

LETS Program Supervisor Handbook



The Site Supervisor's Role and Responsibility

The main role of a LETS Program site supervisor is to help students support and reinforce their education by assigning tasks related to their major. In addition to this, we ask that supervisors also assist LETS Program staff in meeting the college guidelines for student worker employment. This means ensuring that student workers are continuing to be eligible to work in the program and that working conditions and tasks for student workers are appropriate and in compliance with college rules.

When it comes to hiring students for LETS jobs, it is the responsibility of the site supervisor to remember that everyone who qualifies for a LETS position has an equal opportunity. Please see the non-discrimination policy at the end of this document.

LETS Program Staff Roles and Responsibilities

The main role of the LETS Program staff is to maintain and develop LETS Program policies and procedures. For this reason, we highly value the feedback of the LETS Program site supervisors. We hope that this handbook will provide you with answers to many of the questions we've heard over the years; however, if you have a question which is not addressed in this handbook, please contact us. We're here to help.

We provide payroll support, assistance with hiring and ending student worker positions, and we continue to ensure that students are eligible to work in the program. Even after a student is hired, we provide site supervisors with support and guidance regarding college rules and regulations.

General Guidelines

- ❖ Student worker positions in the LETS Program are reserved for:
 - o Technology-based jobs to help students gain experience and hands-on training related to their major.
 - o Positions where students directly help other students succeed.
 - o Positions based on student retention efforts.

- ❖ As specified under the Classified Contract, student workers MUST work under the direction of a permanent employee, and student workers must have a site supervisor or employee nearby when they are working.
- ❖ In order to be eligible to work, LETS Program student workers must be taking 6 credits. Enrollment status is checked regularly. Any student workers found to be taking less than 6 credits must stop working immediately.
- ❖ Student workers can only have one student worker job on campus at a time.
- ❖ LETS Program student workers cannot be eligible for federal work study funding. If a student has been awarded work study funding, then he or she must decline it in order to accept the LETS Program position.
- ❖ Student workers have a nine (9) term limit as a student worker at the college.

Hiring Student Workers

- ❖ Once you receive your allocation and have completed the LETS Program Supervisor Orientation, you may begin hiring your student workers.
- ❖ Hiring Process:
 - o Once you receive your allocation, LETS Program staff will post your job on Lane Job Connection. The job posting will be taken from your LETS Program Allocation Request Form.
 - o As students apply to your job posting, LETS Program staff will email applicants to your GroupWise email address.
 - o As the site supervisor, it is your responsibility to review the applicants that LETS Program staff emails to you.
 - o It is also your responsibility to do interviewing.If you have any questions about the hiring process, please do not hesitate to contact LETS Program staff.

❖ **Student workers cannot work until:**

- o They have contacted LETS Program staff in order to make an appointment to fill out their hiring paperwork.
- o They are hired for their job in Lane Job Connection and a copy of the hiring email is submitted to HR.
- o Their hiring paperwork (especially their I-9) is completed and is submitted to HR.
 - Please be sure to remind your student workers that they must present a government-issued photo ID and their social security card to LETS Program staff in order to complete their paperwork. Students who have worked on campus before are exempt from this request, as their ID and social security card are already on file with HR.

❖ It is common practice to provide student workers with an orientation to your department and their job. This orientation should involve:

- o A discussion of emergency protocols and evacuation routes.
- o An explanation of job duties and expectations
- o A discussion of the Student Code of Conduct
- o And a discussion about FERPA guidelines.

If you have questions or need assistance with this, please contact LETS Program staff.

When Student Workers Leave

- ❖ If you need to fire a student worker, please contact LETS staff immediately. We will provide you with whatever guidance or support you need.
- ❖ If a student worker is leaving, no matter the reason, contact LETS staff immediately and let us know that the student worker's position has ended. We will need to file paperwork as soon as possible in order to end the position. If you wish to hire another student worker, please let us know so that we can re-post the job listing in Job Connection.

Scheduling

- ❖ Site supervisors may hire as many student workers as needed; provided that they are following the rules listed below and that they do not exceed their LETS allocation.
- ❖ Student workers are eligible for a fifteen minute break for every 4 hours worked and 30 minute unpaid lunch break for every 6 hours worked. Please ensure that your student worker is receiving adequate break time.
- ❖ Student workers can only work 15 hours per week and 8 hours per day during the term, and up to 40 hours per week between terms only if they are registered for the following term.
- ❖ Although LETS Program staff will monitor the hours students work, it is the responsibility of the site supervisor to schedule their student workers and to ensure that their student workers are not working more than 15 hours per week.
- ❖ Student workers are allowed to work up to 15 hours per week during the term; however, they can work up to 40 hours a week during the Summer if they:
 - o Work for the same department during the Spring term.
 - o Are already registered for 6 credits for Fall term.
 - o Are enrolled in less than 6 credits for Summer term.
 - o If they are registered for 6 credits or more during Summer term, then they may only work up to 15 hours a week.
- ❖ Student workers cannot work from home or on holidays or days the college is closed.

Payroll

- ❖ Student worker positions begin at \$9.25 an hour. This may be increased after a student worker has worked two full consecutive terms of work in the LETS Program. A site supervisor must submit a positive evaluation of a student worker in order for the pay increase to be awarded.
- ❖ Students are required to complete two timesheets:
 - o One is a paper copy that requires the supervisor's signature. This will be turned in at the end of every pay period. LETS Program staff will email site supervisors and student workers with the exact due dates.
 - o The other is the online (MyLane) time sheet.Both time sheets are required in order to complete the LETS Program payroll procedures. Failure to submit one or both may result in a delay of pay.
- ❖ It is your responsibility as the site supervisor to ensure that your student workers are turning in their time sheets on time.

Non-Discrimination and Equal Opportunities

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.

Welcome to the LETS Program

- ❖ We have a new LETS Program Site Supervisor Agreement. We ask that all site supervisors sign this Agreement and send it back to us so that we know you have read this handbook.
- ❖ If you have any questions or need support in any way, please don't hesitate to contact us:

LETS Program
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