

ENDICOTT COLLEGE STUDENT EMPLOYMENT HANDBOOK FOR STUDENTS

Student Employment Office
Financial Aid
West Administrative Center
376 Hale Street, Beverly, MA 01915
978-998-7715
[Endicott College Student Employment](#)

INTRODUCTION

On-campus student employment plays an important role in the Endicott experience. Through student employment, students have the opportunity to earn money to help defray educational expenses while gaining valuable professional skills that support their career development after graduation. Working on campus also provides meaningful opportunities to engage with and contribute to the Endicott community.

The Student Employment Office, a division of Financial Aid Services, is located in the West Administrative Center. The Office is responsible for administering campus work programs for the part-time employment of matriculated undergraduate students at Endicott.

This handbook outlines the policies and procedures governing on-campus student employment at Endicott. All student employees are required to comply with these policies and are expected to familiarize themselves with the information contained herein.

TYPES OF EMPLOYMENT

Federal Work Study (FWS) Program

- The Federal Work Study (FWS) Program provides federal funding to colleges to support campus employment for students with demonstrated financial need.
- To be considered for FWS funding, students must complete the [Free Application for Federal Student Aid \(FAFSA\)](#).
- FWS awards are included as part of a student's financial aid package.
- FWS allotments are not credited directly to student accounts. Students must secure employment and will be paid bi-weekly via direct deposit or paycheck based on hours worked.
- A FWS award does not guarantee employment. It provides eligibility to apply for available positions. Students are encouraged to begin their job search early, as many positions fill quickly.

Campus Employment Program (CEP)

- CEP positions are funded through individual departmental budgets.
 - Students who do not qualify for FWS may apply for positions with Sodexo Dining Services, The Wylie Inn, or Tupper Manor.
 - Students who do not qualify for FWS may apply for all remaining open positions beginning October 1.
-

ELIGIBILITY

Full-time, matriculated undergraduate students at Endicott College are eligible for on-campus employment.

HOURS / NUMBER OF JOBS / REMOTE WORK

- All students may work up to 19 hours per week in CEP positions.
 - FWS students may work up to 6 hours per week in FWS positions and up to 13 hours per week in CEP positions, for a combined maximum of 19 hours per week.
 - Students who work more than six consecutive hours must receive a 30-minute unpaid break.
 - Students may not hold more than one position unless the second position is approved by the Student Employment Office.
 - Remote work is not permitted.
-

PAY

- All students are hired as hourly student employees through Workday.
 - Student employees are not eligible for overtime pay.
 - Student employees are not eligible for fringe benefits, including but not limited to health insurance and paid holidays.
 - Students are paid at least the applicable minimum wage.
 - Students must submit their hours in Workday immediately following each shift worked.
-

FINDING A JOB

- Students must [apply for positions through Workday](#).
 - Students are responsible for conducting their job search from start to finish.
 - Employment is not guaranteed.
 - Students experiencing difficulty securing a position are encouraged to contact the Student Employment Office for assistance.
-

REQUIRED PAPERWORK

- Newly hired students must complete the following steps within three days of their hire date:
 - [Complete all onboarding tasks](#) in their Workday Inbox.
 - Complete the Form I-9 process by bringing original identification documents to the Student Employment Office that verify identity and authorization to work in the United States.
 - A list of acceptable documents is available through [U.S. Citizenship and Immigration Services](#).
 - Copies of identification documents are not accepted in accordance with federal regulations.
- If applicable, students must sign the Student Employee Confidentiality Agreement prior to beginning work.

RESPONSIBILITIES

- Student employees are expected to maintain the same standards of conduct as full-time College employees.
 - Students must report to work on time for all scheduled shifts.
 - If a student is unable to report to work due to illness, they must notify their supervisor as early as possible that day. Requests for absences for other reasons must be submitted in advance and approved by the supervisor.
 - Student employees must maintain strict confidentiality regarding College information and student records accessed in the course of their employment. Breaches of confidentiality or acts of dishonesty are grounds for dismissal.
 - Students are expected to perform their duties diligently. Conducting personal business during work hours and excessive socializing are not permitted.
 - Students must submit their hours in Workday in a timely manner following each shift worked.
 - Students who wish to resign from their position must provide advance notice to their supervisor.
-

TERMINATION

Grounds for Termination

Student employment may be terminated for violations including, but not limited to, breaches of confidentiality, dishonesty, poor work performance, habitual tardiness or absenteeism, or other justifiable cause.

Process

The College retains the right to address each situation on a case-by-case basis.

Supervisors will provide at least one verbal warning and one written warning prior to dismissal when appropriate. In cases where a student is terminated, they may be deemed ineligible to secure another campus position for the remainder of the academic year and may not be awarded Federal Work Study in subsequent years.

Certain types of misconduct may result in immediate termination of student employment without prior warning. These can include, but are not limited to: serious violations of College policy, refusal to follow supervisor instructions, unlawful activity on College property, falsifying time records, use of alcohol or illegal drugs while working, gambling, harassment, or threats of violence.