

# 2015-2016 STUDENT EMPLOYMENT HANDBOOK



RHODE ISLAND SCHOOL OF DESIGN

## ELIGIBILITY TO WORK AT RISD

Students work for a variety of reasons. Some need their earnings to meet the basic costs of a RISD education. Some recognize that the skills and work habits gained on the job will benefit them when they seek full-time employment. Others may only need their earnings for social activities. While non-financial aid students are able to participate in employment at RISD, it is RISD's policy to give priority in hiring to Federal Work-Study students for work on campus. Many times there are occasions when a student who has not received a Federal Work-Study Study award possesses a special skill that is essential to the operation of a department or office. Or, sometimes, a supervisor is unable to find a work-study student to work at a specific time. In such cases, the supervisor may request that a certain non-work-study student work on a regular basis. Or, they may call the Student Employment Office to have them list the job and the skills required.

### In order to work on campus at RISD, a student must

- be enrolled in a degree program at RISD
- be maintaining satisfactory academic progress
- be registered for the following Fall semester (full time) if working during the summer
- have a W4 Form and I9 Form on file in the Work-Study Office (see page 6, *Payroll Procedures*)

A student's employment status is temporary and part-time, does not contain any provisions for fringe benefits, holiday pay, does not qualify for unemployment insurance, and is contingent upon available funds.

Once a student withdraws or graduates from RISD, he/she may no longer work in a student job on campus.

**International students may work a maximum of 20 hours per week (Sunday through Saturday) during periods of enrollment** and 40 hours per week during periods of non-enrollment (i.e. summers and holidays). *It is extremely important that supervisors monitor the academic-year hours of an international student. The United States Citizenship and Immigration Services (USCIS) can fine an educational institution for non-compliance and deport an international student, refusing them entry back into the United States for 3 to 10 years.* International students must have an American social security number before they begin working. In order to obtain a Social Security #, federal regulations require students holding an F1 visa to provide a written request from the Office of International Student Services (OISS) and the job supervisor to the Social Security Administration. Only then will the Social Security Administration consider a request for a social security number.

The Immigration Reform and Control Act of 1986 requires EVERY student employee at RISD, prior to their first day of work, to provide documents for the Work-Study Office to examine verifying identity, citizenship status and authorization to work in the United States.

Brown University students taking courses at RISD may not be employed in student jobs at RISD.

## ELIGIBILITY FOR THE STUDENT EMPLOYMENT PROGRAM

First preference for all jobs on campus will be given to students who have received a Federal Work-Study award from the Financial Aid Office.

Students seeking student employment awards for an academic year must submit the Free Application for Federal Student Aid (FAFSA) no later than March 15th of the preceding academic year. These forms are available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and must be re-filed each year. LATE APPLICATIONS will be considered only if there are available resources. A student must demonstrate financial need in order to receive an employment award, which is part of a student's total financial aid package. Written notification will be sent to each applicant.

In order to qualify for Federal Work-Study, a student must be a citizen or permanent resident of the United States, or must be residing in the United States with the intention and purpose of becoming a citizen.

## THE EMPLOYMENT AWARD

The employment award is an *opportunity* given to a student. A student is not required to use the award nor will the student be penalized if he/she chooses not to use the award.

The Federal Work-Study award amount is based on the program: undergrads receive \$1500, graduates receive \$2000. There is an *Hours Chart* on page 12 that will help a student determine exactly how many hours per week are necessary to earn the full amount of the employment award if desired.

For those students receiving *Federal Work-Study* this amount represents the maximum amount that they may earn in *federal* aid during the academic year unless otherwise specified. Earnings are monitored monthly. If a student approaches this maximum award amount *and* will have received other aid equal to his/her financial need as determined by the Department of Education, that student will be transferred to the *Non Federal Work-Study* program and can continue to work on campus without interruption. Since the off campus work-study program is *federally subsidized*, these students will have to discontinue their jobs with any off campus agencies, and find work on campus.

A student may not carry any unearned student employment money forward to the following summer or academic year. All student employment funds must be earned during the academic year for which they are awarded.

## STUDENT EMPLOYMENT JOBS

Available job opportunities are on the work-study job website at <http://apps.risd.edu/workstudy>. Supervisor contact information is listed with each job. Preference will be given to Federal work-study students.

## JOB POSTINGS

Jobs can be posted to the work-study job website (<http://apps.risd.edu/workstudy>) by the Work-Study Office, a RISD supervisor who is a Content Administrator or a non RISD employer. A RISD work-study supervisor can become a Content Administrator by contacting the Lisa Segura at [lsegura@risd.edu](mailto:lsegura@risd.edu).

The website also lists off campus job opportunities in non-profit agencies for students who have received Federal Work-Study. If a student wishes to take advantage of this opportunity he/she should check the job listings for jobs of interest and then see Nelly, ext 6634, in the Financial Aid/Student Employment Office for additional information. Federal Work-Study students are encouraged to consider work in community service. Community service means employment that can be recognized as improving the quality of life for community residents or helping solve problems related to their needs. These areas may include health care, childcare, literacy training, recreation, tutoring, counseling, welfare services, housing improvement, and social services. All students looking for more hours of work should routinely check these up-to-date listings for additional work on campus or in the local area.

## THE STUDENT EMPLOYEE'S RESPONSIBILITIES

## Each student who works on campus

- Must have a W-4 Form and an I-9 Form on file in the Work-Study Office *before beginning any work on campus*. Refer to *Payroll Procedures* on page 6 for details. Returning students who have filed exempt must update their tax status each January by completing a new W4 Form.
- Must complete electronic time cards for all work *as they work* unless otherwise specified on a student employment contract signed by the student, the supervisor, AND the student employment administrator. Refer to page 8 for instructions on completing the time cards properly.
- Should always report to work on time and with regularity. If you know that you are going to be absent or late because of illness or for any other reason, you **MUST CALL YOUR SUPERVISOR** as early in the working day (or before) as possible. It is very frustrating for a supervisor to set aside work for a student who ends up not reporting to work at all.
- Must act in a professional manner concerning the confidentiality of RISD's and of other students' records. Breaches of such confidentiality and any act of dishonesty are just causes for immediate dismissal from the job as well as the student employment program.
- Should take reasonable direction and correction from the supervisor. Ask a question when you do not understand what it is that is to be done. Use working time well.
- Should report the consistent lack of work to the supervisor and the Student Employment Office, if necessary, so that adjustments may be made.
- Should discuss problems with the supervisor if unhappy with the job or with the working conditions. If the problems persist, the student should inform the Student Employment Office.
- Should inform the Student Employment Office if there is a wish to change jobs. In most cases, a student will be able to change but only if there is another job available.
- Must give at least one week's notice to his/ her supervisor before quitting a job.

## THE SUPERVISOR'S RESPONSIBILITIES

As a supervisor of student employees at RISD you should be familiar with the policies and procedures established by the Student Employment Office to ensure a positive work experience for both you and your student. The supervisors' responsibilities are extremely important as all of the Federal funding at RISD may be placed in jeopardy if certain Federal Work-Study guidelines are not followed.

**It is not your responsibility to provide enough work for a student if the department does not have sufficient funds in its student labor budget to cover the student's wages.** If you are only able to hire a student for part of the award, the student should report back to the Student Employment Office for additional work in another area on campus.

Supervisors must submit an Online Student Work Authorization form for each student for each job the student performs in the department. The link to the online form can be found on the Work-Study Dept site on the intranet.

## Each supervisor

- Must make certain the students have completed W-4 and I-9 Forms in the Student Employment Office.
- Should set up a regular work schedule with each student, if possible.
- Should be certain that each student has enough work for the arranged work schedule. *It is illegal for us to pay a student if he/she has not actually worked the hours specified on the time card.*
- Should report any ineffective job behavior or difficulties to the Student Employment Office. Refer to the section *Termination of Jobs* below.
- Should provide the necessary training, counseling, supervision and understanding for the students. If a student is not performing up to the expected standard, the supervisor should make an effort to improve the student's level of service. Many students have never worked before and need guidance in how to work effectively.
- Must use hourly wage rates according to the wage scale distributed by the Work-Study Office. A general *Wage Scale* can be found on page 11.
- Must approve monthly student time cards online *by the deadline dates*. It is the student's responsibility to complete the time cards on time; but the supervisor has the responsibility of authorizing the time worked. If the supervisor is planning to be away during the student employment payroll, he/she **MUST** make certain that the time cards are approved and submitted by himself/herself or by someone else in the department who is an approved supervisor. Refer to the *Payroll Schedule* on page 12 for actual deadline dates.
- May not ask the student to volunteer.

Please note: For accuracy, the supervisor of a teaching assistant is the teacher!

## TERMINATION OF JOBS

The student should be aware of when the full amount of his/her student employment award has been earned, if financial need has been met. Off campus work-study students will be required to leave their off campus positions. See *Employment Award* on page 3 for a more detailed explanation.

### In addition, students' jobs may be terminated for the following reasons

Incompetence or poor attitude while on the job.

Reporting late to work or not showing up for work at all.

Any breaches of confidentiality, acts of dishonesty or falsifications of time cards, etc., are reasons for *immediate dismissal*.

Each supervisor should have in place guidelines for dismissal of a student. If it becomes apparent that the student's performance on the job is not satisfactory the supervisor can refer to these published guidelines. All supervisors should be sure that their students are aware of their department's termination and suspension policies.

The Student Employment Office suggests two warnings using the following procedures:

The first warning to be verbal - from the supervisor to the student

The second warning is to be written - from the supervisor to the student. A copy of this warning should be sent to the Student Employment Office.

If the problem with the student continues, the supervisor should again contact both the Student Employment Office and the student. The student will then be terminated from the job. Depending upon the seriousness of the problem, the student may be terminated from the student employment program for the remainder of the academic year. The supervisor is always required to inform the Student Employment Office in writing of any final termination and should outline the reasons for the final dismissal.

**Note to students:** You should make it your business to know your department's termination and suspension policies. If you receive a warning from your supervisor it would be beneficial for you to make immediate contact with the Student Employment Office. By talking with you, we may resolve these problems BEFORE rather than after a final termination notice is given.

Because of security and safety factors involved with the monitoring positions on campus, it is sufficient for a supervisor to give only one warning to any student who shows up late for work, or leaves early. Also, the supervisor may IMMEDIATELY SUSPEND A STUDENT--without warning--for two weeks or more if a student misses coming into work altogether.

*The most frequently cited reason for the termination of students is a failure to show up for work or to inform supervisors of their absence. Remember to call in if you are sick; or, find a substitute if you have a monitoring position and cannot be there. Never skip work without letting your supervisor know!*

## PAYROLL PROCEDURES

Pay rates for July 1, 2015 through June 30, 2016 are as follows:

Level I: \$9.00/hour

Level II: \$9.25/hour

Level III: \$9.50/hour

Level IV: \$9.75/hour

Off campus Federal Work-Study: \$10.00/hour

All students must be paid on the RISD student payroll and complete electronic time cards to receive payment for their services unless otherwise specified on an official student employment contract issued by the Student Employment Office. **There are no exceptions to this policy** regardless of the account used (i.e. student labor account, faculty grants, restricted accounts, etc.)! **A CHECK REQUEST TO THE ACCOUNTS PAYABLE OFFICE TO PAY A STUDENT FOR THEIR LABOR IS NOT ACCEPTABLE.** Check requests may only be used to reimburse a student for supplies that are purchased for a department or office. Supervisors should contact the Accounts Payable Department for details concerning reimbursement. Students buying supplies as part of the job should check with the department for proper procedures and save all receipts.

Student employment contracts are issued on rare occasions for short-term projects when hourly payment is not efficient or practical. However, supervisors must make certain that the hourly equivalent is not below minimum wage. Examples of these types of jobs are building projects, accreditation projects, instructors in CE, designers. A request must be made *in writing* to the Student Employment Office at least two weeks prior to the intended pay date. The request must include the student's name, RISD box number, RISD ID number, supervisor name, department name, department account number being charged, position title, employment beginning and ending dates, and salary amount. Once a contract is issued for a student it cannot be changed except to be canceled altogether. Federal funds cannot be used to pay undergraduate students on a contract. Contact the Student Employment Office for more information.

**All students** must complete a W-4 Payroll Form (sets up tax status & electronic time card) and an I-9 Form (proves identity and eligibility to work) with the Student Employment Office *before they begin working*. See page 10 for a list of acceptable documents

for the I-9 Form. The W-4 and I-9 Forms may be obtained in the Student Employment Office and need only be filled out once while attending RISD. (A W-4 Form will have to be updated annually if the student is claiming exemption from taxes.)

**Note to supervisors:** As the direct supervisor (who knows when your student employees work) it is your responsibility to make certain this procedure has been done within 72 hours of hire.

**International students** must also have payroll forms on file. If a student is from a country with whom the U.S. has a tax treaty the student will be exempt from paying taxes on some or all of his/her earnings in the U.S. (Tax treaty countries have earnings limits which should be noted. All international students will utilize the Foreign National Information System (FNIS) to determine their tax status. After completing FNIS questioner International students will need to visit the Student Employment Office to sign their forms.

Students will receive one paycheck each month for all jobs from the previous month. **IMPORTANT: The current payroll system does not allow employees to submit time for work from a previous month. All time must be submitted at the time worked.** Refer to the *Payroll Schedule* on page 12 for payroll deadline dates.

It is intended that paychecks will be distributed to the RISD student mailboxes by late morning on the scheduled pay dates. The Payroll Office is unable to provide students with advances on their paychecks.

Lost or stolen paychecks should be reported immediately to the Payroll Office. There will be a \$20 bank fee charge for stopping payment on a check and reissuance.

All work must be recorded on the web, on electronic time cards in order for a student to be paid unless otherwise specified on a student employment contract issued by the Student Employment Office. The Payroll system will automatically distinguish between students who will receive a W-2 Form at the end of the calendar year and international students who are working under tax treaty provisions who will receive a 1042-S at the end of the calendar year.

All electronic time cards should be completed and electronically signed by the first of each month to be approved on a timely basis by the appropriate supervisor. If a supervisor is not on campus on a required deadline date, it is acceptable for an alternate supervisor in the department to authorize the time on the time card.

Students **MUST COMPLETE SEPARATE ELECTRONIC TIME CARDS** for work done in different departments or offices, and for different jobs within the department, each month. All working hours must be completely filled in for each time period worked. Time should be rounded to the nearest quarter hour. Hours worked should be entered on the electronic time card at the time they are worked, not filled in at the end of the month. The hours **CANNOT** be completed after that month has passed. Each time card will have to be approved and submitted at the end of the month and cannot be held until a later payroll.

*Students may never work over 40 hours per week in all their jobs combined unless otherwise noted by the Student Employment Office.* The work week begins on a Sunday and ends on the following Saturday. No student may work more than six continuous hours without at least a 30-minute non-paid break.

## Electronic Time Cards (Students)

- Access a web browser like Internet Explorer
- Go to WebAdvisor:  
<https://wa.risd.edu/WebAdvisor/WebAdvisor>
- Click Login
- Type in your Username and Password.
- Click the **Submit** button.
- Click Time Entry.
- Click the box under “Choose Only One” for the position for which you are entering time.  
(If you have more than one job, there will be multiple listings here.)
- Click on Submit to access time card.
- Enter Time In and Time Out for the appropriate dates.
- Enter time with am or pm. Example: 9:00 in the morning is entered as 9:00am or 9a and 4:00 in the afternoon is entered as 4pm or 4p.  
  
(OPTIONAL) Insert line if needed.
- Two lines for each day appear automatically. To enter more than two lines for a day, you may insert another line by clicking on Insert Line. This may be necessary if you work in the same job three times in one day. Example: Work in the morning, go to lunch, work in the afternoon, leave to go to class, work again in the afternoon.
- Submit the time entered. [ENTER] or click on SUBMIT.  
Note: Time may be entered each shift, at the end of the day, or at any time before the end of the month without “signing” the time card. However, we advise you, and your supervisor may require you, to enter your time as you work.
- Confirmation page will display. **Click OK to close.**
- Log out.**
- IMPORTANT:** Once all time is entered for the month you will electronically “sign” the time card by clicking on the signature box. It is advisable to review your time before signing and submitting, corrections can be made prior to signature.

After clicking the **signature box and submitting** a confirmation message will appear. You must click **OK** to submit your time. Your supervisor will then receive an email indicating your time card is complete.

*\* if you cannot access your electronic time card, keep track of your hours until you have access. Please contact your supervisor.*



## Signing Off on Electronic Time Cards (Supervisor)

- Watch email for an indication that your employee(s) have submitted their time card.
- Access a web browser like Internet Explorer.
- Go to WebAdvisor:

<https://wa.risd.edu/WebAdvisor/WebAdvisor>

- Log in & click submit
- Click on Employees.
- Click on time approval (For supervisors)

### Alternate Supervisors Only

Select the supervisor's name for whom you are approving time. When you have selected the name of the supervisor, you'll see the employees for that supervisor.

- Click "Submit" to access employee's time card, those that have a check mark in Review Entry.
- As the supervisor or alternate supervisor you have edit privileges to change the employee's time.
- Click in the box to review Time in and Time Out for the employee.

(OPTIONAL) Insert line if needed.

Two lines for each day appear automatically. To enter more than two lines for a day, you may inset another line by clicking on Insert Line. This may be necessary if your employee worked in the same job three times in one day. Example: The employee worked in the morning, left for lunch, worked in afternoon, left for dinner/supper, but returned in the evening to cover a shift or work on a special project.

- Approve or Reject the time card  
Drop down to the Supervisor Decision box and select Approve to approve the time card. Select Reject to reject the time card.

(OPTIONAL) Enter an email subject and enter comments. Please use the space for comments related to the payroll only.

Comments are especially important if rejecting the time card. It provides an opportunity to direct the employee how to best make a correction. If you do not enter a subject line or make comments a generic email text will be sent to the employee.

Please note: if the end of the month has already occurred students will not be able to edit their time.

Supervisors will need to work with the student to correct the time.

- Submit.
- Logout.
- Confirmation appears.
- An email is automatically sent to the employee.

If the time was rejected, watch for another email indicating that the employee completed the time card entry process. Repeat the approval entry process, this time marking the time as approved. After the time is approved an indicator will appear on a payroll report. Corrections by students cannot be made after the student deadline. Supervisors will be able to make corrections to student time cards.

## LISTS OF ACCEPTABLE DOCUMENTS FOR THE I-9 FORM

PROVIDE ONE ORIGINAL DOCUMENT FROM THE FOLLOWING:

### Identity and Employment Eligibility: List A

- U.S. Passport (unexpired or expired)
- Alien Registration Receipt Card or Permanent Resident Card (Form I-151 or I-551)
- Unexpired Temporary Resident Card (Form I-688)
- Unexpired Employment Authorization Card (Form I-688A)

OR PROVIDE ONE DOCUMENT FROM EACH LIST BELOW:

### Identity Only: List B

- Driver's License or ID Card issued by a state or outlying possession of the US, or by a federal, state, or local government agency, with a photo or other info such as name, date of birth, sex, height, eye color, and address
- RISD ID
- Voter's Registration Card
- US Military card or Draft Record, or Military Dependand's ID card
- US Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority

### Employment Eligibility: List C

- US Social Security card (other than a card stating "not valid for employment in US")
- Certification of Birth Abroad issued by Department of State (Form FS-545 or Form DS-1350)
- Original or certified copy of a birth certificate issued by state, county, or municipal authority bearing an official seal
- Native American tribal document
- US Citizen ID card (Form I-197)
- ID Card for use of Resident Citizen in the US (Form I-179)
- Unexpired employment authorization document issued by the DHS (other than those listed in List A)

# RHODE ISLAND SCHOOL OF DESIGN

STUDENT WAGE SCALE 2015-2016

Level I \$9.00 per hour		
Building Monitor (FAV) Catalog Mailer Department Monitor (CE) Fitness Center Monitor	Gallery Monitor ISB Gallery Monitor Mail Clerk Nature Lab Monitor	Raw Materials Stockperson (Cer) Runner (CE) Slide Library Aide (Museum) Studio Monitor
Level II \$9.25 per hour		
Administration Assistant (Museum) Book Processor Book Shelver/Mender Building Monitor Cashier/Clerk Circulation Assistant (Library) Clerical Assistant Copy Technician (Copy Center)	Darkroom Monitor Facility Attendant (Graphic Design) Gallery Assistant (Architecture) Gallery Installer Information Assistant Jewelry Monitor Lecture Series Assistant Nature Lab Assistant	Newsletter Worker (Dining) Office Assistant/Secretary Office Technician Payroll Assistant Picture Collection Assistant Projectionist Reference Assistant (Library) Slide Filer/Binder
Level III \$9.50 per hour		
Check Out Room Monitor Clean-Up Crew Cleanup Supervisor (Ceramics) Computer Lab Monitor Digital Photo Lab Monitor Hall Monitor (Summer) Helpdesk Consultant Knitting Studio Monitor Maintenance (Model Shop)	Mechanical Repair Tech. (Photo) Nature Lab Senior Assistant Photo Cage Monitor Sculpture Monitor Senior Circulation Assistant Senior Mender Senior Office Assistant Shuttle Driver	Staff Assistant Student Computing Assistant/Lab Monitor Studio Assistant Studio Summer Help (Furn) Teaching Assistant Technician's Assistant-Photo Cage (CE) Tour Guide
Level IV \$9.75 per hour		
Archivist (Architecture/Glass) Assistant to International Students (DM) Assistant Grounds Keeper Athletics Coordinator Carr Haus Manager/Assistant Manager Check In Assistant (CE) Computer Imaging Tech Cultural Programmer Darkroom Manager Department Assistant DM Exhibitions/Events Overseer Education Assistant Fitness Center Manager Furniture Shop Monitor Gallery Manager/Coordinator Graphic Designer Head Check Out Room Monitor Head Computer Lab Monitor	Imaging Technician Kiln Room Manager Lecture Assistant Lighting Technician Loan Assistant Metal Shop Monitor Model Shop Monitor/Tech (Arch/ID) Nature Lab Special Assistant Page Layout/Design Assistant Painter/Carpenter (Arch) Paint Crew Phonathon Caller Photo Equipment Manager (Ceramics) Photographer Printing Technician Program Assistant (OSL) Project Assistant Publications (DM)	Repair Work Research Assistant Senior Helpdesk Consultant (OIT) Shop Monitor Siskind Center Assistant Special Assistant (FAV) Summer Activities Coordinator Summer Cleanup/Painting (Sculpture) Technician's Assistant Tutor Video Technician Web Design/Web Master Assistant Wood Cutter (Metcalf) Wood Shop Monitor Work Study Assistant Workshop Instructor Youth Supply Coordinator (CE)

# STUDENT PAYROLL SCHEDULE 2015-2016

For work done during the month of	Time cards due from students to supervisors on	Time cards due from supervisors to the Work-Study Office on	Actual paydates for the month are
September	October 1	October 2	Oct 9, 2015
October	November 1	November 2	Nov 9, 2015
November	December 1	December 2	Dec 9, 2015
For work done during the month of	Student approves time cards by	Supervisor approves time cards by	Actual paydates for the month are
December	December 14	December 18	Jan 11, 2016
January	February 1	February 2	Feb 9, 2016
February	March 1	March 2	Mar 9, 2016
March	April 1	April 2	Apr 11, 2016
April	May 1	May 2	May 9, 2016
May	June 1	June 2	June 9, 2016
June	July 1	July 2	July 11, 2016
July	August 1	August 2	Aug 9, 2016
August	September 1	September 2	Sept 9, 2016

## WORK-STUDY HOURS CHART 2015-2016

CALCULATING THE APPROXIMATE NUMBER OF HOURS OF WORK PER WEEK

Award Amount	\$9.00/ hour	\$9.25/hour	\$9.50/ hour	\$9.75/hour
\$2000	4.27 hours	4.15 hours	4.04 hours	3.94 hours

## Americans with Disabilities Act

According to the Americans with Disabilities Act (ADA), RISD, as an employer, must comply by providing fair and equitable treatment to the disabled through non-discriminatory practices and reasonable accommodations.

**DISABILITY:** a physical or mental impairment that substantially limits one or more of the major life activities of an individual. For example, walking, seeing, hearing, and learning.

**REASONABLE ACCOMMODATION:** any change an employer can make without undue hardship that enables disabled individuals to perform the jobs:

- making existing facilities readily accessible and usable
- job restructuring
- reassigning to vacant positions
- modifying work schedules
- acquiring or modifying equipment or devices
- providing qualified readers or interpreters

**UNDUE HARDSHIP:** an accommodation that is excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the business.

ADA prohibits any pre-employment inquiries about a disability. However, an employer can obtain necessary information regarding an applicant's qualifications.

The employer cannot make inquiries on a job application, in a job interview, or a background or reference check. The employer can ask applicant to demonstrate or describe how they will perform a job with or without reasonable accommodation.

### Before making a job offer, the employer:

- may ask questions about an applicant's ability to perform a specific job function
- may not make an inquiry about a disability

### After making a conditional offer and before an individual starts work, the employer:

- may ask health-related questions

### When an applicant has a visible disability (e.g. guide dog), or has volunteered information about a disability, the interviewer may not ask questions about:

- the nature or severity of the disability
- the condition causing the disability
- the prognosis or expectation regarding the condition
- whether the individual will need treatment or special leave because of the disability

In general, employees with disabilities should not be evaluated on a lower standard. Since the intent of the law is to prohibit any form of discrimination to the disabled in the workplace, we must assume that student employment supervisors must comply as well.

**RI SCHOOL OF DESIGN**  
***[department name]***

***Code of Responsibility for Student Employees***

Rhode Island School of Design (RISD) has a policy for maintaining the confidentiality of student records in compliance with federal and state laws and college policy. As a student employee of the [department name], you may have access to confidential and private records of other students, parents, faculty, staff, administrators, and/or the College. It is expected that you will maintain the confidentiality of any information to which you may have access during and after your period of employment at RISD.

I agree to maintain the confidentiality and privacy of all records with which I may come in contact as a result of my employment in this department. I understand that this includes all records for students, parents/guardians, faculty, staff, and/or administrators. I understand that any disclosure of this confidential material on my part may be grounds for termination, and/or prohibition of future employment from Rhode Island School of Design.

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

# How to Read a Paycheck Stub

## RHODE ISLAND SCHOOL OF DESIGN

<b>CHECK DATE:</b> 08/09/2015		<b>CHECK NO:</b> 000001			
Mr. Joseph College 2399	EMP. ID 0999999	TAX STATUS    FED    RI STATE    OTHER STATE			
	DEPARTMENT Library	MARITAL STATUS: Single			
SSN: 999-88-9999	TITLE Student Worker	ALLOWANCES: ADDL. AMOUNTS:			
<b>CURRENT PAYROLL INFORMATION</b>					<b>REMAINING LEAVE</b>
<b>PAY CYCLE:</b> Student		<b>FROM:</b> 07/01/2015		<b>TO:</b> 07/31/2015	
<b>CURRENT</b>			<b>YTD</b>		
HOURS AND EARNINGS	*RATE	HOURS	EARN	HOURS	EARN
Regular Pay	9.00	28.00	252.00	28.00	252.00
Workstudy Pay	0.00			100.00	845.00
<i>previous earnings from Jan 9<sup>th</sup> until this check</i>					
<i>non-federal money</i>					
<i>this check</i>					
<i>total year to date earnings</i>					
<b>TOTAL HOURS AND EARNINGS</b>		28.00	252.00	128.00	1,081.60
<b>TAXES</b>			<b>CURRENT</b>	<b>YTD</b>	<b>RISD CONTRIBUTION</b>
			<b>CURRENT</b>	<b>YTD</b>	<b>CURRENT</b>
Federal Withholding					
Medicare/FICA - Hospital Ins					
FICA Withholding					
RI State Withholding					
TDI Withholding					
<b>TOTAL TAXES:</b>					
<b>PRE TAX DEDUCTIONS</b>			<b>CURRENT</b>	<b>YTD</b>	<b>CURRENT</b>
			<b>CURRENT</b>	<b>YTD</b>	<b>YTD</b>
graduate teaching assistantships that are disbursed directly to a student's tuition account will be listed here					

**\*a note about the payrate:**  
 only the payrate of the first timecard that is data-entered (if you submit more than one) is listed on the stub...however, your pay is calculated using **all** payrates from **all** timecards...you can verify this by calling the Payroll Office at 454-6437 or the Work-Study Office at 454-6634