



Name of Policy: On-Campus Student Employment
Source: Financial Aid Office
Form to Complete: Federal & State W-4 Forms, I-9 Form, KCAI Work Authorization Form, FERPA Training Form, & KCAI Direct Deposit Form (optional). See Financial Aid to initiate.

**Policy:**

Approximately 30% of the student body works either on campus in a variety of jobs and/or off campus in community service/literacy works required by the Dept. of Education. KCAI Student Employment is coordinated through the Financial Aid Office. Employment opportunities are funded through the Federal Work-Study Program, KCAI Institutional funding, or KCAI departmental funding. All positions are posted on the KCAI website and are available to all eligible students. Positions are available on a first-come, first-serve basis, and it is the responsibility of the student to acquire a job. The amount of the maximum earnings is determined by the Financial Aid Office and cannot be exceeded without their approval.

Student employment is both a privilege and a responsibility. A student employment award is not a guarantee of employment, nor does it waive the employee's obligation to perform satisfactorily academically. Student employees must fulfill responsibilities required for their position and follow the KCAI Student Handbook. Not only do work study jobs provide an introductory work experience; to the maximum extent practicable, positions provide opportunities that complement and reinforce a student's educational program or career goals. A student employment experience can become an important item on a resume, and supervisors can become future job references.

As an employee of KCAI all student employees are required to submit proof of your COVID vaccination.

**Student Employment Pay Rates:**

Pay levels are designed to create opportunities for advancement, to encourage students to remain with the same department year after year, and to create equity between jobs that require minimal skills and those that are more advanced. Hourly rates are subject to change based on minimum wage and pay level increases.

Levels, pay rates, and descriptions can be found [here](#).

### **Procedure:**

Prior to working, students are required to complete both federal and state W-4 forms, an I-9 form, a KCAI Work Authorization form, FERPA Training form (if required), and have the option to participate in direct deposit. Upon completion of appropriate paperwork and submissions to the Financial Aid Office, the student will be eligible to start work.

Timesheets must be submitted for the time worked each monthly payroll period, by the deadline per the payroll schedule, in order to receive a monthly paycheck. Timesheets and paperwork are to be completed accurately. **Late or inaccurate paperwork or timesheets may delay the processing of your paycheck.**

### **Job Descriptions:**

Job descriptions are posted on ArtNet. The job description explains the core functions of the position and outlines the requirements and skills needed for the position. Schedule availability requirements are included in the job description. Students are not allowed to work during scheduled class time. It is the responsibility of both the student and supervisor to monitor hours worked, not to exceed the limits of 20 hours per week during the fall and spring semesters, and 29 hours per week in the summer. Students may work over the holidays and winter break at their regular hourly rate if approved by their supervisor and by Financial Aid.