



**Ringling College
of Art + Design**

Student Employment Handbook

Updated 4/1/2024

Office of Human Resources

Vernon Kimbrough, First Floor

studentemployment@ringling.edu

941-359-7619

TABLE OF CONTENTS

Welcome.....	3
Employment Policies.....	4-5
Employment Eligibility.....	5
Funding.....	5
Recruiting and Onboarding.....	6
Work Policies.....	6
Termination of Employment.....	7-8
Human Resources Policies and Procedures.....	8-9
Student and Supervisor Responsibilities.....	10
I-9 Acceptable Document List.....	11

Welcome

Dear Students and Supervisors,

We extend a warm welcome to Ringling College of Art and Design's Student Employment Program! This handbook serves as a guide to both our student employees and their respective supervisors. It aims to provide essential information, resources and best practices to make the student employment experience valuable to you.

To Our Student Employees:

We recognize the significance of blending academics with practical experience. Our student employment opportunities are designed to empower you with real world skills. Whether you find yourself in technical jobs that align with your program of study, or in roles that contribute to the development of essential soft skills, all jobs are intended to enhance your overall skill set.

To Our Supervisors:

Your role as a supervisor is an integral part to the success of our student employees. This handbook is a tool to assist you in guiding and mentoring your student employees effectively. It outlines policies, procedures and expectations that will help facilitate a positive working environment for both you and your student employees.

No matter your role, we encourage students and supervisors to explore the resources provided in this handbook.

Thank you for your contributions to Ringling College!

Sincerely,
The Office of Human Resources

Section 1: Employment Policies

Equal Opportunity Employer:

The College provides equal employment opportunity to all persons without regard to sex, age, gender, color, race, national or ethnic origin, religion, marital status, sexual orientation, gender identity or expression, disability, veteran status, genetic information, or any other basis prohibited by law. The policy applies to all areas of employment, including: recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, and all other conditions and privileges of employment in accordance with applicable Federal, State, and Local laws.

Non-Discrimination:

Ringling College of Art and Design does not discriminate on the basis of sex, age, gender, color, race, national or ethnic origin, religion, marital status, sexual orientation, gender identity or expression, pregnancy, disability, veteran status, genetic information, or any other basis prohibited by law in its programs or activities.

Non-Harassment:

Ringling College of Art and Design maintains a professional work and academic environment in which all employees and students are treated with respect and dignity. A vital element of this atmosphere is the College's commitment to equal opportunities and the eradication of discriminatory practices including harassment, with the goal to provide an academic and institutional climate of non-harassment. Forms of harassment that are encompassed in the Non-Harassment Policy include harassment based on sex, age, gender, color, race, national or ethnic origin, religion, marital status, sexual orientation, gender identity or expression, disability, veteran status, genetic information, or any other basis prohibited by law. Harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the College. Harassment's destructive impact wastes human potential, demoralizes employees and students, and perpetuates the tendency for further unacceptable behavior. For these reasons, the College is opposed to harassment in any form in its workplace and activities.

Title IX Reporting

Ringling College of Art and Design ("Ringling" or "the College") is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free from all forms of discrimination.

Specifically, every member of the College community should be aware that Ringling College is opposed to discrimination on the basis of sex, gender, gender expression, gender identity, and sexual orientation, and that such behavior is prohibited by College policy. Such discrimination includes harassment on the basis of these traits, as well as sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

Title IX of the Educational Amendments of 1972 (Title IX) is a Federal law which prohibits discrimination on the basis of sex in education, programs or activities. It provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity provided through the College.

This is not only the policy of the College, it is also the mandate under applicable federal and state laws and applies with regard to the College's employment, admissions, academic programs, scholarship and loan programs, and other College administered programs.

[File a Report](#) through Maxient.

Reasonable Accommodations:

Ringling College of Art and Design seeks to reasonably accommodate individuals with disabilities as provided under the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 and the ADA Amendments Act of 2008. Reasonable workplace accommodations will be provided to applicants/employees except in situations where a request may impose an undue burden on the institution. Reasonable accommodations include any modifications to the job or work environment to enable an employee to perform the essential functions of his/her job or to assist an applicant in the job application process.

To request a Reasonable Accommodation, please contact hmail@ringling.edu

Refer to the [Staff Handbook](#) or the [Student Handbook](#) to read these policies in their entirety.

Section 2: Employment Eligibility

Eligibility to Work On Campus:

To be eligible for student employment, individuals must be enrolled in a degree-seeking program, taking a minimum of 6 credits throughout the academic year. All student employees are required to have a completed Form I-9 on file with the Office of Human Resources. When completing the Form I-9, students must provide original, unexpired documents from the Acceptable Document List established by the Department of Homeland Security. Please note that copies or pictures of documents are not accepted. For a detailed list of acceptable documents, please refer to page 11.

Considerations for International Students:

In addition to the previously mentioned criteria, international students must obtain a Social Security number and complete tax documents through Glacier, an online tax compliance system. This ensures that international student employees meet the necessary legal and tax obligations while employed by the college.

Applying for a Social Security Number:

International student employment is contingent upon obtaining a Social Security Number. Students must have a valid job offer and can initiate the process 30 days before their start date. To apply for a Social Security Number, students must obtain three evidence of employment letters issued by a Human Resources representative, the College's Designated School Official and the supervisor. The student must apply in person for a Social Security Number at the local Social Security Administration office.

Upon receiving the job offer, Human Resources will offer support and guidance to international students throughout the Social Security Number application process. Please be aware that this process may take several weeks. International students and supervisors are advised to plan accordingly.

Section 3: Funding:

Federal Work Study:

Federal Work Study provides partial funding for part-time jobs for students with financial need, enabling them to earn money to offset educational expenses. This program is available to both full-time and part-time students. To apply for Federal Work Study, students can submit the Free Application for Federal Student Aid (FAFSA) by visiting www.fafsa.gov

It is important to note that being awarded Federal Work Study does not guarantee employment and the College does not facilitate job placement for students with a work study award. Students are encouraged to actively seek student employment opportunities via [Workday Student Careers Site](#).

Each year, the government allocates funds to the College for the Federal Work Study program. These funds are specifically designated to cover student wages. If the student exceeds their Federal Work-Study allotment, the additional wages are generally covered by institutional funds.

Institutional Funding:

In addition to Federal Work Study, the College has established a recurring budget for student employment. Each year, the Office of Human Resources allocates funding to departments utilizing student employees. The allocation amounts are typically

communicated to departments prior to the start of the academic year. Funding allocations are based on prior years usage and potential needs for the current academic year.

Section 4: Recruiting and Onboarding

Posting Jobs:

As jobs become available, supervisors should post their vacancies on Workday. Instructions to post a job can be found at <https://hr.ringling.edu/student-employment>

Finding Jobs:

Open jobs can be found on Workday's Student Employment Careers Page:

<https://ringling.wd1.myworkdayjobs.com/RinglingStudentEmployment>

Interviewing:

Interviewing students provides them the opportunity to show case their knowledge, skills, and abilities. The interview process is a valuable opportunity for students to gain experience in this important skill. Some key discussion points include academic background, work experience, relevant skills, teamwork, achievements, communication skills and enthusiasm for the role. Students are encouraged to ask questions about the job and work environment to enhance their understanding of the role.

Onboarding:

As part of the onboarding process, new hires will complete several forms via Workday:

- W-4
- Direct Deposit
- Acknowledge policy acknowledgements
- I-9

All new student employees must provide documents from the List of Acceptable Documents (refer to page 11). Documents must be original and unexpired. **Pictures, scans or copies of documents are not acceptable.**

Background Screening:

Students working with or around minors are required to undergo background screening. This screening specifically checks court records and criminal convictions. All Resident Assistant's (RAs) must undergo a background screening before engaging in any RA activities. This policy is in place to ensure the safety and well-being of the college community.

Section 5: Work Policies

Work Hours:

Students are allowed to work up to 20 hours per week. It is important to note that if a student has more than one additional job, the cumulative total of hours worked for all jobs cannot exceed 20 hours per week. This policy is designed to ensure that students maintain a balance between their academic responsibilities and work commitments. Additionally, the 20 hour per week policy ensures compliance with the F-1 visa regulations for international students.

Summer Break:

Students may be permitted to work more than 20 hours per week during the summer break period. Supervisors should contact Human Resources in advance for approval.

Winter Break:

Student employees who remain on campus during Winter Break may continue to work on campus up to 20 hours per week. Human Resources generally does not process new student employees over the break period. Hiring activities will resume when staff returns to campus. Human Resources will send an announcement about hiring deadlines for the final weeks of the Fall Semester.

Meals and Breaks:

Student employees should not work more than 5 consecutive hours without a 30-minute unpaid meal break or a 15-minute paid break.

Paid Time Off:

Student employees are not eligible for paid time off.

Reporting and Approving Time:

Student employees report their hours in Workday. The College follows a bi-weekly payroll schedule and it is important that students submit their hours in accordance with the established payroll schedule. Supervisors are critical in the process, as they are responsible for approving timecards submitted by students. This ensures timely and accurate payment for work performed by student employees. Failure to report hours and approve timecards may result in delayed payment.

Receiving Payment:

Payments are made to student employees every other Monday, unless noted on the payroll schedule. The pay period consists of a two-week period commencing Monday of week one and ending on Sunday of week two.

Student employees may receive their payment electronically in one of two ways:

1. Existing Bank Account: pay can be directly deposited into an existing checking or savings account with a bank or credit union. Portions may be distributed among up to three different accounts.
2. Pay Card (default method if no choice is made): pay can be directly deposited to a debit card for employees without a traditional checking or savings account or who do not want to have their pay deposited into an existing bank account. Additional information about the features of the pay card is available on the [Human Resources website](#) or in the Office of Human Resources.

Taxes:

During periods of enrollment, student employees are exempt from Social Security and Medicare (FICA) taxes. However, students are subject to FICA taxes during the summer. There is no income tax in the State of Florida.

Reporting to Work:

Student employees are expected to adhere to their scheduled work times as established by their supervisor. In the event that a student employee is unable to report to work, student employees should notify their supervisor as soon as possible.

Remote Work:

Although rare, some jobs may be suited for remote work. Remote work must be conducted in the State of Florida. Student employees are strictly prohibited from working remotely outside of Florida. Supervisors are responsible for establishing effective communication methods to ensure that assigned work is completed and that hours reported are accurate. Supervisors should consult with HR prior to authorizing remote work.

Section 7: Termination of Employment

Voluntary Termination of Employment:

Student employees seeking to resign from their position should provide a written two-week notice to their supervisor as a professional courtesy. Supervisors should then notify the Office of Human Resources if a resignation has been submitted.

Involuntary Termination of Employment:

A termination will be deemed involuntary when the department determines, for just cause, that the student employee should be released from their duties. Students may be terminated for various reasons including but not limited to:

- Unsatisfactory job performance
- Excessive tardiness or absenteeism
- Theft
- Willful damage to College equipment or property
- Falsifying or altering timecards and/or personnel records
- Leaving job without supervisor's permission
- Insubordination, which may involve defaming, assaulting or threatening a supervisor, refusing to follow instructions from management or refusing to perform assigned duties
- Disclosure of confidential information to unauthorized persons
- Engaging in illegal activity in the workplace
- F-1 visa violations

Student employees should have the opportunity to receive feedback and corrective action to help address issues before they escalate to the point of termination. Supervisors are responsible in reporting performance concerns to Human Resources.

Summer Termination:

Unless hired for the summer, student employees will be terminated the last day of the pay period in which graduation falls. Supervisors should notify Human Resources prior to graduation if they wish to extend the employment of their student employees through the summer.

Graduated Students:

Generally, graduating students will be terminated on the last day of the pay period in which graduation falls. After graduation, students are no longer eligible to continue as student employees. Occasionally, students may be permitted to continue employment after graduation. Supervisors who wish to continue the employment of a graduated student must contact Human Resources in advance for approval.

Section 8: Human Resources Policies and Procedures:

Training:

All employees must complete the following trainings:

- Environmental Health and Safety Orientation
- Mosaic: Prevent Discrimination and Harassment Together
- Protecting Children: Identifying and Reporting Sexual Misconduct
- Workplace Harassment Prevention

Depending on the nature of the job, additional trainings may be assigned. Specific departmental trainings are considered part of the job and should be paid.

Confidentiality Agreement:

Student employees may receive access to confidential information as part of their job. The College must maintain the confidentiality of student, employee, donor and other records. Upon hire, student employees are required to acknowledge College's Confidentiality Agreement as a contingency of employment.

Work Related Injuries and Illness:

Regardless of the nature or severity, all employees must report injuries and illnesses incurred while on College property and/or on the job to Public Safety and Human Resources. The College insures all employees against accidental injuries and illnesses under the Workers Compensation Act of the State of Florida.

In accordance with Florida law, Ringling College uses a Preferred Care Network. Treatment will be directed within the Network by the Claims Administrator. By law, treatment not authorized by the Claims Administrator or Ringling College will not be compensable.

Reporting Work Related Injuries and Illnesses

1. Immediate Notification: Report the injury to Public Safety by called 941-359-7500, regardless of severity.
2. Contact Human Resources: Inform Human Resources by calling 941-359-7619 an inform your supervisor.
3. Medical Treatment: If necessary, seek treatment at one of the approved treatment sites listed below.
4. Emergency Situations: Call 911 or Public Safety. Seek treatment at the nearest medical facility.
5. Provide Doctor's Instructions: Provide Human Resources and your supervisor with any written doctor's instructions.
6. Regular Status Updates: If loss of work occurs, keep your supervisor and Human Resources informed of your status at least once per week.
7. Return to Work: With medical documentation, return to work as soon as soon as possible. The College will make efforts to accommodate light-duty restrictions.

Approved Treatment Sites:

Fruitville Walk-In Urgent Care

Monday-Friday 8:00a.m. to 5: 00p.m
3420 Fruitville Road
Sarasota, FL
941-954-8686

Sarasota Memorial Hospital

After 5:00p.m and on weekends
1700 S. Tamiami Trail
Sarasota, FL
941-917-9000

Student Responsibilities:

- Must complete an I-9 before beginning work (for newly hired students).
- Report work hours using Workday. Work hours must be reported by the established payroll deadlines.
- Adhere to the 20 hours per week policy for all jobs combined (assuming the student has multiple on campus jobs).
- Report to work on time, notify your supervisor if you will be late or absent.
- Take direction and correction from the supervisor. Ask questions if you are unsure about the job or a specific task.
- If a student is employed as a Resident Assistant, the Resident Assistant job must take priority over other on campus jobs.
- Maintain the confidentiality of sensitive information.
- Follow safety protocols, report safety concerns to the supervisor.
- Communicate with their supervisor and colleagues.
- Complete required trainings.
- Seek clarification from supervisor if job duties are unclear.
- Obtain a Social Security Number (international students only).

Supervisor Responsibilities:

- Post open positions to Workday.
- Makes certain that the students have completed necessary onboarding tasks. If the supervisor is unsure, they should contact Human Resources.
- Schedule students appropriately. If the student has multiple jobs on campus, it is the supervisor's responsibility to create a schedule that keeps them at 20 hours or less. They cannot exceed 20 hours for all jobs combined.
- Do not ask or allow the student to volunteer for what is normally paid work.
- Provide necessary training and supervision.
- Provide leadership, guidance and clear instructions.
- Provide training, ensure that student employees have the necessary knowledge and tools for the job.
- Report job performance concerns Human Resources.

I-9 Acceptable Documents:

Federal law requires that employers complete an I-9 Form for all newly hired employees. To complete this form, students must provide documents from the Acceptable Document List below. **Documents provided must be original and expired. Copies of documents cannot be accepted**

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	7. U.S. Coast Guard Merchant Mariner Card	7. Employment authorization document issued by the Department of Homeland Security		
	8. Native American tribal document			
	9. Driver's license issued by a Canadian government authority			
	For persons under age 18 who are unable to present a document listed above:			
	10. School record or report card			
	11. Clinic, doctor, or hospital record			
	12. Day-care or nursery school record			