

Student Workers/Work Study Students

4J Human Resources Processes & Guidance

The following addresses the employment of students 16 or older within Eugene School District.

- 1) **The process of hiring a student should be completed from beginning to end collaboratively between the 4J hiring administrator/supervisor and the School Coordinator.** Administrators/supervisors should work with School Coordinators through the hiring process and employment of students.
- 2) **The District may not hire any student under 16 years of age.** 4J is authorized to employ students who are 16 years of age or older.
- 3) **Student workers and work study students can work no more than 44 hours per week. They can work whether school is in session or not, but not during summer break.**
- 4) **Students may not begin working until all paperwork and fingerprinting is complete.** Human Resources (HR) must receive all required paperwork and the paperwork must be complete and accurate before a student can begin working. HR must receive originals, not copies.

The hiring administrator/supervisor and the School Coordinator will receive acknowledgement from HR once paperwork/fingerprinting has been received and checked for accuracy/completed. Students are **NOT** to start work until the hiring administrator/supervisor and the School Coordinator have received the “Acknowledgement for Students to Start Work” email from HR.

The hiring process includes the following:

- [New Hire or Assignment Change Form](#) – completed by 4J hiring administrator/supervisor
 - [New Employee Information Sheet](#) – completed by student
 - [EEO Equal Employment Opportunity Form](#) – completed by student
 - [FERPA – Statement of Understanding](#) – signed by student and 4J hiring administrator/supervisor
 - [POLICY 4J](#) – memorandum
 - [Child Abuse & Sexual Conduct Disclosure Release](#)
 - [Criminal History Verification](#)
 - [Fingerprinting](#) – scheduled, completed, and paid for by 4J at <https://www.fieldprintoregon.com/>
Payment Options for Fingerprint-Based Criminal History Verification Processing – completed and paid for by the hiring school/department. Hiring schools or departments will be required to provide an account number to the Program Coordinator to charge when hiring a student worker.
 - [I-9 Employment Eligibility Verification](#) – completed by student and School Coordinator
 - [W-4 Federal](#) - Employee’s Withholding Allowance Certificate – completed by student
 - [W-4 Oregon](#) - Employee’s Withholding Allowance Certificate – completed by student
 - [Direct Deposit](#) - Payroll Authorization with voided check (optional) – completed by student
 - [Time Sheet](#) - memorandum
- 5) **The “New Hire or Assignment Change Form” must be signed by a 4J administrator/supervisor.** Non-4J personnel and 4J classified or licensed employees may not sign the forms.
 - 6) **Students must complete the fingerprinting process.** Fingerprint scanning is scheduled, completed, and paid for by the hiring school/department at <https://fieldprintoregon.com/>. The hiring school/department pays \$12.50 online (via credit). The student must go to either the Eugene or Springfield Fieldprint office for their fingerprinting appointment. The School Coordinator should send or give the student the email entitled “New Hire Information” to aid them in the process. This email is provided to School Coordinators by HR.
 - 7) **Hiring schools or departments must pay for a Fingerprint-Based Criminal History Verification.** The hiring school/department will fill out the “Payment Options for Fingerprint-Based Criminal History Verification Processing” form with the account number for the \$59.00 fee.
 - 8) **School Coordinators must check all forms.** The forms listed above must be checked for completion and accuracy before sent to HR. Pay particular attention to two-sided forms and ensure blank spaces are filled in with “NA” as appropriate.

- 9) **Payroll must receive student timesheets by the 15th of each month.** Timesheets should be **signed** by a 4J administrator/supervisor and sent to Financial Services by the 15th of the month.
- 10) **HR must receive notice when a student resigns or is terminated.** When a student chooses to resign, they must submit a letter of resignation to HR. If a student is terminated, HR must receive a copy of the letter of termination.

The letter of resignation or letter of termination must include the following:

- ✓ Student's first and last name
- ✓ Last day the student will or did work
- ✓ Signature – letter of resignation signed by student; letter of termination signed by 4J administrator/supervisor
- ✓ Date of signature

- 11) **The Employment Certificate, Summary of Child Labor Laws, and Student Worker Sign must be displayed in a conspicuous location visible to staff and students.** The following documents are attached to this notice and must be posted in a location where staff and students can readily read them:

- ✓ Bureau of Labor and Industries Employment Certificate
- ✓ Summary of Child Labor Laws
- ✓ Eugene School District Student Worker Sign

- 12) **More information can be found at:**

<http://www.4j.lane.edu/hr/student-workers-work-study-students/>

- 13) **Contact Information:**

School Coordinators

<p>Churchill High School Mary Beth Hepp-Elam ~ School To Career Coordinator Email: elam_m@4j.lane.edu Phone: 790-5262</p>	<p>North Eugene High School Catherine Moran ~ School to Career Coordinator Email: moran_c@4j.lane.edu Phone: 790-4518</p>
<p>Sheldon High School Shiloh Jackson ~ Post Graduate Career Coordinator Email: jackson_s@4j.lane.edu Phone: 790-6614</p>	<p>South Eugene High School Kathy Ruggles ~ School To Career Coordinator Email: ruggles_k@4j.lane.edu Phone: 790-8012</p>
<p>Early College and Career Options Valerie Falleur ~ High School Secretary Email: johnson_jul@4j.lane.edu Phone: 541 790-6850</p>	

Education Center Staff

<p>Instructional Services TBA ~ Department Secretary Email: Phone: 790-7550</p>	<p>Human Resources Scott Asbury ~ Human Resources Generalist II Email: asbury_s@4j.lane.edu Phone: 790-7673</p>
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