

# LETS Program Supervisor Handbook

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## **The Site Supervisor's Role and Responsibility**

The main role of a LETS Program site supervisor is to help students support and reinforce their education by assigning tasks related to their major. In addition to this, we ask that supervisors also assist HR staff in meeting the college guidelines for student worker employment. This means ensuring that student workers are continuing to be eligible to work in the program and that working conditions and tasks for student workers are appropriate and in compliance with college rules.

When it comes to hiring students for LETS jobs, it is the responsibility of the site supervisor to remember that everyone who qualifies for a LETS position has an equal opportunity. Please see the non-discrimination policy at the end of this document.

## **LETS Program Staff Roles and Responsibilities**

The main role of the LETS Program Coordinator is to maintain and develop LETS Program policies and procedures. For this reason, we highly value the feedback of the LETS Program site supervisors. We hope that this handbook will provide you with answers to many of the questions we've heard over the years; however, if you have a question which is not addressed in this handbook, please contact us. We're here to help.

## **General Guidelines**

- ❖ Student worker positions in the LETS Program are reserved for:
  - o Technology-based jobs to help students gain experience and hands-on training related to their major.
  - o Positions where students directly help other students succeed.
  - o Positions based on student retention efforts.
  
- ❖ As specified under the Classified Contract, student workers **MUST** work under the direction of a permanent employee, and student workers must have a site supervisor or employee nearby when they are working.

- ❖ In order to be eligible to work, LETS Program student workers must be taking 6 credits. Enrollment status is checked regularly. Any student workers found to be taking less than 6 credits must stop working immediately.
- ❖ Student workers can only have one student worker job on campus at a time.
- ❖ LETS Program student workers cannot be eligible for federal work study funding. If a student has been awarded work study funding, then they must decline it in order to accept the LETS Program position.

### **Hiring Student Workers**

- ❖ Once you receive your allocation you may begin hiring your student workers. Student workers may not begin working on the LETS allocation until July 1. Allocated funds expire June 30.
- ❖ Hiring Process:
  - o Once you receive your allocation, you may post your job on Lane Job Connection. The job posting must match what was submitted in your LETS Program Allocation Request Form to be approved.
  - o As the site supervisor, it is your responsibility to review the applicants that are in Lane Job Connection.
  - o It is also your responsibility to do interviewing.If you have any questions about the hiring process, please do not hesitate to contact LETS Program staff.

❖ **Student workers cannot work until:**

- o They have met with you or your staff in order to fill out their hiring paperwork.
- o They are hired for their job in Lane Job Connection and a copy of the hiring email is submitted to HR.
- o Their hiring paperwork (especially their I-9) is completed and is submitted to HR.
  - Please be sure to remind your student workers that they must present a government-issued photo ID and their social security card in order to complete their paperwork. Students who have worked on campus before are exempt from this request, as their ID and social security card are already on file with HR.

❖ It is common practice to provide student workers with an orientation to your department and their job. This orientation should involve:

- o A discussion of emergency protocols and evacuation routes
- o An explanation of job duties and expectations
- o A discussion of the Student Code of Conduct
- o And a discussion about FERPA guidelines

If you have questions or need assistance with this, please contact LETS Program staff.

**When Student Workers Leave**

- ❖ If you need to fire a student worker, please contact HR staff immediately. They will provide you with whatever guidance or support you need.
- ❖ If a student worker is leaving, no matter the reason, submit an ending PAF to HR staff immediately and let them know that the student worker's position has ended. If you wish to hire another student worker, please re-post the job listing in Lane Job Connection.

## Scheduling

- ❖ Site supervisors may hire as many student workers as needed; provided that they are following the rules listed below and that they do not exceed their LETS allocation. **Overages must be covered with the Department's own budget.**
- ❖ Student workers are eligible for a fifteen minute break for every 4 hours worked and 30 minute unpaid lunch break for every 5 hours worked. Please ensure that your student worker is receiving adequate break time.
- ❖ Student workers can only work 15 hours per week.
- ❖ It is the responsibility of the site supervisor to schedule their student workers and to ensure that their student workers are not working more than 15 hours per week.
- ❖ Student workers cannot work on holidays or days the college is closed, such as in-service. Student workers may work remotely only if your department has established a plan for real time supervision that includes access such as web conferencing or real time chat.

## **Payroll**

- ❖ Student worker positions begin at minimum wage. This may be increased after a student worker has worked two full consecutive terms of work in the LETS Program. A site supervisor must submit a positive evaluation of a student worker with a new PAF to HR in order for the pay increase to be awarded. Please ask us or HR for the current student worker step 2 wage.
- ❖ Students are required to complete their ExpressLane timesheets.
- ❖ It is your responsibility as the site supervisor to ensure that your student workers are submitting their timesheets on time.

## **Non-Discrimination and Equal Opportunities**

Lane does not discriminate on the basis of race, color, national origin, sex, or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.

## **Welcome to the LETS Program**

- ❖ If you have any questions or need support in any way, please don't hesitate to contact us:

LETS Program  
[LETSProgram@lanecc.edu](mailto:LETSProgram@lanecc.edu)