

Student Employee Handbook

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The policies outlined in this handbook apply to all CNM student employees. If you have questions, please contact the Student Employment Department in the Financial Aid and Scholarship Services department, Student Services Center, 900 University SE, (505) 224-3000. All policies and procedures are subject to change.

Introduction

Welcome to the Central New Mexico Community College (CNM) Student Employment Program.

Your participation as a student and as an employee should be a rewarding and pleasant experience. As a student employee, you will be called upon to perform a variety of tasks, some of which you will learn as you work. This handbook is intended to help you become familiar with the student employment policies and practices at CNM.

Student employment is one way that the College is able to enhance your education with a part-time job. Employment opportunities on campus will benefit you later in your career. Students are encouraged to take advantage of the learning experiences available through student employment at CNM.

This may be your first experience working for CNM. Adopt an attitude of openness and curiosity. Be alert to the opportunities for learning that your new job will offer you. Your work experience here will be as rewarding as you make it. Always ask questions about anything you are unsure of. Remember, you are preparing for a career, and the development of good work habits is absolutely necessary in order to ensure success in any career.

There are many different jobs for students on campus. Your training will be oriented to the specific job responsibilities you will be expected to perform.

This is your handbook. Please read it carefully and keep it handy for quick reference. This handbook is also available on the CNM website at http://www.cnm.edu/depts/fass/studentemployment/studentemployee.php.

Equal Opportunity

The College affirms that it will not discriminate on the basis of gender, race, color, national origin, religion, age or disability in any of its policies, practices or procedures in accordance with applicable federal, state and local laws, nor will it condone any act of illegal discrimination or harassment on the part of its employees. This provision includes, but is not limited to, employment, admissions, testing, financial aid and educational services.

It is the policy of the College not to discriminate on the basis of sexual orientation, marital status or ancestry.

Upon request, the College will provide reasonable accommodations to individuals with disabilities with regard to conditions of employment as provided by applicable federal state and local laws.

General Information

The employees during their trial periods, temporary employees, casual employees, and student employees, is considered "at will" employment. This means that the College may terminate the employment of employees in these categories at any time for any reason, with or without notice or cause. Likewise, these employees may quit their employment, with or without notice, at any time. The College's termination of "at will" employee is final and binding, and not subject to any disciplinary or grievance procedure. Nothing in this handbook or any other policy or practice of the College may be interpreted to alter the "at will" status of these "at will" employees in any way. This "at will" policy may only be modified in writing. To be effective, such modification must specifically mention this policy and must be signed by the President of the College.

Program Information

There are four types of funding available through CNM: Federal Work Study, State Student Employment, No Need State Student Employment, and CNM Student Employment programs. Available student employment jobs are posted on the CNM website http://cnm.edu/depts/fass/studentemployment. Students who wish to apply must meet the following eligibility requirements.

Eligibility

Applying for a student employee job in the Student Employment program is a multi-step process:

- Complete a Free Application for Federal Student Aid (FAFSA).
- Turn in any additional documentation requested by FASS to complete your financial aid file.
- Have a student employment award (see award information on myCNM) http://portal.cnm.edu.
 - o If no award is seen, student must request Student Employment award on myCNM
- Be enrolled in at least six financial aid eligible credit hours in an eligible program
- Meet satisfactory academic progress http://www.cnm.edu/depts/fass/requirements/sap.php.
 - o Cumulative Grade Point Average of at least 2.0;
 - o Cumulative Completion rate of 66.67% of classes each term; and
 - o Maximum Timeframe (complete program in 150% of credit hours).

To Apply for a Student Employment Position, Follow These Seven Steps

Step 1: Find a job posted on the CNM website (cnm.edu) and print a **current** Student Employment Job Posting/Referral form http://www.cnm.edu/depts/fass/studentemployment/apply.php.

- **Step 2:** The student contacts the supervisor listed on the Student Employment Job Posting/Referral form to make arrangements for an interview.
- **Step 3:** The applicant must take a) the original Job Posting/Referral form, b) a completed CNM student employment application (optional), and c) student employment award letter to the interview.
- **Step 4:** Once hired, the supervisor will need to complete the lower portion of the job referral.
- **Step 5:** The student will return the original Job Posting/Referral form in person to Financial Aid and Scholarship Services at Main campus.
- **Step 6:** The student will then go to HR in building A to complete I9, W4, and CCF.
 - **I9 Form** The Immigration Reform and Control Act of 1986 requires all new employees to provide proof of identity and employment verification. The most common documents used for this purpose are: 1) United States passport **or** 2) valid state-issued driver's license with photograph AND 3) original signed Social Security card (excluding a form stating it is not valid for employment) or an original birth certificate issued by the state with a state seal. Further information may be obtained from the Student Employment Office.
 - **W-4 Form -** Employee's Withholding Allowance Certificate (W4) determines the taxes withheld based on dependents that the student claims.
- **Step 7:** The supervisor will be notified when the student is approved to begin working. This process generally takes 5 business days, may be slightly longer if approval to start work comes at the end of a pay period.

Student Employee Responsibilities

- Must maintain enrollment in at least six financial aid eligible credit hours at CNM.
- Must maintain financial aid satisfactory academic progress http://www.cnm.edu/depts/fass/requirements/sap.php while they are employed.

Dress Code

- Adhere to departmental dress code policy. Student employees are expected to dress appropriately for the
 work they perform as determined by the departmental policy. Departments are encouraged to inform
 student employees of this policy at the time of the initial interview.
- For more information please refer to the section labeled "Code of Conduct and Workplace Behavior"

Schedule

- The student employee and his/her supervisor will work out an agreeable work schedule. If the student employee is unable to meet the agreed upon schedule, it is the student employee's responsibility to notify his or her supervisor immediately. The student:
 - Must request approval from the immediate supervisor in advance for any changes in work schedule.
 - o May not work more than 40 hours per two-week period.
 - May work 10-20 hours per week per departmental needs, which includes term breaks, and only work 8 hours a day during the term breaks.
 - Are not entitled to sick leave or vacation or pay based on temporary employment status.
 - o Are not entitled to overtime pay.
 - o May be entitled to a 15-minute rest period for every four hours of continuous work. The arranged time is up to the discretion of the supervisor.
 - Student employees working in labs or departments with extended service hours (i.e. AVS, Security, Library, etc.) may work a maximum of ten (10) hours per day as long as they are not consecutive hours.
 - Example: Student employee begins work at 7:00 a.m. and works until 11:00 a.m. Student employee attends classes from 11:30 a.m. to 3:30 p.m. Student employee returns to work from 4:00 p.m. to 9:00 p.m.

Electronic Time Entry

- Students must enter hours electronically on a daily basis in myCNM.
 - o myCNM>Financial aid>Student employee time sheet entry
- All departments must keep a sign in sign out sheet on each student employee for audit purposes. Student employees need to check their posted hours and sign the timesheet for payment of the hours worked.
- If overpaid, the student employee must repay that amount or holds on records will occur.

Mandatory Training

- Watch Student Employee Electronic Time Entry Training on myCNM.
- Complete mandatory trainings within 30 days of start date (accessed through http://cnm.augusoft.net/index.cfm under CNM Employee section, an account will need to be created to "check-out" the classes. Instructions for each course will be emailed and in some cases a user account will need to be set up on the class platform):
 - o Campus Safety and Emergency Response Training
 - o FERPA for CNM Employees
 - Hazard Communication
 - o Information Security for General Users (The sections for IT Professionals and CNM Managers are not required for student employees)
 - o Preventing Sexual Harassment / Sexual Harassment Awareness
 - Complete trainings that are job dependent; these may include; Bloodborne Pathogens, Defensive Driving.

To Continue Student Employment Eligibility

- Apply for financial aid using the Free Application for Federal Student Aid by March 31 each year and complete your financial aid file to continue working past June 30.
- Register for at least six financial aid eligible credit hours for the upcoming term to be eligible to work between term breaks. Students who fail to register for the upcoming term can only work until the last day of the previous term.
- Student employment eligibility requires students to maintain satisfactory academic progress http://www.cnm.edu/depts/fass/requirements/sap.php.

Computer Accounts

Did you know that when you become a student employee that you receive an 'Administrative Account'? This allows you to get to files from the network that you may need to help your supervisor do their work, gain access to their calendars and so forth.

You also receive an 'Outlook' e-mail account. You may gain access to Outlook in 2 ways:

- 1. Through internet access: http://webmail.cnm.edu/ (on or off Campus)
- 2. Through the Outlook Client on your desktop (on Campus only)

Here is how e-mail routes at CNM:

- E-mail sent from my CNM go to my CNM e-mail
- E-mails sent from Outlook go to your Inbox in Outlook
- E-mail sent from off campus systems (yahoo, hotmail, gmail...) go to your my CNM e-mail Inbox.

You can forward all your e-mail to go to Outlook by doing the following:

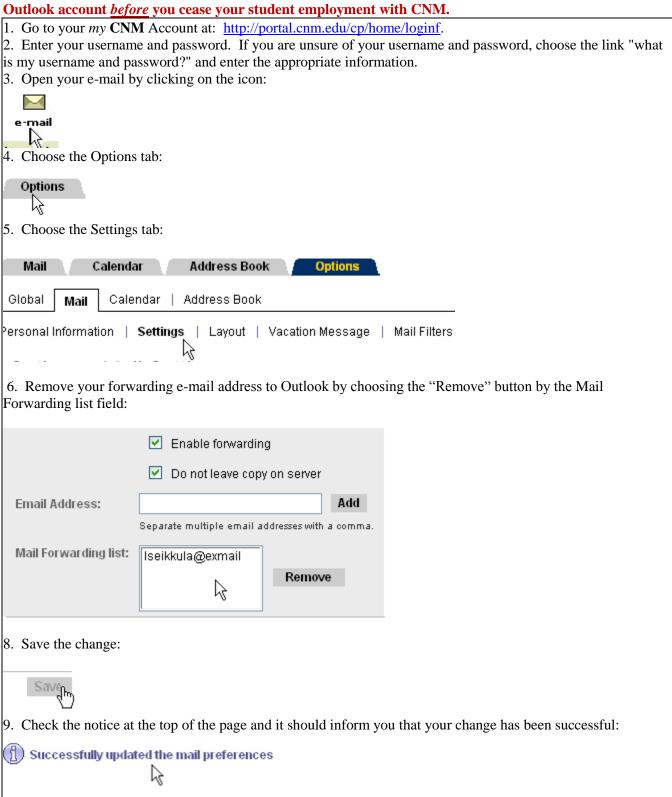
- 1. Login to my CNM. Click on the e-mail icon, go to the "Options" tab, and then click on the "Settings" tab.
- 2. In the "Mail Forwarding list:" box, you'll need to enter a special version of your current email address.

For example, if your email address is jdoe@cnm.edu, you would need to enter jdoe@exmail

When you cease to be a student employee it is important to remember that you will not be able to access your files left on the 'Admin' network OR e-mail that is left or continues to come into your Outlook account. That means if you have an instructor who is emailing you, you may not get those e-mails.

If you are going to remain a student at CNM you will still possess a *my*CNM account. There are 3 things you will need to do **BEFORE** you leave CNM employment:

1.) In order to keep your e-mail flowing you will need to remember to remove any forwards to your Outlook account *before* you cease your student employment with CNM.



2.) Forward any e-mail (class work, personal e-mail...) in Outlook to another account **before leaving CNM employment**. There is no easy way to do this; the only way is to forward them one message at a time.

3) Save any files you need from your H drive to a flash drive or storage option.

If you need help taking off your auto-forward or removing your view for Outlook in Passport, please call the ITS Service Desk at 224-HELP (4357)

PaperCut Software

As a student employee you are not governed by the quota on printing as are regular students. Because you print work related documents for your department, you do not have a limit. Your PaperCut account should allow you to go into negative numbers if you exceed your 150 page limit. If you do encounter a problem with your ability to print, please call the Service Desk (4HELP, 44357) and let them know about the problem.

Injury on the Job

When an injury occurs on the job, the department must notify the Human Resources Department to file an incident report. Any Questions regarding accidents should be referred to the Human Resources Department, (505) 224-4600.

Payroll

- Student Employees are paid bi-weekly \$8.60 per hour. (Effective 1/25/14)
- A pay period represents two weeks.
- There are twenty-six pay periods in a calendar year and employees are paid every other Friday, which may be modified due to holidays.
- The pay date schedule is available on the CNM website http://www.cnm.edu/facstaff/busoff/Payroll.php or request that the supervisor prints it in color.
- Payroll direct deposit is available for student employees in the Business Office or at the time of hire.
- Contact payroll at 224-4444

Paycheck

- Main campus paycheck pickup points are located in the department where the student employee works.
 Check with the department to confirm the paycheck pickup point. Branch campuses will have their paycheck mailed through USPS.
- Payroll direct deposit is available for student employees in the Business Office or at the time of hire.

Taxes

Student employees are exempt from paying FICA taxes.

All wages paid to student employees are subject to income tax. If you claim an exempt status, renewal is required in January of each year.

W-2 Form

A statement of wages earned is issued by CNM at the end of the calendar year and is sent to you by the Business Office at the end of January of the following year and can be viewed on myCNM.

Update and maintain your current mailing address with the Student Employment Office and Records Office.

Verification of Outside Benefits

Student employment letters for outside benefits, such as Income Support Division, Childcare Services, and housing, requires the student to complete and sign a Release of Information form in Financial Aid and Scholarship Services.

- If you are a new student employee, a letter can be generated 2 days from your start date with information including your start date and rate of pay. Letters or income verification regarding the type of work-study funding you receive won't be available until after 30 days of employment.
- If you are a current student employee, a letter can be generated within 2 business days.

Termination

The College may terminate "At will" employees at any time for any reason, with or without notice or cause. The following is "At will" Termination information:

- Voluntary: Student resigns on his/her own, graduates, transfers to another school, etc.
- Administrative: Budgetary constraints require a cut in staffing, the position is eliminated, or a student employee's schedule cannot be arranged to meet the needs of the department. Reasons related to financial aid such as: continued employment would create an overpayment, failure to maintain at least six financial aid eligible credit hours of enrollment, failure to maintain satisfactory academic progress.
- Involuntary: Student fails to perform according to the department's standards or commits a major offense such as theft, gross misconduct, gross insubordination, etc.

Transfer

Student employees have the option of transferring to a job in another department that fits their interests or skills. Student employees should reevaluate their current positions before making that decision. After contacting the Student Employment Office to discuss the reasons for transfer, student employees should follow the outlined procedures for applying for a vacant student employee position.

For interdepartmental transfers, student employees may request to transfer within the department to a position that is better suited for their skills. Transfers are effective at the beginning of the pay period.

CNM Policies

The CNM Technology Use Policy establishes rules and prohibitions that define acceptable use for all technology systems. Employees must abide by this Policy and any additional guidelines that may be established for each individual system. A copy of the Policy is available on the CNM website (cnm.edu) and in the Student Handbook. Any violation is grounds for loss of privileges as well as possible disciplinary action or termination as outlined in the Policy.

- Long Distance Phone Calls. Long distance phone calls originating from College lines and billed to the College are listed on a monthly printout which is forwarded to each department. Accepting personal collect calls and charging personal long distance phone calls to the College is prohibited.
- Personal Phone Calls. The College recognizes that a limited number of personal local phone calls made during work hours is a necessary benefit for employees; however, such calls should be kept to a minimum.
- o Phone Numbers. CNM telephone numbers are for College business use; inappropriate use or distribution of these numbers is prohibited.

Examples of such inappropriate use or distribution include, but are not limited to, using a CNM phone number as the number for a personal business and entering CNM phone numbers on the Internet for personal reasons.

- The following are not allowed:
 - o Excessive or lengthy personal phone calls. Short local phone calls may be made if necessary with approval from the supervisor.
 - o No long distance personal phone calls are allowed.
 - Visits from friends.
 - o Personal work.
 - o CNM equipment and supplies are to be used only for CNM business, not personal business.

Grievance Procedure

Persons Covered: Regular full-time and part-time employees are covered by the College's grievance procedure(s). For grievances involving acts of alleged discrimination, including sexual harassment, contact the Human Resources Department for a separate grievance procedure.

Holiday, Snow Days and Jury Duty

- If a student employee is required to work on a holiday as designated by the CNM Governing Board, the student employee will be paid the regular posted hourly wage.
- If for any reason the College's regular scheduled day is closed or abbreviated due to inclement weather, student employees will not be paid for those hours not worked. Student employees are allowed to make up the lost hours during that same pay period. In certain circumstances Financial Aid and Scholarship Services (FASS) will determine if hours can also be made up the following pay period.
- Jury Duty- If a student employee is called to jury duty they can be paid through the court for their time on jury duty. If they are dismissed for the day, they can work as a student employee and be paid for the hours they worked.

Off-Campus/On Call

Student employees cannot work off-campus or on an "on call" basis due to Worker's Compensation regulations.

Code of Conduct and Workplace Behavior

- 1. The College and College employees shall follow New Mexico statutes dealing with conflict of interest. (See Sections 10-16-1 through 10-16-4.1, 10-16-6 through 10-16-9, 10-16-11, 10-16-13.1 through 10-16-14 and 10-16-17, NMSA 1978 (1995 Repl.)).
- 2. College employees shall maintain the highest standards of business ethics as they conduct business on behalf of the College.
- 3. College employees shall perform their duties in a manner that would not give rise to the appearance of conflict of interest.
- 4. College employees, who teach, coach, evaluate, allocate financial aid to or guide students over whom they have professional responsibility or authority shall not engage in any dating, romantic or sexual relationships with students.
- 5. It is the policy of CNM that certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the College, is in violation of College policy, is unsatisfactory or is offensive will not be tolerated. Employees are expected at all times to conduct themselves in a positive manner to promote the best interests of the College. Examples of behavior that may result in disciplinary action, including possible termination, are:
 - a. treating others in a discourteous manner;
 - b. wearing clothing inappropriate for the work being performed;
 - c. failing to report to work punctually at the assigned times, or failing to be at the proper work station ready for work as scheduled;
 - d. failing to maintain cleanliness and order in the workplace and work areas;
 - e. fighting with or assaulting others;
 - f. threatening or intimidating others;
 - g. falsifying or altering any College record or report, such as an application for employment, a medical report, a production record, a time record, a financial record, an absentee report, or a shipping and receiving record;
 - h. stealing, destroying, defacing or misusing College property or another's property;
 - engaging in acts of insubordination including, but not limited to, refusing to follow management's instructions concerning a job-related matter;
 - j. using profanity or abusive language;
 - k. sleeping on the job;
 - 1. gambling on College property; and
 - m. Playing malicious or dangerous pranks or practical jokes, or engaging in horseplay.
 - n. alcohol and substance abuse;
 - o. dishonesty;
 - p. sexual or any other form of illegal harassment;
 - q. possession of deadly weapons on CNM property;
 - r. poor work performance;
 - s. violation of CNM's leave policies; and
 - t. Violation of CNM policies or directives.

This list is not intended to be and should not be considered an exclusive listing of inappropriate behavior. Indeed, it would be impossible to list all the circumstances under which discipline may be imposed. CNM retains complete discretion to administer discipline for behavior it deems inappropriate, whether listed above or not.

- 6. Any employee who knows of any act prohibited by law or by College policy or the code of conduct shall report it promptly to the appropriate administrator. In the case of any financial impropriety, the employee shall report circumstances to the internal Audit Department.
- 7. No employee shall threaten, coerce, manipulate, or mislead an auditor engaged in the performance of an audit.

Nepotism

- 1. No person may be hired who is related to a member of the Governing Board in the following manner: father or mother, child, brother or sister, grandfather or grandmother, grandson or granddaughter, aunt or uncle, nephew or niece. Work-study student employees are excluded from the prohibition of this paragraph.
- 2. No person may be assigned to a supervisory or subordinate position to another employee within the Institute if the employees are related in the following manner: father or mother, child, brother or sister, grandfather or grandmother, grandson or granddaughter, aunt or uncle, nephew or niece.
- 3. Family members are not allowed to work within the same department.

Vehicle Usage

Due to liability issues, student employees are not permitted to utilize personal vehicles to conduct College related business; however, student employees may use CNM vehicles provided they have completed the Institute's Defensive Driving program and have a current New Mexico Driver's license.

Summary

We hope the information in this booklet is helpful to you, and that your experiences as a student employee at CNM will meet all of your expectations. We want you to enjoy your work and to derive lasting benefits from it. We believe that the more you learn about CNM, your job, and its benefits, the greater your satisfaction will be.

The Student Employment program provides work experiences that will enhance your life now and in the future. Student Employment the office of Ryan Agosto-Hayes......(505) 224-4000 x52634 Student Financial Aid Information......(505) 224-3090 Financial Aid and Scholarship Services Online: http://www.cnm.edu/depts/fass/