

# MINNEAPOLIS COLLEGE of ART and DESIGN

## **Work Study Student Employment Guidelines**

This document includes Work Study Student Employment guidelines. For more information, reference the Employee Handbook located on the MCAD Human Resources intranet page.

### **OFFER OF STUDENT EMPLOYMENT**

Work Study employees must receive an offer of employment before employment can begin. The offer will include the department, hours, rate of pay, eligibility for overtime, pay period and pay date information, and/or any benefits that they may be entitled to (such as Earned Sick and Safe Time). Nothing in the Offer of Employment constitutes a contract for employment. If a student is offered employment verbally, they must contact [financial\\_aid@mcad.edu](mailto:financial_aid@mcad.edu) prior to working any hours.

### **ONBOARDING**

Once the offer is accepted, all new employees must complete the onboarding process in Paylocity. Failure to complete and submit forms within the regulated time frame may result in termination or suspension of hours until onboarding is complete.

Returning employees must acknowledge the Offer of Employment and may be asked to update additional employment forms. All employees have the option to change their tax withholdings at any time through Paylocity.

### **HOURS OF WORK**

For Work Study employees to earn the entirety of the Work Study award, it is recommended that they work an average of six (6) hours each week. If an employee has more than one Work Study position, the total weekly hours of all positions worked should equal an average of six (6) hours. Once an employee has earned the entirety of the Work Study award, their position will end.

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Employees may be entitled to rest and meal breaks depending on the scheduled shift, including up to a thirty (30) minute unpaid meal break for every eight (8) hours worked, and a fifteen (15) minute break for every four (4) hours worked.

### **ATTENDANCE**

Employees are expected to be reliable and punctual. Unexcused or excessive absences may jeopardize current or future employment.

### **TIMECARDS**

Employees are responsible for properly recording and approving timecard hours in Paylocity. Any discrepancies must be immediately communicated to the immediate supervisor(s) and [payroll@mcad.edu](mailto:payroll@mcad.edu).

Overtime is not allowed. College policy states that students are not allowed to work over 40 total hours per week at their combined MCAD positions. Students working multiple positions at MCAD are responsible for communicating with their supervisor(s) to ensure compliance with this policy.

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

Non-benefit eligible employees accrue ESST at a rate of one (1) hour for every thirty (30) hours worked up to a maximum of forty-eight (48) hours annually. Employees can carry over unused ESST to the next calendar year up to a maximum accumulation of eighty (80) hours. ESST will not be paid out at separation.

Employees may use Sick Time and ESST 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 an employee'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 Time and ESST to receive medical treatment and other necessary services. Employees may use Sick Time and ESST to stay home with a family member during emergency closure of school or place of care, including closure due to inclement weather.

Employees must record their Sick Time and ESST in fifteen (15) minute increments.

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MCAD may request documentation of an illness or absence that lasts longer than three (3) consecutive days.

### **JOB PERFORMANCE**

The quality of employees' work and the responsibilities of the position are important to supervisors, co-workers, and MCAD. If an employee's job performance is not satisfactory, their supervisor may discuss disciplinary action up to and including termination of employment with the department. If the employee feels the dismissal is unjustified, they can meet with the Financial Aid Office to discuss the situation within one week of termination.

Employment may be terminated during the year for the following reasons: an employee has earned the maximum amount allotted on the award letter; an employee's job performance is not satisfactory; or an employee decides to resign from their position.

If the employee chooses to resign, they must submit a written notification to their supervisor and Human Resources (two weeks notice is preferred). Email is an acceptable form of written notice.

### **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. Student employees should familiarize themselves with some of the basic provisions of FERPA to ensure that they do not violate this federal law (see MCAD's Student Handbook). FERPA violations may result in disciplinary action including, but not limited to, termination.

The student worker at MCAD supports administrative functions. The employee 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 employee has read, understands, and agrees to the following:

1. The employee acknowledges the confidentiality of student information and MCAD proprietary information. The employee must not, under any circumstances, release student information to anyone, unless it is required by the position. The employee must refer any requests for information about a student to their supervisor to ensure that they do not violate FERPA.
2. The employee 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 employee by their supervisor.

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3. The employee will access only that information specified by their supervisor. The employee 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 the Offer of Employment, the employee agrees to the terms and conditions.

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

The Sexual Harassment and Sexual Violence policies are outlined in the MCAD Employee Handbook. All employees are held responsible for knowing these policies. The Student Handbook can be found on the [Student Affairs MCAD Intranet page](#). Information on Title IX can be found on the [Title IX MCAD Intranet page](#).

### **SATISFACTORY PROGRESS**

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

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

If employees have issues regarding work schedule, job expectations, etc., they should discuss them with their supervisor. If the issues are not resolved, employees should contact the Financial Aid Office for assistance.

### **ACCIDENTS AND INJURIES**

Personal injury should be reported to the employee's supervisor immediately. Accident reports must be filed with Human Resources within 48 hours whether an employee is working on campus or off campus.

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These policies are subject to change.

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