



S T A T E I C O L L E G E

Student Employment Handbook

Student Employment
Administration Annex
Salem State College
352 Lafayette Street
Salem, MA 01970

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I. STUDENT EMPLOYMENT—AN OVERVIEW

Welcome to Student Employment! We provide many opportunities for on and off-campus employment. Whether you are a student and have questions about finding a part-time job on or off campus, or whether you are a supervisor and need to hire a student, our staff is ready to assist you.

Employment on campus is available to Salem State College students through two programs: Federal College Work-Study and Institutional Employment. Only those students who have applied for financial aid and have received a Federal College Work-Study (FCWS) award are eligible for FCWS employment. Off-Campus employment opportunities are also available under the Federal College Work-Study Program. See the section on Community Service for more information. Students, who have not applied for financial aid and/or have not received a FCWS award are eligible to seek Institutional Employment paid through departmental funds.

Student Employment positions provide an excellent opportunity to gain work experience in one or more areas. College Work-Study and Institutional Employment jobs are varied and are available campus-wide. Jobs should be related to, or enhance, the student's course of study, career goals, or field of interest. These positions may greatly assist the student in defining areas of interest and provide references for future employment. The money earned for educational expenses and the convenience working on campus is highly beneficial.

The rewards of working on-campus are many, it is not, necessarily the best option for everyone. A student, who already has a job that pays well, or provides valuable experience, may prefer to retain that job in lieu of Salem State College employment opportunities.

Office Information

The Student Employment Office is located in the Administration Annex, North Campus. If you have any questions, feel free to stop by, or give us a call at 978.542.6123, option #4. Our fax number is 978.542.6163. Our office hours are 8:30 am - 5:00 pm Monday-Friday. Our email address is student_employment@salemstate.edu. Our web site is www.salemstate.edu/seo/.

The policies and procedures in this handbook are very important and must be adhered to by all parties, as Regulatory Authorities may fine the College for non-compliance. We hope that you find this handbook useful and informative.

II. ENROLLMENT STATUS

A student **must be currently enrolled in a degree program** at Salem State College in order to work as a student employee. There are two exceptions: (1) students accepted for enrollment, who intend to enroll for the Fall semester and have paid their deposit, may commence employment on or after July 1, provided all other eligibility requirements have been met. (2) Students that graduate mid-year or in May can continue working under the Institutional Employment Program for one semester/summer, upon approval from the hiring department and the Student Employment Office.

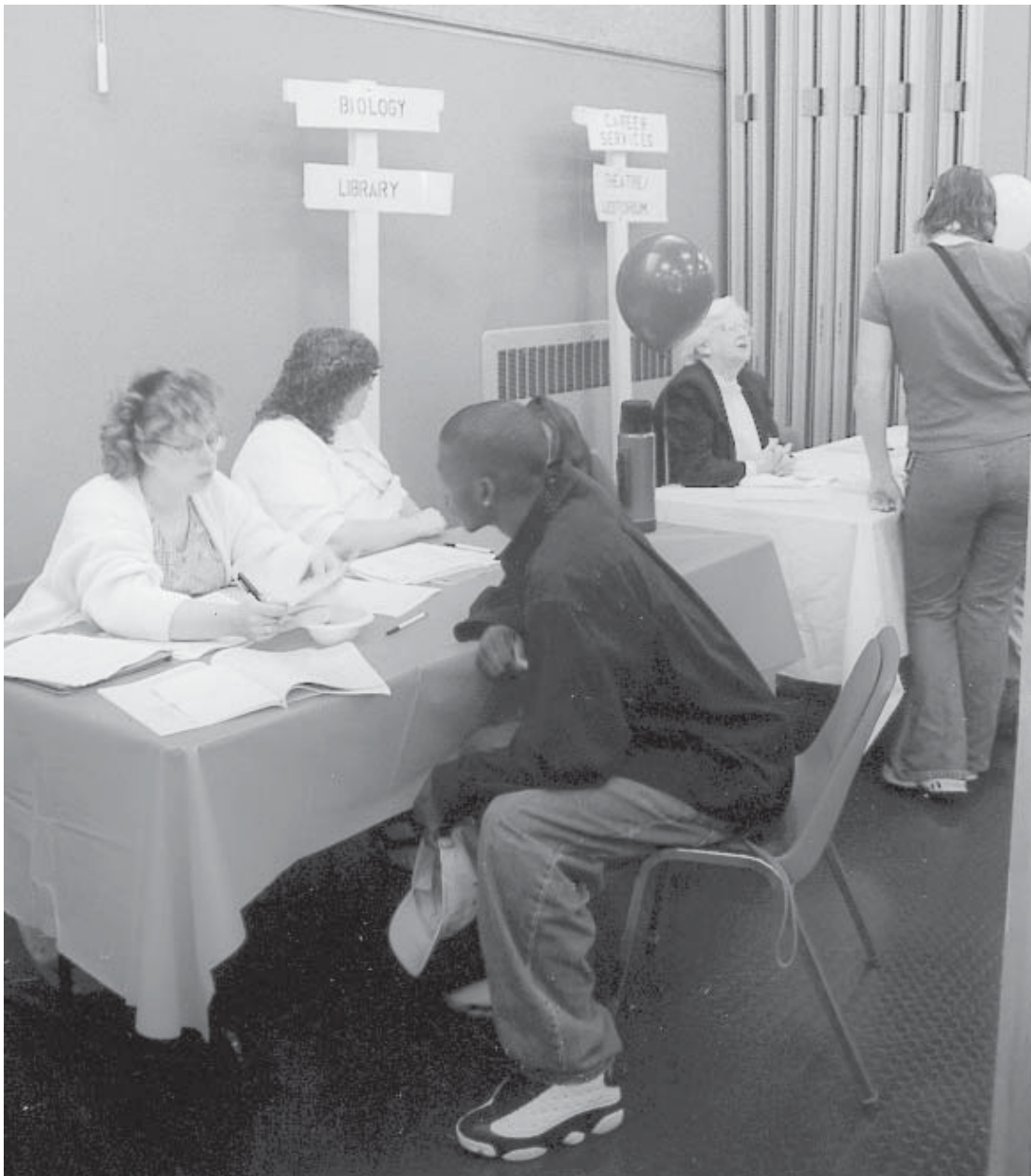
All student employees must cease employment as soon as their degree requirements have been completed, even though they may not be receiving their diploma at that time. Any student who has been academically dismissed, administratively withdrawn, or has taken a leave of absence must cease employment until they have been reinstated by the College and eligibility restored.

III. THE HIRING PROCESS

There are a number of personnel forms each student must file with the Student Employment Office **before working**. In other words, you should not begin employment until you have been authorized to do so. If the Fiscal Affairs Office receives a time sheet on someone not authorized to work, payment may be delayed. It also jeopardizes the College in an audit when State and Federal laws are not followed.

I-9 and W-4 Process

In order to complete these forms, proof of identity and employment eligibility is required. Students must provide one document from List A or a combination of one document from List B and one from List C. Please refer to list of Acceptable Documents highlighted on this page. **A student cannot receive the Work Authorization Form until this certification process is completed. This is a Federal Law and a \$20,000 FINE may be imposed for non-compliance.**



**Acceptable Documents for Employment Eligibility Verification
Under Interim Rule - September 30, 1997**

Under the regulations of the Immigration Reform and Control Act of 1986, all employees hired after November 6, 1986 must complete a Employment Eligibility Verification Form (Form I-9) and present documents establishing both identity and employment eligibility to the Student Employment within three business days of employment.

LISTS OF ACCEPTABLE DOCUMENTS

LIST A		LIST B		LIST C
Documents that Establish Both Identity and Employment Eligibility	OR	Documents that Establish Identity	AND	Documents that Establish Employment Eligibility
<ol style="list-style-type: none"> 1. U.S. Passport (unexpired or expired) 2. Certificate of U.S. Citizenship (INS Form N-560 or N-561) 3. Certificate of Naturalization (INS Form N-550 or N-570) 4. Unexpired foreign passport, with <i>I-551 stamp</i> or attached <i>INS Form I-94</i> indicating unexpired employment authorization 5. Alien Registration Receipt Card with photograph (<i>INS Form I-151</i> or <i>I-551</i>) 6. Unexpired Temporary Card (<i>INS Form I-688</i>) 7. Unexpired Employment Authorization Card (<i>INS Form I-688A</i>) 8. Unexpired Reentry Permit (<i>INS Form I-327</i>) 9. Unexpired Refugee Travel Document (<i>INS Form I-571</i>) 10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (<i>INS Form I-688B</i>) 	<div style="background-color: #cccccc; width: 10px; height: 100%; margin: 0 auto;"></div>	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>) 2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545</i> or <i>Form DS-1350</i>) 3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (<i>INS Form I-197</i>) 6. ID Card for use of Resident Citizen in the United States (<i>INS Form I-179</i>) 7. Unexpired employment authorization document issued by the INS (<i>other than those listed under List A</i>)

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

W-4, M-4 Federal and Massachusetts Tax Withholding Certificate Forms

Students must also complete the Federal W-4 and State M-4 withholding tax forms. It is the student's responsibility to ensure proper tax, if any, is withheld. Tax status can be changed at any time during the year by completing a new W-4 and/or M-4. This is also a Federal and State Law.

It is important to remember that students cannot work until these forms have been completed.

The Work Authorization Form

Once a student has completed the W-4, M-4 and I-9, he/she is given an Institutional Employment or FCWS Authorization Form. The student takes this form to his/her supervisor, who will complete and return it to the Student Employment Office. **The Student Employment Office will return the authorization form with the student employee ID number and Record number to the supervisor. The student can begin working.**

Work Schedule, Hours and Responsibilities

At the time of hiring, the student and supervisor should agree on a written work schedule. It should be honored, as would any other employment commitment. When a student accepts employment, he/she becomes a valued and contributing staff member. If the student's work schedule needs to be changed, arrangements should be made with the supervisor at least one week in advance. Should a student wish to cease employment, a two-week notice is appropriate.

Employment while in school should be part-time in nature. Time committed to student employment should not have a detrimental effect on academic performance. A maximum of 20 hours per week is strongly recommended during the school year. Students may work up to 40 hours per week during the summer, holidays and semester breaks. Actual hours to be worked will vary according to the funds allotted, and the hours approved for the position. Student and supervisors are equally responsible for keeping track of the numbers of hours worked not to exceed their awarded amount.

PLEASE NOTE: Students working six (6) consecutive hours must receive a half-hour meal break. In addition, each student is entitled to a paid 10-minute break for every four (4) hours worked. A written work schedule should be arranged with the student employee. The return of the work authorization form to the Student Employment Office verifies that the hiring process has been completed and the student can be placed on the payroll system.

Students are paid for actual hours worked and cannot be paid for holidays, sick time, snow days, meal time. On a case by case basis travel time maybe considered for some community service positions.

IV. FINDING A JOB

On-Campus Jobs

On campus jobs fall into two categories; ie, Federal College Work-Study and Institutional Employment. Work-study is need-based and awarded by Financial Aid while Institutional Employment is not.

Students are responsible for finding their own on-campus jobs. Most students will do this by attending the annual Job Fair held the first week in September; students may also approach faculty and department staff on an individual basis or use the Job Directories which list FCWS and Institutional Employment positions. The Student Employment Office staff is also available to assist students in finding a job and to explain the employment process. Job Directories are available at the Job Fair, and posted on the bulletin board in the main hallway in the Administration Building, 1st floor. They are also distributed to new students at the Student Employment orientation sessions.

Community Service Jobs

Employment opportunities are available for students interested in community service jobs. Only Federal College Work-Study recipients can be paid, but all students are encouraged to volunteer. These services are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve problems related to their needs including, but not limited to:

- Health care
- Housing & neighborhood improvements
- Child care
- Public safety
- Literacy
- Crime prevention and control
- Education
- Recreation
- Welfare
- Rural development
- Social services
- Community improvements
- Work in service programs or youth corps
- Support services to students with disabilities
- Activities in which a student serves as a mentor for such purposes as:
 - Tutoring
 - Supporting educational and recreational activities
 - Counseling, including career counseling
 - Literacy coach with **America Reads**
 - Math tutor with **America Counts**



A student interested in a community service position should contact the Student Employment Office or refer to the Job Directory for the listing of both on and off-campus community service opportunities. In addition, the Student Employment Office staff is available to work with any college work-study student who would like to develop a community service position to meet his/her special interests or circumstances. Work can be done in the student's local community.

America Reads Challenge

The President of the United States has challenged colleges and universities to help in the fight against illiteracy starting in grades K-3. Federal College Work-Study recipients have the opportunity to work in local public grade schools. Students are in the position of a literacy coach to help local school children learn how to read.



America Counts

In order to prepare students to be able to meet the demands of being able to master high-level mathematical concepts and complex approaches to solving problems to be prepared for college, careers of the 21st century and the demands of everyday life; America Counts tutors will work with children in grades K-3 to help prepare the students to meet these challenges.

Summer Employment

Students seeking summer Federal college work-study must complete a summer Salem State College financial aid application available in the Financial Aid Office. This should be done by March 1. And any other required documents must be received by the Aid office by March 1. This early deadline allows Financial Aid to determine your eligibility for summer work-study and to notify you before the summer term starts. Positions are available both on and off campus, locally and in the student's home community. Students need to be enrolled in summer classes to be eligible for these jobs.

A limited number of summer employment positions are available under the Institutional Student Employment Program. Departments that have funding often continue to employ valued student employees throughout the summer. Students do not need to be enrolled in summer classes to be eligible for these jobs. No financial aid applications are required.

Any student who has completed his/her degree requirements at the end of the spring semester must cease employment. However, employment under the Institutional Student Program may continue for summer upon approval of the hiring department and the Student Employment Office. Any student who is not taking at least 3 credits during the summer term is subject to FICA (Medicare) and OBRA withholdings. Students must complete their OBRA forms prior to receiving a summer Authorization form.

International Students

All International students who are eligible to work on campus may be hired through Institutional Employment; they are not eligible for **Federal College Work-Study**.

The following procedure applies:

1. Contact the Director of the Center for International Education or his designee and receive an Affidavit evidencing eligibility to work on campus.
2. Prior to starting work, an International Student must have a social security number in order to apply for employment. This may be obtained at the Social Security Office, 2 East India Square, Salem, MA (downtown Salem) to apply in person, or call 1-800-772-1213 (Museum Place Mall) toll free to apply for a new card it may be quicker.

Student will complete their I-9 and W-4 form with The Center for International Education.

3. Students will bring their tax withholding forms and the I-9 forms along with the Affidavit to the Student Employment office. Student Employment personnel will then assist the student in job referrals.

Please be advised that during the academic year International Students can only be allowed to work a total of 20 hours per week.



Graduate Students

Graduate students who receive FCWS as part of their financial aid award, may choose from any of the jobs listed in the Work-Study Job Directory. They may also develop a job as part of Community Service. All matriculated graduate students are also eligible for positions listed in the Institutional Employment Directory.

Graduate students may specifically be interested in seeking jobs in the Graduate School. Some of these jobs require additional skills and/or qualifications beyond a BS or BA degree and may fall into a higher wage classification, such as Level 4.

Student Employment Office personnel are available to discuss various work options, for graduate students who experience school and family time constraints so they can accept and maximize their Work-Study awards.

V. INFORMATION FOR SUPERVISORS

Supervisors Responsibilities to the Students

The Student Employer:

A supervisor, who wishes to hire a student, must complete a Student Employment Employee Request Form. Job descriptions must accurately reflect the duties and responsibilities as well as the qualifications associated with each student employment position.

Job Request Process

- For each **NEW** position, including intermittent and one-time functions such as ushers etc., a **Student Employment Employee Request Form must be completed**. On this form, a job description and complete funding information must be provided. It is imperative that you indicate specific departmental funding sources for any Institutional Employment positions. Incomplete information will cause delays. Department Chairpersons will coordinate this function for faculty members. The Student Employment Office will then review the information and assign new positions.
- For existing positions already on file, preprinted Request Forms will be forwarded to Department Chairpersons and Directors in early March (for both summer and Academic Year positions).
- **These REQUEST FORMS** must be returned to the Student Employment Office by the due date. Your Vice President/Area Head's signature is required only if it is submitted after the due date. Summer requests do not require this signature. Department Chairpersons, Directors/Area Heads will coordinate this process. Request forms should have appropriate signatures before being sent back to Student Employment.

Once the Job Forms have been returned and reviewed, they are compiled in the appropriate Job Directory and sent to your Vice President/Area Head for review and approval. Some Institutional positions may be approved "pending funding" and are printed as such. Late positions signed by the Vice President/Area Head will be posted in an addendum to the Job Directory.

Hiring A Student

1. The Job Fair, held each year the first week of classes in September, is the main vehicle used to hire students. If you wish to rehire a student and indicated this on the student's evaluation, a work authorization form will be sent to you in late August.
2. Be aware of the student's financial aid status. You cannot hire a student into a Federal College Work-study position if he/she does not have a FCWS award.
3. Some students may contact you directly during the course of the year. You must confirm with the Student Employment Office that the student has completed all the necessary hiring forms (W-4 AND M-4 TAX FORMS, I-9 EMPLOYMENT ELIGIBILITY VERIFICATION). If these forms are not on file, instruct the student to return to the Student Employment Office to complete them. (Refer to Page 4 for instructions in I-9 and W-4 Process & Appendix D,E,F, & G for correct information regarding documentation).
4. Once the student has completed the I-9 and W-4 form process, and after you have agreed to hire them, call the Student Employment Office and tell us the JOB NUMBER of the position for which you are hiring the student or complete the Request to Hire Form. The Student Employment Office will then send you a preprinted Authorization Form. You should review and sign this form, checking the accuracy of the JOB NUMBER, STUDENT JOB TITLE, AND FUNDING SOURCE.
5. Return the Authorization Form **immediately** to Student Employment. The Student Employment Office will review the hiring forms. If all is in order, your copy will be returned to you. This is your verification that the student has completed the process and placed on the payroll system. This will have the student's employee ID number and record number that needs to go on the time sheets.

PLEASE NOTE: FCWS earnings are limited to the dollar amount specified on the work authorization form for each term/semester. You must monitor the student's hours/earnings. Students cannot exceed their award amount. The dates are noted on the payroll schedule available through our office or student payroll.

Students may have more than one position, which could create a student to work over 40 hours in one week. In this case, the department that supplies the most number of hours will be charged the overtime due to the student.



6. When a student's work-study earnings are approaching the amount awarded for the term, and the student would like to continue working, a Reconsideration Form can be completed requesting additional work-study. The form is available in the Financial Aid Office. If the student has remaining financial need, and if Federal College Work-study funds are available, the student may be considered for an increase in his/her work-study award. **Extensions are not automatic.**

The law requires that students be paid for work performed; therefore, the Fiscal Affairs Office will automatically pay the student for any overage to which they are entitled from the hiring department's budget. This expense will be noted on the department's monthly expense report under the account number. The Student Employment Office will inform you when this action is to be taken.

Training

Although it may be difficult to establish a formal training program for student employees, supervisors should insure that new student employees are oriented to the work place and trained to perform the necessary tasks required of their job. Responsibilities will include orientating the student to his/her role in the department; explaining expected standards of behavior and protocol for communication. Training will be provided in the skills and procedures necessary to perform those tasks, providing adequate work space; and discussing employee rights and responsibilities.

The Classification Process

Each position description is reviewed and classified to insure equity among programs and positions college wide. Each department is notified as to the classification assigned to each position via the Job Directory. If the supervisor disagrees with the classification, please follow the appeal procedure outlined below.

- 1) Submit to the Student Employment Office a request for reclassification justifying your reasons and outlining more specifically the job responsibilities related to the classification criteria.
- 2) The Student Employment Office will review this request and may ask for additional information.
- 3) The Student Employment Office will render a decision and notify the department in writing.

Our hourly wages are above minimum hourly rates and within reasonable ranges compared to local colleges. There are no merit or longevity raises.

Rehires

All Federal College Work-Study employees must complete a new authorization form for the Summer Sessions and the Academic Year. This is due to the financial aid awarding cycle. For Institutional Employment employees, however, you may hire a student for Summer I and/or Summer II on one authorization; or, on a term-by-term basis if you prefer. Failure to properly authorize students will impede the hiring and payroll process. As part of the evaluation process, you can indicate your desire to rehire a student and a work authorization form will be sent to you in August.

Updating Job Status

Supervisors should inform the Student Employment Office when a job has been filled or when an opening becomes available. With over 800 positions filled by students campus-wide, the Student Employment Office can best service students and supervisors when the Job Directories are up-to-date. Supervisors are also required to notify the Student Employment Office when a student is **terminated or has terminated** work voluntarily.

Evaluations

Evaluations take place second semester and give the supervisor and the student employee an opportunity to discuss job performance. This written evaluation becomes part of the student's permanent employment file. It also allows a supervisor to recommend a student for rehire provided eligibility requirements are met and funding is available.

Termination of Work

If a student decides to leave his/her position, the supervisor is entitled to two weeks notice. The supervisor should notify the Student Employment Office in writing.

A supervisor has the right to terminate a student's employment with just cause. Grounds for disciplinary action include, but are not limited to: poor performance, tardiness, absenteeism, failure to meet job requirements as listed in the job description and inappropriate behavior such as, personal telephone calls and excessive visits with friends during work hours.

If and when disciplinary problems arise, a supervisor should use the following guidelines, as they provide written documentation in the event of counteraction by the student:

- Give the student a verbal warning, stating exactly what the unacceptable behavior was, and what needs to be done to correct the problem.
- The second time there is a problem, (it does not have to be the same problem) give the student a written warning of what the unacceptable behavior was and what needs to be done to correct the problem. A copy should be sent to the Student Employment Office.
- On the third time, the student should be given a written notification of termination stating the reasons why this action has been taken. A copy of this notice is to be sent to the Student Employment Office.



VI. THE JOB CLASSIFICATION AND PAY SCALE

Level 1 - \$7.50: Positions in which duties include routine work that requires no experience and/or limited training. Independent action and judgement are limited to minor decisions. Close supervision or specific instructions are required for such positions as Auditorium Assistants, and Desk Receptionists. (You may want to refer to your directory for positions listed at this rate.

Level 2 - \$8.00: Positions in which duties include proficiency in an area that requires specialized knowledge, training and/or experience. Independent judgement is often needed to develop new work methods and to solve problems. The qualifications are acquired from prior work or educational experience. Positions such as Intramural Coordinators, and Office Assistants will require general supervision. You may want to refer to your directory for positions listed at this rate.

Level 3 - \$9.00: Positions in which duties performed require considerable proficiency in areas requiring specialized knowledge, skills and ability. Work is characterized by the ability to supervise, train, or instruct others and/or be responsible for the partial operation of a facility. The qualifications are acquired from a significant period of work or educational experience. Little supervision is necessary for such positions as Administrative Assistants and Building Supervisors. (Please refer to your directory for positions listed at this rate.

Class 4 - (\$9.50 +): This category is used for graduate students and other positions, which fall outside the job classification range as determined by the Student Employment Office.

VII. PAYROLL PROCEDURES

Completion and Submission of Student Time Sheets

Due to audit findings, it is imperative that supervisors follow the College's policy for completion and submission of time sheets. Repeated offenses may result in a department's non-participation in the work programs.

Students are placed on the payroll after the hiring process has been completed. All students are entered or re-entered on the payroll system for the new fiscal year beginning July 1st.

The student Institutional Employment time sheet is **YELLOW**.

The Federal College Work-Study time sheet is **WHITE**. *

- Time sheets should be completed in INK. Errors should be crossed off and initialed by the supervisor. *White Out* should **not** be used to make corrections.
- For each time sheet, the SUPERVISOR, (or designee as noted on the work authorization form, NOT A STUDENT) will complete the Chartfield Fund information and enter the week ending date on the time sheet. (Example: For students paid under different budgetary codes, you must submit a separate time sheet for each different code used. Check the student's AUTHORIZATION FORM to verify the correct code.) *
- The SUPERVISOR will enter the student's name, employee ID number and record number in the appropriate spaces on the time sheet. *
- The SUPERVISOR will complete the payroll time sheets from internal records, time cards, or logs, noting the number of hours worked each day. **Time sheets should be marked with an "X" for days not worked.**

- Each week, on the last day worked, the SUPERVISOR will ensure that each student has signed the internal time records, time card or log to certify that the hours are a true record of the student's time worked. A Daily log must be maintained for all student employee hours worked. **This is an audit requirement.**
- At the end of each week, the SUPERVISOR will ensure that the total hours worked for each student's time are recorded on the time sheet.
- At the end of each week, the SUPERVISOR will sign and date the time sheet. Supervisor should not pre-sign any time sheet. Time sheets should be kept in a secure place. *
- Completed time sheets must be submitted to Fiscal Affairs no later than 10:00 a.m. on that Friday. If you have students work on Saturdays, estimate their time and if necessary correct their hours on the following week.
- **STUDENTS ARE NOT ALLOWED TO PREPARE TIME SHEETS, NOR ARE THEY ALLOWED TO DELIVER THEM. ONLY THE PERSON OR PERSONS AUTHORIZED ON THE WORK AUTHORIZATION FORM CAN COMPLETE TIME SHEETS AND DELIVER THEM. THIS RESPONSIBILITY CANNOT BE DELEGATED.**
- Students are paid biweekly on Fridays. The student will receive one check per job. Students can sign up for direct deposit. They need to complete the Direct Deposit form at the Student Employment Office. Please note that Direct Deposit can take several weeks to process. The student can pick up their advice of deposit(s) in the Fiscal Affairs Office. Students need to present a picture I.D. in order to pick up their paycheck.
- **If a student does not receive a paycheck or has a question about the amount of earnings, he/she should contact the supervisor in a timely manner to confirm that the correct number of hours were submitted. Supervisors should contact Student Payroll in the Financial Services Office to resolve any payroll issues.**
- **IMPORTANT: FCWS earnings are limited to the award amount specified on the WORK AUTHORIZATION FORM. Students and their supervisors must monitor the student's hours/ earnings. Students cannot exceed their award amount and will not be paid out of work-study funds over and above the specified award. IF STUDENT WORKS IN EXCESS OF HIS/HER COLLEGEWORK-STUDY AWARD, THE DEPARTMENT WILL BE CHARGED FOR THE OVERAGE BY THE FISCAL AFFAIRS OFFICE. The law requires that students be paid for work performed.**

***JUST A REMINDER:** When a student's work-study earnings are approaching the amount awarded for the term, and the student would like to continue working, a Reconsideration Form can be completed requesting additional work-study. This form is available in the Financial Aid Office. If the student has remaining financial need, and if Federal Work-Study funds are available, the student may be reconsidered for an increase in his/her work-study award. **Extensions are not automatic because funding is limited.**

This expense will be noted on the department's monthly expense report under the account number. The Student Employment Office will inform you when this action is to be taken.

- It is crucial at the close of Summer II, the Academic Year, and Summer I that payroll time sheets are submitted on time in order for students to be paid within the academic session. It is also crucial to submit time sheets on time for the closing of the calendar year so the College can supply appropriate and accurate tax information to the student employee.

Fraud

Fraud is defined as a deception deliberately practiced in order to secure unfair or unlawful gain. It is **against the Law**. Suspected cases of fraud related to student payroll should be reported to the Associate Director of Business Operations in the Financial Services Office. Cases of fraud such as the altering of time sheets or forging signatures will be subject to disciplinary action through the College's Judicial Board as well as criminal investigation by Campus Police. The student's name will also be reported to the U.S. Department of Education Inspector General's Office in Boston if the student is a Federal College Work-Study recipient.

VIII. HUMAN RESOURCES AND EQUAL OPPORTUNITY

Salem State College is an Affirmative Action Employer and is committed to providing a working environment, which values the diverse backgrounds of all people. The College is committed to assuring that the environment that we work in supports and values our increasingly global and diverse world. The College believes that the diversity of socioeconomic, racial, ethnic, religious, gender, sexual orientation, age and disability backgrounds of members of the College's staff enriches the institution and its various constituencies. The College does not tolerate any behavior or actions based in bigotry which has the effect of discriminating against any member of the College Community.

All benefits privileges and opportunities offered by Salem State College are available to all employees and students on a non-discriminatory basis in accordance with specific law, regulations and policies that regulate the governance of the College. The College is committed to taking affirmative action with respect to its policies regarding recruitment, selection, promotion, training, rates of pay, and other forms of compensation. All matters relating to employment are based upon the employee's ability to perform his/her job, as well as their dependability and reliability once hired.

Discrimination Complaints

Any complaints involving discrimination on the basis of race, color, gender, sexual orientation, age, national origin, disability or marital or veteran status should be addressed to the Director, Equal Opportunity and Human Rights, located in the Administration Annex Building. All allegations will be investigated thoroughly and, if necessary, appropriate corrective action will be taken.

Sexual Harassment

Sexual harassment is any unsolicited verbal, non-verbal, or physical behavior of a sexual nature that the effect of interfering with your employment status or creating an intimidating, hostile or offensive environment. Sexual harassment incidents can involve a male harasser and a female victim, a female harasser and a male victim, and also same gender harassment.

It is against the policy of Salem State College, and all of the College's various unions, for any member of the College Community, male or female, to sexually harass another employee or student. The College and the unions are committed to providing a working and learning environment that is free from any and all forms of abusive harassing or coercive behavior and conduct. We seek to preserve the rights for all members of the College Community and assure that they be treated with appropriate respect and dignity.

As a Salem State College student employee, you are responsible for keeping our work environment free of sexual harassment. Employees who become aware of an incident of sexual harassment, whether by witnessing the incident or being told of it, must report it to the Coordinator, office of Equal Opportunity or a superior with whom they feel comfortable. When the College becomes aware that sexual harassment might exist, it is obligated by law to take prompt action, **whether or not the victim wants** the College to do so. Appropriate investigation and disciplinary action will be taken. If you believe that you may be a victim of sexual harassment, you may seek confidential help immediately by consulting with the Office of Equal Opportunity at X6106.

Students with Disabilities

The Americans with Disabilities Act (ADA) is a Federal Law that is designed to provide opportunity and access to employment, facilities, services and transportation for all persons who are defined as disabled under the Act. For employment under the ADA, a disability is defined as a physical or mental impairment that substantially limits one or more of an individual's "major life activities." This act prohibits discrimination in employment against a qualified individual with a disability as to the terms and conditions of employment. A person who is disabled will be considered a "qualified individual" if he/she is able to perform the essential functions of the employment position either without a reasonable accommodation, with a reasonable accommodation. If as a manager, supervisor or employee, you feel that you need to know more specifics about this Act, contact either the Office of Equal Opportunity located in the Administration Annex (978) 542-6106, or the Student Employment Office at (978) 542-6123 .

IX. GENERAL INFORMATION

Alcohol and Substance Abuse

The use of illicit drugs and alcohol at Salem State College, on College property or at College activities, impairs the safety and health of students and employees, lowers the productivity and quality of work performed, and undermines the public's confidence in the College. Only in an environment free of substance abuse can Salem State College fulfill its mission of developing the professional, social, cultural and intellectual potential of each member of this community.

The **unlawful** possession, use or distribution of illicit drugs and alcohol on College property or as part of any College activity is clearly prohibited. All members of the College Community - faculty, staff, administrators and students - are urged to carefully and seriously reflect on their personal responsibility to remain drug free, and further, to demonstrate care and concern for others through timely intervention, support and referral.

Emergencies

Occasionally, emergency situations occur on campus, which require the assistance of police, fire fighters, health services, or an ambulance. In order to respond to an emergency, including a medical emergency, call Public Safety immediately by dialing ext. 6111. Officers are available to take your call at any time of the day or evening. A police officer will assess the reported situation and dispatch the appropriate assistance to the scene.

It is imperative to respond quickly to emergency situations. Calling the Public Safety Office will ensure a coordinated approach to an emergency situation in a timely and effective manner.

Personal Safety

Campus Police offers personal safety escort services to all SSC community members, 24 hours/7 days a week. If you need an escort, please call the Public Safety Office at (978) 542-6511.

Inclement Weather and Emergency Closing

In the case of inclement weather or an emergency situation that necessitates closing of the College or canceling classes, the decision to close will be left to the President or designee. Under such conditions, students are not required to report to work.

When circumstances require a delayed opening, the earliest delayed opening will be at 10:00 AM. Students may call the College's main number (978) 542-6000 for a recorded message on the status of classes. Announcements will be made as soon as possible on the following radio stations **AM: WRKO 680; WHDH 850; WBZ 1030; WILD 1090; and WESX 1230, FM: WBUR 90.0, WXKS 107.9**. In addition, local TV channels 5 and 7 will announce closings they receive from their sister radio stations.

Shuttle Bus Schedule-Getting To and From Work While on Campus

The shuttle bus runs 7 days a week during the academic year between South Campus, North Campus, Central Campus and the O'Keefe Center the average run takes 20-30 minutes.

Hours of Operation are as follows:

Monday, Tuesday, and Wednesday, from 6:30 am - 12:30 am

Thursday, 6:30 am - 1:30 am

Friday, 6:30 am - midnight

Saturday, 4:30 am - midnight.

Sunday, 4:30 am - 12:30 am

The shuttle bus stops are at Meier Hall (Lafayette Street), Peabody Hall (College Drive), South Campus (Commons Building and Harrington Building), Harrington Building (South Campus), Central Campus, and the O'Keefe Center (Canal Street). Every effort will be made to ensure uninterrupted service. All employees and student are encouraged to use the shuttle bus. It is a free service to the Salem State College Community.

Smoke Free Environment Policy

Salem State College adopted a "Smoke Free Environment Policy" effective September 1, 1994. Smoking is prohibited in all buildings administered by the College. Smoking is permitted on college property, but must be at least twenty (20) feet from the entry of any enclosed structure.

In addition, individuals must comply with specific workplace rules that have been adopted for the protection of property or persons engaged in particular tasks in which smoking might constitute an immediate safety hazard. Smoking is prohibited in any vehicle, which is owned, leased or rented by the College. This policy applies to all administration, faculty, staff, students and guests of Salem State College.

Students, employees, or guests who wish to file a complaint regarding a violation of the College's Smoke Free Environment Policy should complete a complaint form available in the Student Life Office. The completed form should be returned to the Student Life Office within ten (10) days of the alleged incident.

X. ON THE JOB INJURIES: WORKERS' COMPENSATION INSURANCE BENEFITS

All student employees of Salem State College are covered by the Massachusetts Workers' Compensation Insurance Law, which provides for partial income replacement and the payment of medical expenses incurred due to injury or illness arising out of and/or in the course of the performance of their duties. Coverage is automatic upon employment, and the college assumes total cost of this coverage.

Procedure for Processing All Workers' Compensation Claims

- It is essential that students report immediately to their supervisor, or the person acting on their behalf, and the Human Resources and Equal Opportunity Office (unless it is life threatening) all accidents or job-related injuries, no matter how minor, in order to protect their rights to appropriate benefits, to protect the College, and to assure the proper handling of claims.
- If life threatening or to receive immediate emergency medical treatment for an injury, contact Public Safety for assistance at Ext. 6111.
- When an injury occurs at your workplace, contact the Human Resources and Equal Opportunity Office as soon as possible. A Notice of Injury Report, along with an Authorization for Release of Medical Records form must be completed. These two forms must be submitted together to HREOO.
- Students who require health care for a job-related illness or injury must contact the Utilization Review Agent at 1-800-266-7991 before beginning or continuing treatment, or in an emergency situation, within 24 hours after any emergency treatment.
- You should inform the provider of health care services that the injury occurred at work. Request that all bills for services be forwarded to Human Resources and Equal Opportunity, Salem State College, 352 Lafayette Street, Salem, MA 01970.
- If you believe your injury is serious enough that you will be out of work for five days or more, you should obtain a Physician's Report from Human Resources and Equal Opportunity before going to the doctor. If this is not possible, contact HREOO within 24 hours.
- When a student employee is out of work for five or more days, it is **imperative** that the department of the employee contacts Human Resources and Equal Opportunity immediately with the return to work date.
- A decision will be made by workers' comp on the compensability of each lost time claim within 14 days of receipt of the notice of injury. A letter will be sent to the claimant with copies to Human Resources and Equal Opportunity.

Unemployment Insurance

Unemployment insurance is a program that provides benefits for certain workers who meet the eligibility requirements of the law. Student employment at Salem State College is not covered by Unemployment Insurance. Therefore, unemployment benefits cannot be collected based on the student wages at earned Salem State College.

XI. THE JOB LOCATION AND DEVELOPMENT PROGRAM (JLD)

The Job Location and Development (JLD) Program assists undergraduate and graduate students in finding off-campus employment. The Student Employment Office actively solicits off-campus part-time and temporary employment opportunities in the North Shore area. These job openings are posted outside the Student Employment Office and are updated on a regular basis. Additional job listings are available in the Student Employment Office.

All posted JLD jobs are given a job number. Students must complete a Request Form for off-campus job information to get the specific details on any job(s) for which they would like to apply. He or she is then given a Job Referral Form which list the contact person's name, and/or company name, address and phone number for the job(s). The student is responsible for contacting the employer and arranging for an interview. Students who are hired into JLD jobs must notify the Student Employment Office of their starting date and rate of pay.

Interviewing for a Job - Helpful Hints

While the job hints listed below are geared toward finding off-campus employment, many also apply to campus positions. And remember many of the on-campus jobs will provide on-the-job training for students who demonstrate a willingness to learn and who are dependable.

1) Gather Information About Employers

- a) Relative size of company
- b) Number of Employees
- c) Geographical products and/or services
- d) Current trends and issues which may affect the company's growth and or stability
- e) Current financial status
- f) Company's share of the market

2) Appearance

- a) Dress conservatively
- b) Avoid excesses in color choice, scents and jewelry
- c) Develop your model by looking through the company's brochures and business periodicals. Check the photographs for hair length, beards/moustaches, color combinations and styles of clothing.

3) Readiness

- a) Arrive at least 20 minutes prior to your appointment
- b) Bring along additional copies of your resume
- c) Remember the name of the interviewer for future communications
- d) Be self-confident, but not aggressive. Try to transmit the feeling that you know yourself.
- e) Be enthusiastic. Show that you care about the job and the company. Also, show that you have energy to bring to the position.
- f) Express your goals clearly. Show the employer that you have given careful consideration to your alternatives.
- g) Show that you have incentive to contribute to a job.
- h) Communicate your ability to get along with others through your responses to questions.
- i) Be positive, professional, and friendly to all staff.

Appendix A

Salem STATE COLLEGE
STUDENT EMPLOYEE REQUEST FORM
 ACADEMIC YEAR 2001/2002
 JOB# **1000**
 Form: 1000, August 13, 2001

DEPARTMENT: Academic Advising TELEPHONE EXT.: (978) 542-7049
 SUPERVISOR: Ali Gordon SUPERVISOR TITLE: Associate Director
 STUDENT JOB TITLE: S.I. Leader

WORK STUDY BUDGETARY CODE: _____ ORIGIN: _____
 FUND PROGRAM DEPT/ACC ACCT PROJECT TOTAL BUDGET REQUESTED

FUND NAME: FCWSP DEPT/COST CENTER: Dean's Office
 Check here if new before position is Community Service as defined in the Job Classification Wage Schedule:

INSTITUTIONAL EMPLOYMENT BUDGETARY CODE: _____ ORIGIN: _____
 FUND PROGRAM DEPT/ACC ACCT PROJECT TOTAL BUDGET REQUESTED

FUND NAME: College Fee DEPT/COST CENTER: Supp. Instruction
 Position paid through the Evening Division or the Graduate School must be approved by the Dean.
 Check here if position will be paid by the Evening Division or the Graduate School:
 Check here if job should be listed as "Subject To Funding" in the directory:

COMPLETE JOB DESCRIPTION
 Insert dates in "High Risk" courses, test materials, prepare 30 minutes and attend sessions.

MINIMUM QUALIFICATIONS
 Specified by faculty member, completed course and therefore consistent with subject, LD/GP or better.

CLASSIFICATION: 3 SUGGESTED DAYS PER WEEK: 5
 HOURLY WAGE: \$7.25 HOURS PER WEEK: 10

SUPERVISOR'S SIGNATURE _____ DATE _____
 SIGNATURE(S) OF AUTHORIZED SIGNERS OF TIME SHEET _____ DATE _____
 Area Vice President's Signature (AY Requests Submitted After May 15) _____ DATE _____

Appendix B

Salem STATE COLLEGE
FEDERAL COLLEGE WORK-ST
AY 2001/2002 Job Authorization Form
 STUDENT EMPLOYMENT
 HUMAN RESOURCES EQUAL OPPORTUNITY
 JOB#: 1000
 Form: 1000, August 13, 2001

STUDENT: Joe Student STUDENT I.D. #: 111111
 100 Main Street Salem, ma 01970 (978) 542-6000
 LOCAL ADDRESS LOCAL PHONE
 PERMANENT ADDRESS HOME PHONE

Kevin Dougville August 13, 2001
 STUDENT EMPLOYMENT AUTHORIZATION SIGNATURE DATE AUTHORIZED

SUPERVISOR: PLEASE COMPLETE THE INFORMATION BELOW
 (NOTE: FISCAL YEAR BEGINS SEPTEMBER 1)
 Please check periods for which you are hiring the student and approximate earnings.
 The student will be authorized only for periods check below.
 FALL: \$800.00 SPRING: \$800.00

SUPERVISOR: Ali Gordon DEPT USE ONLY
 DEPARTMENT: Academic Advising TEL. EXT.: (978) 542-7049 P.A. ENTRY DATE
 STUDENT JOB TITLE: S.I. Leader P.A. ENTRY DATE
 ACCOUNT FUND DEPT PRG/GRF RATE HOURS CLASS DEPT: _____

TAX INFORMATION
 MARITAL STATUS: Single GENDER: M DOB: 11/1/90
 STATE CLAIM: 1 STATE WITHHOLDING: _____
 FEDERAL CLAIM: 1 FEDERAL WITHHOLDING: _____

* If the student will be paid by more than one Department/CC for the same position, please attach a separate piece of paper listing the additional cost centers.
 PLEASE NOTE: Students working on (2) consecutive hours must receive a half-hour meal break. In addition, each student is entitled to a paid 15-minute break for every hour (30) hours worked. A written work schedule should be average with the student employee. The return of your department copy by Student Employment verifies that the hiring/payroll process has been completed.

SUPERVISOR'S SIGNATURE _____ DATE _____
 Form: 1000, August 13, 2001 111-11-1111

Appendix C

Salem STATE COLLEGE
INSTITUTIONAL EMPLOYMENT
AY 2001/2002 Job Authorization Form
 STUDENT EMPLOYMENT
 HUMAN RESOURCES EQUAL OPPORTUNITY
 JOB#: 1000
 Form: 1000, August 13, 2001

STUDENT: Joe Student STUDENT I.D. #: 111111
 100 Main Street Salem, ma 01970 (978) 542-6000
 LOCAL ADDRESS LOCAL PHONE
 PERMANENT ADDRESS HOME PHONE

Kevin Dougville August 13, 2001
 STUDENT EMPLOYMENT AUTHORIZATION SIGNATURE DATE AUTHORIZED

SUPERVISOR: PLEASE COMPLETE THE INFORMATION BELOW
 (NOTE: FISCAL YEAR BEGINS SEPTEMBER 1)
 Please check periods for which you are hiring the student and approximate earnings.
 The student will be authorized only for periods check below.
 FALL: _____ SPRING: _____

SUPERVISOR: Ali Gordon DEPT USE ONLY
 DEPARTMENT: Academic Advising TEL. EXT.: (978) 542-7049 P.A. ENTRY DATE
 STUDENT JOB TITLE: S.I. Leader P.A. ENTRY DATE
 ACCOUNT FUND DEPT PRG/GRF RATE HOURS CLASS DEPT: _____

TAX INFORMATION
 MARITAL STATUS: Single GENDER: M DOB: 11/1/90
 STATE CLAIM: 1 STATE WITHHOLDING: _____
 FEDERAL CLAIM: 1 FEDERAL WITHHOLDING: _____

* If the student will be paid by more than one Department/CC for the same position, please attach a separate piece of paper listing the additional cost centers.
 PLEASE NOTE: Students working on (2) consecutive hours must receive a half-hour meal break. In addition, each student is entitled to a paid 15-minute break for every hour (30) hours worked. A written work schedule should be average with the student employee. The return of your department copy by Student Employment verifies that the hiring/payroll process has been completed.

SUPERVISOR'S SIGNATURE _____ DATE _____
 Form: 1000, August 13, 2001 111-11-1111

Appendix H

INSTRUCTIONS FOR COMPLETION OF STUDENT TIME SHEETS

1. The Federal College Work Study time sheet is WHITE. The Institutional Students time sheet is YELLOW.
2. For each fund, the designated preparer (NOT A STUDENT) will complete Fund Name, Department Name, and enter the week ending date on the time sheet.
3. Enter full Chartfield information: Account, Fund, Dept. ID, and Program. If you pay students from different Chartfields, you must prepare a separate time sheet for each Chartfield used. You should check the student's AUTHORIZATION FORM to verify correct Chartfield information.
4. The SUPERVISOR will enter the student's name, Employee ID Number, and Employee Record number in the appropriate spaces on the time sheet.
5. The SUPERVISOR will transfer, from the internal time sheet, time card, or log, the number of hours worked to the time sheet in the appropriate block for each day worked.
6. Each week, on the last day worked, the SUPERVISOR will ensure that each student has signed the internal time sheet, time card or log to certify that the hours are a true record of the student's time worked.
7. At the end of each week the SUPERVISOR will ensure that the total hours worked for each student are recorded on the time sheet.
8. At the end of each week, the SUPERVISOR will add his or her signature and date at the bottom of the time sheet.
9. Completed time sheets must be submitted to the Financial Services Office no later than 10:00 a.m. on Friday of the current week. STUDENTS MAY NOT DELIVER TIME SHEETS TO FINANCIAL SERVICES.

NOTE: It is the responsibility of the supervisor to ensure that student hours worked are submitted to the Financial Services Office by 10:00 a.m. on Friday of each week. Hours submitted after the HR/CMS deadline will not be reflected in the student's next scheduled pay check.

Appendix I

PAYROLL AUTHORIZATION FOR DIRECT DEPOSIT INTO EMPLOYEE'S ACCOUNT/ACCOUNTS TREASURER AND RECEIVER GENERAL SHANNON P. O'BRIEN

SECTION 1: Employee Information

Employee Name: _____ Department ID: _____ Employee ID: _____

SECTION 2: Direct Deposit Information (fill in as necessary)

Instructions: Direct deposits are distributed to accounts in order of the priority starting with priority '1'. The total of the percentages can not exceed 100%. Designate one (and only one) account to receive any excess funds left over after all direct deposits are processed. Check 'Partial Allowed?' to allow the direct deposit amount to be less than the amount entered in the \$ Amount or % of Net Pay fields.

Priority	Amount	Percent of Net Pay	Excess? (check one)	Partial Allowed?	* Transit #	Account #	Checking/Savings
1	\$ _____ or _____ %	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
2	\$ _____ or _____ %	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
3	\$ _____ or _____ %	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
4	\$ _____ or _____ %	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
5	\$ _____ or _____ %	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
6	\$ _____ or _____ %	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
7	\$ _____ or _____ %	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
8	\$ _____ or _____ %	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
9	\$ _____ or _____ %	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
10	\$ _____ or _____ %	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

*NOTE: To find the Transit number, look at the bottom of your personal check on the left side. You will find the nine-digit transit number there. If it is a savings account, contact your bank/credit union for help.

SECTION 3: Sign and Return to Your Payroll Supervisor

I hereby authorize my employer, through the State Treasurer, to deposit my net pay and/or deductions to the financial institution/institutions listed above. My employer, through the State Treasurer, is also authorized to debit any over deposit or error, which it has caused to be made to my account. The State Treasurer or the employee may cancel this authorization anytime with proper notice to the Payroll Supervisor.

Employee Signature: _____ Date: _____

Employee Work Phone: _____

Appendix J

<p>Job # 1001 Office Assistant</p> <p>Contact: Gwendolyn Rosemond</p> <p><u>Job Description and Qualifications:</u> Greet students who come for advising, set up appointments with advisors, learn telephone system and where to direct calls, take telephone messages, help with large mailings, sort & deliver mail, help with photocopying. Must be dependable, cooperative, conscientious, and have a pleasant manner.</p>	<p>Academic Advising</p> <p>\$6.75 /Hr (978) 542-7049</p>	<p>Academic Advising</p> <p>Job # 1241 Tutors</p> <p>Contact: Kathy Dow</p> <p><u>Job Description and Qualifications:</u> Provide tutoring services for undergraduate accounting students in various subjects. Junior/Senior Accounting major who has successfully completed Intermediate Accounting I, and must be recommended by Accounting faculty.</p>	<p>Accounting & Finance</p> <p>\$7.25 /Hr (978) 542-6627</p>
<p>Job # 1000 S I Leader</p> <p>Contact: Alix Gordon</p> <p><u>Job Description and Qualifications:</u> Attend classes in "High Risk" courses; lead tutorials; prepare SI sessions and attend seminars. Nominated by faculty member, completed course and therefore competent with subject; 3.0 GPA or better.</p>	<p>Academic Advising</p> <p>\$7.25 /Hr (978) 542-7049</p>	<p>Job # 1288 Administrative Aide I</p> <p>Contact: Donna Beaulieu</p> <p><u>Job Description and Qualifications:</u> Performs complex clerical tasks such as creating word processing documents, schedules meetings for administrators, may be assigned special projects. Performs other clerical tasks such as typing, data entry, photocopying, filing. One to two years office experience required. Ability to use personal computers, other office machines. Ability to type accurately. Ability to follow oral and written instructions and work with a minimum of supervision.</p>	<p>Administration</p> <p>\$7.00 /Hr (978) 542-6120</p>
<p>Job # 1248 Administrative Aide I</p> <p>Contact: Lucille McCarter</p> <p><u>Job Description and Qualifications:</u> Assist clerical staff in office with secretarial duties, travel request, vacation request, filing, etc. Typing, filing, ability to deal professionally with the public, knowledge of the functions and responsibility of the office work.</p>	<p>Academic Affairs</p> <p>\$7.00 /Hr (978) 542-6246</p>	<p>Job # 1620 Ambassadors</p> <p>Contact: Alvaro Ibanez</p> <p><u>Job Description and Qualifications:</u> To serve as ambassador for prospective students and their parents. Responsibilities include tour guides, Tele-recruiting (calling prospective students), and marketing the college through on-campus events. Knowledge of Salem State College, ability to communicate verbally to individuals and groups, outgoing personality, dependable and well rounded socially and academically.</p>	<p>Admissions</p> <p>\$7.00 /Hr (978) 542-6200</p>

Appendix K

Community Service Activities and Programs

COMMUNITY SERVICE ACTIVITIES AND PROGRAMS

Services with local nonprofit, governmental, and community-based organizations, designed to improve the quality of life for community and low-income residents.¹

- ◆ Service in field of:
 - Health or child care
 - Literacy training
 - Education (including tutorial services)
 - Welfare
 - Social services
 - Transportation
 - Housing and neighborhood improvement
 - Public safety
 - Crime prevention and control
 - Recreation
 - Rural development
 - Community improvement

- ◆ Support services to students (other than a school's own students) with disabilities

- ◆ Mentoring services for purposes of:
 - Tutoring
 - Supporting educational and recreational activities
 - Counseling, including career counseling

- ◆ Service opportunities or youth corps defined under National and Community Service Act of 1990,² such as:

Conservation Corps Programs

- Conservation, rehabilitation, and the improvement of wildlife habitat, rangelands, parks, and recreation areas;
- Urban and rural revitalization, historical and site preservation, and reforestation of both urban and rural areas;
- Fish culture, wildlife habitat maintenance and improvement, and other fishery assistance;
- Road and trail maintenance and improvement;
- Erosion, flood, drought, and storm damage assistance and controls;
- Stream, lake, waterfront harbor, and port improvement;
- Wetlands protection and pollution control;
- Insect, disease, rodent, and fire prevention and control;
- Improvement of abandoned railroad beds and rights-of-way; and
- Energy conservation projects, renewable resource enhancement, and recovery of biomass.

Human Service Corps Programs

- State, local, and regional governmental agencies;
- Nursing homes, hospices, senior centers, hospitals, local libraries, parks, recreational facilities, child and adult day care centers, programs serving individuals with disabilities, and schools;
- Law enforcement agencies, and penal and probation systems;
- Private nonprofit organizations that primarily focus on social service such as community action agencies; and
- Activities that focus on the rehabilitation or improvement of public facilities, neighborhood improvements, literacy training that benefits educationally disadvantaged individuals, weatherization of and basic repairs to low-income housing including housing occupied by older adults, energy conservation (including solar energy techniques), and removal of architectural barriers to access by individuals with disabilities to public facilities.

¹ For a complete definition of community services, see Dear Colleague Letter CB-94-4.

² For a complete listing of service opportunities and youth corps programs, see Section 101, National and Community Service Act of 1990.