

# **Graduate Student Employment Handbook 2020-2021**

## **OFFER OF STUDENT EMPLOYMENT**

As a Graduate Assistant/Graduate Teaching Assistant you will be given a copy of the following documents on or before your first day of work:

1. **Offer of Employment/Wage Theft Notice:** You must receive an offer of employment before you can begin working. This offer will explain things such as your department, hours, rate of pay, eligibility for overtime, pay period and pay date information, and/or any benefits that you may be entitled to (such as Earned Sick and Safe Time). Nothing in the Offer of Employment constitutes a contract for employment. If you are offered employment verbally, please contact [financial\\_aid@mcad.edu](mailto:financial_aid@mcad.edu) prior to working any hours.
2. **Job Description:** Job descriptions are designed to establish a written record, for both the supervisor and student, of job duties and responsibilities so there will be no misunderstanding of expectations. The job description will include: name, department working for, name and phone number of supervisor, duties and responsibilities of job, minimum qualifications if any, your wage and the length of employment. Your job description will be e-mailed to you by the MFA Program/Financial Aid Office once you're hired.
3. **Graduate Student Employment Handbook:** This handbook which explains the student employment conditions and limitations as governed by state, federal, and local laws.

## **NEW HIRE FORMS**

Once offered a position, all new student employees must complete the new hire onboarding process in Paylocity prior to beginning work. This must be completed and submitted prior to beginning work. Failure to complete and submit forms within the stated time frame may result in termination or suspension of hours until forms are received.

You should prepare to complete the following forms during the new hire onboarding in Paylocity. The list includes, but is not limited to:

- **Form I-9:** Employee Eligibility Verification
  - For the I-9, you will be required to provide documentation proving you are eligible to work in the United States. For a list of acceptable documents, please refer to Page 3 of the I-9, here: <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>
- **Federal & State W-4 Forms:** Tax Filing Status & Withholding
- **Direct Deposit**
- **Emergency Contacts**
- **Graduate Student Employment Handbook Acknowledgement**

Returning students (those students who have worked in the past 12 months for MCAD) will need to acknowledge the Offer of Employment and may be asked to update the forms above (other than the Form

I-9). All students have the option to change their tax withholdings at any time by completing a new W-4 form in Paylocity.

## **HOURS OF WORK**

Working an average of 13-15 hours per week will ensure you earn the full award amount. You may be entitled to rest and meal breaks depending on your scheduled shift. This includes up to a 30 minute unpaid meal break for every eight (8) hours worked, and a fifteen (15) minute break for every four (4) hours worked. If you need additional breaks please contact your supervisor and/or [human\\_resources@mcad.edu](mailto:human_resources@mcad.edu).

## **ATTENDANCE**

You are expected to be reliable and punctual in attendance. Find out from your supervisor the department's policy regarding absences from your job. Unexcused absences may jeopardize your job and future employment.

## **TRACKING HOURS AND TIMECARD APPROVALS**

You must clock in and out for your work shift and/or enter your hours into Paylocity. At the end of each pay period, you must review your timecard in Paylocity and approve your hours. If there are any issues with your hours as recorded, please contact your immediate supervisor. If you have not received training on Paylocity, please contact your immediate supervisor and/or [human\\_resources@mcad.edu](mailto:human_resources@mcad.edu).

## **Overtime**

**Is NOT allowed.** College policy is that domestic students are not allowed to work over 40 total hours per week at all MCAD jobs. International students cannot work more than 20 hours per week during the school year, or 40 hours per week during breaks. If you are working for multiple positions with MCAD you will need to work with your supervisors and the Payroll Office to ensure that you are in compliance with this rule.

## **EARNED SICK AND SAFE TIME (ESST)**

All MCAD employees, including student workers, receive Earned Sick and Safe Time (ESST). Employees may use sick and safe time for their own health and certain family members' illness, injury or health conditions; or appointments for diagnosis, care, treatment or preventive care. Family members include a faculty member's child (minor or adult), step-child, adopted child, foster child, spouse, sibling, parent, step-parent, parent-in-law, son or daughter-in-law, guardian, ward, registered domestic partner, grandchild or grandparent. "Grandchild" includes a step grandchild, and a biological, adopted or foster

grandchild. Victims of domestic abuse, sexual assault and stalking may use sick and safe time to receive medical treatment and other necessary services. Employees may use sick time to stay home with a family member during emergency closure of school or place of care, including closure due to inclement weather.

Please provide your supervisor with as much notice as practical. You are not required to provide specific details about the reason you are taking sick time as long as it is taken for a permissible purpose. If out on sick time, it is important that you remain in continuous contact with your immediate supervisor so that scheduling arrangements and your anticipated return to work date can be discussed.

Student employees (scheduled to work less than 1,000 hours a year) earn one hour of sick time for every 30 hours worked, up to a maximum accumulation of 80 hours. Sick time is not for use for time off other than time covered by Sick and Safe Time rules and will not be paid upon separation of employment.

## **JOB PERFORMANCE**

The quality of your work and the responsibilities you carry are important to your supervisor, your co-workers, and MCAD. We expect all MCAD student employees to be collaborative, respectful, punctual, and mindful of their work responsibilities. The knowledge and training you receive is a direct reflection of the effort you put into your work. If your job performance is not satisfactory, your supervisor, after discussing the situation with you, may wish to terminate your employment with the department.

If you feel the dismissal is unjustified, see the Financial Aid Office to discuss the situation within one week of your termination. Employment may be terminated during the year for the following reasons:

1. You have earned the maximum amount allotted on your award letter.
2. Your job performance is not satisfactory.
3. You decide you need to resign from your position.

It is your responsibility to notify your supervisor, the Financial Aid Office, and the Office of Human Resources if you decide to quit. You are expected to provide a written two-weeks' notice unless other arrangements have been made with your supervisor. Email is an acceptable form of written notice. The Financial Aid Office does not re-assign a student who quits or was terminated from their job.

## **EMPLOYEE CONFIDENTIALITY AGREEMENT**

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that guarantees the confidentiality of student records. As a student employee of MCAD, you should familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this federal law. (see MCAD's Student Handbook). FERPA violations may result in disciplinary action including, but not limited to, the loss of your job.

The student worker at MCAD supports administrative functions. The person in this position may have occasion to access individual student information from various sources. With respect to this student information and to any other proprietary MCAD information, the student has read, understands, and agrees to the following:

1. The student worker acknowledges the confidentiality of student information and MCAD proprietary information. The student must not, under any circumstances, release student information to anyone, unless it is required by the position. The student must refer any requests for information about a student to their supervisor to ensure that they do not violate FERPA.
2. The student worker will not attempt to alter, change, add or delete student record information or College documents, unless specific instruction to do so is provided to the student worker by the worker's supervisor.
3. The student worker will access only that information specified by the student worker's supervisor. The student worker may not exchange student information. Even a minor disclosure of information (e.g., telling another student of someone's class schedule) may be a FERPA violation and may result in disciplinary action. Any information obtained on the job regarding students must remain in the workplace.

By signing your Offer of Employment and this Handbook, you agree to the terms and conditions.

### **TITLE IX AND SEXUAL MISCONDUCT**

The Sexual Harassment and Sexual Violence policies are outlined in the full MCAD Handbook. All students are held responsible for knowing these policies. [The Student Handbook, which can be found on the Student Affairs page on the MCAD Intranet. .Information on Title IX as well as the MCAD Sexual Misconduct can be found on the Title IX page on the MCAD Intranet.](#)

### **SATISFACTORY PROGRESS**

Since work study employment is a form of financial aid, you are required to meet the satisfactory progress requirements as defined in [the Student Handbook, which can be found on the Student Affairs page on the MCAD Intranet.](#)

### **PROBLEM SOLVING AND CONFLICT RESOLUTION**

If you are having problems with your work schedule, job expectations, etc., please discuss them with your supervisor. If the two of you are unable to resolve the problem, contact the Financial Aid Office for assistance.

### **ACCIDENTS AND INJURIES**

Personal injury should be reported to your supervisor immediately. Accident reports must be filed with the Financial Aid Office within 48 hours whether you are working on campus or off campus.

These policies are subject to change.

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