

Advised

(and up to 40 hours on campus when classes are not in session (i.e., winter break, summer, etc)). International students with F-1 visa status have the opportunity to work up to 50 hours a week on campus

student who apply for and obtain a position. You must responsibly for financial  
considered for Federal Work Study. Federal Work Study does not necessarily guarantee a position as a  
government and the College. Students must file the FAFSA and meet federal eligibility requirements to be  
Federal Work-Study is a work program for U.S. citizens and permanent residents, funded by the federal  
spouse or are studying remotely and living outside of the United States.

inquiries about the program, please contact the Financial Aid Office at (508) 548-2100 or visit our website at [www.mass.edu/financialaid](http://www.mass.edu/financialaid). If you are taking a leave of absence or are studying

where there is a specific need to address one type of student employee.

Throughout this policy, these three groups will be collectively referred to as student employees, except  
students in three distinct groups: work-study, campus employment, and grant-funded research.  
use of federal funds in support of financial aid and research grant agreements. The College employs  
This policy is intended to ensure compliance with federal and state laws governing employment and the

perform tasks to the best of their ability and to comply with applicable College policies and laws.

commitments as in any other employment agreement. The College is not responsible for the actions of employees to  
Acceptance of Federal Work-Study or other College employment carries all the responsibilities and  
employment, or grant-funded research.

policies apply to all student employees, including those undertaking work-study employment, campus

The College's full Non-Discrimination Statement is available [here](#).

It is the policy of the College to adhere to all applicable state and federal

b The College has designated the Director of HR/Employee Relations to oversee its compliance with affirmative action.

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The Budget and Planning Office allocates student employment funds to specific departments for each fiscal year. It is the responsibility of the department head to monitor and manage those funds and ensure that all student earnings remain within the established budget and the student's authorization limits as published by the Financial Aid Office.

In general, student employment is authorized during the summer. Summer wage rates are established by the Office of Human Resources. Any student working over the summer must be rehired after the end of the spring semester as positions do not carry over following the end of the academic year. Resignation and Termination procedures for employees must be separately established. See "Resignation" and "Termination" procedures for employees below.

The hiring for grant-funded research positions is coordinated by the Office of Human Resources and Finance Offices. A campus employment authorization form should be completed for each student hire, indicating the name and chart string of the grant, the student working on the grant, their rate of pay, their weekly hours, and the duration of the assignment. The rate of pay generally should be consistent with the normal rates of pay for other comparable student employment positions. The completed form should be submitted to the HR Records Coordinator and the Manager of Gifts and Grants in Finance for review and approval. Once approved by the Manager of Gifts and Grants in the Finance Office, the HR Records Coordinator will move forward with processing the hire. In addition, all conditions with respect to employment of individuals set forth in the grant and applicable laws must be observed.

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First year students may work in the following departments (i) Dining Services, (ii) Justice, Equity, Belonging and Inclusion (“JEBI”), and (iii) select Community Service Work Study positions. Student employees who need to request an exemption from this policy on the basis of a disability or qualifying medical condition or a sincerely held religious belief should contact the Office of Accessibility Services and Human Resources.

Departments who wish to hire students must be aware of the three distinct types of student employment: work-study, campus employment, and grant-funded research.

If the student to be hired has never worked on campus in a paid position, the department must direct the student to Human Resources to ensure



Holy Cross is required by law to deduct certain income taxes from each paycheck. The amount withheld is based on gross weekly wages less the number of exemptions the student employee claims on their withholding exemption form. Changes to the number of exemptions claimed must be done in HR Self-Service by signing a new withholding exemption form.

In general, student employees are not eligible for paid leave benefits at the College unless required by law.

Student employees are not scheduled to work on traditional holidays. The traditional holidays are: New Year's Day, Indigenous Peoples' Day, Good Friday, Thanksgiving Day, Memorial Day, Day after Thanksgiving, Independence Day, Christmas Day.

The College observes five floating holidays, they are: Labor Day, Martin Luther King Day, Veterans Day, President's Day, and Juneteenth. The College maintains normal operations on floating holidays. Students who work on these floating holidays will be paid their normal hourly wages.

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During the academic year students are not eligible to accrue or use sick time. Student employees who work during the summer (non academic year) are eligible to accrue 1 hour of sick leave for every 30 hours worked, up to a maximum of 40 hours in any calendar year, but must work for 90 days before students are eligible to use this time. Any accrued sick time cannot be used during the academic year. For purposes of sick leave accrual, worked hours include overtime hours and paid sick leave hours. Accruals are expressed as hours of sick leave. For more information regarding when students may use accrued sick leave, please see the College's sick leave policy, available [here](#). Any student employee who works during consecutive summers is eligible for "roll over" accrued sick time from one summer to the next, in accordance with applicable regulations. Student ä 1N

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For any questions related to worker's compensation, please contact the HR Office Coordinator at (508) 793-3566.

Holy Cross encourages all members of our community to report issues, concerning or threatening behavior, and potential misconduct as described below.

All emergencies, including crimes in progress and acts of violence, should be reported immediately to 911 or to the Department of Public Safety by calling the emergency number 2222 from an on-campus phone or 508-793-2222 from a cell phone.

If a student employee is unhappy with their employment position and/or the conditions under which they are working, or if they wish to terminate their job, they may first discuss the circumstances with their supervisor if desired or consult with Human Resources.

A student employee may report potential misconduct to their supervisor, Human Resources, the Director of Title IX and Equal Opportunity or if unsure what form to use or if there is a desire to make an anonymous report, please use our [EthicsPoint](#) reporting system and it will be routed to the correct group.

A student who voluntarily elects to terminate his or her employment should give at least 2 weeks notice to their supervisor.

Please note that all student jobs are terminated at the end of the spring semester. Student employees may wish to discuss whether they would like to return to the position in the fall with their supervisor before leaving for the summer.

If a student worker from the previous semester will be working over the summer, a supervisor must request that HR transfers them into a summer position. Human Resources will send an email to student hiring managers in May asking if any student employees will be employed in your department through the summer.

Student employees are at-will and may be terminated with or without cause.

An involuntary termination can be initiated by a supervisor due to unsatisfactory performance or failure or an inability to comply with College or department policies or rules. Except for situations of serious misconduct (see further description below), supervisors are required to



Provide the student employee a verbal warning upon the first instance of misconduct. If misconduct continues, a written warning is to be issued and a copy sent to Human Resources.

If the matter is still not resolved, provide a written termination notice to the student employee and Human Resources and the termination will be processed by Human Resources.

Acts of serious misconduct will not be tolerated and may result in immediate discipline up to and including an immediate release from employment. Examples of serious misconduct include, but are not limited to, serious disregard of College policies, rules, or laws, disorderly conduct,



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