



Student Employee Manual

*On-Campus Student Employment
& Federal Work-Study*

2023-2024 School Year

This manual is also available online at: goshen.edu/careerserv

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Introduction

National studies indicate that students who work part-time on campus do as well as (if not better) academically than their non-working peers. At Goshen College, we believe having a part-time position on-campus for no more than 10 hours a week is an important part of the educational process and allows students to develop skills, provides a greater understanding of the world of employment, and assists with meeting financial responsibilities.

The Career Networks office manages on-campus job openings via the online job and internship bank, located at www.goshen.edu/jobs. This is the primary resource for all known positions, providing an efficient mechanism for students and departmental employers to intersect. To comply with Equal Opportunity guidelines, hiring departments are required to post their openings on the job bank.

Additional resources for all facets of the hiring process, including job description templates, applications, evaluation forms, and this manual can be found online in the Hiring Students section of the Faculty/Staff tab at www.goshen.edu/careerserv.

Please contact the Career Networks office with any questions regarding the student employee program.



David Kendall
Director of Career Networks

Purpose of this manual

The Student Employment Manual provides information for students and their departmental employers regarding student employment policy for Goshen College, including federal Work-Study jobs. Corrections, changes, or suggestions may be sent to davidk15@goshen.edu (David Kendall, Director of Career Networks).

This manual is for informational purposes only and is not intended to be, and should not be interpreted as, a contract between the college and any employee. Goshen College reserves the right to add, amend, or revoke any of the contained rules, policies, regulations, and instructions or incorporate additional ones, with or without notice, as circumstances or the good of the college may require. *Failure to read this manual does not exempt student employees from adhering to the policies and requirements described herein.*

Note: Unless otherwise specified, the information applies to both work-study positions and to on-campus student employment positions that are not subsidized by the federal work-study program.

Conditions of Employment

Goshen College makes every effort to employ as many students as possible, but there is no guarantee that a student will find a position. In an effort to give priority to the students with the greatest financial need, departments will give preference to hiring students eligible for federal Work-Study and international students.

Domestic Students (U.S. Citizens):

The following criteria are required for an individual to be paid as a student employee of Goshen College working on-campus:

- Must be a degree seeking undergraduate, enrolled in either a full-time or part-time program.
- Incoming first-year students are eligible to work the summer before their first semester, as long as they are in a paid deposit status and have received a Goshen College account.
- Current students are eligible to work during the summer if enrolled in summer classes or identified by the Registrar's office as eligible to register for the upcoming fall semester.

A student meeting the above criteria will maintain eligibility for student employment until her/his graduation or withdrawal from school.

International Students:

For legal **on-campus** employment, an international student must:

- Have a current F-1 SEVIS status.
- Obtain an original social security card

It is illegal to work in the U.S. without these documents and Goshen College cannot pay wages. International students may work up to 20 hours per week when school is in session and up to 40 hours per week during breaks and summer. To be eligible to work over the summer, international students must be enrolled in summer courses or be enrolled full-time for the fall semester.

For legal **off-campus** employment, an international student must:

- Possess an F-1 visa with a special work permit, or
- Be doing an approved internship that is a required part of their degree program.
- Students may also not volunteer off campus, unless very special circumstances are met.

Federal and state taxes are withheld, but social security and Medicare taxes are not withheld.

Please note that there can be severe ramifications for your F-1 student status if you **work or volunteer** off-campus without proper authorization. Always confirm your plans with the international student advisor, **prior** to working or volunteering.

For questions regarding employment of international students, contact:

Dan Koop Liechty, Ph.D., International Student Advisor

Administration 01

(574) 535-7002, dankl@goshen.edu



Student Employment Hiring & Orientation Checklist

All information applies to students with and without federal Work-Study eligibility.

Student

Obtain, complete, and return the following paperwork (please provide originals and not photos):

- ___ Original Social Security card, show to *Accounting office (AD 10)*
- ___ I-9 (Federal Employment Eligibility Form), *Accounting office*
- ___ W-4, WH-4 (Federal, State, City Income Tax Forms), *Accounting office*
- ___ Vehicle Driver's Application (if needed), *Physical Plant*
- ___ [Student Direct Deposit Form](#)

Supervisor

- ___ Deactivate your job posting on the GC Job and Internship Bank (goshen.edu/jobs)
- ___ Add the student to your department's payroll through GC Online

Supervisor and student review together

Job description and duties:

- ___ Student receives a copy of the job description
- ___ Review how to complete basic duties and any special procedures
- ___ Review use of telephones, computers and office equipment

Working hours:

- ___ Schedule working hours per week
- ___ Review department policy on attendance, arriving late, illness, and absence

Online timecards and payroll:

- ___ Review timecard feature of GC Online and how to complete
- ___ Student's responsibility vs. supervisor's responsibility (submission and approval)
- ___ Date of first paycheck (last Wednesday of each month except December)
- ___ Confirm student's hourly pay rate (see new pay scale for student employees)

Other:

- ___ Confidentiality and importance of not sharing confidential information of any kind
- ___ Additional departmental policies (appearance/dress, food, breaks, etc.)
- ___ Awareness of Student Employee Manual (online at goshen.edu/careerserv)

Accounting Documents

After getting a job and being set up as an employee by their supervisor, the following documents must be obtained and completed thoroughly and accurately before a student can get paid for working on campus.

Social Security Card

All domestic and international students must have a valid social security card to be eligible for student employment. Present the original card to the Accounting office when turning in the other forms listed below. International students should speak with the international student advisor, Dan Liechty, if they have questions (ext. 7002, dankl@goshen.edu).

Complete these forms and bring them to the Accounting Office (AD 10):

W4 [Click here to complete online](#)

Complete this form so the Accounting office can withhold the correct federal income tax. Many students are exempt from withholding, but must complete a W-4 to indicate their exemption. Students may ask the Accounting office for assistance in completing the form if they are not certain about their withholding status. **International students:** [click here for special W-4 instructions just for you](#).

WH-4 [Click here to download and complete](#) This form serves the same purpose as the W-4, but for state and county income tax holding.

I-9, Employment Eligibility Verification [Click here to print and complete the form](#)

Required for all employees in order to comply with federal law (the Immigration Reform and Control Act of 1986). The student employee must provide original, current (unexpired) documentation which establishes both identity and employment eligibility. The student employee must complete Section 1 Employee Information and Verification and sign in ink. The signed form should be turned in to Accounting, who will complete Section 2 after viewing your identification cards and other documents required by the form.

Direct Deposit Form [Click here to print and complete the form](#) Student workers complete this form to receive their paycheck.

New Health Insurance Form

New student employees are required to read over the "New Health Insurance Marketplace Coverage Options and Your Health Coverage" form in the Accounting Office, AD 10, and sign a log sheet indicating they have received it.

Driver's Form (Physical Plant)

Completed by students who will be required to drive a college vehicle as part of their job responsibilities.

Name and Address Change (Registrar's Office, AD 14)

For permanent address or name changes, see the Registrar's Office. However, if there is a change in address to which paychecks should be mailed, also notify the Accounting Office.

Guidelines for Wages & Hours

Maximum Hours of Work

Student employees are first and foremost students. In recognition of this, all full-time students (including international students) are limited to no more than a total of 20 hours of work per week, with 10 hours being a recommended maximum amount. This also allows a more equitable distribution of student jobs.

Working During Semester Breaks and Summers

All students can work full-time on-campus during breaks and summers (if not enrolled in classes), provided that they were enrolled during the semester preceding break and will be enrolled in the semester following the break. Federal Work-Study positions are not available during these times.

Student Wages

All campus jobs have a base wage of at least \$9.25 per hour. On-campus jobs at Goshen College fall into three distinct categories or tiers. These tiers must be explicitly named in the job description with a rationale that explains why the position belongs in the designated tier.

As of January 1, 2022, each tier level can provide a .25¢ pay raise based on a departmental/student worker evaluation process offered at the end of a semester or at an evaluation period decided upon by the hiring department. Not all on-campus jobs have pathways to the higher tiers. If you have questions about whether the department you're seeking employment in offers all three advancement tiers, make sure to ask someone.

The tier process will be implemented when a job description and a standard student evaluation form has been approved by the Vice President of Finance.

Please see descriptions of each tier ranking below.

- Tier 1 - *Basic Skills* - Starts at the base wage of \$9.25.
 - These jobs require basic skills and a degree of training, but are considered entry level positions.
- Tier 2 - *Advanced Skills and Leadership* - Starts at the base wage of \$10.25.
 - These jobs require advanced skills and offer students a possibility for some leadership and higher level training.
- Tier 3 - *Leadership and Decision Making* - Starts at the base wage of \$11.25.

- This tier requires a lot from the student in terms of advanced skills, leadership (possibly training other employees) and making departmental decisions. This tier is where a student's potential for earning is capped at \$12.00 per hour.

Overtime and Benefits

The Bureau of Labor and Industries requires that non-exempt employees be paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked in excess of 40 hours in one week. Student employees are not eligible to earn compensation time and receive no paid leave for holidays, vacations, sick leave, or any other time off.

Online Time Cards

- Time cards are completed through GC Online. Students should update their time card at the end of each work day. Paychecks are issued once per month on the last Wednesday. Time cards must be filled by 5pm the Wednesday preceding payday to receive payment.
- If time cards are not turned in by the deadline, the unpaid hours will be included on the student's next paycheck.
- Time cards need to be approved by the supervisor and filled out properly and completely. If the time card is not completed properly there may be a delay in payment.
- Students may make changes on time cards prior to approval by the supervisor. If a student needs to make changes after approval is given, contact the supervisor directly.

Student employees are expected to accurately report hours on time cards. The supervisor's approval certifies that the hours worked are correct. Falsified time cards are grounds for disciplinary action up to and including dismissal.

If you have questions about time cards, contact Janelle Martin in the Accounting office at (574) 535-7513.

Expectations for Student Employees

Every on-campus position is a valued contribution to the operation of Goshen College. In addition, any paid position on campus is also a real job, one that can be used on a résumé, provide important employee references, and valuable experience required by today's employers. Take it seriously!

As a student employee, you are a representative of Goshen College, both on and off of campus. **Remember that what you say, how you dress, and how you act have the potential for both positive and negative impact on future employment.**

In accepting this position, you have assumed certain rights and responsibilities for which you will be held accountable. So that you may have a clear understanding of what is expected of you, the following expectations are outlined below.

Your rights as a student employee:

- To be treated equitably and fairly by your supervisor and Goshen College.
- To know what's expected of you concerning your work schedule, duties, and other requirements made by your supervisor.
- To receive pay on the established schedule according to your hours worked, submitted, and approved by your supervisor.
- To be informed about your work performance through verbal communication and performance evaluations.
- To receive an explanation if you are terminated.

Your responsibilities as a student employee:

Attendance

- Report to work on time; ready to start working at the scheduled time. Let your supervisor know when you arrive for work.
- If you need to miss work for any reason, request permission from your supervisor in advance.
- In case of an emergency or sudden illness, contact your supervisor within 30 minutes of your scheduled start time or as soon as possible.
- Making up time for excused absences is at the discretion of the supervisor.

Appearance/Dress

- Dress appropriately for your job as specified by your supervisor. In general, brief shorts, tank tops, mid-drift tops, workout pants/leggings, torn jeans, or bare feet are not acceptable office attire.

Competency

- Always perform your assigned duties to the best of your ability.
- Follow instructions correctly and completely.
- If instructions are not clear, ask for clarification in order to complete each task accurately.
- If you are not able to complete an assignment because you don't have the necessary skills, tell your supervisor immediately.

Confidentiality

- Confidential information includes: student records (grades), financial information, disciplinary information, social security numbers, address and phone numbers, or other personal information.
- Do not release or share confidential information about other students to anyone, including family members of the student, either by phone or in person. Unauthorized release of

confidential information is a serious violation of the Family Rights and Privacy Act (FERPA).

- Do not discuss department issues with anyone outside the department.
- Do not remove files or other materials from the workplace.
- Respect the records as if they contained your own personal information.

Public Relations

Student employees represent Goshen College while at work. Listen carefully and give clear and polite responses to other students, Goshen College employees, and visitors. Make every effort to conduct yourself in a friendly, professional manner.

Attitude and Work Ethic

- Remember that all work is valuable and offers important skills to be learned for future jobs.
- Report for work during your scheduled hours and do the work assigned by your supervisor. They depend on you!
- Extended personal phone calls and personal visitors to the workplace, as well as conducting personal business such as paying bills, checking email, corresponding by instant messaging and texting, and doing homework during work hours is considered inappropriate.
- Respond positively to constructive criticism.
- Establish good working relationships with your supervisor and other student coworkers.
- Always follow Goshen College and department policies and procedures.

Drug Free Workplace

The Drug Free Workplace Act requires employers who contract with or receive grants from federal agencies to certify that they will meet certain requirements by providing a drug free workplace. No employee shall unlawfully manufacture, distribute, process, or use a controlled substance in the workplace. Violations will result in disciplinary action which may include, but is not limited to, suspension or termination.

Equipment and Supplies

Equipment and supplies are to be used only for official college business. Use equipment only after receiving instructions and always keeping safety in mind.

Food

Generally, food is not permitted near computers and may not be permitted at all in some work settings. Check with your supervisor for what is appropriate for your work setting.

Breaks

Depending on your schedule, you may or may not qualify for breaks. For example, if your shift is four hours or less, you would most likely not get to take a break. Check with your supervisor about the length and frequency of breaks you may take.

Quitting/Termination

As a student employee, you need to give your supervisor two weeks notice before quitting your job. This is considerate and gives your employer adequate time to find a replacement for you. Remember that your supervisor may be giving you a work reference in the future, so be careful not to “burn your bridges,” doing something that harms your relationship. Any student employee who consistently does not meet departmental work expectations may be terminated at the request of the employing department.

Actions which may result in disciplinary action:

- Prioritizing homework or personal tasks before assigned duties
- Excessive lateness or absences
- Sloppy or unclean appearance or Not adhering to the dress policy
- Carelessness or lack of attention that results in injury to person, property, or public relations
- Inappropriate conduct including profanity, sexual misconduct and harassment
- Failure to work harmoniously with other employees
- Failure to serve the public with courtesy
- Sleeping on duty
- Excessive use of phone or personal device for purposes unrelated to job tasks

Actions which are grounds for immediate termination:

- Breach of confidentiality
- Theft
- Physical violence, obscene language, or severe harassment when dealing with public or other staff members
- Being under the influence of drugs or alcohol while on duty
- Falsification of online time cards

Providing Customer Service

Adapted from Ed Sykes

“Excellent customer service is the ability of an organization to constantly and consistently exceed the customers’ expectations.”

Check your attitude

Make your attitude say, “I can help you today.” This means you want to help, you want to take responsibility for the solution, and you are proactive in creating solutions for whoever you are dealing with. Make sure your attitude is positive for outstanding results. You might be the first person who truly took the time to listen to this person all day. Make the most of it.

Check your body language

Use your body language to show that you are eager to listen to the customer. This means:

- Standing or sitting erectly if communication is face-to-face. Sitting erect in your seat is especially important when communicating over the telephone because the customer can “hear” your interest over the phone.
- Smiling.
- Direct eye contact, arms crossed, a slight nod of acknowledgement, and, most importantly, your body facing the customer shows that you are completely engaged in the conversation.

Check your voice

Make sure your voice is energized and positive. This means that you do not sound monotone and your voice has vocal variety. Check your voice to make sure you have a lively pace without cutting off customers before they finish their thoughts.

Ask yourself the following questions:

- When have I experienced excellent customer service?
- When have I experienced poor customer service?
- How would I like to be treated as a visitor to this office?
- What specific things can I do to make this office or department more welcoming?

Telephone Etiquette

Telephone etiquette, as well as walk in reception, is one of the most important areas of any office. It forms the basis of initial and long lasting impressions of the office by students, parents, and visitors. It is also an integral part of maintaining and improving our intra-office communication. These suggestions are offered to maintain and improve your telephone skills.

All incoming calls should be answered:

- Promptly (by second ring)
- Personally (use voicemail only when necessary)
- Professionally and courteously

Appropriate Telephone Greetings

- “Good morning, this is Mark. How may I help you?”
- “Financial Aid, Kristin speaking.”

Good Telephone Habits

- Treat every call and caller as important. Give the caller your undivided attention. Treat answering the telephone as a task in itself; don’t be distracted by work on your desk or a passerby.
- Don’t chew gum or eat while talking on the phone.
- Make sure you know what line is ringing before you pick up the phone.

- Personalize your conversation by using the caller's name; "Yes, John, I'll be happy to send you an application," or "Thank you for calling, Ms. Lopez."
- When taking messages for another person, make complete notes that include the caller's full name (spelled correctly- ask for correct spelling if in doubt), caller's organization name and contact information, nature of the call, date and time call was taken, your name, and any action needed by the recipient.
- When it's necessary to direct a call to a coworker, request the caller's name before transferring the call. Notify the coworker so that he or she can be ready when picking up the phone.
- Be tactful when coworkers are away from the office. Don't say that someone is "out for coffee," "on a break," or "out to lunch." Rather, respond with, "_____ is away from his/her desk. May I take a message or would you like his/her voicemail?"
- When placing calls, identify yourself and the office. "This is Dave in the Career Networks Office."
- Make notes while the caller is speaking. If you're going to put a caller on hold, make a note of which line you are on. Do not leave the caller on hold for more than 30 seconds without communicating with them. Ask if they would like to continue to hold, go to voicemail, or have their call returned.
- Use business-like phrases instead of slang. Say, "Yes," "Certainly," "Of course," instead of "OK," "Yeah," "and "Uh huh."
- When you have several incoming calls simultaneously, don't panic. Handle the situation in the following manner:
 - Ask someone in the vicinity to help you by answering one of the calls, if available.
 - Calmly excuse yourself: "Good morning. May I put you on hold for a moment while I answer the other line?"
 - Put them on hold.
 - Answer the other line and ask them if you can place them on hold.
 - Return promptly to the original call.
- If it is necessary to leave the line, explain the reason and excuse yourself. Always place the caller on hold, do not just cover the mouth piece with your hand. Thank the caller for waiting when you return. If it is longer than one minute, ask to return the call.
- If a customer approaches while you are on the phone, excuse yourself briefly from the caller and acknowledge the visitor. Ask if the visitor can wait a moment while you finish the call.

How to Handle an Angry Caller

Sooner or later, everyone who regularly uses a business telephone has to deal with an angry caller. The way you handle this situation is important to both you and the office.

Typically, your instinctive reaction to someone who is angry is to get pretty angry yourself. That is the worst thing you can do.

Listen carefully and do not interrupt. Do not argue or contradict. Agree if you can without misleading. Let them know you understand the cause of anger and perhaps even feel the anger is justified. If you or the office is at fault, admit it but do not dwell on it. Nothing will calm an angry caller faster than honest acknowledgement of an error.

Do everything you can to correct the trouble that produced the upset. If immediate action is impossible, indicate that the matter will be looked into promptly and followed with a reply. Thank the caller for bringing it to your attention.

A calm, reasonable approach to an angry caller can do the following:

- Prevent the situation from worsening.
- Solve the problem with a minimum of delay.
- Help to avoid undue stress and resentment from both parties.
- Create a positive image for you and the college as capable, helpful, pleasant, and resourceful.

Telephone Etiquette at a Glance

Situation	Appropriate Response	Inappropriate Response
Person called is available	- May I tell her who's calling? - May I tell him what your call is in reference to?	- Yeah, hang on. - I'll get him.
Person called is not available	- Ms. Johnson is taking another call right now. Would you like to hold? - Juan isn't available right now. May I or someone else help you? - Susan is away from her desk. May I take a message? Or would you like her voicemail?	- She's busy talking right now. - Could you call later? - Nope, he's not here.
Leaving the line	- Would you mind holding while I check, please? - It will take a minute or so, would you like to hold or should I give you a call back?	- Hang on. - Just a minute. - Hold on, I'll see what I can do.
Returning to the line	- Thank you for waiting. I have that information. - I'm sorry to have kept you waiting. I can help you now.	- Are you still there? - Sorry I can't find it.
Completing the conversation	- Thank you for calling, Rocio. I'm glad I was able to help you. Goodbye. - You're welcome, Bob, goodbye.	- OK. See you later. - Bye bye.

Using POLY VOIP Telephones

Internal campus calls

- Lift the receiver, dial the four digit campus phone extension (7XXX) for the person you would like to call and press the green SEND softkey below the view screen.

External calls

- Lift the receiver, dial the full extension of the phone number you wish to reach, including area code – (XXX) XXX-XXXX, and press the green SEND softkey below the view screen. You do not need to dial 1- before the area code or dial 9- to reach an outside line.

Speakerphone calls

- To call using the internal speakerphone, do not lift the receiver. Dial the four digit phone extension or the full phone number for the person you wish to call and press the green SEND softkey below the view screen. The call will default to the speakerphone until you lift the receiver.

- You may also make an internal or external call, then press the speakerphone button



Putting a call on hold


- Answer the call

- Press the HOLD softkey below the viewscreen OR press the HOLD button





NOTE: line button will slowly blink RED to indicate that a call is on hold 

Reconnecting from hold:

- Pick up the receiver
- Press the blinking line button of the call on hold  OR press the green RESUME softkey below the view screen
- Answer the call

Muting the handset

- Press the triangular MUTE button at the bottom right corner of the receiver. 
The button will turn red to indicate that the handset is muted.

- To unmute the handset, press the triangular MUTE button again. 


Ending a call

- If the call is active, hang up the receiver or press the red END CALL button below the view screen.
- If the call is on hold, you must first reconnect with the call before ending it.

Transferring calls to another extension

Blind Transfer



A Blind (or unannounced) Transfer takes place when you transfer a call to someone else without announcing the call first. To conduct a blind transfer while on an active call:

- Press the TRANSFER softkey below the view screen OR round transfer button 
- Press the BLIND softkey below the screen.
- Dial a number or choose a contact from the call list or directory.
- The call is immediately transferred. Hang up the receiver.

Consulted Transfer

A Consulted (or announced) Transfer is performed when you announce the call to the recipient prior to transferring the call.

To conduct a consultative transfer while on an active call:

- Press the TRANSFER button below the view screen OR round softkey 
- Enter the destination number or extension to which you wish to transfer the call.
- Press the green SEND softkey below the view screen. The caller is automatically placed on hold.
- Once the receiving party answers, announce the call.
- To complete the transfer, press the TRANSFER button or softkey  again

Direct-to-Voicemail Transfer

A Direct-to-Voicemail Transfer is performed when you wish to transfer a call directly to another user's voicemail. To conduct a Direct-to-Voicemail Transfer, while on an active call:

- Press the Transfer button or softkey.
- Enter **STAR (*) 55** on the keypad and then enter the Extension followed by the pound (#) key.
- Press Transfer again to complete the voicemail transfer.

Forward your calls to another extension:

You may choose to forward your phone calls to another extension if you are away from the desk or wish to do so

- From home view, press FORWARD softkey
- Use the arrow keys to select ALWAYS, NO ANSWER, or BUSY depending on which you wish to enable

- Press ENABLE

To cancel call forwarding:

- From home view, press the FORWARD softkey
- Use the arrow keys to select ALWAYS, NO ANSWER, or BUSY depending on which you wish to disable
- Press DISABLE

Access Voicemail Messages

A red Message Waiting Indicator light notifies you when you have a new voicemail message. To check

your voicemail:



- From the home menu on the screen, press the MESSAGES softkey followed by the MESSAGE CENTER softkey.
- If there are multiple lines on the phone, you will be prompted to select a line. Use the UP/DOWN arrows to select the corresponding line, then press CONNECT.
- Follow the audio prompts to retrieve your voicemail messages.

Voicemail messages are also sent as recordings to the designated voicemail administrator's Zoom account and as email attachments.

Sexual and Other Harassment

Communications and actions in the workplace which come within the definition of sexual harassment will not be tolerated. Examples are: unwelcome sexual advances, either verbal or physical, where:

- Submission to the advances is a term of condition or employment;
- Submission to or rejection of the advances is used as the basis for making employment decisions; or
- Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Racial or other harassment of employees or students based on the individual's background, religion, creed, or sexual orientation will not be tolerated.

This is an excerpt from the Goshen College Policy & Procedures for Sexual Harassment. To view the GC Title IX policy in its entirety, go to

<https://drive.google.com/file/d/183zYQicM9Xu3l0Fo18JpDSjcFZO7DjxT/view>.

If you feel you are being harassed sexually or in any other matter:

- Say NO! Say it firmly, without smiling or apologizing. Ignoring the situation will seldom make it go away.

- Write down and keep a record of what occurred. Include direct quotes, witnesses, and patterns to the harassing behavior. Save any cards, letters, or email messages sent, however harmless they may seem.
- Take action! Talk to someone you trust and inform them of the situation. This could be a friend, supervisor, professor, or someone from the list below.

Who can I go to?

Beth Martin Birky
Associate Academic Dean & Title IX Coordinator
(574) 535-7484
landes@goshen.edu

Liz Andes
Assistant Dean of Students, Director of Health and Wellness & Title IX Deputy Coordinator
(574) 535-7484
landes@goshen.edu

Marlene Penner, Director of Human Resources
located in the basement of the Administration Building.
(574) 535-7507
marlenemp@goshen.edu

Contact Information

For questions about **payroll** and the **paperwork process**:

Janelle Martin
Accounts Receivable Clerk
Administrative Building, AD 10
(574) 535-7513
janellerm@goshen.edu

For questions about **Federal Work-Study**:

Matt Wimmer
Director of Student Financial Aid
Administration Building, 14E
(574) 535-7525
mdwimmer@goshen.edu

For questions about **on-campus student employment**:

David Kendall
Director of Career Networks
Newcomer Center, Office 33
(574) 535-7789
davidk15@goshen.edu

For questions about **international students**:

Dan Koop-Liechty, Ph.D.
International Student Advisor
Administration Building, 01
(574) 535-7002
dankl@goshen.edu

Currently available on- and off-campus jobs can be viewed at www.goshen.edu/jobs

Work-Study and Financial Aid

1. Each year, the Financial Aid office will publish and deliver a comprehensive list of students who are eligible for federal Work-Study money. Each fall, departments will be required to fill open student positions with ONLY Work-Study eligible students, until all Work-Study eligible students have secured positions and enough hours projected over the year to fulfill their Work-Study amounts (\$1,000/yr). Through the GC Job and Internship Bank, the Career Networks office will stay in the loop of knowing all positions that are available and are waiting to be filled.
2. Exceptions to #1 must have VP approval, i.e. for those departments where special skills are needed and may not be available in the Work-Study pool.
3. VP members will also work with their departments to ensure that at least 25% of jobs in their departments each year are not filled until the fall semester, thus ensuring that new students (first year students and transfer students) opportunities to obtain appropriate campus jobs.
4. International students will be treated as if they are Work-Study eligible for purposes of having first access to jobs per #1 and will be included on the 'eligibility' list prepared by the Financial Aid office.

Updated: September 2022

Goshen College Authorization Agreement For Direct Deposit (ACH Credits)

This authorization is required in order for Goshen College to make payroll deposits directly into your bank account, as well as for student financial aid refunds and expense reimbursements.

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I hereby authorize Goshen College to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my *(select one below)*

_____ **Checking account**

_____ **Savings Account**

and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

Financial Institution/Bank Name _____

City _____ **State** _____ **Zip** _____

Routing # (9 digits) _____ **Account #** _____

The diagram shows a check with the following fields and labels:

- Your Name** and **Your Address** at the top left.
- DATE** at the top right.
- 1035** in the top right corner.
- PAY TO THE ORDER OF** followed by a line for the payee.
- \$** followed by a line for the amount.
- DOLLARS** at the bottom right of the amount line.
- Your Bank Name** at the bottom left.
- MEMO** followed by a line for the memo.
- Routing Number** (123456789) at the bottom left, highlighted in red.
- Account Number** (987654321) at the bottom middle, highlighted in green.
- Check Number** (1035) at the bottom right, highlighted in green.

This authority is to remain in full force and effect until Goshen College has received written notification from me of its termination in such a time and manner as to afford Goshen College and DEPOSITORY a reasonable opportunity to act on it.

Name _____ **GC ID#** _____
(please print)

Signed _____ **Date** _____

Student Employee Manual

Acknowledgement of Receipt

Student Name

Position Title

I have read and understand the rules and expectations regarding on-campus student employment that have been set forth before me. I have a full understanding of this student employment position and will arrive at work ready to complete my assigned tasks.

I also acknowledge that my supervisor reviewed key points of the Student Employee Manual with me, informed me where to find the full-text version online, and encouraged me to thoroughly read the manual.

Student's signature

Supervisor's signature