INTRODUCTION

WHAT IS STUDENT EMPLOYMENT?

In student employment, there is an employee-employer relationship where the employer controls the time, place, scope of what’s done and how it’s done, and the activity is for the benefit of the employer. Student employees cannot receive benefits such as vacation pay or holiday pay.

NEC is an employer at-will. While NEC hopes that student employees’ employment will be long and rewarding, NEC does not guarantee employment or contract for a specific period of time. Student employees are free to resign at any time, though NEC prefers advance notice of at least two weeks. NEC may terminate student employees’ employment with or without cause.

There are 4 main categories of student employees, as follows:

STUDENT WORKERS
Student workers are paid on an hourly basis and cannot be compensated with a stipend, salary, commission, or fee. Each student work position has clearly defined responsibilities and one pay rate. Students may hold up to two student work positions concurrently. There is an appeals process for students who wish to hold more than two positions and feel that all of their desired jobs have academic significance and will make a positive impact on their resume, experience, and academic record. These appeals are addressed on a case by case basis by the Student Employment Committee. For more information, contact the Financial Aid Office.

Examples of student work positions include, but are not limited to: administrative assistants, teaching assistants, clerical workers, ushers, and accompanists.

FELLOWS
Fellows are paid in lump sums, typically at the conclusion of their fellowship; hiring departments must ensure that fellows’ total pay divided by the expected number of participation hours is equal to or greater than minimum wage.

Examples of fellows include, but are not limited to: Community Performances and Partnerships fellows, Entrepreneurial Musicianship (EM) fellows, and Honors Ensemble fellows.

STUDENT PERFORMERS
Student performers are contracted and paid lump sums by NEC on an as-needed basis; hiring departments must ensure that performers’ total pay divided by the expected number of participation hours is equal to or greater than minimum wage. Examples of student employment performers include, but are not limited to: NEC conducting class musicians, NEC Preparatory School ensemble ringers, and students coordinated by NEC to perform at outside venues (please note: performances booked through EM’s Gig Office do not qualify as student employment).
TEACHING FELLOWS
Teaching fellows are graduate students with contracts to teach lessons and/or classes at NEC’s College, Preparatory School, and/or School of Continuing Education. Teaching fellows are instructors of record and have full responsibility for the courses they teach. Teaching fellows are paid on a monthly basis.

WHICH STUDENTS CAN PARTICPATE IN STUDENT EMPLOYMENT?
All active College students are eligible to work on campus at NEC as student employees.

Students who graduate from NEC but will start a new program the subsequent semester are eligible to work on campus as student employees between the end of the old program and the beginning of the new one. For example, a student who graduates in May 20X5 and starts a new program at NEC in September 20X5 can work on campus over summer 20X5. Doctoral students who have completed their coursework and are in continuance are also eligible to participate in student employment.

Student employment eligibility ends the day after graduation for international students who are not beginning a new program. Student employment eligibility ends the last day of the pay period containing graduation for domestic students who are not beginning a new program.

Students who have graduated, taken a leave of absence, withdrawn, or have entered inactive status are not eligible to participate in student employment. Such individuals must be paid through NEC’s faculty/staff payroll or as vendors depending on the work agreement.

Students enrolled in the Preparatory and Continuing Education programs are not eligible to participate in student employment. Employees being paid via NEC’s staff or faculty payrolls cannot also be paid via the student employment payroll.

FUNDING SOURCES
All jobs eligible to be paid with the below funds are posted on NEC’s website and are available on a first-come, first-served basis.

STUDENT AID
Student Aid (SA) provides funding for part-time employment opportunities within NEC. All active NEC College students are eligible to earn Student Aid funding regardless of their Federal Work Study (FWS) eligibility (see below for further details). Due to federal regulations prohibiting the use of FWS for fundraising activities, work for NEC’s Institutional Advancement Office is always paid with SA funding. In addition, all performance and fellowship payments processed through student payroll are paid with SA funding.
FEDERAL WORK STUDY

Federal Work-Study (FWS) provides funding for part-time employment within and outside of New England Conservatory to eligible students. Eligibility for this need-based program is determined by the FAFSA, and both NEC and the federal government contribute to students’ income. FWS is earned on a bi-weekly basis and is never credited towards students’ bills.

Off campus employment opportunities are available only to FWS recipients and typically focus on public service initiatives such as tutoring and education. On campus employment opportunities are available on a first-come, first-served basis.

ELIGIBILITY

To be eligible for Work-Study funding, a student must:

- Be a United States citizen or a permanent resident
- File a Free Application for Federal Student Aid (FAFSA) for the current academic year
- Demonstrate financial need as determined by FAFSA
- Be enrolled at least half-time in an NEC College degree or diploma program
  - Tufts/NEC and Harvard/NEC dual degree candidates completing undergraduate coursework are not eligible to receive FWS funding from NEC, even if they receive FWS funding from Tufts or Harvard University
  - Harvard/NEC dual-degree students in the final (e.g. MM) year of their program are eligible to receive FWS funding from NEC

Students are considered for FWS funding when the Financial Aid Office reviews their completed Financial Aid application. The Financial Aid Office will offer a FWS award to all eligible students as part of their financial aid package. Students’ FWS awards may be adjusted or cancelled if they do not work on or off campus. FWS awards may be increased if a student has reached their earnings “ceiling” (see “Limitation on Earnings” below) and demonstrates additional financial need.

LIMITATION ON EARNINGS

There is a limit, or “earnings ceiling,” to the amount of FWS that a student can earn in a given year. The student can view their earnings ceiling on the NetPartner portal under the “My Awards” tab. The student is not guaranteed or required to earn this amount. The Financial Aid Office will attempt to raise students’ earnings ceilings when they reach their earnings maximum. If a student has earned their full Work-Study award and the ceiling cannot be raised, the student may continue to work if their position can be compensated with Student Aid funding.

TAXATION

Work-Study earnings are taxable income. Federal Income Contribution Act (FICA) taxes for Social Security and Medicare are not typically withheld from checks issued during the school year unless specifically
requested by the student on their W-4 form. During the summer months and other vacation periods the Payroll Office is required to withhold FICA taxes.

**REPORTING FWS EARNINGS ON THE FAFSA**
Federal Work-Study earnings should be reported as wages in FAFSA questions 39-40, whether or not you are a tax filer. The EFC calculation does not double count FWS earnings as both wages and financial aid when evaluating students’ financial information.

**HIRING PROCESS**

Managers who wish to post and fill a vacant position must complete the following steps:

1. Notify Financial Aid Office (FAO) of position via the online Student Employment Action Form (FAO will post job online)
2. Interview candidates
3. Inform FAO of desired candidate(s) via online Student Employment Action Form no later than 2 weeks before desired start date
4. Direct supervisor, student employee, and ADP approver sign and return offer letter generated by FAO no later than 5 days before desired start date

We recommend that departments that employ large numbers of students as performers hire a roster of potential student performers at the beginning of the semester to minimize the need for last-minute hires.

**TAX, EMPLOYMENT, AND INSTITUTIONAL PAPERWORK**

In addition to the offer letter, all new student employees must complete the W-4 tax withholding form, background check consent forms (if applicable), and the Employment Eligibility Verification Form (form I-9) before beginning work for the Conservatory. It is the employee’s responsibility to ensure they have properly filled out, signed, and returned all necessary paperwork to the Financial Aid Office on time.

**OVERVIEW**

**PAYROLL PROCEDURES**

Student employees are paid bi-weekly, 26 times per year. NEC requires direct deposit for all student employees to a domestic U.S. bank account of the employee’s choosing.

In order to be paid for hours worked, student employees must submit their hours on a daily basis online in ADP Time & Attendance system. The manager approves time online in ADP Time & Attendance as well. Online submission of hours by the employee must be made no later than the Saturday prior to the pay date.
Approval by the manager must be made the Monday prior to the pay date. Holding timecard submissions until the end of the semester is against the law and will result in higher tax withholding rates.

TIME AND ATTENDANCE

NEC’s policy and federal and state laws require that all hours worked be recorded promptly and accurately.

- Employees must log into http://portal.adp.com and enter their hours worked each day
- Each employee is responsible for their own electronic time recording and submission
  - No employee may sign in for another employee
  - Recording false information and/or tampering with other employees’ time & attendance may be cause for disciplinary action, including dismissal
- NEC’s pay week runs from Saturday at 12 AM through Friday at midnight

Supervisors are responsible for verifying student employees’ entries, including the hours and rate of pay reported.

Massachusetts minimum wage is $12.00/hour. We encourage supervisors to set pay rates commensurate with positions’ responsibilities and required skills as well as student workers’ prior experience. Questions about setting pay rates should be directed to NEC’s Human Resources office.

JURY DUTY PAY

Some student employees are eligible to receive jury duty pay for the first three (3) days of jury duty service. NEC does not compensate student employees for jury duty service beyond the first three (3) days.

To be eligible for jury duty pay, the student employee must be a student worker or teaching fellow with a regular schedule. Student performers, non-teaching fellowship recipients, and student workers and teaching fellows who do not have regular schedules are not eligible to receive jury duty pay.

To receive jury duty pay, the student employee must present the Financial Aid Office with the Juror Service Certificate issued by the court and describe the number of regularly scheduled hours their jury duty service caused them to miss. The Financial Aid Office will confirm the student employee’s schedule with their supervising department.

WORKERS’ COMPENSATION

Worker's Compensation is a type of disability insurance that covers employees for injuries incurred while on the job or while performing a job-related function required by NEC.

If an accident occurs at work, even if no injury occurs, the student employee must report the accident to their supervisor immediately. Massachusetts Form 101 must be completed, signed by the supervisor, and submitted to the Financial Aid Office within 24 hours of the accident. MA Form 101 may be obtained online or directly from NEC’s Financial Aid or Human Resources offices.
HOURS OF WORK

US CITIZENS AND PERMANENT RESIDENTS
US Citizens or Permanent Residents may work up to 40 hours per bi-weekly pay period when classes are in session, including during NEC examination periods. Students who work over these limits may be prohibited from Student Employment.

INTERNATIONAL STUDENTS
International students in valid F-1 status may work a maximum of 20 hours per week when classes are in session, including during NEC examination periods. This limit includes both on- and off-campus employment; all off-campus employment must be processed through the Office of Student Services.

Non-compliance with these regulations for on-campus employment is a violation of status that could jeopardize the F-1 status of students with serious consequences. Students who work over these limits may be prohibited from Student Employment.

PAY PERIODS WHEN CLASSES ARE NOT IN SESSION
All students may work up to 29 hours per week during pay periods when classes are not in session. Such pay periods are designated in the Payroll Calendar. Students who work over these limits may be prohibited from Student Employment.

RESIDENCE LIFE STAFF
Per the Residence Life Staff position descriptions, Resident Assistants (RAs) may not work more than 10 hours per week, on- or off-campus, including gigs. Due to the increased expectations placed on the students who hold this position, RAs must discuss all outside commitments with the Resident Director.

Graduate Assistants (GAs) are unable to hold any outside employment, including other paid positions within NEC, beyond the 10 hours of office hours required for the GA position. Outside commitments (optional performances, volunteer work, etc.) must be discussed with supervisors prior to commitment.

TEACHING FELLOWS
Teaching Fellows’ hours of work are specified in their contracts. Their hours worked equal their contact hours or the number of hours reported to payroll, whichever is greater. Any questions about Teaching Fellows’ hours should be directed to the Financial Aid Office.

MANDATED BREAKS
The Commonwealth of Massachusetts mandates a 30-minute unpaid break after six hours of work. Breaks may not be taken at the beginning or end of the workday.
RESPONSIBILITIES

REPORTING OF ABSENCE/TARDINESS
Employees are expected to be present and on time at the start of their scheduled work period. If an employee is unable to report to work, or is going to be late for any reason, they must inform their supervisor of this fact no later than the start of the work day and advise their supervisor of the duration of their absence. Unauthorized or excessive absences or lateness may lead to corrective action, including dismissal.

An employee who fails to report to work as scheduled for three days without providing proper notice to his or her supervisor may be considered to have voluntarily terminated his or her employment.

TERMINATIONS
Because employment at NEC is "at-will," either an employee or NEC (the employer) can terminate the employment relationship at any time, for any reason or no reason at all, with or without notice.

The primary categories NEC uses for terminating employees are voluntary and involuntary with all reasons for termination falling under one of these primary categories.

Voluntary
A letter of resignation to an employee’s supervisor is appropriate for voluntary termination. It would be helpful to receive as much advance notice as possible. It is customary for student employees to give two weeks’ notice.

Involuntary
Involuntary termination occurs if NEC initiates an employee’s termination. This can occur without advance notice, for any or no reason. Some of the causes for involuntary termination are: insubordination, falsification of employment records, unsatisfactory job performance, unacceptable workplace conduct, absenteeism, theft, dishonesty, mistreatment or disrespect toward other employees, visitors, or other members of the public, and/or violation of any NEC policies or rules. Involuntary termination could also occur as a result of reduction in staff. These examples are not exclusive.

EMPLOYEE ACKNOWLEDGEMENT
I understand that NEC’s Student Employee Handbook is accessible on my ADP homepage at http://portal.adp.com, using my student employee access credentials. I understand that I am responsible for familiarizing myself with contents of the handbook and any supplemental information provided to me. I understand that I should contact the Financial Aid Office if I should need any further clarification.
I understand that the handbook provides general guidance and describes student employment policies and procedures. NEC reserves the right to modify or revoke any and all of the policies and procedures described herein, in whole or in part, at any time with or without notice.

I understand that this manual supersedes and replaces any and all previous student employee handbooks or student employee policy statements issued by NEC, whether written or oral. If NEC adopts a new policy or procedure, student employees will have access to a copy of the new policy or a copy of the revised student employee handbook online at the ADP account homepage.

I understand that I am employed on an “at will” basis and that this handbook does not provide me with a legal right to continued employment. This means that NEC or I may terminate the employment relationship for any reason or no reason, at any time, with or without notice.

I agree that the manual is not a contract, or an offer to form a contract, and it is not intended to create a contract (express or implied) between NEC and me. Nor is it a guarantee of any particular benefit, procedure, term or condition of employment.

I understand that any updates to this handbook will be sent electronically and that it is my responsibility to read and understand those updates.

New England Conservatory is an equal opportunity organization. The Conservatory encourages the participation of all individuals without regard to race, color, religion, sex, age, national or ethnic origin, sexual orientation, physical or mental disability, or veteran status in the administration and operation of its programs and activity.