



STUDENT EMPLOYMENT HANDBOOK
2006-2007

THE ANTIOCH COLLEGE
STUDENT EMPLOYMENT HANDBOOK

**A Guide on Policies and Procedures for
Student Employees**

Published by: The Office of Financial Aid and The Student Employment
Office

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This handbook is available on-line at www.antioch-college.edu

Antioch College is an equal employment opportunity employer and conscientiously practices affirmative action in all its activities. These activities include the admission of students to all educational programs and hiring, promotion and tenure of all employees. Antioch does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, political affiliation, marital status, or physical handicap. The College is committed to hiring members of minority groups and women at all levels and in all segments of its work force.

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INTRODUCTION

The information in this handbook has been compiled to answer the questions most frequently asked regarding the policies, procedures, and general rules that govern Student Employment at Antioch College.

Student employment opportunities benefit both student recipients and the employers who hire them. Before anyone can reap the benefits of a student employment job students, employers, and the Office of Financial Aid together must meet all federal and University guidelines.

Both Federal Work Study and Antioch College Work Study programs are first and foremost forms of financial aid and must be administered responsibly by the Office of Financial Aid. The purpose of this manual is to help you, the student employee, do what is both required and expected of you as an employee.

Although the information in this handbook is in effect at the time of publication (01.2007), future changes in policies and procedures may be necessary. When such changes occur, student employees and supervisors will be informed. It is your responsibility to stay abreast of all current information.

If you have questions, comments or suggestions concerning any of the information in this handbook, you may contact your Student Employment Representative at (937) 769-1120, or by e-mail at jcminter@antioch-college.edu

STUDENT EMPLOYMENT

The Student Employment Office will maintain the official employment records for all student employees. Student Employment also provides referral and counseling for all Antioch College students seeking employment through either the Federal Work Study Program (FWS) or the Antioch College Work Study Program (IWS).

Only students who are enrolled full time, a minimum of 12 credit hours per semester, are eligible for student employment. A student can work up to 17 hours per week during the academic year. Students have the opportunity to work in one of approximately 260 different jobs. Previous work experience, demonstrated job skills, motivation, and a willingness to learn will help you in your search for employment.

It is recommended that all new students attend the Student Employment Orientation held during Orientation Week. New students will learn their rights and responsibilities as student employees. Students seeking employment are also encouraged to visit the Student Employment Office where a staff member can help you with the details of your job search.

The Student Employment Office is located on the second floor of Weston Hall. You can contact Student Employment by calling (937) 769-1120 or by e-mail at jcminter@antioch-college.edu. Information regarding Student Employment can also be viewed online at <http://www.antioch-college.edu/Admissions/fa/index.html>

PAYROLL

The Student Employment Office can receive approximately 300 time sheets per pay period. To ensure you are paid on time and in the right amount, please comply with the following guidelines:

- Your time sheet must be submitted to the Student Employment Office on the Monday after the end of each pay period.
- **Before** your time sheet can be processed, audit procedures require that all appropriate federal and state forms are complete and on file with the Student Employment Office.
- **If your time sheet is incomplete with missing information or if it is submitted late, you will not be paid on the scheduled pay date.**
- To have your student employment earnings deposited directly into your bank account you will need to present a voided check and/or a deposit slip along with a completed Direct Deposit Form to the Student Accounts Office which is located on the first floor of Main Building.
- Students are paid on a bi-weekly basis.
- Paychecks can be picked up at the Student Accounts Office by showing a picture ID.

- Pay stub can be mailed home during break by give the Student Accounts Office an appropriate mailing address.
- Student Accounts can be contacted by calling (937) 769-1040.

WORKING ON CAMPUS

Many students find that working on campus can be a meaningful and valuable part of their educational experience. While the College does not guarantee students a job, the Student Employment Office is committed to helping students find employment. To take advantage of the services and programs offered by Student Employment you must be a full-time student enrolled in at least a minimum of 12 credit hours per term. If you take a leave of absence, withdraw, or are dismissed for academic or disciplinary reasons, you are no longer eligible to work in a student job.

A. Financial Aid and Work-Study

The majority of students who work at the College receive financial aid through either a Federal Work-Study or Antioch College Work-Study award as part of their financial aid package. The Financial Aid Office determines the amount of funds that each student receives. Most students will work 15-17 hours per week to earn their Federal Work-Study or Antioch College Work-Study awards.

The College does not place, assign or guarantee students a campus job. The department with the job opening will hire the student that can best meet the needs of the department.

While Student Employment can help you with your search for a job, the department with the job opening will conduct the interview and hire for the job. Previous work experience, demonstrated job skills, motivation and a willingness to learn will help you in your search for a job. With some careful thought, and the diversity of student jobs, you may be able to work in a campus job related to your career goals.

Working in a student job will enable you to develop and enhance your job skills. You will have the opportunity to develop communication, organizational, research and investigative skills all of which are important for career development. ***Future employers and graduate schools view work experiences and the skills gained while working as an asset. Your job experience and promotions earned at Antioch can be a valuable addition to your resume.***

1. Federal Work-Study Program

The Federal Work-Study Program is a need-based program designed to provide students with opportunities to earn the money necessary to meet educational expenses while also gaining work experience. The Federal Government establishes eligibility requirements and allocates funds to the College which are used to fund a percentage of the earnings of student employees financed through the Federal Work-Study Program.

2. Antioch College Work Study Program

The Antioch College Work-Study Program is a non needs-based form of self-help aid. This program is funded by institutional funds which are allocated to various campus departments. Antioch College Work-study is only used to fund on-campus employment positions.

3. Community Service Work Program

The 1992 Reauthorization of Higher Education Act of 1965 contains a new provision that institutions must expend at least 7% of their FWS allocations to pay students working in jobs that serve the larger community. There is no restriction as to whether these jobs may be on- or off-campus, but the services provided must be available to members of the larger community on an equal basis with institutional faculty, staff, and students.

Students working in community service jobs must be providing services that are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. Such services include fields such as health care, child care, literacy training, education, welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, community improvement, support to students (other than those of the institution itself) with disabilities, mentoring, tutoring, supporting educational and recreational activities, and counseling. Only those students who are awarded Federal Work Study (FWS) are eligible to work at off-campus community service positions.

Students interested in these programs must meet the following criteria in order to qualify:

1. You must be a US citizen or an eligible non-citizen;
2. You must have a student employment award as a part of your financial aid package;
3. All federal and state paperwork must be completed before you begin working;
4. A signed work agreement must be submitted to the Student Employment Office before starting work.

Federal Work-Study is administered in accordance with the laws, regulations, and other such instructions as may be issued by, or on behalf of, the Secretary of Education. Responsibility for administering the program is shared by participating institutions, the Regional Offices of the Department of Education, and the Office of Student Assistance in Washington, D.C.

For more information regarding Student Employment, you can visit or call the Student Employment Office at (937) 769-1120. This is a great opportunity to combine future career plans or special interest with a job where you can impact the lives of people on campus and within the local community.

HOW STUDENT EMPLOYMENT WORKS

To qualify, a student must apply for Federal Work-Study (FWS) by filing the *Free Application for Federal Student Aid (FAFSA)* by the April 1st priority deadline. You will receive financial aid award letters that specify that they have been awarded either FWS or Antioch College Work-Study and the dollar amount of your awards.

DURATION OF A STUDENT EMPLOYMENT AWARD

Students are given a student employment award which is intended to cover a specific period of time. Students are expected to work for the duration of the award period.

The actual number of hours a student may work depends on the amount of student employment award and your rate of pay. The maximum amount a student may earn during a study term is \$2000.00.

If a student employment award is for \$2000.00 per term, and the rate of pay is \$8.35 per hour, for 15 weeks, the student could work an average of 15.9 hours per week.

EXAMPLE: \$2000.00 award ÷ \$8.35 = 240.96 ÷ 15 = 15.9 hours

- It is important to remember that the dollar amount of a student employment award represents the **gross** amount that a student can earn. Student Employment earnings are taxable and taxes will be deducted from each paycheck.
- It is the responsibility of both the student and the supervisor to **monitor earnings** in order to avoid exceeding the student's work-study award. **Earnings in excess of the award will be paid from the supervisor's department budget.**

LATE TIME SLIPS will only be accepted from the immediately preceding pay period. If you have late time slips for previous pay periods, contact the Student Employment Office. Depending on the circumstances and the amount of funding available, we may be able to process late time from previous pay periods.

FINDING A JOB

There are approximately 260 different student employment positions, both on and off-campus. Each department will interview and hire the student they feel is best qualified to meet the needs of the department.

Students will be hired for a particular job based on qualifications, previous work experience, demonstrated job skills, motivation, and a willingness to learn. The department with the job opening will evaluate your job skills, your ability to perform assigned tasks, and your availability to work. While the College tries to assist a student to find a student employment position, the College does not place, assign, or guarantee students a campus job.

A. The Employment Process

The Student Employment Office is open Monday thru Friday 9:00 A.M. to 5:00 P.M. It maintains a list of on and off campus jobs and provides students with work agreements. Students interested in obtaining a job should visit the Student Employment Office to talk with a staff member regarding the employment process.

1. How To Apply For A Job

- You will be directed to the Job Listings and you will be asked to complete a Work Agreement (Appendix B, page 24). If you have a question regarding a listed job, a staff member will be glad to help you.

2. The Interview

- Know something about the job before the interview.
- Make sure you know the date, time, place and name of the person who will be conducting the interview.
- Be on time for your interview.
- Know yourself and what you have to offer, stressing your value.
- Be friendly and maintain eye contact.
- Ask and answer questions fully and concisely.
- Know why you want the job and express this to the interviewer.
- Be convincing about what you can contribute.
- If applicable, take a copy of your resume and references.
- Remember this may be your only chance to make a good impression with the interviewer so be prepared.

3. What Happens If You Get The Job

- Your supervisor must complete and submit a Work Agreement to the Student Employment Office (Appendix B, page 24). All information in the appropriate section must be correctly completed in order to process your payroll. The Work Agreement will be returned to the supervisor if there is missing or incomplete information.
- As an Antioch College student employee you will be required to complete all federal and state forms **before** your first day of work.
- The College has an optional Direct Deposit System for employees. Please contact the Student Accounts Office in Main Building if you are interested in signing up for Direct Deposit.
- Required Documentation must be completed BEFORE your first day of work:
 - a. Federal Employee Withholding Allowance Certificate W-4 Form (Appendix C, page 25).
 - b. The Immigration and Naturalization Employment Eligibility Verification I-9 Form (Appendix D, page 27).

In order to complete the I-9 Form you must have the proper identification. A list of acceptable identification can be found on page 29.

B. Continued Employment

Your job does not automatically continue into the next term. If you do your job well, the department you work for has the option of continuing to employ you during the next term or academic year. You will need to submit an approved work agreement at the beginning of each term. A student that continues with the same department has the opportunity to advance to higher levels of responsibility, better pay, and more challenging work. However, continued employment is never guaranteed. The College reserves the right to make changes in staffing and programs as needed.

C. If You Don't Get A Job The First Time You Try

If you have been unable to secure a job on campus we encourage you to be patient, flexible, and persistent. Continue to visit the Student Employment Office to inquire about current job openings. Your Student Employment Representative is available to help you and to answer any questions that you may have. If you have applied for several jobs and have not received a job or an interview for a job, it is recommended that you make an appointment to talk with your Student Employment Representative to discuss your employment options.

D. Employment During College Breaks

Employment over the breaks (fall and spring) is not guaranteed. If you have an interest in working over a break you should pursue those opportunities well in advance of the break period since the workload in many departments slows and the number of available jobs can be limited. Contact the Student Employment Office to determine eligibility.

E. Off-Campus Employment

The Student Employment Office does post jobs for off-campus employers. Many Antioch students have gained valuable experience by working for employers in the Yellow Springs community. Off campus employers can provide a wider variety of jobs and work hours. Check in the Student Employment Office for off-campus job listings. **Only students who have been awarded Federal Work Study are eligible to work in off-campus positions.**

EMPLOYMENT

As an employee of the College, you are expected to comply with the responsibilities and guidelines for employment.

A. Work Schedule

As an employee of the College it is expected that you will report to work at your scheduled start time. You must discuss the policy regarding absenteeism and tardiness with your supervisor. It is your responsibility to contact your supervisor as early as possible if you are going to be late or absent from work. Respect and courtesy should always be used when reporting off for work.

B. Time Sheets

College policy requires each student to record the number of hours worked each day on a time sheet. A student employee will use either a pink FWSP Antioch time sheet or blue non-FWSP time sheet to record hours worked (Appendices I and J, pages 33, 34). Time sheets are available, upon request, from the Student Employment Office.

The following information must be recorded on the student's time sheet:

- The work week, indicated by the ending Saturday, (all work weeks begin on Sunday and end on Saturday);
- Proper name of the student (e.g., Robert not Bob);
- The department name and department account number;
- Last four digits of the student's social security number;
- Correctly list position title (e.g. Office Assistant I, Research Assistant, etc.);
- Supervisor's signature and date;
- Student's signature;
- A daily record of time in and time out.

It is important to note that your supervisor is responsible for turning in your time sheets. Approved time slips should be turned in to the Student Employment Office no later than 12:00 p.m. one business day after each pay period ends. Time slips turned in after this day will ***not be processed*** until the next pay period. Failure to accurately complete time sheets can delay you receiving your pay check.

C. Performance of Duties

Your position as a student employee is vital to the operation of the College. Your employment is based on an implicit agreement between you and your department that you will perform the duties outlined in your job description effectively and efficiently.

D. Antioch College Honor Code

Antioch College is a community dedicated to the search for truth, the development of individual potential, and the pursuit of social justice. In order to fulfill our objectives, freedom must be matched by responsibility. As a member of the Antioch Community, I affirm that I will be honest and respectful in all my relationships, and I will advance these standards of behavior in others.

E. Academic Responsibility

As a student employee of the College you should view your employment as secondary to your academics. Although your employment can be a meaningful part of your college experience it should not interfere or be detrimental to your academic studies. You should consult with your supervisor if your workload or schedule creates a problem with your academics. Most departments will work with you to rearrange or reduce work schedules around heavy academic commitments.

F. Resignation

A two-week notice is considered to be good business practice, so it is important to notify your supervisor two-weeks in advance if you decide to resign from your position. If you are unable to give a two-week notice, it is advised that you consult with your supervisor as soon as you know that you cannot keep your work commitment.

COMPENSATION

A. How Your Wage Rate Is Determined

Most departments will have student jobs with different levels of responsibility. The Director of Financial Aid has reviewed and evaluated student job descriptions, using set criteria for classification assignments. All student jobs are classified into one of 4 classifications.

Each classification is based on the level of skill required to perform the job, the type and amount of responsibility the position demands, previous experience and training prerequisites.

STUDENT EMPLOYMENT JOB CLASSIFICATIONS

The classification level, which is determined for each student employment position, is based upon the individual skill level and the qualifications that are required for each position. GENERAL descriptions for each of the classifications are as follows:

Student Employment I

Routine, repetitive duties involving few decisions. Ability to understand and follow written and verbal instructions; ability to operate basic office equipment such as copy machine and fax machine; requires no specialized knowledge to perform assigned tasks. **Pay rate: \$7.35/hour**

Student Employment II

Performs a variety of routine duties. Requires application of clearly prescribed standard practices and the ability to work from detailed instructions. Ability to work with data, perform simple analysis and the exercise of some judgment. Errors can be easily and quickly detected and corrected. Previous training or work experience may be required. **Pay rate: \$7.85/hour**

Student Employment III

Performs a variety of duties. Requires the ability to plan and perform operations or to make analysis of facts to determine logical answers. Makes general decisions; uses critical thinking skills and job specific knowledge. Requires ability to perform general office duties or use tools to resolve general problems of a technical nature. May require completion of basic technical coursework, some specialized skills, or equivalent training or experience. **Pay rate: \$8.35/hr**

Student Employment IV

Performs a wide variety of duties involving the use of initiative and judgment in solving problems not covered by instructions. Requires ability to research data and/or uses specialized knowledge to determine alternatives or make recommendations for aiding in solution to problems. May be responsible for passing information on to others or occasionally instructing other student employees with the details of a particular job. Requires completion of some specialized coursework or comparable training or experience. **Pay rate: \$8.85/hour**

B. Paychecks

Student Employees are paid every other Friday which is on a bi-weekly basis. Paychecks are available for pick up in the Business Office. Additional time slips are available from the Student Employment Office.

Each supervisor is responsible for receiving the time-keeping records and keeping them on file for the Student Employees working in that department.

Approved time slips should be turned in to the Student Employment Office no later than 12:00 p.m. one business day after each pay period ends. Time slips turned in after this day will ***not be processed*** until the next pay period.

STUDENT TIME SLIP FRAUD

If student employees are suspected of reporting hours on their time slip that they did not actually work, supervisors have the right to refuse to sign your time slip. If you are found guilty of falsifying a time slip, you will be removed from the Student Employment Programs immediately and will not be paid for any hours that were reported on the time slip. This regulation corresponds with the US Department of Education's Fraud Prevention Rules and Regulations. Students may be reported to the Office of Attorney General for fraud.

DISCIPLINARY ACTIONS

To maintain employee compliance with policy, regulations and standards of work Performance, the College encourages supervisors to take disciplinary actions, if necessary. It is recommended that penalties will increase in severity with each failure to comply with policy, work standards and/or regulations. It is important to note that discharge without prior warning or suspension may be justified for serious offenses, including but not limited to, theft of College property, insubordination, unprofessional behavior, breach of confidentiality, endangering the safety of others, or falsification of a time sheet. In most instances, progressive discipline begins with a verbal reprimand and advances through several steps. If the employee is unable to correct their work or behavior the final penalty will be termination of employment.

A. Disciplinary Action Steps

Step 1: Verbal Reprimand (First Offense)

This is the first time that the supervisor will inform the employee of an infraction(s). The supervisor should discuss the problem with you and then clearly explain the correct procedures, regulations and standards that are to be met. It is important to keep a record of dates and times of all conversations and meetings regarding employee discipline.

Step 2: Written Reprimand (Second Offense)

The employee should receive written documentation regarding the alleged infraction(s). It is recommended that the employee schedule a meeting with their supervisor to discuss the contents of a written reprimand. It is important to keep copies of any and all

correspondence or information from your supervisor that may be included in your employment record.

Step 3: Probationary Status (Third Offense)

The employee is made aware through written correspondence that their job is in jeopardy. It is important that the supervisor discuss with the employee the terms and conditions set forth for the probationary period. It is important that the employee fully understand the terms and conditions of their probation. Although the probationary period is left to the discretion of the supervisor, sufficient time should be given for improvement to occur.

Step 4: Termination of Employment (Fourth Offense)

Termination of employment is the final step if all other means to correct the infraction(s) have failed. The employee should receive a letter from the supervisor requesting a meeting. The employee will be dismissed at that time if it is determined that the employee is at fault. The supervisor should send the employee a follow-up letter addressing the reasons(s) for dismissal as well as any previous attempts to correct the infraction(s).

ALL student employees are automatically terminated from their student employment jobs at the end of each semester.

B. Employer/Employee Rights

The College supports employment rights and responsibilities. Communication with the supervisor is very important when the supervisor deems that your actions are not in line with policy, performance standards and regulations. You have the right to express your views and give your perspective regarding the infraction(s). The supervisor should explain the reason(s) why he/she feel there are problems, as well as review with you policy, performance standards, and regulations.

Supervisors are expected to maintain written records of any unacceptable work performance and alleged infraction(s). You have the right to be informed about the content of written documentation, the destination of documentation, as well as the procedures that will be followed. If the discipline problem has advanced to the documentation stage, the supervisor will maintain written records that will become a part of your employment record. You have the right to receive a copy of all documentation from your supervisor.

GENERAL POLICIES

A. Selected College Policies

To comply with federal regulations and guidelines a list of policies contained in the Antioch College Catalog are listed below. Please familiarize yourself with these policy statements.

University Drug and Alcohol Policy

As required by the federal Drug-Free Schools and Communities Act of 1990 and the Drug-Free Workplace Act of 1988, Antioch University prohibits the illegal possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Such conduct will result in disciplinary sanctions up to and including expulsion, termination of employment and/or referral for prosecution.

A. Since Antioch University is a recipient of funding from the federal government, all students and employees are required by federal law to abide by this prohibition as a condition of their enrollment or employment at Antioch.

B. In addition, each employee is required to notify his or her supervisor within five days of any conviction for violation of any criminal drug statute occurring in the workplace.

C. In the case of an employee, the University will notify all federal contracting or granting agencies of such conviction within ten days after receiving notice thereof. Any employee or student convicted under a criminal drug statute for conduct in the workplace will be subject to any one of the following:

1. participation in a drug rehabilitation program approved by Antioch;
2. suspension, without pay, from employment until satisfactory progress has been made in a drug rehabilitation program; or
3. immediate dismissal from enrollment or employment at Antioch.

D. Each campus of the University will develop for approval by the University Board of Trustees appropriate local policies and procedures consistent with and in furtherance of this policy. Such local policies, which will be distributed annually to employees and students along with this policy, will include at a minimum the following:

- a statement of the prohibition, requirements, and possible sanctions contained in the University Drug and Alcohol Policy; a description of the applicable legal sanctions under state and local law for the unlawful possession or distribution of illicit drugs and alcohol; a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; and a description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students.

Approved by Antioch
Board of Trustees - June 7, 1997

Campus Security and Crime Prevention

Criminal Offenses - On Campus	2003	2004
Murder/Non-negligent manslaughter	0	0
Negligent manslaughter	0	0
Sex offenses - Forcible	1	0
Sex offenses - Non-forcible (Includes only incest and statutory rape)	0	0
Robbery	0	0
Aggravated assault	0	0
Burglary	4	0
Motor vehicle theft	0	0
Arson	0	1

Criminal Offenses - On Campus - Residence Halls	2003	2004
Murder/Non-negligent manslaughter	0	0
Negligent manslaughter	0	0
Sex offenses - Forcible	1	0
Sex offenses - Non-forcible (Includes only incest and statutory rape)	0	0
Robbery	0	0
Aggravated assault	0	0
Burglary	2	0
Motor vehicle theft	0	0
Arson	0	0

Criminal Offenses - Non-Campus	2003	2004
Murder/Non-negligent manslaughter	0	0
Negligent manslaughter	0	0
Sex offenses - Forcible	0	0
Sex offenses - Non-forcible (Includes only incest and statutory rape)	0	0
Robbery	0	0
Aggravated assault	0	0
Burglary	0	0
Motor vehicle theft	0	0
Arson	0	0

Criminal Offenses - Public Property	2003	2004
Murder/Non-negligent manslaughter	0	0
Negligent manslaughter	0	0
Sex offenses - Forcible	1	0
Sex offenses - Non-forcible (Includes only incest and statutory rape)	0	0
Robbery	2	0
Aggravated assault	1	0
Burglary	8	0
Motor vehicle theft	3	0
Arson	0	0

Hate Crimes - On Campus	2003	2004
Murder/Non-negligent manslaughter	0	0
Negligent manslaughter	0	0
Sex offenses - Forcible	0	0
Sex offenses - Non-forcible (Includes only incest and statutory rape)	0	0
Robbery	0	0
Aggravated assault	0	0

Burglary	0	0
Motor vehicle theft	0	0
Arson	0	0
Any other crime involving bodily injury	0	0

Hate Crimes - On Campus - Residence Halls	2003	2004
Murder/Non-negligent manslaughter	0	0
Negligent manslaughter	0	0
Sex offenses - Forcible	0	0
Sex offenses - Non-forcible (Includes only incest and statutory rape)	0	0
Robbery	0	0
Aggravated assault	0	0
Burglary	0	0
Motor vehicle theft	0	0
Arson	0	0
Any other crime involving bodily injury	0	0

Hate Crimes - Non-Campus	2003	2004
Murder/Non-negligent manslaughter	0	0
Negligent manslaughter	0	0
Sex offenses - Forcible	0	0
Sex offenses - Non-forcible (Includes only incest and statutory rape)	0	0
Robbery	0	0
Aggravated assault	0	0
Burglary	0	0
Motor vehicle theft	0	0
Arson	0	0
Any other crime involving bodily injury	0	0

Hate Crimes - Public Property	2003	2004
Murder/Non-negligent manslaughter	0	0
Negligent manslaughter	0	0
Sex offenses - Forcible	0	0
Sex offenses - Non-forcible (Includes only incest and statutory rape)	0	0
Robbery	0	0
Aggravated assault	0	0
Burglary	0	0
Motor vehicle theft	0	0
Arson	0	0
Any other crime involving bodily injury	0	0

Arrests On-Campus	2003	2004
Illegal weapons possession	0	0
Drug law violations	0	2
Liquor law violations	0	0

Arrests - On-Campus - Residence Halls	2003	2004
Illegal weapons possession	0	0
Drug law violations	0	2
Liquor law violations	0	0

Disciplinary Actions - On Campus	2003	2004
Illegal weapons possession	0	0

Drug law violations	0	2
Liquor law violations	0	0

Arrests - Non-campus	2003	2004
Illegal weapons possession	0	0
Drug law violations	0	0
Liquor law violations	0	0

Disciplinary Actions - Non-campus	2003	2004
Illegal weapons possession	0	0
Drug law violations	0	0
Liquor law violations	0	0

Arrests - Public Property	2003	2004
Illegal weapons possession	2	0
Drug law violations	5	0
Liquor law violations	2	0

Disciplinary Actions - Public Property	2003	2004
Illegal weapons possession	2	0
Drug law violations	6	0
Liquor law violations	2	0

CIVIL LIBERTIES CODE

Antioch College, as an educational institution, is dedicated to the search for truth and to the development of individuals for their roles in society. This educational function demands a community in which mutual tolerance and understanding flourish. It depends upon freedom of speech, freedom of the press, freedom to assemble, freedom of conscience and opinion, the rights of members to the same freedoms that all citizens have in carrying beliefs into action, the right of privacy, and the right to fair hearings. We regard these as fundamental necessities of genuine education, individual worth and dignity, and democratic government. The nature of the Antioch Community demands these freedoms and obligates its members to maintain them in practice and to observe the responsibilities that go with these freedoms in all phases of the Antioch experience.

Community members, individually and as groups, are free to state and discuss their opinions openly. They shall be free to publish and distribute publications, posters, and handbills.

Community members have the right to free association with individuals or groups and the right to organize and conduct their own meetings.

Community members and recognized groups are free to invite speakers of any persuasion to campus.

Members of the Community are free to reach, hold, and state their own beliefs — religious, moral, political, economic, or educational.

Entirely consistent with the openness of the Antioch Community is its respect for privacy. Confidential communication should be respected.

Community members have the right to take lawful social or political action to express or further their beliefs. Community members have the right to participate in groups for the

purpose of furthering their beliefs. While such groups are not required to furnish lists of their membership or participants, the openness of the Community requires that there be no secret organizations, and the welfare of the Community requires that it know at all times the responsible leaders of all groups that use campus facilities. Individuals and groups, in exercising their civil liberties, are expected to act in accordance with Community standards and are accountable to the Antioch Community for their actions. Community members and groups have the right to fair hearings at all levels of the Community process. (A booklet of guidelines for the Community Standards Board is available from the CG office.)

A person who joins the Antioch Community is expected to abide by common agreements and Community Standards, with or without full concurrence with them, so long as the agreements are in effect.

COMMUNITY STANDARDS

Our shared life at Antioch College is guided by respect for the Honor Code and the Code of Community Standards. By virtue of being a member of the Antioch community, it is assumed that we are familiar with and will respect the Honor Code, the Sexual Offense Prevention Program (SOPP) and the Code of Community Standards, which includes major College policies and guidelines. These agreements are all available in the Antioch College Survival Guide.

These community standards and judicial procedures exist within the educational mission of Antioch College. Most reflection and direct, honest dialogue between parties will happen outside of formal procedures. When those informal methods fail to bring acceptable resolution to conflicts or violations of policies, Community Standards Board (using processes described in the Survival Guide) seeks to help resolve conflicts using the fair, consistent and clear procedures for determining if shared standards have been violated and what attendant consequences should be imposed.

SEXUAL HARASSMENT

Antioch College deplores sexual harassment wherever it might occur among administrators, faculty, staff, and students. Any form of intimidation, abuse, or harassment based on gender or sexual preference is contrary to the ideals of Antioch College and may jeopardize a Community member's ability to learn and function. Not only may sexual harassment produce negative educational and psychological consequences, it is against the law.

Definition: Sexual harassment in the academic setting is behavior that prevents or impairs emotional well-being, or full enjoyment of educational or occupational benefits or opportunities. Such behavior may be especially harmful in any situation in which the imposition of unwanted sexual attention is accompanied by the promise of academic or employment rewards or the threat of reprisal. Sexual harassment is defined to include, but may not be limited to, the following:

- Verbal, physical, written, or pictorial communication relating to gender or to sexual preference which has the purpose or effect of unreasonable interference with an individual or which creates a hostile, offensive, or intimidating atmosphere for the recipient.
- Unwelcome and irrelevant comments, references, gestures, or other forms of personal attention which are inappropriate to the academic, employment, or residential setting — for example, the classroom, dormitory, or office — and which may reasonably be perceived as sexual overtures or denigration.
- A request for sexual favors is sexual harassment when submission to or rejection of such a request might be viewed as a basis for evaluative decisions affecting an individual's future.
- Sexual assaults are defined as threat or coercion for the purpose of sexual relations; and as sexual contact that is not freely agreed to by both parties.

SEXUAL OFFENSE PREVENTION POLICY

Antioch College has, as a community, established a policy intended to prevent sexual offenses and, ultimately, to heighten community awareness of positive and healthy human relationships. This policy, initiated by students with the support of faculty, staff, and administrators, applies to every member of the Antioch Community.

The “explicit consent” clause of the policy makes it distinctive in higher education, and helps mark Antioch as a pioneer in the arena of education about sexual and human relations. This portion of the policy defines consent as “willing and verbal.”

The Antioch Community cannot tolerate a sexual offense committed by a Community member. If there is reasonable cause to believe that any person has committed such an offense and that person is considered a threat to the Community, that individual will be promptly removed from the campus to ensure safety. To further ensure this safety, the Community will be informed when a policy violation has been reported and is being investigated.

A policy support network has been established that includes an Advocate, student staff, educational and training opportunities, peer support group(s), and professional counseling services. The implementation of this policy will also utilize established Antioch governance structures and adhere to contractual obligations. Further details about this policy and its procedures may be found in the Antioch Survival Guide (the student handbook).

STUDENT RECORDS POLICY

As a matter of course, Antioch College maintains educational records for each of its students. This information is used to document student enrollment, credits, degrees earned, and other matters pertaining to the student's academic progress at the College. It

is the joint responsibility of the College and the student to ensure that records are complete and accurate. The Family Educational Rights and Privacy Act of 1974 provides access for students to information about themselves, and permits students to challenge information released without the student's consent. The following will serve as a comprehensive statement of Antioch University policy about student records and Antioch College's implementation procedures.

B. Toxic and Hazardous Materials

It is the responsibility of each supervisor to inform student employees of any materials in the work area that could be a health hazard if not handled or stored properly. Supervisors will instruct student employees on the proper use and handling of all hazardous material in the work area. Supervisors will provide and instruct employees on the proper use of protective clothing or equipment necessary to safely handle toxic and hazardous material should there be exposure.

The Hazardous Communication Standard focuses on three areas: labeling of hazardous chemicals, staff member training, and procurement of Material Safety Data Sheets. Responsibility for compliance in these areas will be the responsibility of the department heads. The College must also actively enforce the use of personal protective equipment whenever it is needed. Supervisors will address infractions of policies regarding mandatory use of protective equipment according to the discipline procedures outlined in this Handbook.

The assertion that "Safety is Everybody's Job" is especially applicable in the presence of hazardous materials. Since the manufacturer is concerned about the liability for persons who might be exposed, most materials of that kind, that are still in their original container, will be prominently labeled as to the level of danger they may present. However, there is always the possibility that the substance was put into another container that is not properly labeled, or that the label on the original container has come-off or is illegible. Therefore, if anyone has any reason to doubt the safety or origin of a substance to be used or handled, that person has the right and the responsibility to question its identity and the safety in using the substance. Departments are required by law to maintain a file of safety bulletins commonly referred to as "M.S.D.S. Sheets". This file will contain a sheet for each substance that might present a hazard. The sheet will explain how to handle the material and how to treat exposure to it. All staff should be aware of where the file is located. If a staff member is unaware of where to find this information, they should ask their supervisor.

C. Worker's Compensation

If a student experiences a work-related injury or is diagnosed with an occupational disease, they must immediately inform the supervisor so that an accident report can be completed. The student and the supervisor must sign the form and return it to The Department of Human Resources. If the injury is life threatening, the student will be taken to the emergency room. The complexities of the Worker's Compensation laws prevent a full explanation of the process in this Handbook. For additional information call The Department of Human Resources at (937) 769-1358.

FORMS

A. Income Taxes

Student employees of The Antioch College will have Federal Income Tax, and State of Ohio tax withholdings will automatically be withheld from your paycheck if you do not complete the appropriate tax withholding statements. Listed below is a brief description of each tax.

1. Federal Income Tax W-4

You are also required to complete and file with Student Employment the Employee's Withholding Allowance Certificate, W-4 Form (Appendix C, page 25). If you are a student with an address outside of the continental United States you are also required to complete the Employee's Withholding Allowance Certificate, W-4 Form. This form is used to determine the amount of federal income tax to be withheld from your Antioch College earnings.

Depending upon how you complete the Federal Withholding Statement, 5% to 10% of your gross income will be withheld from your earnings. The maximum amount of tax based on the highest schedule will be withheld from your earnings if you do not complete the Employee's Withholding Allowance Certificate, W-4 Form.

B. Employment Eligibility Verification, INS Form I-9

The Department of Homeland Security has published regulations implementing the Immigration Reform and Control Act of 1986 (ICRA-Public Law 99-603). These regulations affect all employers in the United States by setting procedures for verifying citizenship status or INS employment authorizations for all persons who work in the United States. These rules also affect all employers by implementing sanctions against the hiring of illegal aliens.

The College is required to comply with regulations set forth by the Department of Homeland Security to verify employment eligibility. The completion of the Employment Eligibility Verification Form I-9 (Appendix D, page 27) must be completed and on file with Student Employment on or **before your first day of work** at The Antioch College. Procedures for completing the INS Form I-9 are as follows:

1. The employee must accurately complete the Employment Eligibility Form I-9.
2. The College must examine documents confirming an employee's identity.
3. The College must examine documents confirming an employee's employability in the United States.

A list of acceptable documents that can be used for verification can be found on page 29 of this Handbook.

C. Social Security Number

Any person that works in the United States is required to have a Social Security Number. If you work on campus you will need to present your Social Security Card to a staff member in Student Employment. You must present the original card not a copy. If you do not have a Social Security Card a staff member will give you instructions on how to obtain a card through the Xenia Office located at 80 North Progress Drive. You can reach the Xenia Office by telephone at (937) 372-9813.

GLOSSARY OF TERMS

Community Service	Services that are designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs
FAFSA	Free Application for Federal Student Aid. This is the federal financial aid application determines eligibility for a student employment program.
Financial Aid Package	The total financial aid you are offered, including scholarships, grants, work-study and loans. This information is typically summarized in an award letter. You may choose which aid you would like to accept.
Financial Need	The difference between your educational costs and the EFC (Expected Family Contribution: amount your family is expected to pay).
FWS	Federal Work-Study is a need-based employment program funded by the federal government.
IWS	Institutional Work-Study is a non-need based employment program funded by Antioch College.
Job Classifications	Each student employment position is classified based upon the individual skill level and the qualifications that are required for each position.
Student Employment	Student Employment is a form of financial aid allowing students to earn funds to assist with their educational expenses.
Supervisor	At Antioch College, the hiring and management of student employees is the responsibility of the appropriate regular, ongoing, permanent faculty or administrative staff member within College departments and/or offices.
Work Agreement	An agreement authorizing a student to work in an on- or off-campus employment position.

Appendix A
ANTIOCH COLLEGE

**STUDENT EMPLOYMENT
JOB REQUEST FORM**

Section I.
Please print

Name: _____ SSN: _____ - _____ - _____

Email Address: _____

Major: _____ Class Rank: 1 2 3 4

Section II.

If you know the exact job that you would like to be placed in, please complete this section. If you do not know the exact job, skip this section and proceed to the next section.

Department: _____ Job Number: _____

Job Title: _____ Supervisor's Name: _____

☐ Check this box if you want to return to the job you worked during your last study term.

Section III.

If you are unsure of the job you want, please complete this section.

☐ Check here if you are interested in working in a Community Service job.

Are you interested in tutoring elementary children?	YES	NO
Are you interested in working in an office environment off campus?	YES	NO
Do you have your own transportation?	YES	NO
Do you have a valid driver's license?	YES	NO

If you are interested in a Community Service job, please circle the organization that you are interested in working with:

Friends Care Center
Greene County Educational Services
Miami Township Fire Department
Yellow Springs Community Children's
Center

Precious Gifts Daycare and Learning Center
Springfield Academy of Excellence
Tecumseh Land Trust
Yellow Springs Senior Center
Yellow Springs Chamber of Commerce

If you are interested in working on-campus, please circle three departments that you would like to work in:

Academic Support Center
Admissions
African American Studies
Alumni Relations
Antioch Education Abroad
Antioch Review
Art Department
Bookstore
Center for Community Learning
Communications/Public Relations
Co-op Department
Core Learning
Coretta Scott King Center
Counseling and Wellness Center
Dance Department
Dean of Faculty
Dean of Students
Environmental & Biological Science
Environmental & Scientific Inquiry
Financial Aid

Glen Helen
Herndon Gallery
Housing Department
Information Technology
Institutional Research
Language Learning Center
Library
Mailroom
Media Arts
Music Department
Physical Education
Physical Plant
Physical Science
President's Office
Registrar's Office
Revolutions Learning Community
Self, Society, and Culture
WYSO

Section IV.

Please answer the following questions so that we can place you in a job that will best utilize your skills.

Can you type?	YES	NO
Do you have data entry skills?	YES	NO
Can you operate a computer?	YES	NO
Are you certified in CPR?	YES	NO

List all business machines that you know how to operate? (ex. Copier, FAX machine, etc.) _____

List any certifications that you have received other than CPR. _____

List any special skills that you may have. _____

Can you speak any foreign languages? If so, which ones? _____

Tell us a little more about yourself. What are your interests? _____

Appendix B

WORK AGREEMENT ***Federal Work-Study Program***



Student Name
Chris

Doe

Student ID Number
123456

Account Number
2-10-83112-5190

Length of Employment
Fall 2006: September 6- December 21 2006

Award Amount	/	Rate	=	Total Term Hours	/	15 Weeks in Term	=	Maximum Hours Per Week
\$2,000.00	/	\$7.35	=	272.11	/	15 Weeks in Term	=	19.44

Note: Students cannot be paid from the FWSP account beyond the dollars available for the term, or in excess of their maximum. In other words, they cannot be paid FWSP for hours beyond those indicated on this Agreement. Any hours in excess of the maximum will be billed to the department employing the student.

STUDENT: Please fill out shaded areas below and return to FWSP Office before beginning work.

Job ID Number
123

Job Title
Admissions Asst.

Date of Hire
09/06/06

Job Description
Asst. Admissions

Chris Doe

Department Supervisor

Student Signature — **Date**

Primary Supervisor -Print and Sign Name - Date

John P. Miller

John P. Miller

Student Employment Representative -- Date

Alternate Supervisor -Print and Sign Name - Date

New ☐ Change ☐ Termination ☐

I-9 Form Attached ☐ W-4 Form Attached ☐

DB ☒ HR ☐

Appendix C

FEDERAL EMPLOYEE WITHHOLDING ALLOWANCE CERTIFICATE W-4

Form W-4 (2006)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2006 expires February 15, 2007. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if (a) your income exceeds \$500 and includes more than \$200 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic instructions. If you are not exempt, complete the Personal Allowance Worksheet below. The worksheets on page 2 adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-

earner/two-job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See line 2 below.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expense and the child tax credit may be claimed using the Personal Allowance Worksheet below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax.

Two earners/two jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others.

Nonresident alien. If you are a nonresident alien, see the instructions for Form 8233 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2006. See Pub. 919, especially if your earnings exceed \$130,000 (single) or \$193,000 (married).

Recent name change? If your name on line 1 differs from that shown on your social security card, call 1-800-772-1213 to initiate a name change and obtain a social security card showing your correct name.

Personal Allowance Worksheet (Keep for your records.)

A Enter "1" for yourself if no one else can claim you as a dependent.	A _____
B Enter "1" if: • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,000 or less.	B _____
C Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C _____
D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D _____
E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E _____
F Enter "1" if you have at least \$1,500 of child or dependent care expenses for which you plan to claim a credit.	F _____
(Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	
G Child Tax Credit (including additional child tax credit): • If your total income will be less than \$55,000 (\$62,000 if married), enter "2" for each eligible child. • If your total income will be between \$55,000 and \$64,000 (\$62,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have four or more eligible children.	
H Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) ▶	H _____
For accuracy, complete all worksheets that apply. • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$85,000 (\$25,000 if married) see the Two-Earner/Two-Job Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.	

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		OMB No. 1545-0044 2006
1 Type or print your first name and middle initial. Last name		2 Your social security number		
Home address (number and street or rural route)		3 ☐ Single ☐ Married ☐ Married, but withheld at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card. ☐		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 _____		
6 Additional amount, if any, you want withheld from each paycheck		6 \$ _____		
7 I claim exemption from withholding for 2006, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here		7 _____		
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature (Form is not valid unless you sign it.) ▶		Date ▶		
9 Employer's name and address (Employer: Complete lines 9 and 10 only if sending to the IRS.)		9 Office code (optional)		10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Gen. No. 102200

Form W-4 2006

Deductions and Adjustments Worksheet

Note. Use this worksheet only if you plan to itemize deductions, claim certain credits, or claim adjustments to income on your 2005 tax return.

1	Enter an estimate of your 2005 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 7.5% of your income, and miscellaneous deductions. (For 2005, you may have to reduce your itemized deductions if your income is over \$150,500 (\$75,250 if married filing separately). See Worksheet 3 in Pub. 919 for details.)	1	\$
2	Enter: $\left\{ \begin{array}{l} \$10,300 \text{ if married filing jointly or qualifying widow(er)} \\ \$ 7,550 \text{ if head of household} \\ \$ 5,150 \text{ if single or married filing separately} \end{array} \right\}$	2	\$
3	Subtract line 2 from line 1. If line 2 is greater than line 1, enter "-0-"	3	\$
4	Enter an estimate of your 2005 adjustments to income, including alimony, deductible IRA contributions, and student loan interest	4	\$
5	Add lines 3 and 4 and enter the total. (Include any amount for credits from Worksheet 7 in Pub. 919.)	5	\$
6	Enter an estimate of your 2005 nonwage income (such as dividends or interest)	6	\$
7	Subtract line 6 from line 5. Enter the result, but not less than "-0-"	7	\$
8	Divide the amount on line 7 by \$3,300 and enter the result here. Drop any fraction	8	
9	Enter the number from the Personal Allowances Worksheet, line H, page 1	9	
10	Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earner/Two-Job Worksheet, also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1.	10	

Two-Earner/Two-Job Worksheet (See Two earners/two jobs on page 1.)

Note. Use this worksheet only if the instructions under line H on page 1 direct you here.

1	Enter the number from line H, page 1 for from line 10 above if you used the Deductions and Adjustments Worksheet	1	
2	Find the number in Table 1 below that applies to the LOWEST paying job and enter it here	2	
3	If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. Do not use the rest of this worksheet	3	

Note. If line 1 is less than line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4-9 below to calculate the additional withholding amount necessary to avoid a year-end tax bill.

4	Enter the number from line 2 of this worksheet	4	
5	Enter the number from line 1 of this worksheet	5	
6	Subtract line 5 from line 4	6	
7	Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here	7	\$
8	Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed	8	\$
9	Divide line 8 by the number of pay periods remaining in 2005. For example, divide by 26 if you are paid every two weeks and you complete this form in December 2005. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck	9	\$

Table 1: Two-Earner/Two-Job Worksheet

Married Filing Jointly			All Others		
If wages from HIGHEST paying job are—	AND, wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	AND, wages from LOWEST paying job are—	Enter on line 2 above
\$0 - \$40,000	\$0 - \$4,500	0	\$0 - \$6,000	\$0 - \$5,000	0
	4,501 - 9,000	1		5,001 - 12,000	1
	9,001 - 13,000	2		12,001 - 19,000	2
	13,001 and over	3		19,001 - 25,000	3
\$40,001 and over	\$0 - \$4,500	0		25,001 - 35,000	4
	4,501 - 9,000	1		35,001 - 50,000	5
	9,001 - 13,000	2		50,001 - 55,000	6
	13,001 - 22,000	3		55,001 - 60,000	7
	22,001 - 25,000	4		60,001 - 65,000	8
	25,001 - 30,000	5		65,001 - 75,000	9
				75,001 - 85,000	10
				85,001 - 105,000	11
				105,001 - 120,000	12
				120,001 and over	13
					13
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					100

Table 2: Two-Earner/Two-Job Worksheet

Married Filing Jointly		All Others	
If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$90,000	\$500	\$0 - \$50,000	\$500
90,001 - 115,000	800	50,001 - 75,000	800
115,001 - 165,000	920	75,001 - 145,000	920
165,001 - 290,000	1,020	145,001 - 290,000	1,020
290,001 and over	1,150	290,001 and over	1,150

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. The Internal Revenue Code requires the information under sections 6012(b)(5)(A) and 6012(b)(5)(B) and their regulations. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may also subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, to other states, and the District of Columbia for use in administering their tax laws, and using it in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to

the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Appendix D

U.S. DEPARTMENT OF JUSTICE IMMIGRATION AND NATURALIZATION SERVICE EMPLOYMENT ELIGIBILITY VERIFICATION I-9 FORM

Department of Homeland Security
U.S. Citizenship and Immigration Services

OMB No. 1615-0047; Expire 03/31/07

Employment Eligibility Verification

INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1 - Employee. All employees, citizens and noncitizens, hired after November 6, 1986, must complete Section 1 of this form at the time of hire, which is the actual beginning of employment. The employer is responsible for ensuring that Section 1 is timely and properly completed.

Preparer/Translator Certification. The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his/her own. However, the employee must still sign Section 1 personally.

Section 2 - Employer. For the purpose of completing this form, the term "employer" includes those recruiters and referrers for a fee who are agricultural associations, agricultural employers or farm labor contractors.

Employers must complete Section 2 by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, Section 2 must be completed at the time employment begins. Employers must record: 1) document title; 2) issuing authority; 3) document number; 4) expiration date, if any; and 5) the date employment begins. Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the I-9. However, employers are still responsible for completing the I-9.

Section 3 - Updating and Reverification. Employers must complete Section 3 when updating and/or reverifying the I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in Section 1. Employers CANNOT specify which document(s) they will accept from an employee.

- If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired or if a current employee's work authorization is about to expire (reverification), complete Block B and:

- examine any document that reflects that the employee is authorized to work in the U.S. (see List A or C),
- record the document title, document number and expiration date (if any) in Block C, and
- complete the signature block.

Photocopying and Retaining Form I-9. A blank I-9 may be reproduced, provided both sides are copied. The instructions must be available to all employees completing this form. Employers must retain completed I-9s for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

For more detailed information, you may refer to the Department of Homeland Security (DHS) Handbook for Employers, (Form M-274). You may obtain the handbook at your local U.S. Citizenship and Immigration Services (USCIS) office.

Privacy Act Notice. The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of the U.S. Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Reporting Burden. We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: 1) learning about this form, 5 minutes; 2) completing the form, 5 minutes; and 3) assembling and filing (recordkeeping) the form, 5 minutes, for an average of 15 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., Washington, DC 20526. OMB No. 1615-0047.

NOTE: This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.

EMPLOYERS MUST RETAIN COMPLETED FORM I-9

Form I-9 (Rev. 05/31/05)Y

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.		I attest, under penalty of perjury, that I am (check one of the following): ☐ A citizen or national of the United States ☐ A Lawful Permanent Resident (Alien #) A _____ ☐ An alien authorized to work until ____/____/____ (Alien # or Admission #) _____	
Employee's Signature		Date (month/day/year)	

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document Title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): ____/____/____		____/____/____		____/____/____
Document #: _____		_____		_____
Expiration Date (if any): ____/____/____		____/____/____		____/____/____

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) ____/____/____, and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name		Address (Street Name and Number, City, State, Zip Code)
		Date (month/day/year)

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)	B. Date of rehire (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.	
Document Title: _____	Document #: _____ Expiration Date (if any): ____/____/____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
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NOTE: This is the 1961 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.

Form I-9 (Rev. 05/31/05) Page 2

Appendix E
LIST OF ACCEPTABLE DOCUMENTS I-9

LISTS OF ACCEPTABLE DOCUMENTS

LIST A		LIST B		LIST C
Documents that Establish Both Identity and Employment Eligibility	OR	Documents that Establish Identity	AND	Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certificate of U.S. Citizenship (Form N-550 or N-561)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Certificate of Naturalization (Form N-550 or N-570)		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization		4. Voter's registration card		
5. Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-551)		5. U.S. Military card or draft record		
6. Unexpired Temporary Resident Card (Form I-688)		6. Military dependent's ID card		4. Native American tribal document
7. Unexpired Employment Authorization Card (Form I-688A)		7. U.S. Coast Guard Merchant Mariner Card		5. U.S. Citizen ID Card (Form I-197)
8. Unexpired Reentry Permit (Form I-327)		8. Native American tribal document		6. ID Card for use of Resident Citizen in the United States (Form I-179)
9. Unexpired Refugee Travel Document (Form I-571)		9. Driver's license issued by a Canadian government authority		7. Unexpired employment authorization document issued by DHS (other than those listed under List A)
10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (Form I-688B)		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Appendix F

ANTIOCH COLLEGE

**Student Employment Procedures
2006-2007**

How to get a Student Employment job:

- Determine your available work hours, based upon your class schedule.
STUDENTS MAY NOT MISS CLASS TO WORK.
- Review the Job listings and contact the supervisor listed to set up an interview.
The interview process is crucial. Therefore, it is important to make sure that the job for which you are interviewing will allow you to work the hours needed to earn your full award amount for the term.
- Both you and the supervisor fill out the Work Agreement form.
- The areas on the Work Agreement that need to be completed are: Job ID Number, Job Title, Date of Hire, and a brief description of the work you will be doing. Additionally, your signature and that of your supervisor(s) are necessary. *Please make a copy of the Work Agreement for your records.*
- ***Return the completed Work Agreement to the Student Employment Office IMMEDIATELY.***
- The payroll schedule is included on the reverse side of this sheet. The date on which you receive your first paycheck is dependent upon the date on which you began working.
- Length of employment is valid only through the date indicated on the Work Agreement.
- If you decide to resign after you are hired, notify the Financial Aid Office and your supervisor immediately. Once you have resigned or are terminated, you cannot return to work without a new, valid Work Agreement.

Your Responsibilities as a Student Employee:

- You must maintain full-time enrollment (12 hours). Your student employment will be terminated if you drop below full-time enrollment at any point in the semester.
- Keep track of your hours worked. Student employees should not work more or less per week than the Work Agreement states.
- If you work on a holiday, have your supervisor verify that those hours were worked by initialing the hours on the time slip.
- ***It is the student employee's responsibility to submit his/her time record to their supervisor for signature, certifying the accuracy of all recorded hours worked.***
- Student employees may not work overtime.

Appendix G

ANTIOCH UNIVERSITY
150 East South College Street, Yellow Springs, Ohio 45387-1635
Human Resources Office Fax Number: (937) 769-1377

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

1. I hereby authorize ANTIOCH UNIVERSITY, herein called COMPANY, to initiate CREDIT entries and to initiate, if necessary, DEBIT entries and adjustments for any CREDIT entries in error to my:

- ☐ **Checking account**
☐ **Savings account** (check one)

indicated below and my bank named below, hereinafter called DEPOSITORY BANK, to credit and/or debit to such account.

*(Please either fill out # 2 and # 3 **OR** attach a voided check.)*

2. **DEPOSITORY BANK'S NAME** _____
DEPOSITORY BANK'S BRANCH NAME (IF KNOWN) _____

3. **DEPOSITORY BANK'S ROUTING NUMBER** _____

EMPLOYEE'S BANK ACCOUNT NUMBER _____

This authority is to remain in full force and effect until either (1.) COMPANY has received written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY BANK a reasonable opportunity to act on it; (2.) my employment with COMPANY has been completely terminated, or (3.) the direct-deposit deactivation date that I specified below has passed.

OPTIONAL. To request that Antioch University deactivates your direct deposit.
I hereby **terminate** my authorization for COMPANY to deposit my pay into my bank account(s) effective the first payday **AFTER** the following date: _____

4. **EMPLOYEE NAME** _____
EMPLOYEE'S
AUTHORIZING
SIGNATURE _____ **DATE** _____

RETURN COMPLETED FORM TO YOUR HUMAN RESOURCES OFFICE.
THANK YOU!

Appendix H

**WORK STUDY
PAYMENT AGREEMENT**

The work study that you have been awarded by the financial aid office is not a grant or a loan. It is an eligibility to earn wages. In order to receive work study wages you must be hired for an approved job and turn in time slips for the hours worked. You will receive a paycheck for the hours worked.

The paycheck is yours to use however you choose.

There are two options available to you if you want to use all or part of your work study earnings to pay towards your tuition, fees, room and board.

Option 1 – You may authorize the Cashier to apply your paychecks to your account until the amount you have authorized is paid in full. This option is not available if you are doing “direct deposit” of your paychecks at the bank.

Option 2 – You will make payments at the Cashier’s window on payday. The Cashier cannot give you back more than \$225 in change so you will need to pay on your student account at least the difference between your net check and \$225. If you choose this option and do not follow through with payments, this option will not be available to you next term.

PAYMENT AGREEMENT

I wish to pay \$_____ from my work study earnings for this term.

I elect to choose (circle one):

Option 1

Option 2

Signature

Date

Student ID # or SSN

Appendix I

Reorder from The Shamrock Companies 937-848-3669

FWSP STUDENT BI-WEEKLY TIMESLIP



Chris Doe

EMPLOYEE NAME

2 — 1 0 — 8 3 1 1 2 — 5 1 9 0

ACCOUNT NUMBER

6 7 8 9

SOCIAL SECURITY NUMBER
(Last 4 digits)

PAYROLL USE ONLY

HOURS
ADJ.
MISC.
ADV.

RATE OF PAY

		WEEK #1	Complete as worked	
Date	Day	Total Hrs	TIME IN	TIME OUT
11/4	Saturday	2	12	2
11/5	Sunday	2	1	3
11/6	Monday	2	2	4
11/7	Tuesday	2	3	5
11/8	Wednesday	2	10	12
11/9	Thursday	2	11	1
11/10	Friday	2	12	2
Total Hrs for Week		14		
		WEEK #2	Complete as worked	
Date	Day	Total Hrs	TIME IN	TIME OUT
11/11	Saturday	2	12	2
11/12	Sunday	2	1	3
11/13	Monday	2	2	4
11/14	Tuesday	2	3	5
11/15	Wednesday	2	10	12
11/16	Thursday	2	11	1
11/17	Friday	2	12	2
Total Hrs for Week		14		

Chris Doe

STUDENT'S SIGNATURE

Supervisor

SUPERVISOR'S SIGNATURE

I HEREBY CERTIFY THAT I HAVE
REVIEWED MY WORK HOURS AND THEY
ARE CORRECT.

I HEREBY CERTIFY THAT THE ABOVE IS A
TRUE REPORT OF THE HOURS WORKED
BY THE STUDENT NAMED.

PAYROLL

Appendix J

**NON-FWSP
BI-WEEKLY TIMESLIP**



Chris Doe

EMPLOYEE NAME

1	—	1	0	—	1	2	3	4	5	—	5	1	8	0
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

ACCOUNT NUMBER

6789

SOCIAL SECURITY NUMBER
(Last 4 digits)

PAYROLL USE ONLY

HOURS

ADJ.

MISC.

ADV.

RATE OF PAY

		WEEK #1	Complete as worked	
Date	Day	Total Hrs	TIME IN	TIME OUT
11/4	Saturday	2	12	2
11/5	Sunday	2	1	3
11/6	Monday	2	2	4
11/7	Tuesday	2	3	5
11/8	Wednesday	2	10	12
11/9	Thursday	2	11	1
11/10	Friday	2	12	2
Total Hrs for Week		14		

		WEEK #2	Complete as worked	
Date	Day	Total Hrs	TIME IN	TIME OUT
11/11	Saturday	2	12	2
11/12	Sunday	2	1	3
11/13	Monday	2	2	4
11/14	Tuesday	2	3	5
11/15	Wednesday	2	10	12
11/16	Thursday	2	11	1
11/17	Friday	2	12	2
Total Hrs for Week		14		

Chris Doe

STUDENT'S SIGNATURE

Supervisor

SUPERVISOR'S SIGNATURE

I HEREBY CERTIFY THAT I HAVE
REVIEWED MY WORK HOURS AND THEY
ARE CORRECT.

I HEREBY CERTIFY THAT THE ABOVE IS A
TRUE REPORT OF THE HOURS WORKED
BY THE STUDENT NAMED.

PAYROLL