

Federal Work-Study/Student Worker **Handbook**

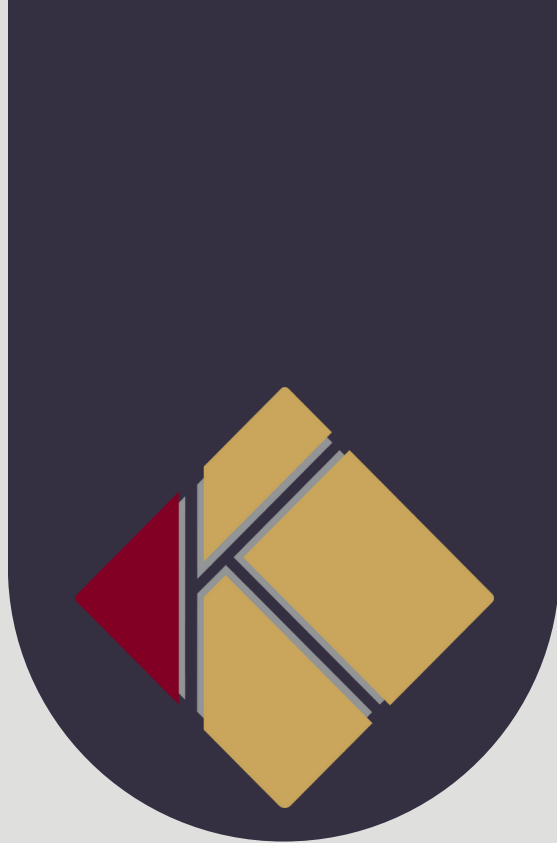
Welcome To The KCC Team

2
0
2
4



Welcome Message

Welcome to our team of student workers! We are thrilled to have you on board and look forward to the valuable contributions you will bring to Klamath Community College. Your enthusiasm, fresh perspectives, and dedication to learning will undoubtedly enrich our work environment and help us achieve our goals. As you embark on this journey with us, know that you are a valued member of our team, and we are here to support you every step of the way. Together, let's make this experience both rewarding and memorable. Welcome aboard!



Klamath Community College Mission

Our mission at KCC is to provide accessible, quality education and services in response to the diverse needs of the student, business, and community. The College supports student success in workforce training, academic transfer, foundational skills development, and community education. This statement pronounces the College's promise to provide a high quality education experience and reiterates our commitment to the success of every student attending Klamath Community College.

KCC Career Services Mission

At the heart of our institution's commitment to student success and lifelong learning, the Career Services Center is dedicated to empowering our students on their journey to meaningful and fulfilling careers. Our mission is to provide unwavering support and guidance, ensuring every student has the tools, knowledge, and confidence to navigate the dynamic world of work. We aspire to bridge the gap between academia and industry, ensuring that our students receive relevant, hands-on-training that aligns with current workforce needs.

Welcome to the KCC Student Employment Handbook

Congratulations on your new job with KCC! Thank you for taking the time to review this handbook carefully, which is your reference and guide to all things student employment related. You will find information about resources, payroll and timesheets, and department contact information.

Sincerely,
Klamath Community College, Career Services Team

Equal Opportunity Statement

Klamath Community College is an Affirmative Action/Equal Opportunity/Veteran/ADA Institution.

It shall be the policy of the Klamath Community College District to affirm the rights of all individuals to equal education, activities, facilities, and employment without regard to age, sex, disability, national origin, race, marital status, religion, or sexual orientation in accordance with federal and state laws. Klamath Community College complies with the Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, and any amendments thereto.



Diversity and Inclusion

At Klamath Community College, we believe that diversity and inclusion are integral to our mission of fostering a vibrant and equitable learning environment. We are committed to creating a student employment program that celebrates the unique backgrounds, perspectives, and experiences of all individuals. Through our student employment opportunities, we strive to cultivate a culture of respect, acceptance, and understanding where every student worker feels valued, empowered and supported. We are dedicated to promoting diversity, equity, and inclusion in all aspects of our student employment program, ensuring equal access to opportunities and resources for all students regardless of race, ethnicity, gender identity, sexual orientation, religion, disability, or socioeconomic status. By embracing diversity and fostering an inclusive community, we enrich the student experience and prepare our students to thrive in an interconnected world.

Once I am Hired, What's Next?



Human Resources

will email you the student orientation information. This includes:

- **I-9, which is needed to verify identity and employment authorization.**
- **Complete W-4 information for tax purposes**
- **Background Check**
- **Acknowledgement of FERPA (Family Educational Rights and Privacy Act)**



Your Hiring manager

will contact you to:

- **Establish a start date, and working schedule**
- **Provide information regarding their expectations**
- **discuss the best way to train based on your learning style**

Expectations

As a student at KCC, you play a vital role in contributing to the efficient functioning of our institution. Your dedication, responsibility, and professionalism are crucial to maintaining a positive work environment. Here are some good practices to help you excel in your role:

Punctuality & Reliability

- Arrive on time for your shifts and adhere to your scheduled work hours - (be sure to get your class schedule to your supervisor ASAP so they know your availability)
- Notify your supervisor in advance if you're unable to work due to unforeseen circumstances and arrange for coverage if necessary
- Be reliable and fulfill your responsibilities to the best of your abilities - (consistently taking excessive time off shows your team and your supervisor that you are unreliable)

Professionalism

- Maintain a professional demeanor at all times when interacting with colleagues, supervisors, and campus visitors
- Dress appropriately according to the guidelines by your department supervisor
- Communicate effectively and respectfully in person, over the phone, and via email

Adaptability & Willingness to Learn

- Be open to learning new tasks and skills relevant to your role
- Adapt to changes in work procedures or responsibilities as necessary
- Seek feedback from your supervisor to improve your performance and skills

Time Management

- Prioritize your tasks effectively to meet deadlines and manage your workload efficiently
- Use organizational tools such as calendars or to-do lists to stay on track
- Avoid procrastination and utilize downtime productively by assisting with additional tasks or projects

Confidentiality & Ethical Work Conduct

- Respect the confidentiality of sensitive information you may encounter while performing your duties
- Adhere to ethical standards and policies of KCC

Teamwork & Collaboration

- Foster a spirit of teamwork and collaboration with your colleagues to achieve common goals
- Offer assistance to your peers when needed and communicate effectively with your team
- Participate actively in team meetings or discussions and contribute constructively to brainstorming sessions

Self-Care & Well-Being

- Take regular breaks during your shifts and utilize supports if needed

Failure to Meet Expectations

As a student worker at KCC, it is crucial to understand the expectations and responsibilities associated with your role. Failure to meet these expectations can have consequences that may impact your role and future opportunities:

Performance Improvement Plans

- If your performance falls below the expected standards, and you have been informed verbally by your supervisor, your supervisor may implement a performance improvement plan
- This plan outlines specific areas where improvement is needed and establishes clear goals and timelines for improvement
- Failure to meet with objectives outlined in the plan may result in further disciplinary action, including termination of employment

Loss of Privileges or Responsibilities

- Not meeting expectations may result in the loss of certain privileges or responsibilities associated with your role
- This could include the loss of scheduling flexibility, the removal of certain job duties, or the loss of access to certain campus resources
- These consequences serve as a reminder of the importance of fulfilling your responsibilities and meeting the expectations set forth by your supervisor and the college

Damage to Professional Reputation

- In some cases where performance issues persist despite attempts to address them, termination of employment may be necessary
- Termination may occur if you repeatedly fail to meet expectations, violate college policies, or engage in behavior that is detrimental to KCC
- Losing your job as a student worker can have serious consequences, including financial hardship and damage to future opportunities

It is essential to take your role as a student worker seriously and strive to meet or exceed the expectations set forth by your supervisor and the college. By doing so, you not only contribute to the success of the KCC community but also position yourself for future academic and professional opportunities.

Frequently Asked Questions

When will I be paid?

All KCC employees are paid monthly on the last day of the month. If the last day of the month falls on a weekend, employees are paid on Friday before the weekend.

What do I do if my grades start slipping?

Talk to your instructors and your supervisor. Together, you can work toward a successful outcome.

What if I need some time off?

Again, talk with your supervisor. Give them enough notice so they can plan accordingly.

Am I able to work during breaks between terms?

You are permitted to work during academic breaks, so long as you maintain Good Academic Standing AND are registered for the following term. Additionally, you will have to speak with your supervisor to see if they will have work available for you during the break.

Is there a difference between Federal Work-Study and Student Worker?

While both Federal Work-Study and Student Worker positions offer part-time employment opportunities for students, Federal Work-Study is a federally funded financial aid program with specific eligibility criteria, whereas Student Worker positions are general employment opportunities available to students within the institution.

thank you

Thank you for taking the time to read through our student worker handbook. Your commitment to understanding our processes demonstrates your dedication to your role as a valued member of our team. By familiarizing yourself with the guidelines outlined in this handbook, you are not only ensuring your own success but also contributing to a positive and productive work environment for everyone. We appreciate your attention to detail and willingness to adhere to our standards of professionalism. Welcome aboard, and thank you for being an essential part of the team at Klamath Community College.

Important Contacts at KCC

PAYROLL:	541.880.2209
CAREER SERVICES:	541.880.2354
HUMAN RESOURCES & TITLE IX:	541.880.2224
FINANCIAL AID:	541.880.2352
DISABILITY COORDINATOR:	541.880.2385
RESOURCE BENEFITS NAVIGATOR:	971.380.5120

INFORMATION SERVICES: support@klamathcc.edu

TECHNOLOGY HELP DESK: is.helpdesk@klamathcc.edu

FACILITIES: workorder@klamathcc.edu