

# Student Employment MANUAL



**WE ARE TRITON.**

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Triton College is an Equal Opportunity/Affirmative Action institution.



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# INTRODUCTION

THIS MANUAL HAS BEEN PREPARED TO ASSIST YOU IN:

- rr Understanding the purpose of a Work-Study Position.
- rr Understanding how job descriptions have been developed.
- rr Securing a Work-Study position.
- rr What to expect at a job interview.
- rr Understanding your responsibilities as a Work-Study student.
- rr Understanding the procedures to be paid, terminated, replaced, etc.

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# TYPES OF WORK-STUDY

The primary purposes of the Work-Study Programs here at Triton College are to assist students in obtaining part-time employment, to give students work experience, and to assist students in defraying their college costs for tuition and books.

There are two types of Work-Study programs:

## **Federal Work-Study (FWS):**

This is a need-based program that provides part-time employment opportunities to students who qualify.

A student qualifies for this program by being enrolled in a minimum of 6 credit hours, also by completing their FASFA application online and providing any further documents necessary to complete their Financial Aid file. This federally funded program provides governmental monies to cover a portion of the student's earnings. Students must have a completed Financial Aid file and qualify before they can be interviewed for a position.

## **Triton Work-Study (TWS):**

This offers employment opportunities to those students who do not necessarily demonstrate the need for financial aid.

A Student qualifies for this program when they are enrolled in at least one credit hour course and are in good standing. This program is funded by Triton College.

Each Work-Study program requires that a student must maintain his/her eligibility for the specific program.

**EQUAL OPPORTUNITY POLICY AND AFFIRMATIVE ACTION  
NON-DISCRIMINATORY POLICY**

**AS AMENDED BY THE BOARD OF TRUSTEES**

**November 20, 2001**

**Policy Number 4102.1**

**Policy**

Triton College reaffirms its commitment to affirmative action and equal employment for all qualified persons without regard to race, color, religion, sex, national origin, sexual orientation, disability, veteran status, age or any other basis which is protected by law except where such characteristics are bona-fide occupational requirements.

Triton College does not unlawfully discriminate in matters relating to recruitment, hiring, promotion, termination, compensation, benefits, transfers, and all other privileges, terms and conditions of employment.

**Compliance**

In accordance with federal law, Triton College maintains and implements written Affirmative Action and Equal Employment Policies. Further information regarding the College's commitment to equal opportunity through affirmative action is outlined in the Triton College Affirmative Action Plan.

**Implementation**

The Assistant Vice-President of Equal Opportunity, ADA, and Minority Recruitment is responsible for administering these Policies.

**Complaints**

Complaints alleging violations of the College's Equal Employment and/or Affirmative Action Policies can be filed with the Affirmative Action/Equal Employment Officer, hereinafter "Officer".

**Bringing an Internal Complaint:**

A complaint alleging a violation of the Equal Employment Opportunity Policy And/or Affirmative Action Policy should be filed with the Officer.

**Investigative Process:**

1. After a complaint has been filed the Officer will conduct an internal investigation

utilizing interviews, oral communication, and correspondence. All such inquiries will be documented in written form.

2. Where complaints are validated by the Officer a proposed resolution designed to alleviate the violation will be presented to the complaining party. Provided the resolution is acceptable to the complaining party, it will be implemented.

### **Compliance Inquiries**

Inquiries regarding state and federal non-discrimination regulation may be directed to any of the following agencies:

- A. Equal Employment Opportunity Commission  
1801 L Street N.W.  
Washington, D.C. 20507  
Or  
Chicago District Office  
500 West Madison, Suite 2800  
Chicago, IL 60605
- B. Illinois Department of Human Rights  
100 West Randolph, Suite 10-100  
Chicago, IL 60601
- C. Office for Civil Rights  
U.S. Department of Education  
111 N. Canal Street, Suite 1053  
Chicago, IL 60606
- D. Illinois Education Labor Relations Board  
160 North LaSalle Street, Suite 400  
Chicago, IL 60601

## SUPERVISOR'S RESPONSIBILITIES

1. Complete and submit a job description for each position you have been allocated if one is currently not on file.
2. Have the student return the interview form with proper authorization to the Work-Study Office.
3. **Review for accuracy and electronically authorize a bi-weekly timecard by noon on Friday.**

A student cannot work during the hours they are in class.

Whenever a student works over six (6) consecutive hours on any given day, the student must show a 1/2 hour unpaid lunch break or the payroll office will automatically deduct it.

4. Provide a clear list of job responsibilities and expectations (preferably in writing) to each employee.
5. Provide adequate instructions and necessary working conditions for students to perform their duties. This includes supervision.
6. Before the student is terminated you should provide a fair and advanced written notice of any inadequate performance by the student to the Work-Study Office. When the issues occur, it is recommended that a copy of any written notice be sent to the Work-Study Office to be placed in the student's file.
7. Monitor student earnings to ensure the maximum earning award for your position so that it is not exceeded.
8. Complete an Evaluation/Termination Form at the end of each semester for each student and/or whenever a student worker is released from employment.

## STUDENT'S RESPONSIBILITIES

1. All student financial aid information must be completed and verified before a student will be sent to interview for a Federal Work-Study Position.
2. Students will review all open Work-Study positions and contact the supervisor(s) to set up interviews for those positions he/she is interested in pursuing.
3. All students must complete the Illinois and Federal W-4 Forms, the 1-9 Form and return the forms with the required proper identification within 3 days of being hired.
4. Within one week of hire, the student must successfully complete the Mandated Reporter Certification. Information on this process is available in the Work-Study Office, as well as page 26 of this manual.
5. **All timecards must be completed electronically on a bi-weekly basis by noon on Friday, so that your supervisor can electronically approve it. Once you have electronically signed off on your timecard, you must notify your supervisor.**
6. **Whenever a student works over six (6) consecutive hours on any given day, the student must show a 1/2 hour unpaid lunch break. If you fail to do so, the payroll office will adjust your timecard accordingly.**
7. Student aides should not work more than their allowed hours for the week. This is determined by the Work-Study position allocation and the student's Work-Study award. **Students usually cannot work more than twenty (25) hours per week.**
8. Students are expected to work the hours and times assigned. Work-Study students must notify the supervisor if he/she will not be able to report to work due to illness, weather, etc.
9. Work-Study students who are enrolled in six (6) semester hours or more for the spring semester will automatically be reassigned from the fall semester to their current position providing they are in good academic standing, and the supervisor agrees to rehire them.
10. The student must perform his/her designated job duties in a satisfactory manner.
11. Students are required to complete an Evaluation/Termination form with their supervisors at the end of each semester or when the student leaves the position for any reason.



## **ESTABLISHING AND CONTINUING YOUR ELIGIBILITY FOR THE FEDERAL WORK-STUDY PROGRAM**

A student's eligibility to participate in the Federal Work-Study program is determined by the Financial Aid Office. Students who wish to seek employment under the Federal Work-Study Program must complete a FASFA form.

**A student who is interested in a Federal Work-Study position is encouraged to apply early. Students should complete the Financial Aid Application process by May 1st for the following fiscal year.**

**Each student must submit the following forms to the Financial Aid Office:**

- Complete their online FAFSA form.
- Any additional documents requested by the Financial Aid Office.

Once the various Financial Aid documents have been collectively reviewed, the Financial Aid office will issue an award letter indicating the student's maximum earning eligibility for the semester. Students should then proceed to the Work-Study Office to begin the process of securing a Work-Study position on campus.

### **Continuing Eligibility:**

In addition to qualifying for the Federal Work-Study Program, **students must maintain an enrollment of six (6) credit hours or more per semester and may not be disqualified under the Satisfactory Academic Progress.**

- Students may be eligible for the Federal Work-Study program, but funding may not be readily available.
- If a Work-Study student is not eligible to receive Federal Work-Study, he/she cannot be interviewed or accept a position until they are both eligible and have received funding.
- If a student is funded, a dollar amount will be reflected on the award letter in the Work-Study section. The student may also contact the Work-Study Office to check their eligibility.

## **ESTABLISHING YOUR ELIGIBILITY FOR THE TRITON WORK-STUDY PROGRAM**

Students interested in a Triton Work-Study position must be enrolled in at least one credit class each semester they are employed. This program is a non-need based program. Students interested in a Triton Work-Study position should refer to Triton College website work-study job postings to review possible positions. Students interested in Triton Work-Study positions are also encouraged to complete their Financial Aid forms.

Triton Work-Study positions are available across campus, but funding is limited. Many of these positions require some technical knowledge in a specific area of study. Examples of these positions might be Computer Aided Design Assistant, ERTC Lab Assistant.

International Students may apply for Triton Work-Study Positions once they have been approved by the Record Evaluator's Office. International students must be authorized to work by the Record Evaluator's Office and must be able to provide documentation as required by federal law for the 1-9 form prior to interviewing for a Triton Work-Study Position. They usually do not work more than twenty (20) hours per week, must be enrolled in at least twelve (12) credit hours each semester, and must be in-status to be eligible. These rules are subject to change as INS and Homeland Security develop policies.

## **JOB DESCRIPTIONS**

Every position filled by a Work-Study student must have a completed job description form on file in the Work-Study Office. The job description will provide you with the following information: the position's main duties, the name of the supervisor in charge of the position, and a beginning salary. Students are encouraged to review several job descriptions before scheduling an interview.

Some positions on campus meet the definition of community service, either partially or totally, as defined by the Federal Government to the Triton College community. Since the federal government requires a percentage of all Federal Work-Study positions reflect community service, you will find some job descriptions indicating what portion of the postings are related to community service.

## JOB LEVELS

Each Work-Study position on campus is assigned one of four job levels. Each level corresponds to the degree of responsibility and training required by the student to fill the position.

Job Titles and Levels are determined by the Work-Study Office based on the Job Description provided by the supervisor. Any further changes made by the supervisor to the job description can effectively change the job level of said position.

A pay scale will be determined every year based on the current federal and or state minimum wage, whichever is higher. The beginning pay scale will be applied to Level 1 positions. As the job levels increase, so does the pay scale.

Below are examples of what the Four Job Levels, and the skills used to categorize all Work-Study Positions, may look like.

### JOB LEVEL 1

**Skills needed:**

- No special skills required
- Low level of responsibility
- Repetitive tasks under close supervision

**Position Examples**

- \* Receptionist\* Delivery Clerk \* Mail Clerk \* File Clerk \* Food Server
- \* Stock Clerk\* Locker Room Attendant\* Custodial Assistant

### JOB LEVEL 2

**Skills needed:**

- Some skills required
- Moderate level of responsibility
- Performs a variety of duties under general supervision using some independent judgement and initiative.

**Position Examples:**

- \* Media Assistant \* Data Entry \* Lab Assistant \* Monitor \* Maintenance
- \* Clerk/ Typist (Light)

### **JOB LEVEL 3**

**Skills needed:**

- Specific skills required
- Moderate to high level of responsibility
- Deals directly with the public
- Performs a variety of duties using independent judgement / initiative with minimal supervision.
- Requires a resume

**Position Examples:**

- \* Front Desk Manager \* Cashier\* Financial Aid Clerk
- \* Clerk/Typist (Moderate)\* Tutor\* Student Life Assistant

### **JOB LEVEL 4**

**Skills needed:**

- Specific skills required
- High level of responsibility
- Student Performs a variety of duties using independent judgement with minimal supervision
- Student has required knowledge and, if necessary, license or certificate.
- Requires a resume

**Position Examples**

- \* Research Assistant \* Computer operator
- \* Clerk / Typist (Heavy Typing) \* Athletic Trainer Assistant
- \* Office Manager

### **JOB LEVEL 5**

**Skills needed:**

- Specific skills and coursework completed in math and english
- High level of responsibility
- Will be required to work with faculty in tutoring setting
- Student Performs a variety of duties using independent judgment with minimal supervision
- Requires a resume

**Position Examples**

- \* Peer Mentors

## HOW TO FIND A POSITION AND COMPLETE EMPLOYMENT DOCUMENTS

### **INTERVIEWING:**

Once you have reviewed the list of possible openings, you will need to contact the supervisor of the position you are interested in to set up an appointment for an interview. **You will need an interview sheet issued by the Work-Study Office.** The interview sheet will indicate your name, social security number, Work-Study award, and if you are eligible for a Federal or Triton position. In addition the attached application will ask information on your previous work experience.

At the interview, the supervisor will review the job description and discuss all the things that are relevant for the position. Some of the items reviewed are work hours, appropriate dress, training required for the position (if any), department procedures, etc. The student should use the interview to ask any questions about the position; this would include required work hours.

**If you are hired for the position, the supervisor will sign off on the interview sheet and indicate a starting date. The student should then return to the Work-Study Office with the completed interview and application sheets.**

### **DEVELOPING A WORK SCHEDULE:**

**Before you go to the interview you should have an idea of when you will be available to work. You should review this during the interview process with your potential supervisor.** Keep in mind that you need to schedule time for lunch, transportation to and from classes, research, homework, and student activities.

Your supervisor will assist you in determining the number of hours you can work per week. This is determined by the funding allocated to the position you are applying for. The hours a student can work varies from five (5hrs) to a maximum of twenty (25hrs) per week.

### **DETERMINING HOURS THAT CAN BE WORKED:**

Each position has an allocation and a starting salary attached to it. Consult your award letter to see the dollar amount allocated for you. This dollar amount will determine the number of hours you are eligible to work and the job description sheet will indicate the number of hours a position has been allocated per week.

**While the Work-Study Office does monitor your earnings; the primary responsibility rests with you and your supervisor. It is the responsibility of the**

**supervisor and the student to keep within the allocated amount of funding for the position. Allocations are determined for the Federal and Triton Work-Study programs each fiscal year.**

### **AUTHORIZATION TO BEGIN WORKING:**

When you have successfully interviewed for a position, meaning the supervisor has signed off on an interview form and you have determined a start date, then you need to immediately report back to the Work-Study Office.

Upon returning to the Work-Study Office, you will be given a Work-Study packet that includes all forms required by state and federal laws. These must be completed and returned to the Work-Study Office with proper documents **before you can begin working.**

You **cannot be paid and should not** be working until your Work-Study file is completed. Student timecards, submitted when a file is not completed, will not be processed.

**In addition**, within one week of starting to work, you must complete the Mandated Reporter Training Program and present all paperwork to the Work-Study Office. Upon being hired, you will be given the information on how to do this.

### **THE WORK-STUDY PACKET**

In addition to the interview and application form, other information is required to complete your employment file. This process includes the completion of the following forms:

Federal and State W-4 (Employee Withholding Allowance Certificate) determines the amount of tax to be withheld from each student's check.

Form I-9-Employment Eligibility Verification revised form published by the Department of Homeland Security (U.S. Citizenship and Immigration Services).

**THE 1-9 FORM REQUIRES THE EMPLOYEE PRODUCE CERTAIN DOCUMENTS ALONG WITH THE COMPLETED FORM. THE EMPLOYEE MUST SHOW BOTH THE EMPLOYEE'S IDENTITY AND THEIR EMPLOYMENT ELIGIBILITY.**

***Note:*** *These are current documents accepted and are subject to change by the Department of Homeland Security ([www.dhs.gov](http://www.dhs.gov)) at any time.*

**The list of documents appearing under List A below are considered to verify both identity and employment eligibility.**

Those students unable to produce one of the List A documents have the option of producing one document from **List B (establishing their identity) and one from List C (establishing their employment eligibility).**

## **LIST A:**

- ▶ U.S. Passport or U.S. Passport Card.
- ▶ Permanent Resident Card or Alien Registration Receipt Card (Form 1-551).
- ▶ Foreign Passport that contains a temporary 1-551 stamp or temporary 1-551 printed notation on a machine readable immigrant visa.
- ▶ Employment Authorization Document that contains a photograph (Form 1-766).
- ▶ In the case of a nonimmigrant alien authorized to work for a specific employer because his or her status: a foreign passport and Form 1-94 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 the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
- ▶ Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form 1-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI.

## **Or one from LIST B and one from LIST C**

### **LIST B:**

- ▶ 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.
- ▶ Voter's Registration card with current address.
- ▶ U.S. Coast Guard Merchant Mariner Card.
- ▶ U.S. Military Identification Card or Draft Record.
- ▶ Military dependent's ID card.
- ▶ Native American Tribal Document.
- ▶ Driver's license issued by a Canadian government authority.

### **LIST C:**

- ▶ 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 OHS authorization.
- ▶ Certification of Birth Abroad issued by the Department of States (Form FS-545).
- ▶ Certification of Report of Birth issued by the Department of State (Form DS-1350).
- ▶ Original or certified copy of birth certificate issued by a State, County, municipal authority, or territory of the United States bearing an official seal.
- ▶ Native American Tribal document.
- ▶ U.S. Citizen ID Card (Form 1-197).
- ▶ Identification Card for Use of Resident Citizen in the United States (Form 1-179).
- ▶ Employment authorization document issued by the Department of Homeland Security.

## TIMECARDS

### Review this section carefully.

When you have completed all forms for the Work-Study position and returned them to the Work-Study Office, you will receive instructions on completing your timecards electronically (page 25 of this manual also has a copy of these instructions). If you are having trouble the Work-Study Office or Payroll Office can work you through the procedures.

**A timecard must be completed electronically on a bi-weekly basis.**

The Supervisor must check the timecard for accuracy and submit it electronically on a bi-weekly basis by noon on Friday.

**The Supervisor's signature indicates that:**

- a) This is an accurate account of the actual hours worked, and
- b) The calculations are accurate.

Inaccurate timecards will **delay a student's paycheck!** Therefore reviewing your timecard for accuracy prior to submission is important.

**WE CANNOT GUARANTEE PROCESSING IN TIME TO MEET THE NEXT PAYROLL FOR FORMS SUBMITTED AFTER 12:00 PM ON FRIDAY.**

If timecards are required earlier, because of a holiday, etc., a notice will be sent out by the Payroll Office.

Students can usually work a maximum of 25 hours per week. **Some positions are allocated for less than 25 hours.**

Students cannot work during times they are scheduled to attend classes, unless they can document that the class was canceled. We will periodically check timecards to verify that students are complying with this provision.

Students can check the pay advices section under their portal to monitor total wages earned.



## PAYROLL CHECKS

**Starting with the fiscal year 2014 (July 1, 2013 forward) all students may provide information to have their checks directly deposited to their account. Although this is not mandatory, it is recommended. This may take several weeks to process and until then the student will be required to pick up their check in the Cashier's Office after 9:30 a.m. on the Friday of the payroll week.**

A student will **need two forms** of identification when picking up payroll checks.

One form must be a picture ID.

The other form must have the same address as the picture ID.

**Both ID's must have the same address as on the payroll check!**

## BREAKS AND LUNCH PERIODS

Under the provisions of the Fair Labor Standards Act of 1975, employers are not required to provide rest periods or breaks during working hours.

**However, if a student works more than six (6) hours then he/she must indicate an unpaid lunch break of at least 1/2 hour on their timecards. Failure to do so will require the office to readjust the individual time card. It is up to the supervisor to decide the most convenient time for a lunch break. A Work-Study student should never leave on a break without notifying their immediate supervisor.**

## SICK LEAVE

Sick leave benefits are not accrued for student employees. In the event of an illness, the student should notify his/her supervisor as early as possible on each day of absence. The procedure for this should be reviewed with your supervisor. It is not intended that a student employee would be terminated because of reasonable absences due to illness.

## TRANSFERS TO OTHER POSITIONS

Students wanting to transfer from one department to another must do so through the Student Employment Office. The student must obtain an interview form and have it completed by the supervisor of the new position.

A termination/evaluation form must be completed by the previous supervisor and student prior to the student's last day of work. This form should be forwarded to the Student Employment Office.

**Students should remember that it is customary to give your previous employer a two week notice.**

## OTHER POSITIONS ON CAMPUS

Work-Study Students **may not hold any other positions** on campus (including temporary or one-time positions) **nor be paid by any other account** while employed as a Federal Work-Study Student.

## KEYS

**Since students are to be working under the supervision of a direct supervisor, there should be no need to issue a key to a student.** Based on past experience it is not a good idea to issue a key to a student for any reason. If a key should be issued it is the supervisor's responsibility to see that the key is returned.

## TERMINATION FROM A POSITION

### STUDENT EMPLOYMENT OFFICE INITIATED

The Student Employment Office will regularly monitor you for enrollment hours, work-study eligibility, and funding eligibility. The student and the supervisor will be notified via memo if the Student Employment Office is required to terminate a student.

## STUDENT INITIATED

Student employees may terminate their Work-Study jobs and remain in good standing if a legitimate reason exists. Student initiated termination requires that the student inform their supervisor and the Work-Study office. It is standard practice to give a two week notice.

Students who terminate their job in good standing will be eligible for rehire. Students must complete the Termination/Evaluation Form with their supervisor.

## SUPERVISOR INITIATED

In the case of a supervisor initiated termination, the supervisor should first issue a **written warning** to the student. A copy should be sent to the Student Employment Office for inclusion in the Student's file.

If the reason for the termination warrants immediate separation, the supervisor should notify the student employee and complete the Termination/Evaluation Form. The Student Employment Office should be notified immediately.

## REASONS FOR TERMINATION CAN INCLUDE THE FOLLOWING, BUT ARE NOT LIMITED TO:

Completion of job (no need for subsequent work).

Failure to meet the requirements of attendance and being enrolled in 6 credits hours.

Failure to meet the Financial Aid Office's "Standard's of Academic Progress Policy" (See College Catalog).

Excessive tardiness or absenteeism.

Absenteeism or tardiness without notifying supervisor.

Failure to work assigned schedule.

Falsifying Timecards for time worked.

Unsatisfactory job performance.

Failure to meet the general student obligations as listed in the college catalog and student handbook.

Taking unauthorized break periods.

Lying.

Reporting to work under the influence of drugs or alcohol.

Stealing.

Discourteous treatment of the public or any other gross failure of good behavior in the performance of their job assignments.

## SEMESTER AND TERMINATION EVALUATIONS

**Evaluations of students are due at the end of each semester.**

We encourage you to use this as a learning tool as you review your progress with your supervisor. Whether a voluntary or involuntary termination is made, the student and the supervisor must fill out a termination form. This is a triplicate form; one for the Student Employment Office, one for the supervisor, and one for the student.

A copy of this form is located in the appendix of this book.

## INJURY - CRIME PREVENTION

### **INJURY REPORTS:**

All reports of personal injury should be reported immediately to your supervisor and/or the Health Office. The Health Office is located in the Student Center (B-112).

### **CRIME REPORTS:**

If you are a victim or witness of a crime, make a report of the problem by using the **Red phones or dialing extension 3206.**

If you are accosted by someone who displays a weapon or indicates he/she has one, do not try to ward him/her off. Obtain as much information as you can about the perpetrator(s) without endangering yourself.

Try to notice things such as:

- ▶ Height
- ▶ Color and length of hair
- ▶ Vehicle license number
- ▶ Weight
- ▶ Color of eyes
- ▶ Direction of flight
- ▶ Build
- ▶ Clothing worn
- ▶ Race
- ▶ Scars, tattoos

Do not handle or disturb physical objects used or handled by the assailant or anything else at the scene of the crime.

The Triton Police Department will handle all crimes, accidents, and injuries that take place on campus.

# **SEXUAL HARASSMENT**

**Revised June 20, 2000**

**Policy# 4145**

## **Illegality**

Sexual harassment is illegal under both state and federal law. In some cases, it may be subject to prosecution under the criminal sexual conduct law.

## **Definition and Description**

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual misconduct is any sexual activity that does not involve the knowing consent of each individual, expressed verbally or otherwise. This behavior includes but is not limited to the following:

- A. any form of sexual penetration when the victim does not give or is unable to give knowing consent;
8. any intentional or knowing touching or fondling by either person, directly or through clothing, of the sex organs, buttocks, or breasts of either person for the purpose of sexual gratification or arousal of either person in which the victim does not give or is unable to give consent;
- C. Any force, restraint, illegal trespass, actual or threatened, with sexual intent; indecent exposure; or use of mail, telephone, or other message systems to send obscene or intimidating materials that are unwelcome to the recipient.

## **Internal Complaint Procedures**

Bringing a Complaint:

1. Any person within the College or College Community who believes that he or she has been the victim of sexual harassment as defined above and wishes further

information or assistance (hereinafter "Complainant") should promptly contact the Director of Affirmative Action.

2. The Complainant should present the complaint as promptly as possible after the alleged harassment occurs. One consequence of the failure to present a complaint promptly is that it may preclude recourse to legal procedures should the Complainant decide to pursue them at a later date.
3. The initial discussion between the Complainant and the Director of Affirmative Action will be kept confidential, with no written record.
4. If the Complainant, after an initial meeting with the Director of Affirmative Action, decides to proceed, the Complainant should submit a written statement to the Director of Affirmative Action. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating the case should be limited in order to safeguard the privacy of all individuals as much as possible.
5. The Director of Affirmative Action will inform the alleged offender of the allegation and the identity of the complainant. A written statement of the complaint will be given to both parties. Every effort will be made to protect the Complainant from retaliatory action by those named in the complaint.
6. Penalties resulting from sexual harassment complaints filed with the Director of Affirmative Action include but are not limited to disciplinary measures such as probation, suspension, expulsion, or discharge. Such penalties are at the discretion of the Director of Affirmative Action.

### **Applicable Legal Recourse:**

An aggrieved party may also, by law, file a complaint and/or civil action with the Equal Employment Opportunity Commission; Illinois Department of Human Rights; or an appropriate circuit court.

### **Contact Information**

The Equal Employment Opportunity Commission may be contacted as follows:

1. Equal Employment Opportunity Commission  
Chicago District Office  
500 West Madison Suite 2800  
Chicago, IL 60661  
(312) 353-2713
2. Illinois Department of Human Rights  
222 South College Street  
Room 101 A  
Springfield, IL 62704  
(217) 785-5100

## **General External Investigative and Complaint Process**

### **Illinois Department of Human Rights:**

- Charge is filed by Complainant
- Notice is given to Respondent by Department
- Department conducts a full investigation including but not limited to discovery and a fact finding conference
- Complainant files a Reply to Respondent's Response
- Department Director prepares a report regarding each charge
- Department notifies Complainant and Respondent of Decision
- Complainant may seek Review of a Dismissal Order before the Department's Chief Legal Counsel

### **Equal Employment Opportunity Commission:**

- Complaint is filed by Complainant
- Commission conducts a hearing or Alternative Hearing on the Complaint
- Discovery is conducted
- Respondent files a Response to the Complaint
- Hearing Officer makes a Decision on the Complaint
- Both parties have an option to file for a Review of the Decision by the Commission, unless the parties opted for an Alternative Hearing.

### **Prohibition of Retaliatory Action**

Retaliatory action of any kind taken against any individual as a result of a person's attempt to seek redress under the applicable procedures dealing with sexual harassment is prohibited. Such action shall be regarded as a separate and distinct cause for complaint.



# Federal and Triton College Work-study Evaluation

You must complete this form at the end of each semester for each work-study student in your area. This form is required whether the termination is voluntary or involuntary.

Please check the type of evaluation:

- Fall Semester Evaluation. Is the student returning for the spring semester? Yes No  
 If no, the last day of work will be \_\_\_\_\_
- Spring Semester Evaluation. Is the student returning for the fall semester? Yes No  
 If no, the last day of work will be \_\_\_\_\_
- Termination Evaluation. The student's last day of work was/will be \_\_\_\_\_

Name: \_\_\_\_\_ Colleague No. \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Review Period: From: \_\_\_\_\_ To: \_\_\_\_\_  
Month/Year Month/Year

<b>Rating Elements</b>
<i>Enter a check mark under each of the factors in the rating section at the right for each area. (Any checks in the need for improvement and poor categories must be explained in the comment section.)</i>
<b>Performance of Duty:</b> Consider the quality, quantity and timeliness in accomplishing those duties outlined in the employee's job description. Does the employee meet established standards? Does the employee do as much as expected?
<b>Work Habits:</b> Consider the employee's ability to work without constant supervision, his/her industry, motivation for self-improvement, maintenance and care of equipment, and observation of rules and procedures. Is initiative and interest in work shown?
<b>Attitude:</b> Consider the willingness to perform duties, desire to achieve cooperation with fellow employees and management, acceptance of constructive criticism, adaptability to change and willingness to accept responsibility for his/her actions.
<b>Attendance:</b> Consider the employees adherence to work schedules, punctuality in reporting to work, respect for rest breaks and lunch periods, and frequency of authorized and unauthorized absences.
<b>General Conduct:</b> Consider the appropriateness of dress for the position, manner and courtesy on the job and in communicating with the public.

<b>Ratings (check one)</b>				
I Z w - u X w	w I...)	w I...) <( cr:: w	Ow I- > v <sup>i</sup> 0 er:: w a.. z <sup>w</sup> _	cr:: 0 0 C...

Comments: -----  
 \_\_\_\_\_  
 \_\_\_\_\_

Employee: I certify that this evaluation has been discussed with me by the evaluator. I understand that my signature does not necessarily mean that I agree with it.



Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

White - Work-study Office

Yellow - Supervisor

Pink - Student

## How to Complete an Online Timecard

**Step 1:** Enter the following URL *into* the web browser: <http://mytriton.triton.edu>

**Step 2:** Enter your username and password in order to log in to your account on the Triton portal.

**Step 3:** Select **Employee Self-Service** on the right side of the screen, in the box labeled **Employee Self-Service**.

**Step 4:** Select **Time Entry** from under the **Time Entry and Approval** Section.

**Step 5:** Check the box of the position for which you would enter your times and click the **Submit** button at the bottom of the page.

**Step 6:** Enter your times into the boxes accordingly.

### **NOTE:**

1. You will be prompted to enter Times In and Times Out for each day worked; please include AM or PM with your times. **Example:** 12:30PM
2. Your supervisor may review your time entry at any point during the pay period.
3. It is recommended you enter your Time In as soon as you arrive to work and you enter your Time Out at the end of each day.
4. If you did not work, please leave the field blank for the corresponding date.
5. If additional lines per day are needed, check the **Insert Line** and click the **Submit** button at the bottom of the page.
6. Save your electronic timecard by clicking the **Submit** button at the bottom of the page. **DO NOT** electronically sign your timecard unless you have entered all time for the pay period and it is ready for Supervisor approval!

**Step 7:** Once all the time for the pay period has been entered, you must electronically sign your timecard by checking the electronic signature box and clicking the **Submit** button.

**NOTE:** An email will be automatically sent to your supervisor indicating that your timecard is ready to be reviewed and approved. Once you have signed and submitted your timecard, it can be modified only by your supervisor.

## DCFS Mandated Reporter of Child Abuse Training

The State of Illinois has passed a law that makes full college employees, university employees, and work-study students Mandated Reporters of Child Abuse in Illinois. Your role as a Mandated Reporter of Child Abuse is to report any suspicions of child abuse or neglect to the DCFS hotline at 1-800-25-ABUSE. Part of this Law requires that all employees must acknowledge their status as a Mandated Reporter. In order to acknowledge this status you must complete an online training session. In order to be certified you will need to do the following:

Register at the website provided below to activate your account. You will need to provide your name and date of birth. You can skip this step if you have previously setup an account as a CPS employee, or have done so in participation at your local parish. However, you will still be required to retake the training even if you have done so previously.

Step One: Go to this internet explorer website:  
[www.mr.dcfstraining.org/UserAuth/Login!loginPage.action](http://www.mr.dcfstraining.org/UserAuth/Login!loginPage.action)

Step Two: Register to create an account. When it asks Which Mandated Reporter category best fits your role, choose "Other" under School. Then when it asks you to specify which, type in Work-Study.

Step Three: Begin reading all the information given. Please do not skip any of the information provided, because it is essential to passing the assessment.

Step Four: Once you have read all the information, you should complete the training session by taking the assessment. After you have passed the assessment, please print out both the Acknowledgement Mandated Report Status and the Certificate of Completion.

Step Five: Bring both prints outs (filled out and signed) to the Work-Study office (B216W).

**The training session must be done before you can begin working.**

- 1) Fill in Both the top and bottom forms.
- 2) Fill in all items in the enclosed "X".
- 3) Attach the check to the form.
- 4) Transil, LIA No. is 101;alc (at the far left of your check).
- 5) Please attach completed form to the Payroll Office, P101.

**TRITON / ALLEGY ANNUITY PAYROLL DEDUCTION AUTHORIZATION**

COMPANY NAME: LITU ALLEGY / hereby authorize TRITON, ALLEGY, hereinafter called COMPANY, to debit my credit entries to my X-Checking         , X-Savings          account below on the paychecks issued to me, hereinafter called INSTITUTE, TUTOR, or DIRECTOR, on the account.

X - INSTITUTION \_\_\_\_\_ X-CITY \_\_\_\_\_

X - STATE \_\_\_\_\_ X - ZIP \_\_\_\_\_ X -- TRANSIT/ADA NO. \_\_\_\_\_

~~X~~ ACCOUNT NO, \_\_\_\_\_ X-DOLLAR AMOUNT \_\_\_\_\_

This authority is to remain in full force and effect until COMPANY has received written notification from me of its termination in such time and in such manner as to afford COMPANY a reasonable opportunity to act on it.

X-NAME \_\_\_\_\_ (Print) \_\_\_\_\_ X-DATE \_\_\_\_\_

X-SIGNED \_\_\_\_\_ X -SSN \_\_\_\_\_

**TRITON / ALLEGY ANNUITY PAYROLL DEDUCTION AUTHORIZATION**

COMPANY NAME: TRITON / ALLEGY. I hereby authorize TRITON, ALLEGY to debit my X-Checking          X-Savings          account below on the institution named below, hereinafter called INSTITUTION, to debit          same to such account.

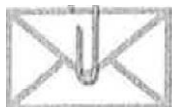
X - INSTITUTION \_\_\_\_\_

X-CITY \_\_\_\_\_ X-STATE \_\_\_\_\_ X-ZIP \_\_\_\_\_

X-TRANSIT/ABA NO. \_\_\_\_\_ X--ACCOUNT NO. \_\_\_\_\_

This authority is to remain in full force and effect until INSTITUTION has received written notification from me of its termination in such time and in such manner as to afford INSTITUTION a reasonable opportunity to act on it. I have authorized stop payment of debit entries by notification to INSTITUTION in such time as to afford INSTITUTE a reasonable opportunity to act prior to clearing account. After actuation below on the account, I have the right to have the amount of any erroneous debit credited to my account by INSTITUTE within 15 days following issuance of statement or 15 days after posting, whichever occurs first.

X-SIGNED \_\_\_\_\_ X-PHONE \_\_\_\_\_ X-DATE \_\_\_\_\_



**Attach Copy of ID**