

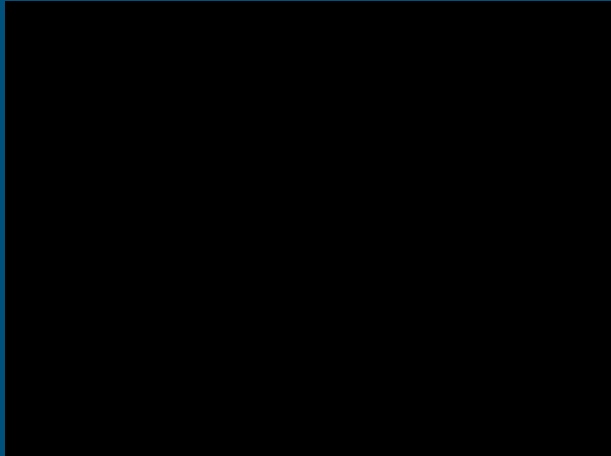


Student Employee Orientation

2023-2024



Payroll



Financial Aid

What to know about work study

- Work study is offered to students with financial need, based on your financial aid application
- Work study gives you priority in finding an on-campus job at Whitman
- Whitman doesn't assign students a work study job, so you get the chance to apply for the work study jobs that interest you
- On-campus jobs are posted to Handshake, Whitman's online job platform
 - Work study eligible students will see student positions for the first two weeks that they're posted, before they're made available to other students
 - Keep an eye out for emails from workstudystudents listserv, which include information about positions on campus with few applicants, job fairs, workshops, etc.

What to know about work study

- Work study is earned as a monthly paycheck, based on how many hours you work and how much your student employment pays per hour.
- The money from student employment is paid directly to your personal checking account.
- You are able to spend your student earnings however you'd like (on books, personal expenses, etc.)
- If you earn less than your work award during the year, there are no penalties, but if you do have expenses and choose not to work, you may need to find other resources to cover costs

Work study FAQs

- How many hours do I need to work to earn my work study award?

Annual Work Award	Average Hrs/Wk	Total # of Weeks
\$3000	7	28
\$2500	6	28
\$2000	5	28
\$1500	4	28

Work study FAQs

- Can I continue working after I've earned my full work study award?
 - In most cases, yes, but discuss this with your supervisor(s)
- If I am work study eligible but choose not to work on campus, does this affect my eligibility for work study in future terms or years?
 - No. We do not factor in your use of work study in previous terms or years when we determine your eligibility for work study.
- Can I still work on campus if I don't receive a work study award?
 - Yes. Although on-campus employers give preference to work study students when they make hiring decisions, students who do not have work study still have the opportunity to apply for on-campus jobs.

Working at Whitman

- *BEFORE* starting work, every student is required to complete three important forms with Human Resources
 - W-4 for tax purposes
 - I-9 to confirm US work eligibility
 - Direct deposit form (so your paychecks can be sent to your personal bank account)
 - Forms can be found here:
<https://www.whitman.edu/human-resources/student-employment/forms-required-for-working-at-whitman-college>
 - Contact hr@Whitman.edu for assistance completing these
- HR will also give you information about any training you need to complete prior to starting work

Workplace Expectations 101

Whitman College is a Global Workplace

Whitman College is a global workplace. We have students, staff, and faculty from over 60 different nation states and all over the USA on campus. We are also an intergenerational workplace with workers of varying ages.

This means we are dealing with numerous cultural and generational communication styles and expectations across campus.

With all of this diversity, communicate with managers and colleagues is important.

Work Expectations: Dress Code

Each workplace is going to be different in what they require you to wear. Generally, at Whitman College the requirement is that you are clean and wearing clothing that does not display curse words, drug or alcohol images, or does not endanger you (EX. closed shoes in grounds work).

Generally, for student workers casual clothing is ok for the workplace. This means jeans/pants, t-shirts, sweatshirts, sandals, etc.

Workplace Expectations: Confidentiality

As employees at Whitman College, you may come into contact with private information about other students, staff, or faculty. For example, you may see a student's grade if working as a teaching assistant. This information should always be kept private and not shared with Whitman employees, non-Whitman employees or other students.

Certain information is protected by law and there are severe penalties for violating privacy.

Workplace Expectations: Drug Free Environment

“ It is the policy of Whitman College that the workplace is to be free from the unlawful use, possession, distribution, or sale of alcohol and other controlled substances and associated paraphernalia. Working while under the influence of any controlled substance not medically authorized is strictly prohibited and will result in discipline, up to and including termination. Employees are expected to report to work fit for duty and free of any adverse effects of illegal drugs or alcohol.”

- Student Employee Handbook

Workplace Expectations: Calling In Sick

If you are ill and unable to come to work, let your boss know right away. Discuss with them if they want an email or phone call to be notified.

If you are sick with an illness that spreads quickly like COVID or influenza, please do not come into work.

Workplace Safety: Evacuation and Shelter In Place

Discuss with your manager what the workplace emergency evacuation and shelter in place procedures are.

Campus Security: (509-527-5777)

Police and Fire: 911

Workplace Safety: Bullying and Harassment

You have the right to a safe working environment. If you are facing bullying or harassment at work, you have a couple of options. First, speak with your supervisor about what is happening. You can also inform Human Resources in Memorial Hall.

Workplace Communication: American English

At Whitman College, most people use General American English to communicate. If you grew up using British English or other forms of English, you will notice differences in grammar and vocabulary.

Because of the diversity of English spoken at Whitman, you might occasionally need to explain abbreviations or vocabulary words that other people may not be familiar with. Always assume best intention until otherwise proven.

Workplace Resources

Workplace Discrimination

In the United States it is illegal to discriminate against a worker for many reasons. These include race, gender, sexual orientation, religion, nation of origin, marriage status, and much more.

To learn more and see this information in other languages, click [HERE](#).



Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding
- Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Unions
- Staffing agencies
- Educational institutions (as employers)

What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding
- Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation

Sexual Harassment Law

Sexual harassment is against the law and there are resources available if you need them.

[Click here for more information.](#)

Sexual Harassment Law

A Guide for Employees in Washington State

EVERYONE SHOULD BE TREATED WITH RESPECT AT WORK

What is Sexual Harassment?

Sexual harassment is a form of illegal sex discrimination involving unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that is based on sex. Sexual harassment is a violation of federal and state law.

There are two types of sexual harassment:

- 1. Hostile Work Environment**
Harassment that is frequent or severe enough to interfere with your ability to perform your job. The behavior must be directed at you because of your gender, and can include unwelcome, sexually suggestive or gender based comments or jokes; unwelcome and repeated requests for dates; offensive gestures; inappropriate touching; or display of pornographic materials.
- 2. Quid Pro Quo**

American With Disabilities Act (ADA)

The ADA protects disabled people in the United States from discrimination in employment, housing, and other parts of life.

Under this law, you can make accommodation requests at work to help you. For example, if you are physically disabled and work at a dining center as a cashier, you might request to have a chair versus standing.

Learn more about the ADA [here](#).

Professional Clothing Closet

The CCEC has a professional clothing closet with pant suits, skirt suits, blouses, slacks, shoes, hijabi, and more. If you need clothing for an interview, for work, or another professional event, you can rent these clothes for free!

Come up to the CCEC, Reid 219 to rent them.

Monthly Student Employee Training

September 21 - **Work-Life-Study Balance**

October 26 - **How to Find a Job Off-Campus**

November 16 - **Making a Budget That Works for You**

All will take place at 4:30 PM. You will receive location emails soon!