

LETS Program Student Worker Handbook



Welcome!

Welcome to the LETS (Learn and Earn Technology Student Worker) Program. The purpose of the LETS Program is to help you achieve specific learning goals that will re-enforce your education. Every Fall term (and when you start a new position in the LETS Program) we will ask you to complete an Intake Form. This form will help you assess what you hope to learn in your student worker position. We ask that you communicate these learning goals to your supervisor. It is your supervisor's job to assign tasks that will help you to achieve these goals.

The purpose of this orientation packet is to provide you with useful information that will help you to be successful in your job. We ask that you carefully read through this packet of information. If you have any questions, refer to your supervisor or a LETS Program staff member.

Congratulations on obtaining your LETS Program position!

General Regulations

- ❖ **Please be aware that you have a nine (9) term limit for working as a student worker at the college.**
- ❖ Student workers can work a maximum of 8 hours per day, no more than 15 hours per week during the term, and up to 40 hours per week between terms. Schedules and the amount of hours worked are up to you, your supervisor, departmental need, and your department's LETS Program allocation.
- ❖ Student workers are eligible for a fifteen minute break for every 4 hours worked, and a ½ hour unpaid lunch break for every 6 hours worked. You must coordinate your breaks with your supervisor and your coworkers.
- ❖ Student workers are not allowed to work from home or on days the college is closed, such as in-service days or holidays.
- ❖ Student workers must have a supervisor or staff member nearby when they are working.

- ❖ Student workers in the LETS Program can only have one student worker job.
- ❖ Student workers in the LETS Program cannot have federal work study funding. If you receive the funding, you must decline it in order to accept your LETS Program position.
- ❖ LETS student workers may receive a pay raise after working two full consecutive terms *and* after having received a favorable evaluation from the site supervisor.
- ❖ LETS Program student workers must be registered for at least 6 credits in order to be eligible to work.
- ❖ As a LETS Program student worker, you are expected to uphold the Student Code of Conduct (found at this link: <http://www.lanecc.edu/copps/student-code-conduct>) and FERPA regulations (found at the end of this information packet. Please review this information and contact LETS Program staff or your site supervisor if you have any questions.

Emergencies

- ❖ Please discuss evacuation route and complete emergency procedures with your department supervisor.
- ❖ When a potential or actual emergency or criminal activity is identified, it should immediately be brought to the attention of Public Safety at (541) 463-5555.
- ❖ For minor crimes or violations of the Student Code of Conduct or FERPA, reporting may be done via phone (541) 463-5558 or in person (Building 13, Room 107) and should be done within 24 hours of occurrence.

Dress Code

- ❖ All students should wear appropriate attire for their work environment. You are required to keep your clothing clean, neat, modest, and free of major holes, rips, or stains.

- ❖ Modest means that your clothes need to be appropriate for an office setting with walk-in traffic. In other words, you should pick your clothing so that it is in agreement with the people around you (you are a professional working with other professionals and you should dress accordingly). Clothing that has bare midriffs, low-cut blouses, short skirts, sagging pants, exposed underwear, or a suggestive slogan is not appropriate.

Missing Work

- ❖ If you will miss work due to a preplanned absence:
 - o Contact your site supervisor as early as possible to receive approval for your absence and to assist with obtaining coverage if you are requested to do so.
- ❖ If you will miss work due to illness or other emergency:
 - o Contact your site supervisor well before the start of your shift so he/she has adequate time to obtain coverage for your absence.

Payroll Procedures

- ❖ Make sure you have received the PDF time tracking form from the LETS Program staff. You will use this and your MyLane time sheet to track your hours.
- ❖ Mark your hours worked on your MyLane time sheet and your Time Tracking Form **at the end of each shift**. Either your supervisor or a LETS Staff member can assist you with this step.
- ❖ At the end of each pay period, have your supervisor review and sign your Time Tracking Form to verify your hours. Your supervisor must email this form to the LETS Program office by the end of each pay period. If he/she chooses to print it out and sign it, then either you or your supervisor must deliver the paper copy to the LETS Program office by the end of each pay period.
- ❖ Time sheets are typically due on the 15th and 30th of each month; however, there may be slight variations due to holidays or breaks. The LETS Program Staff will send reminder emails each pay period with the time sheet due date. Please watch for these emails.
- ❖ Pay days are the 10th and 25th of the month. Pay day may be moved up to the closest work day if the 10th or 25th falls on a weekend or holiday.
- ❖ Your pay check will be mailed to whatever address you have listed in MyLane. Be sure to update that address as soon as you are hired for your LETS position.

Be certain that the hours on your MyLane timesheet and the hours on your Time Tracking Form are identical. Differences between the two may cause a delay in your pay.

Evaluations

- ❖ Site supervisors are asked to complete an evaluation for each student worker at the end of each term. Receiving a favorable review after two full consecutive terms of work means a pay increase for you. Speak with your site supervisor for more information on this.

Equal Opportunity

- ❖ Lane does not discriminate on the basis of race, color, national origin, sex, or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay. If you feel that you have experienced unfair treatment, please contact the LETS Program LETSProgram@lanecc.edu as soon as possible.

Leaving Your Position

- ❖ Please give your site supervisor a two week notice and notify the LETS Program office.

LETS Program
LETSProgram@lanecc.edu

Top Ten “Most Important Things to Remember About FERPA” List¹

10. The purpose of the Family Educational Rights and Privacy Act of 1974 (FERPA) is to afford certain rights to students concerning their educational records. The primary rights afforded are the right to inspect and review educational records, the right to seek to have the records amended, and the right to have some control over disclosure of information from the records.

9. If asked where one can read Lane’s policies on FERPA, the release of directory information, or how to restrict one’s directory information, direct them to the following references: Lane’s COPPS website, specifically listing our FERPA policies: `MACROBUTTON HtmlResAnchor` <http://lanecc.edu/cops/release.htm>, the Policies and Student Code section in the Aspire Magazine, and in the Procedures section of the 2008-2009 catalog, page 56.

8. Because a student’s “L” identification number listed in alphabetical order by the student’s last name can easily be traced to a student’s identity by referencing the alpha name list, grades may not be posted by the “L” student identification number. Grades may be posted using the last four digits of the “L” student identification number, as long as the list is **NOT** in alphabetical order.

7. “School Officials” at Lane are defined as those members of the institution who act in the student’s educational interest within the limitations of their “need to know.” This may include faculty, administrators, classified employees, student employees and/or part-time employees who manage student education record information.

¹ FERPA Top Ten List, produced by Helen B. Garrett

6. Lane Community College has designated the following items as directory information. (This is information that can be given out to any requester, provided that a confidentiality restriction has not been placed on the individual's record.)

Student name(s)

Degree program and major

Participation in officially recognized activities/sports

Weight and height of athletic team members

Dates of attendance (not daily, but whether they are enrolled currently or dates that student attended)

Degrees and awards received

Most recent previous school attended and photograph

Enrollment status (full-time/half-time only)

Date of graduation

E-mail address

5. If a student has completed a yellow Lane Community College Student Information Release form restricting the release of directory information, this will be flagged on every student module form in Native Banner with the word ***Confidential*** in the upper left hand corner of the form/screen. Absolutely NO information can be released except to individuals presenting the current password or unless the student appears in person with a present photo ID. If the person is calling and there is a restriction on their record you must say: "THERE IS NO INFORMATION AVAILABLE ON THAT PERSON."

4. SPECIAL "DON'TS" FOR FACULTY AND STAFF

To avoid violations of FERPA rules, DO NOT:

- Require students to disclose personal information such as phone number and e-mail address to another student.
- Never ask a student for their ExpressLane PIN or accept it if offered under any circumstance.
- At any time use a student's "L" student identification number in a public posting of grades, including an electronic environment or link the name with the "L" number.
- Post grades in a web environment which does not require a secure password which might allow a student access to another student's educational records (grades).
- Leave graded tests in a stack for students to pick up by sorting through the papers of all students.
- Circulate a printed class list with student names and "L" student identification numbers or grades as an attendance roster.
- Take photographs or take video without permission from students in the class.
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
- Provide anyone with lists of students enrolled in your classes for any commercial purpose.
- Provide anyone with student schedules or assist anyone other than college employees in finding a student on campus.

- Talk to any investigators, reporters or individuals inquiring about the student without specific written permission from the student.

3. As an employee of Lane Community College you have a responsibility to protect all educational records in your possession. These include any documents in the departmental office, computer printouts in your office, class lists on paper or on a computer desktop, computer display screens, and notes taken during any kind of advising session with a student. Do not allow any students to view, read, or record another student's "L" student identification number while in your workspace.

2. Employees at Lane Community College who are parents, spouses, partners, friends or relatives of any kind, of a Lane Community College student, do not have access to information on these students beyond directory information. If you are feeling pressure to comply with a request for information beyond that which can be given out, refer the requester to Helen B. Garrett, Associate Dean of Student Affairs.

And the number one Most Important Thing to Remember About FERPA is:

1. When in doubt, don't give it out! Call Helen B. Garrett, Associate Dean of Student Affairs, Enrollment and Student Financial Services, 541-463-5686, or e-mail MACROBUTTON HtmlResAnchor garretth@lanecc.edu to review with her the specifics of your individual question or scenario.