pay period.

## **Homework vs. Work**

Student employees should not be permitted to study nor do homework while they are working, however; if the Supervisor approves homework time, it must be while serving a need of the department at the same time (i.e. answering the phone, greeting visitors, etc.)

## **Renewed Student Employees**

Students are certified on a per semester basis, at the end of each employment period the Supervisor will complete a Student Employee Evaluation Form and if both parties agree the Supervisor will complete and submit the Request for Renewal of Student Employee Form to continue the employment relationship.

The Student Employee will receive their next semester Assignment Form via email and the renewal Assignment Form will detail their eligibility, including dates of employment, weekly hours, total hours, and total potential earnings if they “Accept” the offer.

New and Renewal Applicants/Employees are reviewed for FWS eligibility first, if not eligible they are reviewed for IE, as the college budget permits.

The renewal Assignment Form will detail eligibility, including dates of employment, weekly hours, total hours, and total potential earnings if they “Accept” the offer.

- ✓ FWS eligible will receive the Assignment Form-FWS.
- ✓ IE eligible will receive the Assignment Form- IE.

The Supervisor will receive a copy of the Completed Assignment Form via email for their file. The Payroll Authorization will be completed and submitted to Human Resources by Financial Aid.

Special Note: IT and Human Resources will process the new/renewed Student Employee’s network login, if specified for position and timecard after the Payroll Authorization is submitted.

Note: Logins and Timecards are generated per employment period as indicated on the Payroll Authorization.

## **Resignation**

If a Student Employee graduates or wishes to resign from his/her position, they must submit a notification to the Financial Aid Office and Human Resources Office. The letter may be in a form of an email or handwritten.

## **Verification of Employment**

Without a letter of recommendation from your Supervisor, all future employment will be verified by the Human Resources Office including requests by outside agencies or entities.

# Supervisor

## Responsibilities, Expectations, and Policy/Procedures

### **Job Description**

A supervisor may request a new Student Employee position by completing an official job description, the job description form is available from the Financial Aid Office or Human Resources. To update or change a job description already on file, contact the Financial Aid Office or Human Resources.

### **Open & Closed Positions**

If all student employment positions are filled and the department no longer has a job available then contact Financial Aid Office.

If a vacancy or Open Position is available in the department then contact the Human Resources or Financial Aid Office to ensure the position is posted in ADP for students to review.

### **Student Application Process**

Student Applications are received on the BC3 Recruitment, ADP Workforce Now and forwarded via email to the Supervisor to review.

New and Renewal Applicants/Employees are reviewed for FWS eligibility first, if not eligible they are reviewed for IE, as the college budget permits.

Note: If the applicant is not eligible, notification is sent via email, to the applicant.

### **Job Interview**

If the Supervisor wishes to interview the Student Applicant, then it is recommended that the interview occur within 7 business days of receiving the application.

It benefits both the Supervisor and Student Applicant to discuss the following during the interview:

- ✓ Job Description-the experience and skills needed to perform the job. What is needed immediately and what the student can gain by working in your office.
- ✓ Personal conduct and dress expected in the office, explain your culture and expectations for all your staff.
- ✓ Hours of operation and student's schedule of weekly hours. Discuss their class schedule to determine if they are a good fit with appropriate availability for your office.
- ✓ Student Employees are not paid for holidays and they do not earn or accumulate paid time off.
- ✓ Student Employees are not permitted to work on days the College is closed.
- ✓ Student Employees are paid by the hour for work performed under supervision.
- ✓ Student Employees are not permitted to work remotely, otherwise known as telework.
- ✓ Student Employees are not eligible for tuition waivers for either the credit or non-credit offerings at BC3.

## **Offering**

If the Supervisor is Offering the position to the Student Applicant then they are to complete and submit the "Supervisor Acceptance Form-New Applicant". The submission of this form moves the Student Applicant onto the Next Step- the Assignment Form.

## **Assignment - Two Types**

1. New Student Applicants: The Assignment Form will detail their eligibility, including dates of employment, weekly hours, total hours, and total potential earnings if they "Accept" the offer. Additional required steps are

provided if the Student Applicant “Accepts” the Assignment via the Assignment Form and then from the Human Resources Department.

Note: Students are certified on a per semester basis, at the end of each employment period the Supervisor will complete a Student Employee Evaluation Form and if both parties agree the Supervisor will complete and submit the Request for Renewal of Student Employee Form to continue the employment relationship.

The Supervisor will receive a copy of the Completed Assignment Form via email for their file. No additional steps are required by the renewed Student Employee after they “Accept” the renewal. The Payroll Authorization will be completed and submitted to Human Resources.

2. Renewing a Student Employee: Students Employees that are requested by their Supervisor using the Request for Renewal of Student Employee Form will receive their Assignment Form via email. The renewal Assignment Form will detail their eligibility, including dates of employment, weekly hours, total hours, and total potential earnings if they “Accept” the offer.

- ✓ FWS eligible will receive the FWS Form.

- ✓ IE eligible will receive the IE Form.

The Supervisor will receive a copy of the Completed Assignment Form via email for their file. No additional steps are required by the renewed Student Employee after they “Accept” the renewal. The Payroll Authorization will be completed and submitted to Human Resources.

Special Note: IT and Human Resources will process the Student Employee’s network login and timecard after the Payroll Authorization is submitted by Financial Aid.

Note: Logins and timecards are generated per employment period, as indicated on the Payroll Authorization.

## **Official Start Date**

Student Applicants must complete ALL their required paperwork and to be approved to begin working by the Human Resources Department. The Payroll Authorization will be sent by the Assistant Director of Financial Aid to Human Resources. The Human Resources Office will approve the Student Applicant and then request the network login and set up timecards.

An email is sent to the Supervisor when the Student Employee may begin working.

## **Hours a Student Can Work**

- Since the Federal Work-Study Program is a need-based program it is important that the student not go over the total hours allotted for the semester as this could result in a financial aid over-award.
- Institutional Employment is a college-funded budget, it is also important that the Student Employee not go over their total hours allotted for the semester.
- Student Employment Assignment will begin the first day of classes or the first day of a pay period, whichever is appropriate. The employment period ends the last day of the semester, or the last day of a pay period.
- Students are to only work when the College is open. Spring break, weekends, and holidays are not typical work days for Student Employees. Any special circumstances must be approved beforehand by the Assistant Director of Financial Aid and the Human Resources Office.

## **Scheduling Hours**

- Student employees are not permitted to work during the time they are scheduled to be in class. It is the Supervisor's responsibility to have a copy of the student's schedule and then to schedule their work hours accordingly.

- It is the supervisor's responsibility to monitor the student's hours and make certain they do not work during their scheduled class time.

## **Timecards**

Student Employees are required to submit timecards on 16<sup>th</sup> and the last day of the month or the last day they work in the month, whichever is appropriate. It is the supervisor's responsibility to review for accuracy and "Approve" the timecard in a timely manner for processing of payroll.

The Assistant Director of Financial Aid/ Administrator of the Federal Work-Study Program monitors the timecards and remaining hours and will email either the Student Employee or the Supervisor if any overages are occurring.

Student employees are paid on the 15<sup>th</sup> and the last day of each month for hours worked in the previous pay period.

Mark your calendar to approve the Timecards as soon as the notification is delivered via email. It is recommended that the Supervisor ensures accurate on-time submission of student employee's hours for payroll processing purposes.

Paper timesheets, if required or needed, are mailed or delivered to the Supervisor and provided to the student employee to complete and submit on the 16<sup>th</sup> and last day of the month. The completed and signed timesheet is to be faxed to the Financial Aid Office and the original is mailed to the Human Resources Office for the employee's payroll processing and file.

## **Homework vs. Work**

Student Employees should not be permitted to study nor do homework while they are working, however; if the Supervisor approves homework time, it must be while serving a need of the department at the same time (i.e. answering the phone, greeting visitors, etc.)

## **Orienting & Training Your Student Employee**

The Student Employee is to be oriented to the work place and trained to perform essential job tasks by the Supervisor or appropriate staff. It benefits both you and the student to establish a training program and keep the lines of communication open, clear, and constructive. Introducing Student Employees to other departments and offices that you frequently collaborate with can assist with your future projects and tasks. Employee training materials are not provided by the Financial Aid Office.

## **Verification of Employment**

All employment will be verified by the Human Resources Office with regards to all current and future endeavors, including requests by outside agencies or entities.

## **Evaluating Your Student Employee**

It is the Supervisor's responsibility to provide adequate supervision and training to student employees. Many of our students may have had little or no formal work experience; therefore, the positions that they hold while attending BC3 very often will have a large impact in determining their success in finding employment after graduation. It is in the students' best interest that they be provided with a realistic view of life in the working world. Performance Evaluation is a part of every employment position and when thoughtful time is invested in the process, the evaluation is a valuable tool in developing the student employee's skills and work habits. The evaluation provides the Student Employee with feedback from their Supervisor regarding their performance and assists in strengthening the employment environment.

## **Disciplinary Action**

Any issues concerning a Student Employee's conduct that may result in disciplinary action up to and including termination of employment must be addressed in consultation with the Human Resources Office and Assistant Director of Financial Aid.

## Periods of Non-Enrollment/Summer Semester

During the summer semester, a student may participate in Student Employment providing the following guidelines are met:

1. The Supervisor must be present,
2. Student must be registered to attend the fall semester,
3. Student Employee cannot replace the duties of any other staff, and
4. Student Employee cannot exceed 20 hours in any given week.

## Additional Notes for Supervisors

- ✓ Students Employees are not permitted to perform duties that require them to leave their assigned campus. However, this may be required in certain areas with the approval of Financial Aid and Human Resources, as necessary.
- ✓ Student Employees are not permitted to take on responsibilities that would interfere with the employment of regular part-time or full-time employees. The position is only to supplement and assist staff in completing daily routine tasks and assignments.
- ✓ A BC3 Student's number one priority is their education. Their job duties and work schedule should in no way interfere with their academic studies. Flexibility of hours for both parties is fundamentally understood. Communication is key.

# Administration

## Determining Eligibility

A student employee must be:

- ✓ Enrolled at least 6 credits per semester- for the entire semester
- ✓ Maintain Federal Satisfactory Academic Progress
- ✓ Have Unmet Need – FWS as calculated on the Eligibility Form
- ✓ Be a degree-seeking BC3 Student

## Unmet Need Calculation

New and Renewal Applicants/Employees are reviewed for FWS eligibility first, if not eligible, then they are reviewed for IE as the college budget permits.

Step 1. Cost of Attendance (COA) is based on actual enrollment.

COA

- Expected Family Contribution (EFC)

- All Financial Aid Awards

= Unmet Need

Step 2. Unmet Need/ Hourly Rate of Pay = Total Potential Hours

Total Potential Hours/Semester Weeks = Hours per Week

Note: 20 Hour Maximum/Week

## Periods of Non-Enrollment (AKA Summer)

A student can work during the summer semester if they are enrolled at least half-time for the future fall semester at BC3. Any earnings are calculated as attributable and counted against his/her cost of attendance for the fall semester.

Anticipated Earnings - Expenses = Attributable to the Fall Semester

COA- EFC- All Financial Aid=Unmet Need- Attributable = Fall Eligibility

## Defining Terms

Cost of Attendance (COA)- the estimates annual cost of attending a particular college or university. It includes tuition and fees, room and board, books, supplies, and other education-related expenses.

Expected Family Contribution (EFC)- eligibility index that college financial aid staff use to determine how much financial aid you would receive if you were to attend their school. The EFC is calculated according to a formula specified in law and is based upon the information provided by the student and their family on the Free Application for Federal Student Aid (FAFSA).

Unmet Need- the amount that's left to be paid after financial aid is awarded. It's the amount that your student can actually afford to pay or the amount that an be earned by the student.

<https://www.nasfaa.org/glossary>

## BC3 Contacts

Financial Aid Office  
724-287-8711 ext. 8329  
Email: [financialaid@bc3.edu](mailto:financialaid@bc3.edu)

Paula Crider, Assistant Director of Human Resources/Recruitment and Training Development  
Email: [paula.crider@bc3.edu](mailto:paula.crider@bc3.edu)

## Online Resources- Federal Work Study

<https://studentaid.gov/complete-aid-process/how-calculated>

<https://studentaid.gov/understand-aid/types/work-study>

<https://www2.ed.gov/programs/fws/index.html>

<https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2020-2021/vol6/ch2-federal-work-study-program>

<https://fsapartners.ed.gov/sites/default/files/attachments/2020-08/2122EFCFormulaGuide.pdf>

# Samples and Examples of Forms

# Job Description -Sample

**Position:**

**2021-2022 Academic Year**

**Revised date:**

**Department and Location:**

**Supervisor:**

**Hourly Rate: \$9.50**

**Purpose:** Reporting to the Supervisor, Location, the student employee is responsible for assisting the office with daily routine tasks and assignments in a manner that would support the College's mission and a student-centered learning environment.

**Duties:** The principal duties listed contain only the significant information necessary to describe the type of work to be performed and therefore, does not contain all the duties and responsibilities inherent in the position.

**Essential Job Functions:**

- 1.
- 2.
- 3.
- 4.
5. Perform other duties as assigned by your immediate supervisor.

**Required Knowledge, Skills, and Abilities:** An individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that he/she can perform the essential functions of the job with or without reasonable accommodation.

1. Ability to understand and follow written and oral instructions.
2. Ability to organize and prioritize work to meet deadlines while maintaining a positive and pleasant attitude.
3. Ability to handle multiple responsibilities and maintain good workflow in a fast-paced environment that may have interruptions throughout the day.
4. Sufficient manual dexterity to operate all office equipment including computer, typewriter, calculator, copier, telephone, etc. and to manually complete paperwork.
5. Ability to hear and translate normal conversation.
6. Ability to stand, walk, sit, reach, bend, stoop, crouch, lift and continuously perform essential job functions for designated shift with an unpaid one-half hour lunch, if applicable.
7. Ability to grasp, lift, or move goods occasionally weighing up to 50 pounds.
8. Ability to follow safe work practices with office equipment and observe fire and safety regulations.
9. Must be able to learn and perform all essential job functions accurately.

**Qualifications:** A program of study in XXXXX or related field preferred.

# Off-Campus Agreement- page 1



Main Campus

## 2021-2022 Federal Work-Study Program Off-Campus Agreement

Butler County Community College, hereinafter referred to as "Institution" and, **NAME** hereinafter referred to as the "Organization", enter into this agreement for the purpose of providing Federal Work-Study Program positions to eligible students for the 2021-2022 academic year.

### I. Organizational Guidelines:

- A. The Organization must conduct a program for Federal Work-Study students designated by the Institution which:
  - 1. Does not displace employees of the Organization or interfere with existing Contracts for services.
  - 2. Is in the public interest, but does not involve the student in partisan or nonpartisan political activity. Permissible activities include a community service-learning program, but do not include work-benefiting members of united member organizations (i.e. credit unions) or work related to an institution profit activity.
  - 3. Will be governed by reasonable and appropriate employment consideration. Factors to be considered include type of work to be done, geographical region, and employee proficiency.
- B. In addition, the Organization will attempt, whenever possible, to place the students in work which is related to the student's educational objectives.
  - 1. Students may be removed from work on a particular assignment or from the Organization, either on their own initiative or at the request of the Organization.
  - 2. The Organization also agrees that no student will be denied work or be subject to different treatment on the grounds of race, color, national origin, gender, or sexual orientation.

### II. Compensation of Student Employees

- A. The Institution will pay the students for all hours worked under the Federal Work-Study Program. The rate of pay will be \$9.50 per hour. The student can work up to 20 hours per week depending on their eligibility.
- B. The student's financial need determined from the FAFSA, and the cost of attendance, will determine the total number of hours that a student is eligible to work.
- C. Students are certified to work as Federal Work-Study employees on a semester by semester basis.

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College Drive, P.O. Box 1203, Butler, PA 16003-1203, 724-287-8711, Fax: 724-285-6047

## Off-Campus Agreement- page 2

- D. The Organization must submit monthly time sheets to the Financial Aid Office at the Institution indicating the total hours worked each week and containing the supervisor's certification to the accuracy of the hours reported as well as the satisfactory performance on the part of the students. Time sheets will be provided to the Organization to complete the reporting requirements as soon as the Institution receives complete paperwork and background clearances from the student.
- D. Continuation of the program and obligations of the Organization for each Work-Study period shall be based upon the availability of funds and the willingness of the Organization to continue in the program. The Organization must notify the Institution in writing of its intent to discontinue the program at least one month prior to the decision to terminate the agreement.

### III. Period of Agreement:

This agreement shall be in effect for the period beginning **DATE** through **DATE**, with the provisions for a renewal with the agreement of both parties.

Organization Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: Butler County Community College

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

REV.6.14.2021

College Drive, P.O. Box 1203, Butler, PA 16003-1203, 724-287-8711, Fax: 724-285-6047

# Eligibility Form

PROCESSED:		<b>Fall 2021</b>					
File Complete:							
<b>Name:</b>	_____	<b>SAP</b>	<b>CRS:</b>				
<b>BC3 ID:</b>	_____	SATISFACTORY	<b>COA:</b>				
<b>DEPT:</b>	_____		<b>EFC:</b>				
<b><u>2021-2022 Awards</u></b>							
<b>EAP</b>	_____	<b>Federal Pell</b>	_____				
<b>OVR</b>	_____	<b>PA State Grant</b>	_____				
<b>TRA, etc.</b>	_____	<b>RTSS</b>	_____				
<b>Other</b>	_____ (Job Corp)	<b>Scholarships</b>	_____				
<b>Sub Loan</b>	_____	<b>SEOG</b>	_____				
<b>TOTAL Financial Aid Awards:</b>			<b>\$</b>	-			
<b>\$</b>	-	<b>\$</b>	-	<b>\$</b>	-		
COA@FT	AID	EFC	Attributable	Unmet			
<b>\$</b>	-	<b>\$</b>	-	<b>\$</b>	-		
COA@3/4	AID	EFC	Attributable	Unmet			
<b>\$</b>	-	<b>\$</b>	-	<b>\$</b>	-		
COA@1/2	AID	EFC	Attributable	Unmet			
<b>Semester Employment Dates: 8/16-12/15/2021</b>			<b>Estimated Start:</b>	<b>8/16/21</b>			
_____	x	17	=	0	\$	-	FWS/IE
HRS		WK		Total Hours		Max Potential Earnings	
<b><u>RENEWAL APPLICANT</u></b>				<b><u>NEW APPLICANT</u></b>			
<i>Request for Renewal Received:</i>				<i>Assignment Form:</i>			
_____				_____			
<i>Renewal Assignment Form:</i>				<i>Payroll Auth to HR:</i>			
_____				_____			
<i>Payroll Auth to HR:</i>				<i>Email to HR:</i>			
_____				_____			
Total Hours				Notes:			
Worked from all							
Timesheets:							

# Supervisor Acceptance Form - New Applicant

## Supervisor Acceptance of Student Applicant- Fall 2021

Great News! You have a Student Applicant to review in College Central Network (CCN)

Log into CCN to review the application and the Student Applicant's information to determine if you would like to interview. Note: If you choose not to Interview or are unable to log into CCN, contact Emma Lee Hartle at 724-287-8711 ext. 8304

**\*\*COMPLETE THIS FORM TO OFFER THE APPLICANT THE POSITION\*\***

TIP: During the Interview, review the Alloted Hours, Potential Earnings, and Budget, as noted in CCN.

Reminder: Student Employees are not permitted to work over their total allotted hours, weekends, holidays, or remotely.

1. Student Name \* 

2. Student ID# \*

3. Student Email \*

4. Student Phone Number \*

## Supervisor Acceptance Form-New Applicant (Continued)

5. Your Name \* 

Enter your answer

6. Your Office/Department/Campus \*

Enter your answer

7. Did you review the Weekly Hours, Total Hours, and Budget with the applicant? \*

- Yes, I reviewed with the applicant
- No, I did not review, but I will call the applicant

8. Today's Date \*

Enter your answer

Send me an email receipt of my responses

Submit

# New Assignment Sheet –FWS

## New Fall 2021: FWS Assignment Form

Name:

ID: 

New Assignment Form: Federal Work Study Program (FWS)

Employment Period Dates : 8/16-12/15/2021\*

Actual Start Date- completion of BC3 Employment Packet, Clearances, and Approval is required prior to starting your Assignment.

Welcome to BC3's Student Employment Program!

You have been approved to participate in the Federal Work Study program, which is considered earned Financial Aid. Determination of eligibility for this program is outlined in the Federal Work-Study and Procedures Manual, which is posted on BC3 website and the link is provided below.

Review your Summary of Eligibility and complete the form below.

Any questions? Contact: Kim Matthews, Financial Aid  
724-264-5627 (voice or text)  
[kim.matthews@bc3.edu](mailto:kim.matthews@bc3.edu)

If you would like to continue onto the next step of the hiring process review and respond below.

Special Note: student employees are not permitted to work weekends, holidays, closures days, or remotely, by completing this form you are acknowledging that you agree to and understand this matter.

### Fall 2021 Summary of Eligibility

Budget: Federal Work Study (FWS)  
Weekly Approved Hours: XX  
Rate of Pay: \$9.50 per hour  
Department: Location

Employment Period Dates: 8/16-12/15/2021  
Total Hours for the Semester: XXX  
Total Potential Earnings: \$XXX.XX  
Supervisor: Name

1. Student Name \*

2. Student ID# \*

3. BC3 Student Email \*

## New Assignment Sheet –FWS (continued)

### EXPECTATIONS OF A STUDENT EMPLOYEE

All Student Employees are expected to...

1. Demonstrate integrity and uphold the mission and values of Butler County Community College.
2. Be reliable and dependable on the job and complete their required duties.
3. Acknowledge and abide by the Statement of Understanding of Family Education Rights and Privacy Act of 1974 also known as the Buckley Amendment. <https://www.bc3.edu/current-students/records-beta/ferpa.html>
4. Exercise good judgment and handle personal and/or sensitive information in a confidential manner.
5. Comply with all College Policies & Procedures. An Administration Manual is available in each office/department and in the Human Resources Office.

Failure to adhere to College policies and procedures can result in the termination of employment.

\* 

Click Here to Agree

### AGREEMENT AND UNDERSTANDING OF THE FERPA POLICY (Family Education Rights and Privacy Act of 1974)

Link to Policy: <https://www.bc3.edu/directory/human-resources/pdf/BC3-FERPA-Policy.pdf>

I understand that by virtue of my employment with Butler County Community College, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Education Rights and Privacy Act (FERPA) of 1974 also known as the Buckley Amendment. I acknowledge that I fully understand that the willful or intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or intentional unauthorized disclosure also violates the College's policy and could constitute just cause for disciplinary action up to and including termination of employment regardless of whether criminal or civil penalties are imposed. \*

Click Here to Agree

## New Assignment Sheet –FWS (continued)

Student Employee Handbook is available on the Work Study Page on the BC3 Website.  
Click to read now: <https://www.bc3.edu/paying/financial-aid/pdf/student-employee-policy-and-procedure-manual.pdf>

I agree to review the Handbook and contact the Financial Aid Office with any questions. \* 

Click Here to Agree

I have reviewed the Assignment Form and Summary of Eligibility.

Click Here to Accept

Click Here to Decline

Today's Date \*

Please input date in format of M/d/yyyy



# New Assignment Form –IE

## NEW Fall 2021 Assignment Form- IE

Name:

ID: 

New Assignment Form: Institutional Employment (IE)

Employment Period Dates : 8/16-12/15/2021\*

Actual Start Date: TBD by Human Resources- approval is required prior to starting

Welcome to BC3's Student Employment Program!

You have been offered a Student Employment Position at BC3, under the college-funded (IE) budget.

There are two qualifications to participate:

1. Part-time (6 credits) enrollment during the semester
2. Maintain Good Academic Standing

Review your Summary of Eligibility and complete the form below.

Any questions? Contact: Kim Matthews, Financial Aid  
724-264-5627 (voice or text)  
[kim.matthews@bc3.edu](mailto:kim.matthews@bc3.edu)

If you would like to continue onto the next step of the hiring process review and respond below.

Special Note: student employees are not permitted to work weekends, holidays, closures days, or remotely, by completing this form you are acknowledging that you agree to and understand this matter.

### Fall 2021 Summary of Eligibility

Budget: Institutional Employment (IE)

Weekly Approved Hours: XX

Rate of Pay: \$9.50 per hour

Department: Location

Employment Period Dates: 8/16-12/15/2021

Total Hours for the Semester: XXX

Total Potential Earnings: \$XXX.XX

Supervisor: Name

Note: The remainder of the Assignment Form – IE is the same as the FWS (above).

# Request for Renewal Student Employee

## Request for Renewal of Student Employee- FALL 2021

**\*\*COMPLETE THIS FORM TO RENEW A STUDENT EMPLOYEE\*\***

Fall Semester Employment Dates: 8/16-12/15/2021

Special Note: Student Employees are not permitted to work weekends, holidays, closures days, or remotely, by completing this form you are acknowledging that you agree to and understand this matter.

Any questions? Contact: Kim Matthews, Financial Aid  
724-264-5627 (voice or text)  
[kim.matthews@bc3.edu](mailto:kim.matthews@bc3.edu)

1. Student Name \*

2. Student ID# \*

3. Your Name \*

4. Your Office/Department/Campus \*

5. Today's Date \*

# Renewal Assignment Form

## Renewal Assignment Form- Fall 2021

Name:

ID: 

Your Supervisor requested that you continue your employment in their department/office/campus.  
Please review and complete the form below for processing a renewal Assignment.

Fall 2021 Employment Period Dates: 8/16-12/15/2021

Any questions? Contact: Kim Matthews, Financial Aid  
724-264-5627 (voice or text)  
[kim.matthews@bc3.edu](mailto:kim.matthews@bc3.edu)

Hi Kim, when you submit this form, the owner will be able to see your name and email address.

\* Required

### Fall 2021 Summary of Eligibility

Budget:  
Weekly Approved Hours: XX  
Rate of Pay: \$9.50 per hour  
Department: Location

Employment Period Dates: 8/16-12/15/2021  
Total Hours for the Semester: XXX  
Total Potential Earnings: \$XXX.XX  
Supervisor: Name

Note: The remainder of the Renewal Assignment Form is the same as the FWS (above).

Budget will be indicated in the Summary of Eligibility.

# FERPA



## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

### Purpose

The Family Educational Rights and Privacy Act ("FERPA" - 20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to students who are at least eighteen years old or who attend or attended a post-secondary institution, even if they have not reached the age of eighteen.

### Policy

It is the policy of Butler County Community College ("the College") to comply with all provisions of FERPA.

### FERPA Summary

To view the definitive set of regulations and for other helpful information, please visit:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### Definitions

#### *Education Record*

Education Record means any record (1) directly related to a student and (2) maintained by the College or a party acting for the College. There are several important categories of records that are specifically exempted from the definition of an Education Record:

1. Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker of the records, and are not accessible or revealed to any other individual except a substitute who performs on a temporary basis the duties of the individual who made the records,
2. Records maintained by a law enforcement unit of the College that were created by that law enforcement unit for the purpose of law enforcement,
3. Records relating to individuals who are employed by the College, which are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees, and are not available for use for any other purpose,
4. Records relating to a student which are: (1) created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, acting in their professional capacity or assisting in a paraprofessional capacity; (2) used solely in connection with the provision of treatment to the student; and (3) not disclosed to anyone other than individuals providing such treatment.
5. Records that only contain information about an individual after they are no longer a student at the College.

#### *School Official*

A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted as its agent to provide a service (such as an attorney, auditor, collection agent, learning management system vendor (e.g., Colleague, Blackboard), or other contractor which has agreed to assume responsibility specifically for the security of student records in the capacity of a "school official"; a person serving on the Board of Trustees; or a student serving on an official committee, (e.g. such as a disciplinary or grievance committee), or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College

BOT APPROVED 3.20.2019

### **Type and Location of Education Records**

1. The principal education record of each student is maintained by the Records and Registration Office in the Student Success Center. The Dean of Admissions and College Registrar or designee is responsible for these records. Inquiries concerning these records must be made in writing to the Dean of Admissions and College Registrar or designee.
2. The following offices maintain administrative (rather than academic) records relevant to their work. Inquiries concerning non-confidential records should be made in writing to the person supervising the record with a copy to Dean of Admissions and College Registrar.
  - a. Director of Financial Aid - financial aid letters, records, forms (parental information confidential to student)
  - b. Vice President of Student Affairs and Enrollment Management and the Dean of Student Development: disciplinary action files
  - c. Academic Center for Enrichment: current test/evaluation records, and personal notes from counseling sessions (confidential to student)
  - d. Controller - records pertaining to student's charges and payments (parental information is confidential to student)
  - e. Director of Campus Police and Security- accident reports, vehicle registrations, criminal record information (confidential to student with exceptions)
  - f. Vice President of Academic Affairs and Academic Division Deans-Class rosters, tests, attendance and classroom related notes

### **Legitimate Educational Interest**

The demonstrated "need to know" by those officials of an institution who act in students' educational interest, including faculty, administration, clerical and professional employees, and other persons who manage student record information including student employees or agents. (Although The Act does not define "legitimate educational interest," it states that institutions must establish their own criteria, according to their own procedures and requirements, for determining when their school officials have a legitimate educational interest in a student's educational records.)

### **Personally Identifiable Information**

Data or information which includes, but is not limited to (a) the student's name; (b) the name of the student's parent or other family members; (c) the address of the student or student's family; (d) a personal identifier, such as the student's social security number, student number, or biometric record; (e) other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student and that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or (g) information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

### **Student Rights Under FERPA**

This policy applies to all Butler County Community College students (former and current) who have attended classes resulting in education records maintained at the college. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their own education records. These rights include:

1. *The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.*

A student should submit to the Dean of Admissions and College Registrar or designee, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. *The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.*

A student who wishes to ask the College to amend a record should write the Dean of Admissions and College Registrar or designee, clearly identifying the part of the record the student wants changed, and specifying why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. *The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted as its agent to provide a service (such as an attorney, auditor, collection agent, learning management system vendor (e.g., Colleague, Blackboard), or other contractor which has agreed to assume responsibility specifically for the security of student records in the capacity of a "school official"; a person serving on the Board of Trustees; or a student serving on an official committee, (e.g. such as a disciplinary or grievance committee), or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. The month and year of date of birth will be disclosed only for purposes of law enforcement, health and safety, and identity verification. Finally, "directory information" may be released freely unless the student files the appropriate form requesting that directory information not be released. This form is available through the [Records and Registration Office](#).

"Directory information" is limited to the following:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date of Birth
- Place of Birth
- Major field of study
- Grade level
- Enrollment status (e.g. undergraduate or graduate, full-time or part-time)
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Most recent educational agency or institution attended

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Butler County Community College to comply with the requirements of FERPA.*

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**Contact Information**

In the event of questions or concerns regarding this policy or other matters pertaining to FERPA, a student can contact the Records and Registration Office at 724.284.8510 or at [registration@bc3.edu](mailto:registration@bc3.edu). All FERPA policy related forms can be found on the [BC3 website](#).