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# Berry College Student Employment Handbook

## Section 1: Welcome to LifeWorks

### Welcome to Student Employment at Berry College!

As a LifeWorks student employee, you are joining one of the most unique parts of the Berry experience. This is more than just a job — it's an opportunity to grow, to serve, and to prepare yourself for life after college.

### Why LifeWorks Exists

The LifeWorks program began with Martha Berry's belief that work builds character. She saw that combining learning with meaningful work would prepare students not only for graduation but for life. That same vision continues today.

At Berry, students outnumber faculty and staff by nearly six to one, which means the campus truly depends on your work. But just as important, your work is designed to help *you* grow. Through LifeWorks you'll:

- Gain real-world skills and experience.
- Contribute to the Berry community in meaningful ways.
- Develop your Head, Heart, and Hands for success after graduation.

When you show up for work, you're not just earning a paycheck — you're building habits, skills, and confidence that will serve you for a lifetime.

## Section 2: Eligibility & Getting Started

To work in the LifeWorks program, you must:

- Be currently enrolled as a Berry College student.
- Maintain satisfactory academic progress.

If you withdraw, take a leave of absence, or are suspended, you are no longer eligible to participate. If you return from a leave, you may need to check in with the LifeWorks Office to verify your employment status before resuming work.

### Hiring Paperwork

Before you begin your job, you must complete all required employment forms (I-9, W-4, G-4, and direct deposit setup). Most students complete these during SOAR or Viking Venture, but if you don't, you'll need to schedule an appointment with the LifeWorks Office.

**Important:** You cannot start working or log hours until all your paperwork is complete.

### Your First Steps on the Job

- Meet with your supervisor for an orientation.
- Learn your department's expectations and any specific safety procedures.
- Confirm your schedule and work hours.
- Make sure you can log in to the TimesheetX system.

Getting these basics right at the beginning will set you up for success.

## Section 3: Job Classifications & Growth Path

LifeWorks jobs are organized into four levels. Each level gives you a chance to grow, take on more responsibility, and earn a higher wage. Most students start at the **Entry level** and move up as they gain experience.

### 1. Entry Level – Getting Started

- **Focus:** Learn the basics of professionalism and workplace skills.
- **Work Examples:** Task-based jobs such as filing, set-up, customer service, or daily operations.
- **Supervisor Support:** Close supervision with lots of guidance.
- **Pay:** \$9.25 per hour.

### 2. Intermediate Level – Building Skills

- **Focus:** Develop independence and begin managing projects.
- **Work Examples:** Taking on more complex assignments, helping coordinate events, or managing part of a process.
- **Supervisor Support:** More mentoring, less direct oversight.
- **Pay:** \$9.50 per hour.

### 3. Advanced Level – Leading Others

- **Focus:** Step into leadership by managing peers or large projects.
- **Work Examples:** Serving as a student supervisor, leading research, training new employees, or managing a program area.
- **Supervisor Support:** Equal balance of managing and mentoring.
- **Pay:** \$10.25 per hour.

### 4. Pre-Professional Level – Preparing for Your Career

- **Focus:** Act as a department leader, mentor, or representative.
- **Work Examples:** Directing daily operations, mentoring other students, representing your department in meetings.
- **Supervisor Support:** Minimal oversight, mostly mentoring.
- **Pay:** \$11.50 per hour.

### **Your Growth Path**

LifeWorks is built to help you grow every semester. Each level builds on the last, preparing you not only for your next LifeWorks role but also for life after Berry. The skills and habits you develop here will carry into internships, graduate school, and your career.

## **Section 4: Learning Outcomes — What You'll Gain**

LifeWorks is more than a job — it's a pathway to your future. Every role you hold on campus is designed to help you develop skills that employers and graduate programs are looking for. These are called **Career Readiness Competencies**, and at Berry we focus on eight of them. (Nace, 2024)

### **The Eight Skills You'll Build through LifeWorks**

- **Critical Thinking & Problem Solving** – Learn how to approach challenges with confidence, think through solutions, and make good decisions.
- **Communication (Written & Oral)** – Practice expressing yourself clearly, whether you're writing emails, talking with your supervisor, or presenting ideas.
- **Teamwork & Collaboration** – Discover how to work with people who may think differently than you, and how to contribute to a team's success.
- **Leadership** – Take initiative, manage projects, and encourage others to do their best.
- **Professionalism & Work Ethic** – Build habits that matter in every workplace, like being on time, dependable, and focused.
- **Technology** – Use tools and systems that make your work more efficient and prepare you for today's job market.
- **Belonging & Service** – Contribute to a community where everyone feels valued and serve in ways that strengthen Berry and beyond.
- **Self & Career Development** – Understand your strengths, set personal and professional goals, and prepare for your next steps after graduation.

### **How LifeWorks Helps You Grow**

- As you move from Entry to Pre-Professional positions, you'll practice and strengthen these eight skills.
- Your supervisor will give you feedback and opportunities to grow along the way.
- By graduation, our goal is for you to leave Berry **confident in all eight areas**, ready for the career or calling you choose.

## **Section 5: Work Expectations & Professional Standards**

Being part of LifeWorks means you are both a student and an employee. You represent your department, Berry College, and yourself every time you show up for work. While each workplace may have unique requirements, here are some common expectations for all student employees:

### **Attendance & Reliability**

- **Be on time** for every shift.
- If you're sick or unable to work, notify your supervisor as soon as possible, preferably before your shift begins.
- Excessive absences, tardiness, or leaving early without approval may lead to disciplinary action.

### **Professionalism & Respect**

- Treat supervisors, coworkers, and community members with respect.
- Use courteous and professional language — abusive or profane language is never acceptable.
- Stay focused on work tasks during your shift. Personal phone use or unrelated activities should be avoided.

### **Dress Code**

- Wear clothing that is appropriate for your workplace.
- Departments may set their own dress codes (for example: professional attire in an office or closed-toed shoes in a shop or lab).
- Avoid attire that is unsafe or distracting.

### **Confidentiality & Data Security**

- Some jobs give you access to private or sensitive information. Protect confidentiality at all times.
- Do not share personal student, staff, or institutional information.

### **Safety**

- Follow all safety training and procedures provided by your supervisor.
- Never use equipment or perform a task you haven't been trained on.
- Ask questions if you are unsure how to safely complete a task.

### **What Not To Do**

- Do not perform personal errands for supervisors, staff, or other students.
- Do not log hours while sitting in class, even if the class is cancelled.
- Do not falsify timesheets — this will result in dismissal from LifeWorks.

**Note:** These are *examples* of common standards across LifeWorks. This is not an exhaustive list. Every department may have its own specific policies or expectations. Always check with your supervisor for the rules and guidelines that apply to your particular job.

## Section 6: Feedback, Evaluations & Promotions

LifeWorks is designed to help you grow, not just complete tasks. One of the ways we do this is by providing feedback, evaluations, and opportunities for promotion.

### Feedback

- Your supervisor should give you feedback throughout the year.
- This may include informal check-ins (quick conversations about how things are going) or more formal discussions about your progress.
- Feedback is meant to help you improve, recognize your strengths, and prepare for future opportunities.

### Evaluations

- At least once a year, you should receive a formal evaluation from your supervisor.
- Evaluations focus on two key areas:
  1. **Career Readiness Competencies** – how you are developing the eight core skills (Critical Thinking, Communication, Teamwork, Leadership, Professionalism, Technology, Belonging & Service, Self & Career Development).
  2. **Job Performance** – how well you are meeting the specific responsibilities of your position, such as reliability, quality of work, and following procedures.
- Evaluations are also a great time for you to reflect, ask questions, and set goals for your next steps in LifeWorks and beyond.
- **If you want to be promoted into higher-level LifeWorks jobs (Intermediate, Advanced, or Pre-Professional), you must complete your evaluation.** Promotions cannot move forward without this step.

### Promotions

- Promotions in LifeWorks are tied to growth and readiness. To move into **Intermediate, Advanced, or Pre-Professional** roles, you'll need:
  - A strong performance record.
  - A **completed and approved resume** on file with the Center for Personal and Professional Development (CPPD). Initial resumes must go through the **Resume Toolkit and review system** to be approved.
  - A successful evaluation from your supervisor.
- Supervisors may also hold interviews when considering students for promotions, just like in the professional world.
- You can access the **Resume Toolkit, resume review/approval system, and other career resources** through the [Berry Journey portal](#).



## Why This Matters

Feedback, evaluations, and promotions aren't just requirements — they're tools to help you grow. They prepare you for internships, graduate programs, and your career after Berry. By engaging in this process, you'll leave college with not only a paycheck, but also proven skills and experiences that make you stand out.

## Section 7: Hours & Scheduling

### Why We Have Hour Limits

LifeWorks is a **developmental program** designed to help you gain skills, confidence, and experiences that prepare you for your future. While you are paid for your work, the program is not designed to be students primary source of financial aid or to cover all of their expenses. Instead, the purpose of LifeWorks is to give every student the chance to grow through paid meaningful work.

We also want to be good stewards of the resources we've been trusted with. Setting limits on hours helps ensure that:

- You have time to focus on academics first.
- Every student has an opportunity to participate in LifeWorks.
- Resources are used responsibly to benefit the whole Berry community.

Your job is important, but it's also part of a bigger picture: preparing you for life after Berry while providing valuable service to the campus.

### Maximum Hours During the Academic Year

These limits apply to the **total of all LifeWorks jobs you hold**:

- **First-year students:** Up to **10 hours per week**
  - *Exception: Gate & LifeWorks Scholars may work up to 12 hours per week.*
- **Upper-class students:** Up to **12 hours per week**
  - *Exception: Gate & LifeWorks Scholars may work up to 16 hours per week.*
- **Graduate assistants:** Up to **20 hours per week**
- **Bonner Scholars:** Not eligible to participate in LifeWorks during freshman year.
- **Community & Industry positions:** Up to **20 hours per week (available for upperclassmen)**
- **Stipend positions:** Count toward your weekly total.
  - *Example: If your stipend equals 8 hours, you may only work 4 additional hours in another job to stay within the 12-hour limit.*

## When Classes Are Not in Session

- During official breaks (Winter, Spring, Summer), you may work up to **40 hours per week**.
- Overtime (more than 40 hours per week) is **never permitted**.

## Exceptions to Hour Limits

- Only supervisors may request an exception, and they must email the LifeWorks Office directly with a justification.
- Exceptions may be granted for **specific departmental needs**, such as covering an admissions event or a special project.
- Even when granted, exceptions will be **limited in scope and time** (for example, one pay period).
- Exceptions are **not granted** for reasons such as:
  - A student's preference to work more hours or multiple jobs.
  - A student's financial situation. \*
  - A student's desire to "catch up" on scholarship requirements.

\* Students facing financial hardship are encouraged to contact the **Financial Aid Office** to explore support options.

## Class Time Rule

- You may not log hours during scheduled class times.
- If a class is cancelled and you wish to work, you must email the LifeWorks Office with the course number, section, and date to request an override.

## At-a-Glance Chart

Student Type	Max Hours Per Week	Notes
First-Year	10	12 if Gate/LifeWorks Scholar
Upper-class	12	16 if Gate/LifeWorks Scholar
Graduate Assistant	20	
Bonner Scholar	0	Not eligible freshman year
Community/Industry Jobs	20	Eligible for upperclassmen
Stipend Positions	Count toward limits	Example: 8 hr stipend + 4 hr job = 12 total
Break Periods (No Classes)	40	No overtime allowed

## Section 8: Pay & Timesheets

### Logging Your Hours

- All hours must be logged in **TimesheetX** — this is the official system Berry uses to track student work.
- Log your hours **accurately and promptly** after each shift.
- You may only record hours for time you were actively working.
- Meal breaks (lunch, dinner, etc.) are **unpaid** — log out when you leave and log back in when you return.

**Important:** Falsifying a timesheet is considered a serious violation of trust and is against the law. It may result in dismissal from LifeWorks, and potential legal consequences that require repayment of wages.

### Getting Paid

- Student employees are paid **every two weeks**.
- Pay is issued by **direct deposit** (set up in Viking Web) or by **paper check** delivered to your campus post office box.
- You do not receive pay for vacation, sick time, or holidays — only for hours worked.
- Students are exempt from FICA taxes during the academic year, but summer earnings may have FICA withheld if students are not enrolled in summer classes fulltime.

### Timesheet Deadlines

- Students must submit their timesheet by **1:00 PM on the Monday after a pay period ends**.
- Supervisors must approve timesheets by **10:00 AM on Tuesday**.
- Pay is distributed on **Friday** of that same week.

### If There's a Problem

- **Late submission by student:** If you miss the Monday deadline, you'll be paid in the next pay cycle.
- **Supervisor late to approve:** If you submitted on time but your supervisor did not approve, you may go to the Payroll Office (Hogue Building) on Friday morning for a cash advance.
- **Questions about pay or taxes:** Email [payroll@berry.edu](mailto:payroll@berry.edu).

## Section 9: Workplace Policies & Rights

As a LifeWorks student employee, you are both a student and a representative of Berry College. To make sure your work experience is safe, fair, and professional, Berry has set policies to guide your employment.

### Your Rights

- **Safety:** You have the right to proper training and equipment before being asked to perform any task. Never use equipment or do work you haven't been trained to do.
- **Non-Discrimination & Harassment-Free Workplace:** Berry prohibits discrimination or harassment based on race, color, religion, sex, national origin, age, or disability. You have the right to work in an environment that is respectful and supportive.
- **Sexual Misconduct Protections:** Sexual harassment and misconduct are not tolerated. If you ever experience or witness misconduct, you should report it to your supervisor, the LifeWorks Office, or directly to a Title IX official.
- **Accommodations:** If you have a disability that affects your work, you may be entitled to reasonable accommodations. Contact the LifeWorks Office to begin that process.

### Your Responsibilities

- **Dress Appropriately:** Follow your department's dress code. For example, office jobs may require business casual attire, while shops and labs may require closed-toe shoes. Avoid clothing that is unsafe or unprofessional.
- **Confidentiality:** Some jobs involve access to sensitive information. You are expected to keep all personal, student, and institutional information private.
- **Use of Vehicles:**  
If your job requires driving a Berry vehicle or golf cart, you must:
  - Have a valid driver's license.
  - Complete Berry's **Motor Vehicle Registration (MVR) approval process** before operating any Berry vehicle.
  - Follow all traffic laws and campus driving policies.
  - Always wear a seatbelt when operating or riding in a vehicle.
- **Professional Conduct:** Treat everyone with respect. Use professional language and behavior while at work.
- **Appropriate Duties:** You should only perform tasks directly related to your department's mission. You may not be asked — and should not agree — to perform personal errands for supervisors, staff, or other students.

**Note:** These are common examples of workplace policies. This is not an exhaustive list, and each department may have additional policies or expectations. Always check with your supervisor for specific guidelines in your job.

## Section 10: Conflict Resolution

Sometimes challenges come up in the workplace — whether it’s a misunderstanding, a scheduling issue, or a bigger concern. LifeWorks is here to support you in handling these situations fairly and respectfully.

### **Step 1: Talk with Your Supervisor**

- Most issues can be solved by having an open conversation with your supervisor.
- Be respectful, explain the situation clearly, and work together toward a solution.

### **Step 2: Contact the LifeWorks Office**

- If the issue isn’t resolved after speaking with your supervisor, reach out to the LifeWorks Office.
- Our staff can listen, offer guidance, and help mediate if needed.

### **Step 3: Use Additional Resources if Needed**

- For issues related to discrimination, harassment, or sexual misconduct, you may also contact the **Title IX Office** or **Human Resources** directly.
- If you need accommodations due to a disability, contact **Accessibility Resources** in addition to LifeWorks.

### **Our Commitment**

- You will not be penalized for raising concerns in good faith.
- LifeWorks and Berry College are committed to creating a safe, fair, and supportive workplace for all students.

## **Section 11: Resources & Support**

You are not alone in your LifeWorks journey. Berry has several offices and staff members ready to support you with questions, concerns, or guidance.

### **LifeWorks Office**

- **Email:** lifeworks@berry.edu
- **Phone:** 706-236-2244
- **Staff Contacts:**
  - **Phillip Edge**, Director of LifeWorks
  - **Joy Wooddell**, Assistant Director of LifeWorks
- Visit our **Student Resource Center** for FAQs, updates, and helpful links.  
<https://berry.edu/ppd/lifeworks/student-resource-center>

### **Payroll**

- **Email:** payroll@berry.edu
- Contact for questions about direct deposit, W-2s, or paycheck/tax issues.

## **Career Development**

- Help with resumes, interview preparation, and career planning.
- All LifeWorks students are expected to have a resume on file that has been reviewed and approved by the Career Development team when leveling up from entry-level positions.
- Refer to the Resume Toolkit in the [Berry Journey portal](#) for guidance and support.
- Schedule an appointment or submit your resume for review through Handshake.

## **Title IX Office**

- Report concerns related to sexual harassment or misconduct.

## **Quick Reminder**

LifeWorks is here to help you grow. If you're ever unsure about policies, expectations, or your next steps, start by talking with your supervisor or contacting the LifeWorks Office.

## Appendix: Quick Reference Tools

### Your First Week Checklist

- ✓ Complete all hiring paperwork (I-9, W-4, G-4, direct deposit).
- ✓ Meet with your supervisor for orientation and schedule.
- ✓ Review your department's expectations and dress code.
- ✓ Learn safety procedures for your job.
- ✓ Confirm you can log into **TimesheetX**.

### Maximum Hours (Academic Year)

Student Type	Max Hours Per Week	Notes
First-Year	10	12 if Gate/LifeWorks Scholar
Upper-class	12	16 if Gate/LifeWorks Scholar
Graduate Assistant	20	
Bonner Scholar	0	Not eligible freshman year
Community/Industry	20	Available to Upperclassmen
Stipend Positions	Count toward limits	Example: 8 hr stipend + 4 hr job = 12 total
Break Periods (No Classes)	40	No overtime allowed

### Timesheet & Pay Deadlines

- Submit timesheet: **By 1:00 PM Monday** (after pay period ends).
- Supervisor approval deadline: **10:00 AM Tuesday**.
- Pay date: **Friday** (same week).
- If supervisor is late to approve → visit Payroll (Hogue Building) for a cash advance.

### Who to Contact

- **LifeWorks Office** – lifeworks@berry.edu | 706-236-2244
- **Payroll** – payroll@berry.edu (paychecks, W-2s, taxes)
- **Career Development** – Resume approval, Handshake appointments
- **Title IX Office** – Sexual harassment/misconduct concerns

### Quick Reminders

- Don't log hours during class time.
- Meal breaks are unpaid.
- Falsifying timesheets = dismissal.
- Your job is about growth — not just a paycheck.