STUDENT EMPLOYMENT HANDBOOK

2024-25 Student Edition

Claremont Graduate University

Welcome to Claremont Graduate University's Student Employment Program! We are thrilled to have you as part of our community as both a student and student employee. This handbook is designed to guide you through the entire employment process, from applying for a job to navigating your work responsibilities and understanding the benefits of student employment.

At Claremont Graduate University, we view graduate student employment as a mutually beneficial partnership between student employees and the university. Our goal is to provide a working environment that allows students an opportunity to grow professionally while developing meaningful relationships with their supervisors, various departments on campus, and the institution.

Equal Employment Opportunity Statement

Claremont Graduate University is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, sexual orientation, gender identity, physical or mental disability, medical condition including genetic characteristics, or any other consideration made unlawful by federal, state, or local law.

It is required that student employment opportunities be posted on the campus career platform, Handshake, to ensure that all qualified students are accorded fair and equal opportunity to enter and continue in university employment based on eligibility and qualifications. Providing transparent and equal access regarding campus employment opportunities facilitates the student in finding student employment and enables employers to post-university student employee positions while compiling with university policy.

This policy provides open and equal access to employment opportunities. Students will be able to search for on-campus employment opportunities in ONE place. Handshake also gives access to vetted external internship and employment opportunities.

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I. Introduction to Student Employment

Student employment at Claremont Graduate University provides a valuable opportunity for students to gain work experience, develop professional skills, and earn income to support their education. Our program is committed to creating a supportive and inclusive work environment for all student employees.

II. Job Search, Eligibility, Application Process and Interview Preparation

A. Eligibility Criteria

1. You must be currently enrolled as a full-time student at Claremont Graduate University, reside in California, maintain a minimum GPA of 3.0, and be available to work up to 20 hours per week during the academic year.
2. You may work a maximum of **two (2) positions** per semester.
3. You must produce physical documentation to Human Resources for I-9 verification.
4. If you are an international student, please contact Student Life, Diversity, and Leadership-International Services international@cgu.edu for eligibility assistance. You are required to hold a Social Security Number (SSN) or Individual Tax Identification Number (ITIN) before obtaining employment.
5. If you are a domestic student, you may be eligible for the Federal Work-Study (FWS) program. Please refer to the Federal Work-Study section regarding program details, eligibility, and limitations.

B. Job Search

1. Access CGU job listings through Handshake.
   a) Handshake is a comprehensive career platform that provides the opportunity to explore on-campus positions, internships, and employment opportunities.
   b) When on Handshake, read and review all postings carefully. Certain Handshake positions are designated for specific degree programs. It is

recommended to check the platform regularly for opportunities and pending engagements.

c) As a CGU student using Handshake, you agree to adhere to the Rules, Regulations, and Policies of the Claremont Colleges.

2. There are many other resources available for CGU students, among them are social media, newsletters, and Career and Professional Development (CPD).

3. Network with faculty, staff, and peers.

C. Application Process

1. Compile your personal, educational and previous work experience information
2. Work with CPD to create a resume and cover letter
3. Create your account on Handshake with your student email and identify open positions.
4. Submit your application with attached resume and cover letter.
5. If selected, you will be contacted for an interview.

D. Interview Preparation

1. CPD has excellent advising regarding job search and interviewing
2. Research the department and position.
3. Practice common interview questions.
4. Dress appropriately and arrive on time

III. Employment Policies and Procedures

A. Work Hours

1. As a student worker, you are permitted to work a maximum of eight (8) hours per day totaling no more than 20 hours per week during academic sessions, this increases up to 40 hours per week during academic breaks. This applies to whether you hold one job or two.
2. You cannot work more than five (5) days in a row per week.
3. Your supervisor will work with you to set a schedule that accommodates your class schedule and the department's needs.
4. You are required to take a 30-minute unpaid meal period by the 5th hour (4.59) of your work shift.

5. If the workday is 6 consecutive hours or less, you may waive the meal period through indicating waive meal period on your timesheet.

6. If your supervisor fails to provide your required meal period, a meal penalty will be added to your paycheck, which consists of one additional hour of pay at your regular rate of pay for each workday the meal break is not provided.

7. If you work 3.5 hours or more per shift, you are entitled to take rest breaks that are paid and not recorded in your timesheet.

   a) A 10-minute paid rest break for every 4 hours worked. You should take your breaks as near as possible to the middle of each four-hour work period unless it is not practical to do so.

   b) Rest breaks must be uninterrupted and duty-free and cannot be combined or added to meal periods.

   c) Breaks cannot be taken at the beginning or end of the day to adjust work hours.

   d) It is your responsibility to take the required rest breaks.

8. Contact your supervisor if a break is interrupted (restart the break), or if you cannot take a break.

9. For any questions regarding meal periods and rest breaks, you should contact Human Resources.

B. Attendance and Punctuality

Your supervisor understands that you are a student and wants to assist you to grow in knowledge and work experience while a student worker.

1. Please notify your supervisor of any issues, including illness, that may prevent you from arriving to your shift on time.
2. Punctuality is essential. Unless ill, please notify your supervisor at least 24 hours in advance if you are unable to attend work. Excessive or unauthorized absences, tardiness, or leaving early may lead to disciplinary action, including termination. “Excessive” is defined by your supervisor based on the impact to the department and others.
3. Planned absences, late arrivals, or early departures require prior approval. For unplanned medical absences, notify your supervisor as soon as possible. A

healthcare provider's note may be required. Failure to inform your supervisor may result in disciplinary action.

C. Dress Code

1. You are expected to maintain a professional attitude and appearance that reflects CGU's high standards. Attire should be appropriate for the office or department, and some roles may require uniforms. For questions about appropriate dress, consult your supervisor or HR.

2. To accommodate colleagues with sensitivities, avoid wearing heavy fragrances (e.g., perfume, hairspray, aftershave). If you require accommodation for religious, cultural (including protected hairstyles), or other reasons, contact HR. CGU will provide reasonable accommodation as needed.

IV. Workplace Expectations and Responsibilities

A. Confidentiality and Technology

1. Your position may include access to confidential information. CGU has a Confidentiality Agreement that you will sign before you begin your position. If you have questions regarding confidentiality or student information you will access, please speak to your supervisor.
2. CGU reserves the right to inspect all CGU property at any time to ensure compliance with policies. You have no expectation of privacy when using CGU-owned equipment or networks.
3. CGU may access, review, and monitor all electronic communications, including: Phone calls, Zoom calls, emails, text messages, internet history, webmail, and other digital archives, electronic files, software usage, and computer activity
4. Emails and messages may be monitored and should not be considered private.
5. CGU can override passwords for security or investigative purposes.
6. All CGU policies apply to employee use of computers, electronic communications (e.g., chat, Zoom), and the Internet. Misuse, including discrimination, harassment, copyright infringement, unauthorized sharing of confidential information, or illegal activity, is strictly prohibited. Displaying sexually explicit content on CGU

computers violates the univsersity's sexual harassment policy. CGU reserves the right to determine policy violations, which may result in disciplinary action, including termination. This policy does not restrict employees from discussing employment conditions, such as wages, performance, or workload, with colleagues.

B. Conduct and Professionalism

1. Please adhere to Claremont Graduate University's code of conduct.
2. Demonstrate professionalism and respect in all interactions. CGU provides a Student Worker Training course. You will be encouraged to complete the course and earn your Student Professionalism Certificate.
3. As a student worker, you are expected to complete assigned tasks efficiently and accurately. If you have questions about an assigned task, please ask your supervisor.

C. Drug-Free Workplace

1. CGU is committed to a safe, healthy, and drug-free workplace. Student employees may not use, possess, sell, or be under the influence of illegal drugs (including marijuana, which remains illegal under federal law) or alcohol while on the job.
2. The misuse of prescription or over-the-counter drugs that impair job performance or safety is also prohibited. Employees must consult a healthcare provider regarding any medication that may affect their ability to work safely and inform their supervisor or HR if necessary. CGU will accommodate disabilities as required by law.
3. Violations of this policy, including testing positive for illegal substances or refusing a drug test, may result in disciplinary action up to termination. Off-the-job drug or alcohol use that impacts job performance or CGU's reputation may also lead to termination.
4. Random drug testing may occur, and post-accident testing is required in cases of property damage or medical treatment beyond first aid. For full details, refer to CGU's Drug Prevention Program: CGU HR Policies.
5. CGU's at-will employment policy remains in effect.

V. Compensation and Benefits

A. Pay Rates

1. Hourly wage rates are based on job classification and experience. CGU conducts frequent wage surveys to ensure student worker wages are comparable to other local colleges and educational institutions. Wages are the same between Federal Work Study students and non-Federal Work Study students.
2. There are five levels of job classification.
    a) Level 1 – IT Student Support
    b) Level 2 – Student Administrative
    c) Level 3 – Student Curriculum Support
    d) Level 4 – Teaching Assistant and Research Assistant positions
    e) Level 5 – Advanced Research Assistant and Post-Doctoral Fellow

Student Employee Wage Table

2025	Category	Work Responsibilities	Range
Level 1	**IT Student Support**	**To provide support to students, staff, and faculty who use the technology in our computer labs. and in our classrooms. Duties include:** **1. Set up technology in classrooms per the instructors' requests.** **2. Set up technology for meetings and events per the event organizer's requests.** **3. Trouble shoot technology problems in classrooms and other meeting rooms.** **4. Trouble shoot technology problems in the computer lab.** **5. Show and/or teach a user how to perform simple technology tasks (such as how to access CGU email or how to change the font in a Word document).** **6. Refill paper and ink for printers in computer lab.** **7. Keep the computer lab organized and clean.**	**$16.50**

		8. Other duties as assigned.	
Level 2	**Student Administrative**	**1. Provides clerical support to department.** **2. Organizes and completes project assignments.** 3. **Creates and maintains records**	**$16.50-$20.50**
Level 3	**Student Curriculum Support**	**To provide support to students, staff, and faculty who use the technology in classrooms. Duties include:** **1. Assist with managing Canvas account.** **2. Will act as a tech assistant to professors.** **3. Assists with development of class activities.** 4. **Point of contact for students asking routine class questions.**	**$18.00-24.50**
Level 4	**Teaching Assistant**	**1. Reinforce lessons presented by the classroom teacher by reviewing material with students individually or in groups.** **2. Provide additional learning support to students where identified.** **3. Develop learning programs for individual needs and adapt appropriate materials accordingly.** **4. Deliver customized learning activities to students either individually or in groups.** **5. Monitor and support the social and emotional needs of students.** **6. Assist with the development of lesson plans and learning materials to meet curriculum requirements and individual student needs.** 7. **Help teachers prepare for lessons by getting materials ready, setting up equipment and arranging the classroom environment.**	**$16.50-27.50**

Level 4	**Research Assistant**	**Mid-level position, under direct supervision, performs a variety of skilled tasks requiring previous experience and/or specialized education, or performs work requiring considerable discretion in judgment and decision making, including responsibility for coordinating the work of a group of lower-level student employees and/or independently carrying out research-based projects. Duties include:** **1. Assist in collection and analysis of data.** **2. Maintain accurate records of projects.** **3. Writing reports to summarize data and the implications of the results.** **4. Prepare interview questions and protect privacy if necessary.**	**$16.50-27.50**
Level 5	**Advanced Research Assistant**	**High-Level position, under direct supervision, performs highly specialized projects that require advanced technical skill, previous experience and/or specialized education. Requires discretion in judgment and decision making and advanced qualifications. Duties include:** **1. Supervises student research assistants and coordinate the assignments.** **2. Audit reports conducted by other Research assistants.** **3. Evaluates protocols and data obtained from sets of experiments and recommends changes to procedures.**	**$21.00-32.50**
Level 5	**Post-Doctoral Fellow**	**1. Perform the research required by the faculty supervisor to a high standard and in accordance with all institutional and federal regulations.** **2. Participate in the postdoc career development and annual review process.** **3. Work in a collegial and cooperative manner with the faculty supervisor and other co- workers.**	**$21.00-32.50**

		4. Assist with the compilation of quantitative data. **5. Identifying funding opportunities and applying for funding applications** **6. Work with your supervisor and other researchers to discuss, create, and execute agenda.**	

B. Payroll

1. You will be paid bi-weekly through direct deposit or paycheck.

C. Benefits

1. In compliance with Healthy Workplace Healthy Family Act of 2014, you earn paid sick time at a rate of one hour for every 30 hours worked. You must work at least 30 days over a 12-month period to accrue sick time. The accrual process begins at the start date of employment at Claremont Graduate University, and accruals may be used after 90 days of employment. The minimum rate of accruals over a 12-month period is 24 hours of paid sick leave across all positions at Claremont Graduate University. The maximum use of sick time is capped at 24 hours of use per year.
2. You are not eligible for any other employment benefits

D. Taxes

1. Your earnings are subject to federal and state taxes. Two of the documents you need to complete are the federal (W-4) and state (DE-4) tax withholding forms. Students are exempt from FICA and VDI (Voluntary Disability Insurance). Please consult with your tax accountant to identify what withholding amount(s) you should report for those forms. ***For international students, this may vary***; be sure to identify yourself as a Non-Resident Alien when completing your I-9 Form.
2. In addition to federal taxes, some international students may be required to pay **state and/or local taxes**. If you are an international student, some countries have tax treaties with the United States may be exempt or eligible for a reduced tax rate.
3. For detailed tax guidance, students should consult with tax professionals familiar with international student tax laws or seek assistance from CGU's student services.

VI. Worker's Compensation and Disability Services

A. If you sustain an injury on the job, you should report the incident immediately to your supervisor.

B. If you have a substantial injury or illness, you should contact the Office of Disability Services (ODS). ODS does not provide work-related accommodations, however, you may be eligible for academic-related accommodations.

C. If you need accommodations for a disability, you should speak with your supervisor.

VII. Training and Development

A. Human Resources provides mandatory orientation for new student workers.

B. Training is provided in various levels of compliance. Whether working directly with students, or employed in a research capacity, these trainings are beneficial. Training modules cover compliance areas for discrimination and harassment, FERPA, data security, social media, Clery Act, HIPPA, ADA compliance, and more.

1. **FERPA**- This course explains a complex and dense federal law that almost all colleges and universities must comply with. In this course, you will learn how educational records are protected under FERPA, permitted disclosures, and student rights.

2. **Preventing Harassment & Discrimination: Non-Supervisors (California)**- This course raises your awareness about harassment and discrimination by explaining the law and providing insight on how to appropriately respond to and report misconduct. It provides practical tips to help maintain a safe, inclusive work environment, including safe and positive options for bystander intervention, using inclusive language, and avoiding microaggressions. Interactive exercises engage you with realistic situations, scenarios, tasks, and model strategies for promoting a harassment- and discrimination-free workplace. The course content satisfies the state sexual harassment training mandates of California (including AB 1825, AB 2053, SB 396, and SB 1343).

3. **Clery Act Basics**- This course is broken into three parts: Identifying Clery Act crimes, employee reporting for Clery, and policies and programs. Understanding the basics of the Clery Act's reporting requirements is an important step to helping our institution comply with its legal obligations. Together with awareness and prevention education, gathering accurate reporting information also helps our institution's efforts to keep the campus community safe.
4. **Data Security & Privacy**- Because human psychology lies at the heart of employee mistakes, data security training must consider the biases and tendencies that make employees vulnerable.
5. **Health Insurance Portability and Accountability Act (HIPAA)**- The federal HIPAA law and regulations require "covered entities" and "business associates" to provide appropriate training to all staff to protect the confidentiality of health care information and ensure compliance with HIPAA. This course covers basic HIPAA definitions, rules, and requirements, as well as HIPAA- mandated content (e.g., safe computing skills such as password management). It will also provide you with the background and awareness to identify, avoid, prevent, and respond to security and privacy breaches.
6. **Sexual Misconduct-** By concentrating learner engagement around the practical application of content from the original Bridges course, this course seeks to codify prescriptive behaviors related to recognizing, responding to, and reporting sexual misconduct.
7. **Managing Bias**- Bias is widespread in the workplace and can create an unhealthy work environment when left unchecked. This course defines a complex topic in easy-to-understand terms and provides research-backed tools to manage bias in the workplace.
8. **Social media and your job**- This course describes not only legal pitfalls but also best practices that protect both the employee and employer.
9. **Accommodating People with Disabilities**- In this course, you will learn about the federal laws relating to students with disabilities, as well as what reasonable employee and student accommodations are.

10. **Graduate Student Sexual Assault**: Title IX and Clery Act training to support graduate students' interactions with advisors, faculty members, peers, and students (including responding to disclosures).

C. Opportunities for professional development workshops and training sessions.

1. Student Professionalism Certificate: As a student at Claremont Graduate University, you have the unique opportunity to earn three certifications for free. The professionalism certifications demonstrate that you have learned important information about services, policies, and skills that will help prepare you to work at CGU and other institutions of higher learning.

a) **Student Services Professionalism Certification**: This certification will equip you with a comprehensive understanding of various student service departments.

b) **Leadership Professionalism Certification**: This certification is designed for those aiming to become student organization leaders.

c) **Academic Professionalism Certification**: This certification is tailored for those striving to excel in TA positions. We'll guide you through the expectations, the importance of professionalism, effective communication, grading policies, teamwork, time management, and how to use Canvas and Zoom effectively.

VIII. Performance Evaluations, Feedback and Corrective Action

A. Standard performance evaluations are conducted by your supervisor after 90 days and, at your supervisor's discretion, the end of the academic year.

B. Constructive feedback is provided on a regular basis to support your growth and development.

C. Student employees are subject to the CGU Student Employment Discipline Procedures and the Student Employee Corrective Action Form. If you record a violation, your manager/supervisor will have the right to submit a Student Employee Corrective Action Form. You will be subject to dismissal/termination after a verbal and written warning. It is up to the discretion of the manager/supervisor on how many warnings you receive before dismissal.

IX. Conflict Resolution and Support

A. When conflicts arise, please address them promptly with your supervisor through email or in person.

B. You have access to mediation services through the Human Resources department if needed.

X. Contact Information

- **Human Resources Office**: human.resources@cgu.edu
- **Career and Professional Development**: career.center@cgu.edu
- **Dean of Students**: deanof.students@cgu.edu
- **Financial Aid**: financialaid@cgu.edu
- **Student Life, Diversity, and Leadership:** international@cgu.edu
- **Office Hours**: 8:30 AM – 5:00 PM

XI. California Workplace Employment Policies and Procedures

Claremont Graduate University must follow laws, rules, and regulations from all levels of government. The State of California mandates policy covering all eligible student workers in the state. These mandates can reinforce federal policy or set a higher standard to be upheld in this state. We include these policies and procedures in this handbook for your awareness, and are mindful that there may be duplications between Federal, State, and institutional policies.

A. Work Hours and Academic Breaks

1. Student workers may work up to 20 hours per week during academic sessions.
2. During breaks (winter, spring, and summer), students may work up to 40 hours per week.

B. Rest and Meal Breaks

1. **Rest Breaks**: Student workers are entitled to a paid 10-minute rest break for every 4 hours worked. Rest breaks should be taken as close to the middle of the work period as possible.

2. **Meal Breaks**: Student workers who work more than a 5-hour shift are entitled to a 30-minute unpaid meal break. If the total work period is no more than 6 hours, the meal period may be waived by mutual consent.

C. Attendance and Punctuality

1. Student workers are expected to arrive on time for their scheduled shifts. Consistent tardiness or absenteeism may result in disciplinary action.
2. If you are unable to attend work, notify your supervisor as soon as possible, preferably at least 24 hours in advance.

D. Confidentiality

1. Student workers must maintain the confidentiality of all sensitive information they encounter during their employment. This includes, but is not limited to, student records, financial information, and proprietary institutional information.
2. Some student workers may be required to sign confidentiality/secrecy agreements
3. Breach of confidentiality may result in immediate termination and legal action.

E. Employment Documentation

1. **Form I-9**: All new student workers must complete Form I-9 to verify their identity and authorization to work in the United States.
2. **W-4 Form**: Student workers must complete a W-4 form to determine federal income tax withholding.
3. **Direct Deposit Authorization**: Student workers are encouraged to enroll in direct deposit for their paychecks.

F. Non-Discrimination and Harassment Policies

1. Claremont Graduate University is committed to providing a work environment free from discrimination and harassment. This includes discrimination or harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other protected status.
2. Student workers who believe they have been subjected to discrimination or harassment should report the incident to their supervisor or the Human Resources department immediately.

G. Health and Safety

1. **Occupational Safety and Health**: Claremont Graduate University complies with all California Occupational Safety and Health Administration (Cal/OSHA) regulations to ensure a safe working environment.
2. **Injury Reporting**: Any work-related injury or illness must be reported to your supervisor immediately. Student workers are required to complete an incident report form for any injuries sustained on the job.

H. Timekeeping and Payroll

1. **Timekeeping**: Student workers must accurately record their work hours using the designated timekeeping system. Falsifying time records is grounds for disciplinary action, including termination.
2. **Payroll**: Student workers are paid bi-weekly. Paychecks are distributed via direct deposit. Pay stubs detailing hours worked, deductions, and net pay will be provided.

I. Termination of Employment

1. **Voluntary Termination**: Student workers who choose to resign should provide at least two weeks' notice in writing.
2. **Involuntary Termination**: Employment may be terminated for reasons including, but not limited to, poor performance, misconduct, or violation of policies.

J. Graduation:

Students, except for Federal Work Study and international students, who graduate in May, are eligible to work during the Summer semester, up until one week before the start of the Fall semester. Student employees who fall under this category will be taxed as regular employees.

K. Workers' Compensation

In accordance with California law, Claremont Graduate University provides workers' compensation insurance to cover medical expenses and lost wages for student workers who are injured on the job.

L. Equal Employment Opportunity (EEO) Compliance

Claremont Graduate University adheres to all applicable state and federal laws regarding equal employment opportunity. This includes compliance with the California Fair Employment and Housing Act (FEHA).

M. Family and Medical Leave

Student workers may be eligible for leave under the California Family Rights Act (CFRA) or the federal Family and Medical Leave Act (FMLA). These laws provide eligible employees with up to 12 weeks of unpaid leave for certain family and medical reasons.

By adhering to these policies and procedures, we aim to maintain a fair, safe, and productive work environment for all student employees. If you have any questions or need further clarification, please contact the Human Resources department.

XII. Federal Work-Study (FWS)

A. Overview of the Federal Work-Study Program

The Federal Work-Study (FWS) program is a federally funded financial aid program designed to provide part-time employment opportunities to students with financial need, enabling them to earn money to help pay for educational expenses. FWS jobs can be on-campus or off-campus, and they aim to encourage community service work and work related to the student's course of study.

B. Eligibility Criteria

1. To be eligible for Federal Work-Study employment, students must:

   a) Complete the Free Application for Federal Student Aid (FAFSA) and demonstrate financial need.

   b) Be enrolled in a degree-seeking program at Claremont Graduate University.

   c) Maintain satisfactory academic progress as defined by the institution.

   d) Be awarded Federal Work-Study funds as part of their financial aid package.

e) Federal Work Study students in continuing positions must complete a new set of paperwork each work-study cycle.

C. Job Placement and Application Process

1. **Job Listings**: Access FWS job listings through the Handshake App or the Financial Aid Office.
2. **Application Submission**: Apply for FWS positions by submitting a resume and cover letter through the designated application system.
3. **Interview**: Selected candidates will be contacted for an interview by the hiring department.
4. **Hiring Process**: If offered a position, students must complete the necessary onboarding process and attend an orientation session.

D. Federal Work-Study Onboarding Process

1. Visit CGU's **Federal Work Study webpage** to review the *Student Employee Orientation and During Employment sections* for students. We also encourage you to review the FAQ in case you have any questions.
2. Carefully review the attached documentation and complete Forms 1 and 2. Form 1 will require information from your supervisor and **must be signed with Digitally Configured IDs.** You may view a guide on creating and signing with Digitally Configured IDs in the Resources & Tool section of the FWS webpage. **Please note if Adobe is not accessible to you, you may drop forms off at the Office of Financial Aid.*
3. Send completed Forms 1 & 2 to financialaid@cgu.edu for processing. You will be notified if further information is required.
4. Once completed forms are received, they will be processed by Financial Aid, and you will be connected with Human Resources for the remaining onboarding process if needed.
5. You may begin working once you receive clearance from our office, that your hiring and onboarding has been completed.

E. Work Hours and Compensation

1. Work Hours

a) During academic terms, FWS students may work up to 20 hours per week.

b) During breaks (winter, spring, and summer), students may work up to 40 hours per week, depending on availability of funds and job necessity.

2. **Compensation**

a) FWS positions are paid at least the federal minimum wage, but wage rates may vary based on the nature of the job and the student's skills and experience.

b) Earnings are paid directly to the student through bi-weekly paychecks. Funds earned through FWS are not directly applied to tuition bills.

c) The Financial Aid Office works with Federal Work Study student employees to monitor their total allotments for the year and will alert the student when they are close to maxing out their allotment for the year.

F. Employment Policies and Expectations

1. **Responsibilities**

a) FWS students are expected to perform their job duties efficiently and professionally.

b) Maintain confidentiality and uphold the standards of the department and institution.

2. **Timekeeping and Payroll**

a) FWS students must accurately record their work hours using the designated timekeeping system.

b) Paychecks are distributed bi-weekly, and students can opt for direct deposit.

3. **Academic Commitments**

The primary commitment of FWS students is their academic work. Employment schedules should be arranged to ensure that work responsibilities do not interfere with academic obligations.

G. Monitoring and Evaluation

1. **Performance Evaluations**

a. Standard performance evaluations conducted by supervisors will be conducted after 90 days and at the end of the academic year to provide feedback and support professional growth.

2. **Satisfactory Academic Progress**

   a. Continued eligibility for FWS requires maintaining satisfactory academic progress as defined by Claremont Graduate University. Failure to meet these standards may result in the loss of FWS funding.

H. Termination of Employment

1. **Voluntary Termination**

   a. Students who wish to resign from their FWS position should provide at least two weeks' notice to their supervisor.

2. **Involuntary Termination**

   a) Employment may be terminated for reasons such as poor performance, misconduct, or violation of employment policies.

   b) If a student no longer demonstrates financial need or fails to maintain satisfactory academic progress, they may lose their FWS position.

I. Additional Resources and Support

- **Financial Aid Office**: Provides information and assistance related to FWS eligibility, awards, and regulations.
- **Career Services**: Offers job search resources, resume writing assistance, and interview preparation.
- **Human Resources**: Supports employment-related queries and concerns.

IMPORTANT Federal Work Study Reminders

- **Late submission of FWS hours cannot be accepted unless extenuating circumstances are present.**
- Signing hiring paperwork demonstrates agreement and understanding of all labor and work-study policies as outlined in hiring documents and the FWS webpage.
- Compliance with all labor and work-study regulations is required throughout students' duration in the program.
- Ensure you keep track of your FWS allocation and communicate with your supervisor when the allocation has $1,000 remaining.
- Please notify the Office of Financial Aid if you plan to make any changes to your enrollment or student status as this may impact work-study eligibility.
- **Any students graduating are eligible to work until the last day they attend class**.

By participating in the Federal Work-Study program, students gain valuable work experience, develop professional skills, and contribute to their educational expenses. For further information or assistance, please contact the Financial Aid Office or Human Resources department.

Claremont Graduate University

Student Worker Acknowledgement Form

- [ ] I have read and been informed about the content, requirements, and expectations regarding Workday and hiring paperwork for student workers at Claremont Graduate University. I have received and read through the Workday training and agree to abide by the guidelines as a condition of my employment and my continuing employment at Claremont Graduate University.

- [ ] I understand that if I have questions, at any time, regarding Workday or my hiring paperwork, I will consult with my immediate supervisor or my Human Resources staff members.

- [ ] I have read the Workday Time Tracking Instructions for Students

- [ ] I have completed and submitted my hiring paperwork.

- [ ] I will review and approve my timecard at the end of each pay period.

- [ ] I understand that if my hours are not correct on my Workday timecard by the end of the pay period, this will cause a delay in payment.

Please review the Workday training carefully to ensure you understand the process before signing this document.

Employee Printed Name: _____

Employee Signature: _____

Date: _____

We hope this handbook serves as a helpful resource throughout your employment journey at Claremont Graduate University. Welcome aboard and best wishes for a successful and enriching experience!