

Welcome New and Returning Students!

This guidebook will make the time you spend employed on the MPC campus as enjoyable and rewarding as possible. Please keep this handbook and refer to it as needed.

This handbook guides you through the policies of the program. You will also be made aware of the many benefits you will receive from working on campus.

As always, the Job Center staff is available for any questions or clarifications. Feel free to make a telephone call or send an email or simply drop by!

Best wishes,

Lien Nguyen

Job Placement Center Coordinator

ON-CAMPUS EMPLOYMENT

There are two types of on-campus employment:

- Federal Work Study (federally funded employment)
- District Work Study (MPC funded employment)

All hired student employees are required to do the following:

- Complete a Job Center Application
- Interview with the potential supervisor
- Provide documents according to the “List of Acceptable Documents”
- Read and sign the “Student Responsibilities” agreement form.

The student may not start working until all of the above tasks are completed.

OFF-CAMPUS EMPLOYMENT

Student can view job listings online at www.mpc.edu/studentjobs or on the Job Center's bulletin board. Call MPC Job Center at 831-646-4195 or email Lien Nguyen: LNGUYEN@mpc.edu to inquire about employer's contact information.

What is Federal Work Study (FWS) and how does it operate?

FWS is a federally funded work program meant to educate students and prepare them to be successful employees working in the field of their academic major.

To receive FWS, you must do the following:

- *be awarded*
Students receive notification of their FWS award from the Financial Aid Office. The Financial Aid Office then refers students to the Job Placement Center to review the available FWS jobs.
- *select a FWS job*
Once the student has selected a potential job, the Job Center Coordinator will arrange an interview between the student and the supervisor.
- *be interviewed*
Interviewing is a critical time for employers to see what type of employee you will be. Be prepared and professional. This program is aimed to sharpen the interview technique and other skills. During this session you will be discussing information about job requirements, the days and times you will be available, and what pay you will receive.
- *get hired*
Once you have successfully completed an interview, your new supervisor will sign your application.
- *return to the Job Center*
Hand in your signed application to the Job Center Coordinator. The Coordinator will then make sure everything is completed for your file.
- *complete a timesheet*
FWS jobs are provided to train students to flourish in the work environment. Keeping track of your hours is vital here and in the outside workforce. You must sign the timesheet and hand it to the Job Center Coordinator by the last day of every month.

Rules and Responsibilities for All Student Employees

Student employees agree to do the following:

- notify the Coordinator if you plan to continue working the next semester. You must come into the Job Center prior to the start of the semester you want to work.
- take one fifteen-minute break if working at least four hours.
- take a half-hour lunch break if working at least six hours.
- contact your supervisor if you will be absent from work (as soon as you know you are not coming in)
- keep personal telephone calls and visits to a minimum.
- maintain enrollment in a minimum of six units.
- complete all hiring paperwork required by the Job Center.
- maintain a daily timesheet and turn in completed and signed by the last working day of every month.
- not work from home.
- not do homework on the job.
- not work in excess of eight hours per day.
- not exceed twenty hours per week.
- follow all established safety procedures and MPC policies.

Failure to comply with the above may force students to discontinue their employment on MPC campus.

Supervisor's Responsibilities

Supervisors agree to do the following:

- submit a job description to the Job Center Coordinator, detailing what tasks a student will perform, the number of hours needed, and what benefits or learning experiences the student will obtain while working in the position.
- assign and supervise student work and monitor performance.
- maintain a safe work environment and provide necessary training, equipment and materials.
- monitor the student's timesheet, making sure allotted hours are not exceeded.
- provide a temporary contract staff or faculty member for temporary supervisor of student, if the supervisor is unable to supervise physically.

The Job Center's Responsibilities

The Job Center agrees to do the following:

- assist each student with respect and confidentiality.
- verify positions for accurate placement on salary scale.
- post available student employment positions.
- verify that student enrollment is not less than six units.
- refer students to potential jobs.
- keep and maintain student employee files and make reports on each student placement.
- distribute timesheets to supervisors and employees.
- assist student employees in completing all paperwork prior to completing the hiring process.
- forward completed paperwork to the payroll office.
- audit students' work hours.
- remind students and supervisors about students' remaining hours.
- send verification of student's employment if it is requested by employers or the CWEST office.

Answers to Commonly Asked Questions

When do I get paid?

Student employees who are paid hourly will be paid the 10th of the month, following the date the timesheet is submitted. If the payday falls on the weekend or holiday, they will be paid on the working day prior to the scheduled payday.

Where do I get my paycheck?

You can pick up your paycheck from the Job Center office.

What happens if I don't pick up my paycheck?

MPC will mail your paycheck after three working days. It is important that your contact information is kept current at our office as well as with the campus Admission and Records office.

Can I get paid overtime?

No, because you are not allowed to work more than eight hours a day or more than twenty hours a week. Students who violate this requirement may be administratively terminated.

Why don't I get the FWS award when I get my other financial aid disbursements?

Unlike the other forms of financial aid, FWS is a program that is designed to demonstrate a work like situation, so you receive your aid after you perform the work.

Do I get a raise?

Yes, after you have worked a total of 400 hours.

Can I work more than one job on campus?

Yes. However, the hours you work should fulfill the requirement of not exceeding twenty hours a week and not exceeding eight hours a day.

What do I do if I didn't receive a timesheet?

Ask either your supervisor or the Job Center Coordinator to provide a new timesheet. Be sure to submit it as soon as possible, so as to ensure payment on the proper day.

Can I still get FWS if I work off campus?

It is possibility. Individual cases may differ from others, so please contact the Job Center Coordinator for this information.

Can I work over eight hours a day as long as the hours are split between two different jobs?

No. Students are not allowed to work beyond certain allotments due to factors that include labor law, overtime pay, union contacts, college policies, and educational codes. These rules protect the student from losing focus on academic progress. You can be terminated from your job if you violated these work-hour requirements.

Can I study and do homework while on the job?

Generally, no. The Work Study program is designed to help students learn how to be good employees. At times, your supervisor may make an occasional exception if all work assignments are completed and you remain available to handle the basic tasks of your job.

Can I get fired?

Yes. Listed are some reasons for this to occur:

- poor performance
- failure to work scheduled hours
- failure to contact your supervisor prior to absence
- misrepresenting yourself on your application or hiring material
- lack of available funding
- failure to comply with MPC rules and regulations

Who do I contact if I have an emergency and my supervisor is gone?

Your supervisor should assign a temporary supervisor who is a regular contract employee of the college (not another student or hourly employee) for the times that he or she is not physically present on campus and you are working.

What if I don't get along with my supervisor?

If you have tried, but you are unable to work with your supervisor, please contact the Job Center Coordinator as soon as possible. The coordinator may mediate the agreement or help find another position for you in another department.

What am I required to do to continue working in the same position the next semester?

If your supervisor agrees to re-hire you and you will continue to receive financial aid into the next semester, you must contact the Job Center Coordinator prior to the start of the semester. Make sure that you are enrolled in at least six units for the next semester.

Am I allowed to take a break?

Yes. If you work at least 4 hours you are entitled to a fifteen minute break. You do not sign in or out for this break but you must let your supervisor know that you are taking a break and where you are going.

If you work at least 6 hours you are entitled to a half an hour lunch break. You must sign in and out for this break. You do not get paid for this. You must set up a time to take this lunch break prior to starting your work for that day with your supervisor.

What if I am on dismissal from financial aid?

Unfortunately, FWS students will not be able to work until financial aid eligibility is reinstated.

What should I do if I am injured on the job?

All on-the-job accidents must be reported to your supervisor immediately, whether or not you seek medical attention. Regardless of how minor you may think the injury is, you and your supervisor must complete an accident report form.

Monterey Peninsula College does not discriminate on the basis of ethnic group identification, national origin, religion, age, sex, race, color, physical or mental disability, or sexual orientation in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, and treatment and employment in, the college's programs and activities, including vocational education. Limited English language skills will not be a barrier to admission to and participation in vocational education programs.