



## Campus Employment Handbook for Students



---

Lancaster Bible College Human Resources

316 Charles Frey Academic Center

■ 717.560.8257 ■

## **Applying for a job**

To apply for a job go to <http://www.lbc.edu> Click on Portal/Student – scroll down past Announcements

## **Campus Employment**

The opportunity to work at Lancaster Bible College Campus will provide you with an experience of godly leadership and delegation. Our prayer is that God will use this time in your life to develop your work ethic to one that most embodies our Lord Jesus Christ. Campus employment during college can also be conducive to good balance and time management. It can provide you with invaluable experience and connections to the campus community and a host of references for graduate school and employment beyond Lancaster Bible College. Ten hours per week has been deemed by many colleges and universities to be a healthy amount of hours for a full-time college student to balance studies, earn spending money, be involved with co-curricular activities and have fun.

**Please keep in mind, the total number of hours a student may work at LBC is 28 hours per week, regardless of the number of jobs a student holds. It is the student's responsibility to keep track of the total hours worked each week.**

**Per regulatory requirements, LBC prohibits international students from working over 20 hours per week, while the college is in session,** (Please refer to International Student Worker Policy Acknowledgement)

Students have the opportunity to work on campus under two programs: Federal Work Study (FWS) and institutional employment. FWS is an employment program regulated by the federal government. To determine eligibility for FWS, students must complete the required financial aid forms. The Financial Aid Office will determine if a student is eligible for FWS.

On-campus employment may be obtained by any full-time or part-time traditional undergraduate student who is registered for at least 6.0 credits. Although FWS students are given some preference by departments for job openings, not all positions are filled by FWS recipients. There *are numerous* positions that are staffed through institutional employment.

Students are permitted to work up to 28 hours per week during the summer break if they are registered for classes in the upcoming Fall semester.

Federal Work Study and all need-based financial aid issues are administered through the Financial Aid Office located in Lower Esbenshade.

## **The Hiring Process**

Securing a job on-campus often depends on the flexibility of the student. Although no student is "guaranteed" a job, historically there have been an adequate number of job openings to meet our students' needs.

Students are NOT assigned or placed into specific job assignments. Each department is responsible for hiring their own workers. While the Human Resource Department (HR) may assist departments and

students as much as possible, the final responsibility for filling a position rests with the department supervisor and the student.

### **Finding a Job**

Student employees will seek employment on campus in the same way that they would seek employment in the community. Job opportunities are posted on the student portal by the hiring supervisors. Students may apply directly to the hiring supervisor by completing an on-line application form, located on the student portal.

### **The Job Interview**

It is recommended that students take along their class schedule to allow for discussion of work times. The interview should be treated with the same respect that an off-campus interview would be given. This process is a good opportunity for students to practice their communication and job interview skills.

### **Payroll- How to Get Paid**

All students MUST complete the following employment forms before they begin working on-campus. These forms will be provided by your supervisor and will include:

- Student Worker Acceptance Form
- W-4 - Federal tax withholding
- Some states require a state tax form
- I-9 - \*Suitable forms of identification are required, as stated below.
- Worker's Compensation Form
- Direct Deposit Authorization Form
- Lancaster County Tax Collection Bureau form (LCTCB) – for legal residents of PA.

\*All student Employees must also present acceptable forms of identification and proof of employment eligibility. The most commonly used documents are:

- Driver's License (or school ID with photo) **AND**
  - Social Security Card (we must see original card) OR
  - Birth Certificate (original or certified copy) OR
  - Valid Passport- "If they have a passport, they need no other document."

*Students may not be paid for work performed prior to the completion of all required employment forms.*

- Students must be registered for a minimum of 6.0 credit hours per semester to qualify for on-campus employment.
- Students are paid on a bi-weekly basis. **Direct Deposit of wages earned is a condition of employment. Banking information needs to be turned in prior to employment.** This includes returning the "Automatic Deposit Information Agreement" with a voided check, your account number and financial institute's routing number. Direct Deposit can be to an account at your home bank or to a local bank.
- Student employees are paid based upon the hours recorded through an on-line timekeeping system, TimeClock Plus.
- Students will receive their pay via direct deposit semi-monthly on the 15<sup>th</sup> and last week-day of each month. View the complete Payroll Schedule at our website.

- Students will be paid at least Federal Minimum wage (\$7.25/hr). The pay rate will vary by department, shift and/or experience level.
- All Lancaster Bible College students' earnings are subject to Federal, State and Local income tax withholding, but not Social Security and Medicare. Students who work during the Summer session are taxed in all areas.
- W-2 Statements are sent to the student's home address at the end of January each year by the Payroll Office. Earnings from Lancaster Bible College are considered taxable income and must be reported.
- Student workers are not eligible for unemployment compensation benefits.
- Student workers are not eligible for paid time off benefits, such as vacation, sick leave, or holidays. In addition, they are not eligible for health benefits. As such, Lancaster Bible College complies with the Affordable Care Act (ACA).

### **Student Employee Rights and Responsibilities**

- A two-week notice is required when resigning from a position.
- While departments try to be flexible with your hours because of your class schedule, you must realize that your on-campus should be treated with the same importance you would give a position off-campus.
- Arrive promptly for work as scheduled. You help to arrange your schedule; you are expected to adhere to it. Remember, your supervisor is counting on you. Habitual tardiness or absence is sufficient reason for termination. If for some reason you are unable to work, it is your responsibility to notify your supervisor prior to your start time.
- When working an eight hour day, students are permitted to take a 30 minute paid lunch break. If the student has worked less than eight hours and the supervisor allows a break, it is not paid for.
- Students should never work more than eight hours a day, which would create an overtime situation.
- Student jobs are positions of trust concerning your access to supplies, equipment and confidential information. Your trustworthiness and responsibility are mandatory.
- If you are injured on the job, report it to your supervisor immediately.

*“Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you.” Hebrews 13:17*

- Students may be evaluated on their job performance by their supervisor.
- It is both your responsibility to accurately report your hours worked in TimeClock Plus.
- **As a professional courtesy, students are required to obtain your current supervisor's permission before applying for a position to another department.**

- Discuss problems of the job with your supervisor. Approach each situation in a godly and selfless manner. After prayer and consultation with wise leaders, if the problems cannot be resolved, you may be dismissed or choose to resign.
- You may obtain another position if one is available and if the circumstances did not involve flagrant violations of these or department work responsibilities. If a student handbook violation is involved, the student may face campus disciplinary action as well as be prohibited from ever working again in any other campus job.

*“Now we ask you, brothers, to respect those who work hard among you, who are over you in the Lord and who admonish you.” 1 Thessalonians 5:12*

### **Dress Code Policy**

The business of our College requires continuous contact with the general public. It is important that employee dress reflects the College’s professionalism through proper attire. All employees are expected to be neatly dressed, clean, modest and well-groomed. Check with your supervisor if you have a question about the appropriateness of any item of clothing. Employees required to wear uniforms must do so.

### **Separation of Employment**

There may be times when you will not be comfortable in your job, due to conflicts with the supervisor, other workers or with the job itself. If this happens, you should speak with your supervisor and deal with the problem as soon as possible. Please make sure you have prayed about the situation and allowed God to search your heart; sin often time disguises itself in pride. Seek godly wisdom from a spiritual leader in your life, but be careful not to gossip:

- *“As surely as a north wind brings rain, so a gossiping tongue causes anger.” Proverbs 25:23*
- *“Others may accuse you of gossip and you will never regain your good reputation.” Proverbs 25:10*
- *“A troublemaker plants seeds of strife; gossip separates the best of friends.” Proverbs 16:28*
- *“Wrongdoers eagerly listen to gossip; liars pay close attention to slander.” Proverbs 17:4*

If after repeated attempts, you and your supervisor cannot reach a comfortable level, separation of employment may be appropriate.

Students may be dismissed from the position immediately if there are cases of serious infractions, such as theft, harassment, etc. Fraud and/or forgery with regard to the information provided in TimeClock Plus will result in dismissal from employment and possibly serious disciplinary action.

Students will be suspended from work privileges for employment process violations at the discretion of the College. Supervisors and students will be notified via email of the reasons for suspension of employment as well as the date of employment reinstatement. Supervisors should support employment suspension by neither allowing the student to report for work.

## **Student Withdraw/Transfer**

A student who is considering a withdrawal or transfer is not permitted to work beyond the effective date of the withdrawal/transfer. When you terminate your status as a student, you may no longer work under the Student Employment program. If you are considering a withdrawal or transfer, you must alert your on-campus supervisor so provisions can be made to replace your position and/or shift as soon as possible.

## **Work as to the Lord**

If God has blessed you with the opportunity to be able to work, be thankful. Continue to rely on Him as he provides your financial needs and be godly as you represent Him wherever you work.

*“And **whatever** you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” Colossians 3:17*

Human Resources Department  
[peopleandculture@lbc.edu](mailto:peopleandculture@lbc.edu)

717.560.8257