



Feather River College

Student Employment Policy and Procedures Handbook

570 Golden Eagle Avenue, Quincy, CA 95971
530-283-0202

Approved for use August 2021, Updated September 2023



Name:

My job title is...

My supervisor is... and their number is...

My job location is...

Human Resources Contacts:

HR Assistant - ext. 357

Business Office Contacts:

Payroll Officer - ext. 230

Emergency Contact:



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A Word of Welcome...

Congratulations on getting a job at Feather River College!

FRC employs students on campus to perform various tasks that greatly contribute to the functioning of the college community. Our commitment to educating the whole person is advanced through on-campus employment. Working on campus will not only provide you with wages; it will give you the opportunity to gain marketable work experience for future career endeavors.

Our goals are to increase professionalism, connect your learning in the classroom to your career goals, and help you develop 21st century skills that transfer into the workforce. Student employment with FRC offers wonderful opportunities for student employees to accomplish college and department goals while giving you valuable out-of-class learning opportunities. Student employees and their supervisors are an important part of the campus community, so your work is greatly appreciated.

As confirmed by numerous studies, you can improve your grades, form beneficial workplace habits, improve your organization and time management skills, and develop a stronger connection to the campus through employment with the college.

We wish you the best in your employment experience with FRC and want you to know we are here to guide and support you!



How to Use This Handbook:

This handbook is designed to provide resources, reminders, and a place for reflection of your employment experiences at FRC.

- As an employee, you represent the college. Please review page 7 for information for making a good impression.
- Review the Student Employment Responsibilities for an overview of conduct, expectations, and compensation on page 8-10.
- On page 11 and 12 there is a calendar for when time sheets are due and a sample time sheet.
- Review the health and safety policies on page 13 and 14 for instructions on keeping students safe.
- The Student Employment Student Learning Outcomes on page 15 focus on what student employees should learn through employment by the college. Your supervisor should provide more explicit outcomes that are area-specific, so record them during your meetings with your supervisor.
- Take notes throughout the semester on the skills that you learn, and reflect on the Student Employment Student Learning Outcomes often. Record your growth as an employee of the college; these notes will be valuable when your supervisor evaluates you at the completion of the semester. They will also be beneficial when you create a resume.



- A campus map, list of room numbers, and emergency procedures on pages 21-23 will help you to know the campus better so you can guide students.
- A staff directory with extensions is provided for when you need to reach someone on campus. You can dial the extension directly from a campus phone. From off campus or your cell phone, dial 530-283-0202 and then put the extension.
- The college-wide Student Learning Outcomes on the back of this handbook are general to what students who have attended FRC should have learned. Be sure to refer to the Student Learning Outcomes throughout this handbook to reflect on how you are acquiring these skills, and record them in your notes.

Let's start your journey!



Dress Code:

At Feather River College, we have a variety of employment positions, each with different dress code expectations.

Please ask your supervisor what the appropriate dress code is for your department. Dress according to what is advised.

At all times, remember that you are representing Feather River College!

Interpersonal Communication:

Student employees shall extend courteous and professional behavior to supervisors, colleagues, other students, and guests. All student employees should observe appropriate workplace behaviors, keeping in mind that they represent their department and FRC as a whole.

Feather River College promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, Human Resources is available for consultation and guidance.

Feather River College is interested in all of our employees' success and satisfaction with us. We, therefore, welcome the opportunity to help employees whenever feasible.



Student Employment Responsibilities:

Feather River College strives to provide students with an opportunity to explore various work situations while financially supplementing their income. In exchange for this opportunity we expect a standard of behavior equal to that of any professional.

Employment Paperwork & Start Date:

You may not begin work on campus prior to your Approved Start Date, which is reflected on your completed Student Employee Hire form. This hire form will be processed when all your employment paperwork required by Human Resources has been completed. A copy of this completed form will be provided to you by Human Resources. Any work completed prior to your Approved Start Date will be considered voluntary and unpaid.

Qualifications:

You must be enrolled in at least 6 units at FRC for fall and spring semesters to participate in the Student Employment Program (enrollment may not be required for summer employment depending on funding source). Working on campus allows you and your supervisor the opportunity to schedule your work hours around your class schedule.



You cannot work more than 20 hours per week, and you cannot work overtime (overtime is defined as working over 8 hours in a day or 7 consecutive days). If you work for more than one supervisor, you must coordinate your hours between your jobs to meet these requirements.

California law provides most employees with the right to have an unpaid 30-minute meal period if you work more than 5 hours, and the right to have at least one paid ten-minute rest break if you work at least 3.5 hours in a day, and a second paid ten-minute break if you work at least 6 hours.

Sick Leave:

Student workers are given 24 hours or 3 days per academic year for sick leave, but doesn't take affect until 90 days after your hire date.

Attendance:

Student workers are expected to treat their on-campus jobs as they would any other work situation. Attendance is mandatory, not optional. If you are going to miss work or be late, contact your supervisor prior to your absence. Excessive absence can be grounds for dismissal.

Supervision:

Your supervisor will provide the appropriate training and delineate all expected duties and/or responsibilities for your position. Your supervisor is the only person who will evaluate your job performance. Unsatisfactory performance can result in dismissal. No call, no show equals no sick pay.



Confidentiality:

You will be working with college faculty and staff and may overhear conversations concerning college operation, or you might be working in an office that manages confidential student information. No matter where you are employed, the information you hear or see in your work area is strictly confidential and may not be shared with others. A breach of confidentiality may result in your dismissal.

Rights:

In accordance with State and Federal laws, Feather River College does not discriminate on the basis of race, color, national origin, gender or any other protected classification. You have a right to be treated with respect and in an unbiased manner. If you are having difficulty with your supervisor, please contact the Human Resources Office.

Payroll Responsibilities:

You are responsible for keeping track of your work hours. By your last working day of the month, you must submit your monthly time sheet to your supervisor for verification of hours worked and for their signature, and the time sheet must be submitted to the College Payroll Officer according the College's Mid-Month payroll schedule. Failure to submit your time sheet by the payroll deadline may result in a delayed pay check. Falsification of attendance records may lead to dismissal.



Payroll and Time Sheets:

FEATHER RIVER COMMUNITY COLLEGE DISTRICT Business Services: Payroll

STUDENTS, SHORT-TERMS, CERTIFICATED HOURLY & SUBSTITUTES

July 2023 – June 2024

	Time sheets <u>Due to Payroll</u>	<u>Checks Released</u>
July time sheets due:	07/31/23	08/10/23
August time sheets due:	08/31/23	09/08/23
September time sheets due:	10/02/23	10/10/23
October time sheets due:	10/31/23	11/09/23
November time sheets due:	11/30/23	12/08/23
December time sheets due:	01/02/24	01/10/24
January time sheets due:	01/31/24	02/08/24
February time sheets due:	02/29/24	03/08/24
March time sheets due:	04/01/24	04/10/24
April time sheets due:	04/30/24	05/10/24
May time sheets due:	05/31/24	06/10/24
June time sheets due:	07/01/24	07/10/24

- **Hire paperwork must be completed and approved prior to beginning work.**
- **Work performed prior to approved start date will be considered voluntary.**
- Time sheets are required to be signed by the supervisor and employee before submitting to Payroll. **Checks will not be released if signatures are missing.**
- **Complete ONE time sheet per month of service**
- Noted dates are for:
 - Students
 - Associate Faculty Members with Office Hours and/or substitute hours
 - Short-term employees
- Late time sheets will be processed the following Mid Month (MM) pay cycle

Mid Month Payroll



Health and Safety:

Policies for Student Health and Mental Wellness

<http://www.frc.edu/studentservices/student-policies>

Student employees must comply with all safety rules posted within the campus and the individual departments.

In the event that you choose to write or speak about having survived sexualized violence, including rape, sexual assault, dating violence, domestic violence, or stalking and specify that this violence occurred while you were an FRC student, federal and state education laws require that, as your supervisor, I notify the Title IV Coordinator. She will contact you to let you know about accommodations and support services at FRC and possibilities for holding accountable the person who harmed you.

If you do not want the Title IV Coordinator notified, instead of disclosing this information to your supervisor, you can speak confidentially with the following people on campus and in the community. They can connect you with support services and discuss options for holding the perpetrator accountable (see next page).



Mental Health and Wellness Center, Ext. 234 or Ext. 205

Monica Potter, LPCC - Extended Opportunity Program & Services Counselor,
Ext. 354

Plumas District Hospital Emergency Room - 530-283-7111

Plumas County Mental Health - 530-283-6307

Plumas County Intervention and Resource Center - 530-283-5515 or 1-877-
332-2754

FRC recommends the phone application of My3 – available for free in the Apple App Store and Google Play: <http://my3app.org/>. This app is a safety plan which links you to a network of three people (of your choice) for support and intervention should you have thoughts of suicide.



Student Employment Student Learning Outcomes:

1. Students will relate the tasks in their student employment to their classes, major and career and explain how these tasks prepare them for the workforce.
2. Students will demonstrate professionalism by practicing workplace etiquette, being reliable, understanding and practicing confidentiality, accepting direction, and receiving feedback and applying it for improvement.
3. Students will communicate effectively in person, on the phone, in writing, or through technology with other students, faculty, staff, and community members.
4. Students will exhibit resourcefulness by taking initiative, solving problems, adapting to new situations, and being willing to learn new skills.
5. Students will recognize teamwork as an important aspect of being part of the campus community by being flexible, being cooperative with coworkers, and managing conflict in order to develop strong work relationships.



Feather River College CAMPUS MAP

- | | |
|---------------------------------------|------------------------------|
| 1. Plumas | 10. Science |
| 2. Main | 11. ORL/Art |
| 3. Administration (Gallery) | 12. Zygnier Allied Health |
| 4. Lower Main | 13. Child Development Center |
| 5. Bookstore | 14. Athletics Field House |
| 6. Student Services | 15. Fish Hatchery |
| 7. Campus Center | 16. Agriculture & Equine |
| 8. Learning Resource Center (Library) | 17. Facilities |
| 9. Gymnasium | 18. Rodeo/Ag Mechanic |
| | 19. Athletic Fields |

- Permit Parking
- Disabled Parking
- Visitor Parking
- Public Parking



Spanish Creek

18

Rodeo Arena

Softball Field

Practice Field

Public Restrooms

Baseball Field

Public Parking

Track & Football Field

Observatory

19

Sand Volleyball Courts

Bike Path to Quincy

17

Soccer Field

Community Trail Head

Permit Parking

14

15

13

Greenhouse

12

Geothermal Tank

8

Lawn Area "The Green"

9

Bus Stop

Student Dorms

10

11

Highway 70

Golden Eagle Avenue

Basketball & Tennis Courts

16

Room Numbers and Office/Room Descriptions

Plumas: BLDG 1	
100	Upward Bound
101	Career and Technical Education
Main Classrooms: BLDG 2	
201	Mac Lab/Classroom
203	Classroom
207	Classroom
208	Classroom
Administration: BLDG 3	
300	Reception/Mailboxes
301	Chief Student Services Officer
304	Chief Instructional Officer
306	Superintendent/President
310	Assistant Dean of Instruction
315	Institutional Researcher
320	FRC Gallery
322	Business Services
326	Print Center
350	Human Resources
Lower Main Classrooms: BLDG 4	
400	Classroom
403	Classroom (Chemistry Lab)
Bookstore: BLDG 5	
500	Post Office
501	Bookstore
Student Services: BLDG 6	
600	Mental Health and Wellness Center
603	Office - Mental Health Counselor
605	Classroom
607	TRiO Center
612	Admissions/Records & Financial Aid
617	Advising/Counseling Center
621	EOPS Office
627	Classroom
628	Incarcerated Student Program
630	Classroom
650	Educational Talent Search
654	Disability Support Program for Students (DSPS)
Campus Center: BLDG 7	
700	Cafeteria & Kitchen
705	Classroom – Culinary Arts
750	Student Lounge
757	ASFRC Office
758	Student Life Office

Learning Resource Center: BLDG 8	
800	Library
802	Library Computer Lab
850	Classroom
852	Instructional Resource Center
871	Classroom/Meeting Room
Multi-Purpose Building: BLDG 9	
918	Classroom
950	Gymnasium
971	Director of Athletics
Science: BLDG 10	
1001	Physics Lab
1002	Classroom
1004	Biology Lab
Outdoor Recreation Leadership & Art: BLDG 11	
1103	Climbing Wall
1106	ORL Equipment Repair Room
1108	Photography Dark Room
1109	Classroom – ART
1110	Art Studio
1111	Art Studio
Zygner Allied Health: BLDG 12	
1200	Classroom
1203	Skills Lab
1205	Simulation Lab (FRC Hospital)
Child Development Center: BLDG 13	
1309	Main Room
1312	Observation Room
Athletics Field House: BLDG 14	
1400	Athletics Field House
Fish Hatchery: BLDG 15	
1500	Room with Tanks
Agriculture & Equine: BLDG 16	
1600	Health/Breeding Barn
1601	Classroom
1602	Classroom
1603	Classroom
1604	Classroom
1605	Computer Lab
1611	Indoor Arena
Rodeo & Ag Mechanics: BLDG 18	
1801	Classroom
1802	Classroom



Emergency Procedures:



CAMPUS TELEPHONE DIRECTORY SPRING 2023

NAME	EXTENSION	
Anderson, Crystal	272	Program Coordinator – Equine/Associate Faculty
Aragon, Marco	380	Assistant Softball Coach/Associate Faculty
Aragon, Meredith	401/294	Head Softball Coach/Fitness Center Manager
Associate Faculty	343	Associate Faculty Voicemail
Atkins, Nolan	208	Assistant Baseball Coach/Associate Faculty
Baumgartner, Gretchen	285	Director - Admissions and Records/Registrar
Baumgartner, Terry	229	Faculty - Head Baseball Coach
Bergum, Lori	242	Administrative Assistant - Instruction
Bromby, Holly	292	Student Accounts Specialist
Caiazza, Heather	234	Mental Health and Wellness Counselor (I)
Campa, Valerie	274	Program Coordinator - Athletics
Campbell, Susannah	281	Faculty - Agriculture
Castillo, Alyssa	203	Assistant Women's Soccer Coach
Cline, Tamara	231	Purchasing Agent
Connell, Dr. Chris	225	Faculty - English
Conry, Sean	359	Food Services Manager/Culinary Instructor/Associate Faculty
Corsino, Debbie	243	SSS Advisor - TRiO
Desmond, Dr. Katie	381	Assistant Dean of Instruction (I)
Dimick, Sarah	318	Director - DSPS/Workability III
Downey, Mark	206	Desktop Support Specialist
Drybread, Krystal	317	Administrative Assistant – Student Services
Dvorak, Jon	382	Program Coordinator - Forest Health & Fuels/Associate Faculty
Easley, Dr. Rebecca	358	Faculty - Mathematics
Ellingson, Erin	222	Admissions and Records Specialist
Ellison, Emily	280	Chief Human Resources Officer
Flett, Dana	282	Faculty - Environmental Studies/Outdoor Recreation Leadership
Flett, Saylor	216	Faculty - Outdoor Recreation Leadership
Fontana, Amelia	338	Preschool Teacher
Franco, Justin	288	Financial Aid Specialist
Frigo, Sara	256	Executive Director - Feather River College Foundation/AF
Fuller, Dr. Adam	224	Instructional Assistant-Environmental Studies/Associate Faculty
Fuller, Caryn	226	Library Assistant - Evening
Gannon, Caitlin	287	Assistant Women's Basketball Coach/Associate Faculty
Gay, Jason	209	Assistant Baseball Coach/Associate Faculty
Gibson, Vanessa	241	Director of Financial Aid
Glib, Anita	286	Financial Aid Technician
Gooley, Conrad	212	Faculty - Head Soccer Coach (I)
Goulet, Nick	326	Faculty - Head Football Coach
Grammar, Rebekah	337	Senior Office Assistant II – Child Development Center
Grose, Dr. Nicole	252	Faculty - English
Hackett, Chanae	313	Program Staff Specialist II – Advising/Counseling (sub)
Hall, Cindy	233	Administrative Assistant/Executive Secretary
Hall, Helen	307	Administrative Assistant – Facilities/IT
Hamler, Jamel	305	Residence Hall Assistant Manager (I) /Assistant Football Coach/AF
Hamler, Tara	239	CalWORKS/Basic Needs Coordinator/Assistant Volleyball Coach/AF
Harris, Sean	324	Academic Advisor/Recruiter
Heaney, Dr. Thomas	314	Faculty – History/Division Chair
Hoznour, Kinderlin	281	Director - Child Development Center/Associate Faculty
Hoznour, Tristan	337	Head Cook – Child Development Center
Jarrett, Joan	245	Program Coordinator - IRC / Associate Faculty
Johnson, Keshawn	320	Faculty – Head Men's and Women's Basketball Coach
Kiedrowski, Lissa	284	Senior Office Assistant II – ISP
Kloft, Mackenzie	330	Assistant Athletic Trainer
Koeller, Scott	315	Recruitment Assistant
Koskinen, Shane	275	Instructional Assistant – ORL/Associate Faculty
Leonhardt, Rick	258	Faculty - Business
Lerch, Dr. Derek	321	Vice President of Instruction/CIO
Lindsey, Shawna	230	Payroll Officer/Internal Auditor

CAMPUS TELEPHONE DIRECTORY SPRING 2023

Llomas, Patricia	352	Upward Bound Advisor
Lombardi, Dr. Will	227	Faculty - English
Lombardo, Venice	236	Senior Library Assistant
Lowry, Rayen	271	Bookstore Manager
Lujan, Juanita	257	Human Resources Technician
Lusty, Michelle	357	Human Resources Assistant
Maffei, Nick	312	Marketing Outreach and Communications/Associate Faculty
McCarthy, Carlie	273	Vice President of Student Services/CSSO
McCarthy, Greg	288	Program Coordinator – Articulation/Advisor/Associate Faculty
McElroy, Cheryl	(530) 616-8211	Financial Aid Specialist
McHale, Kim	291	Admissions and Records Technician
McKenzie, William	277/329	Student Life and Engagement Specialist/Assistant Football Coach/AF
Meyer, Tanya	(530) 927-7747	K-14 Technical Assistant Provider
Molina, Kelly	338	Preschool Teacher
Moore, Nancy	328	Faculty - Nursing
Morris, Megan	289	Accountant
Murphy, Julie	254	Instructional Assistant – Instructional Resource Center
Nunez, Juan	330	Athletic Trainer/Associate Faculty
Nunn, Casey	281	Preschool Teacher
Oertle, Darlene	235	Faculty - Nursing Director
Ogle, Billy	221	Director – TRIO/SSS
Olivera, Joshua	240	Faculty – Art/Program Coordinator
O'Reilly, Brendan	276	Upward Bound Advisor
Parham, Walter	295	Director of Athletics
Petroelie, Michelle	316	Director – Student Equity & Achievement/Associate Faculty
Pinjala, Ravi	204	MIS Specialist – Database Administrator
Piper, Cydney	284	Program Coordinator – ISP/Associate Faculty
Potter, Monica	354	Faculty - Counselor - EOPS / CARE / NextUp
Presta, Natalie	(775)-404-6536	Director of Information Systems (I)
Read, James		Agriculture Facilities Operations Manager
Reid, Russell	260	Faculty - Equine Studies/Department Chair
Reilly, Jachin	404	Software Support Specialist
Rennie, Jan	322	Director – ETS
Reyes, Roman	306	Associate Head Rodeo Coach
Ritchie, Sarah	414	Head Volleyball Coach/ Dorm Manager/Associate Faculty
Robinson, Heather	247	DSPS Program Staff Specialist II (sub)
Rusky, Merle	311	Faculty - Early Childhood Education
Ryback, Michelle	290	Accountant
SECURITY	259	or (530) 258-7540
Selby, Audrey	266	Director of Upward Bound
Shipp, Carolyn	265	CTE Transitions Coordinator/Associate Faculty
Smart, Kurt	217	Faculty - Chemistry/STEM
Smith, Allison	248	ETS Advisor
Smith, Dan	327	SSS Advisor/Associate Faculty
Snow, Ashley	214	Instructional Services Class Scheduler/Information Specialist
Svilich, Stacey	244	Student Success Specialist / Associate Faculty
Swarm, Darryl	211	Faculty - Library Director
Tanner, JP	402	Faculty - Agriculture / Division Chair
Thompson, Anna	268	Faculty - Biology / Phi Theta Cappa Coordinator
Tracy, Bridget	308	Faculty - Environmental and Earth Sciences
Trafton, Wendy	250	ETS Advisor
Trutna, Dr. Kevin	232	Superintendent / President
Turner, Morgan	270	Vice President of Business Services/CBO (I)
VanCleve, Terrea	200	Senior Office Assistant I-Switchboard / Print Center
Vaughn, Paul	202	Faculty – Sociology (I)
Warndorf, Tony	259	Director of Facilities (I)/Associate Faculty
Westmoreland, Danielle	263	Assistive Technology Specialist
Wheley, Sean	237	Director - Institutional Research
Yates, Gracie	205	Mental Health and Wellness Center – PSS II (sub)
Zamarripa, Rico	203	Assistant Men's Soccer Coach

FRC Student Learning Outcomes:

Students who complete a certificate or degree at Feather River College should be able to demonstrate that they have achieved the following student learning outcomes. Each academic program and student support service area has additional outcomes.

1. Students will communicate effectively by:

- Writing clearly and accurately in a variety of contexts and formats
- Articulating thoughts, ideas, concepts, and opinions verbally
- Reading, comprehending, and applying published ideas
- Listening and responding to others

2. Students will demonstrate critical thinking skills by:

- Applying principles of scientific and/or qualitative reasoning and logic to solve problems
- Evaluating strengths, weaknesses, and fallacies of logic in arguments and information
- Utilizing a variety of academic lenses to develop and employ a multidisciplinary worldview
- Applying knowledge and skills in real-life settings

3. Students will locate, evaluate, and apply information by:

- Using technologies to identify, access, evaluate and use information to accomplish a specific purpose or task. (e.g., library and Internet search engines)
- Using social learning tools (e.g., systems that connect learners, instructors, and information: (Moodle, Sharepoint, Google docs, social software/media sites.)
- Organizing information (e.g., creating and maintaining electronic organization system for files)
- Understanding the social and ethical issues surrounding the responsible use of information technology
- Demonstrating competency in concepts, terminologies, and applications (e.g., word processing, spreadsheets, databases, presentations, and web.)

4. Students will demonstrate a sense of personal and professional ethics by:

- Accepting responsibility for their own actions
- Respecting and honoring diversity of individuals and ideas
- Exhibiting personal, professional, and academic honesty

5. Students will develop a clear sense of self, purpose, and ability to achieve goals by:

- Developing autonomy
- Developing Prioritization skills
- Advocating for self
- Delaying self-gratification
- Setting goals
- Using time management skills
- Accessing resources

6. Students will demonstrate skills in relationships through interpersonal communication, compromise, teamwork, and collaboration.

7. Students will value their education, understand its privilege, and become responsible citizens by:

- Participating in community service
- Respecting and questioning authority
- Expressing themselves creatively
- Being proactive in learning



Feather River College