



Washington College

Student Employment Handbook

Office of Student Financial Aid

2026 - 2027

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Introduction

The purpose of this manual is to provide Washington College student employees and potential employees with information regarding the student employment program and its opportunities, and standard policies and procedures. Our goal is to have the employment process run smoothly and efficiently for each Supervisor and Student Employee.

The Student Employment Student Handbook is updated as needed and stored as a PDF on the Student Employment website. If you print a copy, please check the Student Employment website periodically for updates. If you cannot find what you are looking for, please contact the Student Employment Coordinator at student_employment@washcoll.edu.

Description of the Student Employment Program

The Washington College Student Employment Program is intended to:

- Prepare students for life beyond the college;
- Help students develop good work habits, and career and self-development skills;
- Offer students valuable learning experiences to complement college and career goals;
- Meet the needs of the college and other employers to perform day-to-day operations; and
- Provide students with financial support for doing worthwhile work when enrolled in a matriculated program at the college;
- Connect the NACE Career Competencies to employment, helping students practice skills needed for future career opportunities.

The Washington College Student Employment Program is not intended to:

- Displace permanent staff members.

Through the Student Employment Program, students earn money throughout the year to help with expenses while at college. Most students use their income for travel and personal expenses or save it for the next semester's educational expenses.

Washington College's Student Employment Program is administered by the Office of Student Financial Aid, in coordination with the Payroll Office, in consultation with the Center for Career Development, Office of Human Resources, and with the help of every supervisor across campus.

Student Employment Eligibility

To be eligible to work, a student must be admitted to a Washington College degree or certificate program and registered at least half-time during the current semester in which the student works. The only exception to this enrollment requirement is during the summer, in which case the student must be a current student who has not graduated at the end of the previous semester and registered for the fall semester.

First time, first year, and transfer students are eligible to work *on the first day of classes* during the semester in which they are enrolled. Any student who would like to begin working prior to the first day of classes will need to be approved by the Student Employment Coordinator. If approval has been made for a student to begin working prior to the first day of classes, they can begin as early as the week prior to the first day of classes.

Eligibility Dates

- Academic year employment begins with the pay period that contains the first day of fall classes and ends on the last day of finals week in the spring semester.
- Summer employment begins the day after the end of the spring semester.

Seniors

Seniors cannot work past the last day of final exams of the term in which they are graduating. If graduated seniors wish to remain employed at Washington College, they should contact the Human Resource Department or search the Washington College job postings for non-student employment opportunities.

International Students

Students who are citizens of other countries may be eligible to work on campus if they meet specific eligibility requirements. International students should check with the Global Education Office for further information regarding eligibility to work.

Per federal regulations, international students may not work past the date they receive their diploma.

Minors

Any student employee under the age of 18 must obtain a [valid work permit](#) from the State of Maryland's Department of Labor after being offered a position.

Study Abroad

Remote work is not allowed. The intent of studying abroad is for students to immerse themselves in an international environment, culturally, and academically. Therefore, students who are studying abroad are not eligible to work for Washington College.

Remote work

Student employees are expected to work on campus. Remote work may be allowable during breaks if a student employee works and resides within the state of Maryland. Students and supervisors should check with the Student Employment Coordinator to confirm that remote work is permissible.

Wages

Federal Work-Study

Federal Work-Study (FWS) is a financial aid program. Each year, the Department of Education provides funding for employment programs to enable students with demonstrated financial need to work while attending college.

FWS is offered to undergraduate students who apply for financial aid and meet the Office of Financial Aid FWS awarding guidelines. FWS recipients may work and earn FWS funds during the fall and spring semesters in most on-campus jobs, some off-campus jobs for non-profit organizations, or with local schools as reading/math tutors. Having FWS as part of your financial aid award does not guarantee employment.

FWS is not awarded during the summer and may only be earned from the first day of fall classes, through the last day of final exams of the spring semester.

When the federal funds awarded to the student for the year are exhausted, any positions being funded by FWS may be switched to departmental funds. Departments will be notified prior to the switch being made, to ensure they have the funds necessary to continue student employment. If the department(s) does not have the funds to pay for student wages, the student will be released from the position(s).

Wage Scales

Washington College adheres to Maryland's state mandated minimum wage, \$15 an hour and can pay as much as \$18 an hour. Some positions will pay higher than the minimum wage depending on job duties, required qualifications, and experience.

Consistent with federal and state laws, most positions are paid an hourly wage. Stipends may

be used to compensate workers for supplemental wages and other expenses associated with a position; they are not used as a substitute for a base wage. Examples of stipend positions include Resident Hall Assistants, Student Government Association elected officials, Peer Mentors, and OAS Note-takers.

Use of Earnings

All student employees receive biweekly paychecks that can be used however they wish. Most students deposit their earnings into a personal bank account to use for personal expenses or transportation costs, or to save for the next semester's educational expenses. If a student wishes to apply their wages toward their bill, they should contact the Student Employment Coordinator for the Payroll Deduction form.

Finding a Job

Students find their own jobs at Washington College; they are not assigned to specific positions. This gives each student the flexibility to find the type of position that best fits their long-term career goals, interests, experience, and class schedule. It is the student's responsibility to initiate job search and contact prospective employers.

When applying for a position, students will be asked to upload a current resume and possibly a cover letter or short answer requirement.

The Center for Career Development can help students in their job search with resumes, cover letters, interview tools, and are available for 1:1 appointments. The Career Center also offers workshops throughout the semester, covering topics such as resume building, professional etiquette, and leveraging new knowledge and skills for professional goals.

Visit their website at <https://careerconnects.washcoll.edu/> to learn more about the resources available or to make an appointment with their office.

Campus employment can be a very competitive job market. To give you the best chance of getting a position be sure to do the following:

- Keep an eye on the job listings on [JobX](#)
- Take the application process seriously just as you would for any job application outside of college.
- Email or visit the Student Employment Coordinator in the Office of Student Financial Aid.
- Visit the Career Center for help, access to computers and advisors, and lessons about the application process.

On-Campus Job Listings

Students are encouraged to start their job search by reviewing the online job listings, which are available on [JobX](#), the Student Employment job posting website. Postings include job title, position, department, close date, start date and job details. Please review the qualification requirements very carefully. Students who meet the minimum qualifications and are interested in the position can complete an application and provide all the requested materials through JobX.

Positions are posted online to help supervisors reach a broader audience of qualified applicants and provide students with equal access to jobs. Most new hires occur at the beginning of the fall semester. Fall job openings are posted on or around August 1st. Job postings are continually added throughout the academic year, and students are encouraged to frequently check the job board for openings. Spring job openings are posted starting on or around December 1st. Summer job openings are posted beginning on or around April 1.

Hiring and Terminations

Each department determines its need for student employees. The department decides how many student employees to hire and the average number of hours each student employee will work per week.

When a supervisor initiates the hiring of an applicant, if the student is not set up in the college payroll system, the applicant will be prompted to complete the onboarding process before working.

If a student is already set up in the college payroll system, the Student Employment Coordinator will update the student's employee's account in Self-Service and send the "hire approval" email to the supervisor and student employee, indicating that the student can begin working in the position. **A student cannot begin working until the Student Employment Coordinator sends the "hire approval" confirmation email.**

A New Student Employee

If a student is not on the college's payroll, they are considered a "new" student employee. A "new" student employee is required to complete the onboarding process, including the I-9 form. After completing the online onboarding forms, students should be prepared to present proper I-9 documentation, verifying the eligibility to work in the US. For a complete list of acceptable documents for completing Form I-9, please see the second page of the [Form I-9](#).

A student must have a valid Social Security number in the college's records to be employed by Washington College. If a student does not have a Social Security number in the records, they must provide a Social Security card to the Office of Student Financial Aid.

Once all the onboarding documentation is completed, the Student Employment Coordinator will complete the hiring process and send the "hire approval" email, notifying the student employee and their supervisor when the student can begin working in that position.

Rehiring Hourly Student Employees

Being rehired for a position is not guaranteed. If a student wishes to be rehired for a position they previously held, they should contact the supervisor who will initiate the rehiring process. Supervisors will rehire the students in JobX. The Student Employment Coordinator will send the "hire approval" email to notify both the student employee and the supervisor when the student can begin working.

If student employees want to work in a position, they have not yet held, they must apply for that position.

Hiring International Students

International students who are eligible to work on campus must comply with federal regulations regarding employment eligibility.

If an international student does not already have a Social Security card¹ and has been offered a position on campus, they must apply for a Social Security card.

The Global Education Office (GEO) assists students with gathering the required documentation to apply for a Social Security card. Once the documentation for the Social Security card has been presented, the On-Campus Work Authorization form will be signed by both the appropriate GEO staff and the student's supervisor.

The student will need to take all the following items to the Social Security Administration Office:

- I-20 for F-1 students or DS-2019 for J-1 students
- I-94
- Job Offer Letter (email from supervisor/JobX)
- Passport
- SSA Application

The student ***cannot*** begin working until they have applied for the Social Security card. Once they have applied for the Social Security card, they must bring the proof of the SS card application to the Student Employment Coordinator to complete the hiring process. When

the student receives the Social Security card, they must bring it to the Student Employment Coordinator who will update the student employee's profile in the payroll system.

By IRS regulations, income taxes may need to be withheld from each paycheck. International students are exempt from contributing to FICA and Medicare, but they may not claim exempt from withholdings. To receive a refund of any or all withholdings, the student must file federal and state income tax returns each year.

¹ If an International Student already has a Social Security Number he or she may follow the regular Student Employment procedures.

Voluntary Terminations

If the supervisor and the student mutually agree that the job is not working out for any reason, the supervisor may terminate the student's position. An e-mail should be sent by the supervisor to the Student Employment Coordinator immediately, who will update employment records for the student.

Involuntary Terminations

If a student employee has demonstrated unsatisfactory work performance, and the supervisor has made reasonable attempts to communicate with the student about correcting the problem, then the student's position may be terminated. Grounds for dismissal may also include those listed under the Disciplinary Policy, such as these:

- Excessive or unauthorized absence from scheduled work
- Insubordination
- Neglect of duty
- Fraudulent timecard entry

The supervisor should notify the student in person, preferably, or in writing, and keep documentation of such contact. As soon as the student has been notified, the supervisor will contact the Student Employment Coordinator immediately.

Terminations at the end of the Academic Year

All positions will end at the conclusion of the spring semester. The last day for students to work is the Friday of final's week.

Depletion of Funds

If a department depletes their entire student employment budget, all student employment position(s) associated with that department will be closed. Students will be eligible to have the position(s) reinstated once funds are available.

For FWS positions: Once FWS awards are exhausted, financial arrangements must be made with supervisors for continued employment. The student employee's FWS award may be eligible for an increase. The department may also pay the student's wages using department funds. If neither of these options are available, the student's position will come to an end.

Working at Washington College

When a student accepts a job offer, the student accepts the responsibilities that go along with being an employee at Washington College.

Schedules

Supervisors arrange work schedules that address their department's needs while attempting to accommodate each student employee's class and exam schedule wherever possible. Student employees are expected to commit to the work schedule agreed upon and to explain in advance any changes that will affect their availability.

Active Job Limit

Students can have more than one job. While we currently do not have a limit on how many jobs a student employee can have, we do have limitations on working hours.

Weekly Hour Limitations

Student employees may not work more than 8 hours in one day or more than 20 hours per week, between all jobs, while attending classes. When classes are not in session (winter and spring, or winter breaks), students are limited to 40 hours per week between all college jobs.

Stipend positions may be factored into the 20-hour a week limit. For example, a student who works as a Resident Hall Assistant is expected to work approximately 15 hours a week or 30 hours per pay period. Therefore, an RA is limited to no more than 5 hours of work per week, or 10 hours per pay period, outside of their RA duties.

Attendance

Students are expected to adhere to the work schedule as assigned and keep supervisors advised in advance of their intention to work (or not).

If it is necessary to be absent from work, the student should notify the supervisor as soon as possible prior to the shift, preferably in writing. Supervisors should clearly communicate under what circumstances absences or tardiness are acceptable, and what expectations their student employees must meet.

Timecards and Payroll Procedures

Timecards

All students working at Washington College are required to accurately record and submit all hours worked online through a web timecard.

Employees are required to accurately record and submit their hours using the **Employee Self-Service Timecard**.

- Enter actual hours worked.
- Do not include unpaid break(s).
- Do not enter hours not yet worked.

If a student employee needs to modify a previous pay period in which payroll has already been processed, they should contact the Student Employment Coordinator.

Students with more than one on-campus job must be careful not to enter hours that overlap between positions. It is against campus policy to be working two different jobs at the same time. There should be at least a 15-minute gap between the end of one shift and the start of another shift at a different location, to allow for travel time between job sites.

Missed deadline for timecard entry

If a student needs to adjust the timecard for any reason, they should contact their supervisor or the Student Employment Coordinator to make any updates.

A student who missed entering hours on a timecard after the payroll processing deadline needs to contact the Student Employment Coordinator and obtain a paper time sheet. The time sheet will need to be completed and signed by both the student and supervisor and returned to the Student Employment Coordinator. Pay for these hours will be added to the next student pay date.

Paychecks

Students are paid bi-weekly. Students can ensure they will be paid on time by submitting timecards by due dates on the Student Employment Pay Schedule.

The student's paycheck may be delayed for any or all the following reasons:

- Timecard not submitted.
- There is an error with the online timecard.
- Required hiring paperwork was submitted late.

The pay date occurs two weeks after the pay period ends.

Direct Deposit

All students can sign up for direct deposit through the Employee Self-Service site under the Payroll - Direct Deposit Tab.

If a student does not sign up for Direct Deposit, a paper check will be mailed to the local address on the student's file.

Taxes

Students who are enrolled for at least part-time will be exempt from paying the FICA tax (Medicare and Social Security). Therefore, during the academic year, students are exempt from the FICA tax but will pay this tax if working for the college during the summer break, unless enrolled in at least 8 credit hours.

International students are exempt from the FICA tax.

Student Employment Policies and Procedures

All supervisors and student employees should also know the following Student Employment policies and procedures. If a student does not understand any of these policies, it is the student's responsibility to ask the supervisor for clarification.

Work and scheduled classes

Students may never work during a scheduled class time; a student cannot skip class to work.

Appeal for Additional Work Hours

Students may request to work an additional five hours per week. Requests are considered on a case-by-case basis. To request additional hours, students should contact the Student Employment Coordinator.

International students are not eligible for additional hours. Per regulations by the U.S. Citizenship and Immigration Services (USCIS), international students can work no more than 20 hours a week during the academic year.

Minors

Student employees under 18 may not spend more than 12 hours in a combination of school hours and work hours each day. They are not permitted to work more than 5 consecutive hours without a non-working period of at least 30 minutes. Unpaid meal breaks of no less than 30 minutes and no more than 60 minutes should be given for shifts of more than 5 hours; unpaid meal breaks should be reflected on the timecard.

For more detailed information about employment of minors and the types of jobs they may be restricted from, please [visit this link](#).

Breaks

All student employees may be provided a paid break of ten minutes for every four consecutive hours worked; this break does not need to be reflected on the timecard.

During a long shift, if a student does take a meal break, this unpaid break should be reflected on the timecard.

Timecards

Student employees must keep track of hours worked using the timecards in Self-Service and submit them for approval by the dates specified on the Student Employment Pay Schedule.

Timecards must be submitted by the approval date. Changes made after the approval date can affect pay. To add, delete, or modify timecards, send an email to the Student Employment Coordinator to ensure pay is correct.

Timecards must be accurate. Hours on timecard should be the actual hours a student works, not hours a student plans on working. Students should not use the timecards for planning purposes.

If a student forgets to add hours for a previous pay period, the student should contact the Student Employment Coordinator. The student should not add these hours to the current pay period.

Disciplinary Policy

If a student employee's performance or behavior is unsatisfactory, or they violate policies as outlined in the Student Employment Handbook or the Washington College Student Handbook, the supervisor should first address the issue directly with the student through a constructive conversation.

If the issue persists, the supervisor and student should work together to create a written notice outlining:

- The specific areas of concern,
- Expectations for improvement, and
- A reasonable timeframe for achieving the necessary improvements.

If the student does not demonstrate satisfactory improvement within the designated period, the supervisor must provide a written termination notification to both the student and the Student Employment Coordinator, explaining the reason and date of dismissal.

Examples of violations and offences include but are not limited to:

- Fraudulent timecard entry;
- Improper job attitude or performance;
- Tardiness or leaving early without permission;
- Failure to report for a scheduled work assignment;
- Being under the influence of or possessing any type of drugs or alcohol during job assignments;
- Any negligent act which might endanger the safety of others, or which may result in damage to or destruction of college property;
- Theft or intentional destruction of any property belonging to other employees, participants, or the college;
- Being discourteous and/or disrespectful toward participants or fellow employees; and
- Failure to abide by the policies and responsibilities listed in this Student Employment Handbook and the Washington College Student Handbook.

If the violation or offense is egregious enough, the student employee may be terminated upon the first offense.

When a supervisor terminates a student employee for any reason, or if a student wants to end their employment, the supervisor should notify the Student Employment Coordinator.

For questions regarding this disciplinary process, students may contact the Student Employment Coordinator.

Confidentiality

In doing the job, the student may have access to information that is expected to remain confidential. Supervisors should clearly explain to student employees what can be shared and with whom (other students, other staff, the public, etc.) and what should remain confidential. If a student employee shares information inappropriately, it is grounds for termination.

Health and Safety

Supervisors should ensure that each student employee knows the safety rules and what to do if an emergency arises. Student employees are covered under the college's Worker's Compensation Policy. If a student employee sustains a work-related injury, immediately call Public Safety at 410-778-7810. In case of an emergency, call 911. More regarding accident and injury reporting can be found on the [Risk Management website](#).

Benefits

Student employees are considered part-time employees and are not eligible for most benefits. However, per Maryland regulations, hourly employees, including student employees, can earn Sick and Safe Leave. Per Maryland law, hourly employees are entitled to earn Sick and Safe Leave at the rate of 1 hour for every 30 hours that an employee works up to a maximum of 40 hours per year.

- Student employees can accrue Sick and Safe Leave when working 24 or more hours in one pay period.
- Accruals begin immediately, but the employee must wait 106 calendar days from the first day of employment before using.
- Sick and Safe Leave cannot be used on days when Washington College observes holidays.

Student Employees may use the Sick and Safe Leave if one of these conditions arise:

- To care for or treat the employee's mental or physical illness, injury or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury or condition;
- For maternity or paternity leave; or
- For an absence due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member under certain circumstances.

Students can use Sick and Safe Leave amounts they've accrued (leave amounts are posted on Self-Service). When a student employee chooses to use the Sick and Safe Leave for a scheduled shift, they should contact their supervisor. Once approved, the supervisor will contact the Student Employment Coordinator who will process the leave.

ADA Accommodations

Washington College supports a workplace that is suitable and accessible for all staff, faculty, and student employees. Reasonable accommodations will be made for persons with temporary or permanent disabilities to allow for a fair and equal employment experience. This policy is based on the Americans with Disabilities Act (ADA), the Rehabilitation Act, and any applicable state laws. These regulations provide a comprehensive statutory and regulatory approach to eliminate discrimination against qualified persons with disabilities and entitle them to accommodations which assist them in meeting the essential functions of their positions.

The college is committed to evaluating and responding to requests for accommodation by following an interactive, confidential, and individualized process, as described in the ADA. If you are a student employee with concerns about accomplishing work tasks due to a disability and are in need of an accommodation, or if you are a manager/supervisor who has received an accommodation request from a direct report, please contact The Office of Academic Skills, oas@washcoll.edu, or submit a [request for job accommodations](#) here.

Addressing a Workplace Concern

Concerns related to Title IX, bias, discrimination, or workplace harassment should be reported to Greg Krikorian or a Deputy Title IX Coordinator.

If a student employee has a complaint or concern that is not related to bias, discrimination, harassment or Title IX, they should be reported as follows:

- If regarding another student co-worker, please speak with your supervisor regarding the situation.
- If the complaint or concern involves your staff supervisor, please contact the Student Employment Coordinator, directly at student_employment@washcoll.edu.
- If the concern involves a faculty member, please contact the Student Employment Coordinator as well, who will partner with the Office of the Provost to resolve the matter at hand.

Student Employment Contact Information

Amy Thonnings

Student

Employment

Coordinator

student_employment@washcoll.edu

- Student employment program administration
- Job postings
- Hiring processes
- Position setup in payroll system (i.e. timesheets)
- Changes of Status (terminations, position title changes, funding changes etc.)
- I9 Verification
- Community Service Work-Study (CSWS) pre-authorization and hiring requirements
- Student employment verification requests
- Federal Work-Study

Tracey Yiannakis

Payroll Manager

tyiannakis2@washcoll.edu

- Payroll records/wage statements (W-2 Forms)
- Paperless Payroll administration
- Paycheck preparation/direct deposit
- Missed Payment Forms

Jennifer Gallagher

Director of Student
Financial Aid

jrunyon2@washcoll.edu

- Federal Work-Study - Regulations/Eligibility