Academic Year 2022-2023

CURRY COLLEGE

STUDENT EMPLOYMENT HANDBOOK
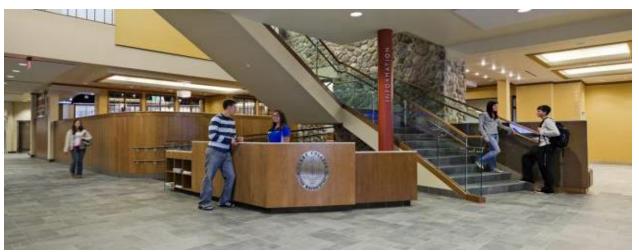
Office of Human Resources | Curry College

Table of Contents

The Student Employment Handbook provides information about policies, procedures, and regulations pertaining to on-campus employment at Curry College. Acceptance of a temporary student job on campus constitutes agreement to comply with the College's employment policies and procedures, including those outlined in this handbook and those which may be implemented during the year. All Curry College students are responsible for acquainting themselves with the contents of the Student Employment Handbook and following all College

policies. Items in this handbook are in effect at the date of publication. All rules, regulations, and policies of Curry College are subject to change without notice. Updates and changes may be posted during the academic year to the web version of the hand book located at ***www.curry.edu/about-curry/employment.html.*** Students are expected to refer to the website for the most up-to-date version of the handbook. This handbook is not a contract of employment and is for informational purposes.

INTRODUCTION

On-campus employment or employment at an approved off-campus community service agency or organization is a great opportunity for our students to develop valuable skills and enhance their overall Curry College experience. At Curry we believe our students make important contributions to our workforce community.

This handbook has been created to assist Curry College Students with all aspects of Curry's student employment program. It is important that you carefully review this handbook and use it as an informational guide to successful on-campus employment and to understand what is expected of you as Curry's valued student worker. If you have any questions related to on-campus student employment please visit or contact the Human Resources Office located at 55 Atherton, King Academic Administrative Building in the Garden Level. Office hours are 8:30 am to 4:30 pm Monday through Friday. You may also call Human Resources at (617) 333-2263 or email hr@curry.edu.

For questions regarding Federal Work-Study (FWS) Awards or eligibility for Work-Study please contact the Student Financial Services Office in-person at 79C Atherton or by email fin-aid@curry.edu.

We look forward to working with you and welcome you to our workplace community!

OVERVIEW

The Office of Human Resources (HR) collaborates with Global and Career Services and the Student Financial Services Office to administer the student on-campus and off-campus employment practices.

- The [Student Financial Services](#) Office provides information on and determines eligibility for financial aid, including Federal Work-Study Awards.
- The Global and Career Services provides resume review and cover letter support. They also manage student internships and the student employment job postings, publishing available positions on Handshake , the job database that is accessible through the Quick Launch Menu on the MyCurry portal.
- The [Human Resources Office](#) manages the on-campus student employment process, including managing the hiring and employment authorization forms for all hires. For information visit the web at www.curry.edu/about-curry/employment.html.

Student workers are employed on a part-time casual and "at-will" basis. That means that in general, the positions are for less than 20 hours per week and employment can end at any time for any reason. All student employment positions begin and end with the traditional academic year.   No representative of the College may enter into an agreement with an employee guaranteeing employment for any specified period of time unless such agreement is in writing and is signed and approved by Human Resources.

This handbook is intended to compliment the department or agency policies and procedures provided to student employees. Should a discrepancy arise between the policies of the College and that of the department, please contact Human Resources for assistance.

Off-Campus Community Service Work Study Employment

The College is partnering with non-profit agencies in the surrounding communities and the Town of Milton to give students the opportunity to get real world experience while earning their Federal Work Study (FWS) awards. Only those students with a FWS offer as part of their financial aid package are eligible for these work opportunities.All student employment policies in this Handbook apply to those students employed in one of the community service agencies in which they are working as their FWS job. Additionally, the student is responsible for complying with all employment policies of the hiring agency or organization.

SECTION 1: EMPLOYMENT POLICIES & PROCEDURES

CURRY'S STUDENT EMPLOYMENT PROGRAM (SEP)

All student employment referred to in this handbook and administered through the Human Resources Office is work that is performed on Curry's campus, including Canton Ice House or at

an approved and contracted community service opportunity off-campus. . A variety of part-time jobs are available to eligible to all Curry College students.

In order to start work on campus **in any job, all students** must be prepared to present their personal identification to Human Resources as listed on the List of Acceptable Documents and as required by the Federal Government for the Form I9 and detailed in Section 1. Employment Policies and Procedures of How to Complete Federal Forms.

The following guidelines apply to all student employment on campus:

- The application process is the same for students who were awarded work-study funds and those who were not.
- Students must maintain good academic standing and be enrolled at least part time.
- Work study funds cannot be used earlier than the first day of the published Academic Year.
- The College recommends that students do not hold more than two jobs on-campus at a time. However, the weekly hours a student works must not exceed are 20 hours per week, inclusive of all positions held, during the Academic Year.
- During winter and summer break sessions, students may work up to 40 hours per week if funding is available within the department, and the student is eligible based on the Affordable Care Act (ACA). Any student wishing to work up to 40 hours over any of the College's breaks must receive clearance from Human Resources prior to working these increased hours.
- If a student who was awarded work study funds works over breaks, it is the College's practice to not charge to these funds.
- All work performed in the Student Employment Program (SEP) must be performed on campus.
- All applicable new hire paperwork must be completed and signed in Human Resources before work can begin.
- May not receive internship credit for an on-campus paid student position.

- If a student has been awarded work-study funds, it is the College's practice to charge to these funds for all positions the student has on campus.

- All paperwork must be completed, submitted and processed by Human Resources and Payroll before the students can begin working, regardless of whether they have worked on campus before.

FEDERAL WORK-STUDY (WORK-STUDY)

Eligible students may use their work-study funds that are funded through the need-based Federal Work-Study Program. The Federal government pays a portion of a student's Work-Study earnings while Curry College funds the remaining portion.

This program provides part-time jobs for eligible undergraduate students and is administered in accordance with federal and state laws and regulations. Work-Study students have an opportunity to work on campus to earn funds to help pay for educational related expenses.

Generally, Work-Study funds are allocated from the federal government to the College annually. Work-Study awards are issued in writing to eligible financial aid applicants by our Student Financial Services Office. Student Financial Services provides students a notice of their award each year they demonstrate eligibility and meet filing deadlines. Students must have applied for and received a Work-Study award through the Student Financial Services Office. If a student has a Work-Study award included on the official Financial Aid Award Letter received from Curry College issued by Student Financial Services then the student is eligible to use these funds for on campus work or at an approved off-campus community service agency with whom the College has a written agreement

To confirm eligibility for the Work-Study positions please carefully review the Financial Aid Award Letter, check your myCurry account under the Finances tab, Financial Aid Award or reach out to Student Financial Servicesat fin-aid@curry.edu

For more information about student employment, finding a campus job and how to apply please visit Student Employment on the MyCurry portal.

INTERNSHIPS ON-CAMPUS

For unpaid on-campus internship information please directly contact or visitGlobal and Career Services. It is the policy of the College that no student may receive internship credit for work being performed in a paid on-campus job.

VOLUNTEERING

While volunteer and community services are valued and encouraged in general to enhance our students' academic experience here at Curry, on-campus student workers are not to volunteer hours for similar on-campus work. The College values the work performed by our students and commits to equitable pay practices. Students may not provide voluntary services on-campus for work that is similar or the same as work performed by any employee, including student employees, who work in a paid position.

FINDING A JOB

All students interested in any type of on-campus employment may explore available positions in our job database, *Handshake* For full instructions including an instructional video I, and to access all available job postings, students should go to the Global and Career Servcies portal page or visit the Student Employment tab on the MyCurry portal.   If a student experiences any difficulty accessing *Handshake*, please contact Global and Career Services at 617-333-2195, located on the second floor of the Student Center.

All students interested in a campus job can access the Handshake job postings by following these steps:

1. Go to MyCurry portal and click on theHandshake Icon   located in Quick Launch Menu
2. On Job Search page scroll "Job Type" to select Campus Work-Study or Campus Non-Work-Study
3. Click the job title to see details.
4. Before closing the posting **print the job posting or write down title, department and manager contact information which is needed in order to apply**

Available student positions are posted on *Handshake* throughout the year. There are times of the year when students will see more available positions than other times of the year. These peak posting periods include:

- ➲ Early to mid-August for positions starting in the Fall Semester,
- ➲ Early to mid-January for positions starting in the Spring Semester,
- ➲ April-May for Summer and Fall positions.

It is the responsibility of the student to contact the hiring department directly, as listed on the job posting in order to be considered for a job and scheduled for an interview. Students should try to apply for positions within the first few weeks of each semester. The jobs are filled very quickly with many eager student workers.

HOW TO APPLY

To apply for any job on campus students need to COMPLETE, PRINT AND SUBMIT an application – it's that easy!

- ✓ **COMPLETE** the Student Employment Application for the position(s) of interest. There are two ways to access the Student Employment Application:

  1. Click on the link to apply on the job posting in the Handshakedatabase, or
  2. Log into the MyCurry portal and select the Student Employment link under the Student Life tab to locate the Student Employment Application to be complete and saved to the computer.

  If a student is interested in more than one (1) position, then more than one application needs to be completed. Save the completed application to the computer to allow for quick and easy application for additional positions.

- ✓ **SUBMIT** application **to the hiring manager listed on the job posting either via email, mail, or in person**

> *Helpful hint: Employment Applications and other related employment forms are considered legal documents. It is important that all employment documents get completed either on the computer (preferred) or in writing using an ink pen. All documents need to be signed in ink pen. If using a pen to complete the application (rather than typing it on the computer) and an error is made do not use "white-out" to correct the mistake. Standard business practice is to, instead, put a single line through the error (to strike out the error) and then write in the correct information, or complete a new application form. When making a correction, initial and date the correction on the form as well.*

It is suggested that the student contact or visit the hiring manager listed on the job posting to learn more about the position and to set up an interview. If an interview is scheduled with the hiring manager, it is suggested that the student prepare a resume to hand to the manager at the start of the interview. It is important to follow-up with the manager after applying and after an interview. Students who do not have a resume should make an appointment with Global and Career Services **at 617-333-2195.**

YOU'RE HIRED! IMPORTANT NEXT STEPS

The hiring manager will directly notify the student of the decision to hirethem. The manager communicates their intent to hire the student with a "verbal offer" confirming with the hire the pay rate, scheduled hours, identifying the person who will be the direct supervisor for the student hire, and identifying what date they would like the student to start working. Hiring managers and student employees will then complete a *Student Personnel Action Form (SPAF)* that notifies Human Resources of a student that was hired. Once received, Human Resources will send all required employment paperwork to payroll to properly set up the student payroll record.

Each new Academic Year, when *any student* is hired (even if the student worked on-campus in the past) there are employment forms and documents required by law so that the College can employ and pay the student properly. These forms also ensure that the payroll record gets set up correctly. *Each Academic year is a separate period of employment*. Although a returning student worker may be considered a reactivated or re-hired worker, that action still requires managers and students to submit a completed *Student Personnel Action Form (S-PAF)* to Human Resources in order to reactive a student worker in our systems, including Payroll.

STEPS THE STUDENT MUST TAKE TO COMPLETE THE HIRE PROCESS
Once a manager has hired a student, there are some important steps the student needs to take to confirm employment and successfully get on the student payroll.

All student employees need to complete hiring paperwork in order to start work and be paid. **Students cannot start working hours until they have completed employment forms in Human Resources when hired each academic year as follows:**

FIRST-TIME Campus Workers *must* complete:

- ✓ Student Personnel Action Form (SPAF) – Top section only, then give to their Manager to complete their section.

- ✓ W-4 Form (PDF)

- ✓ Employee Section 1 of the Form I-9 (PDF)

- ✓ **Have required ORIGINAL personal identification on campus and ready to show the Hiring Manager** as indicated on the Form I-9 List of Acceptable Documents

- ✓ While not required, you are strongly encouraged to complete the Direct Deposit Form (with a voided check for Checking Account deposits only, if applicable)

All forms can be completed either on the computer or printed and completed with ink pen. If the forms are completed on the computer, the student **still must print the completed form and sign it in ink.**

HOW TO COMPLETE FEDERAL FORMS

W-4 TAX FORM
The student worker is responsible for completing this form and submitting it to Human Resources. This form can be accessed on the Student Employment portal page. This tax form may be completed on the computer **and then print and sign it in ink pen** or print a blank copy and fill it out by hand with ink pen. This form and complete instructions are available on the Student Employment portal page or by clicking W-4 Tax Form.

The Office of Human Resources legally cannot advise employees on how to fill out this form. We suggest you speak with your tax advisor or relative.

Numbered items listed below present information about the sections of the Form W-4. The numbers below correspond to blocks with the same number on the Form W-4.

Item 1 - **NAME** and **ADDRESS**: Enter your first name, middle initial, and last name (family name) as it appears on your United States Social Security Card. Enter your U.S. address.

Item 2 - **SOCIAL SECURITY NUMBER**: Enter your nine-digit United States Social Security Number. You MUST have a Social Security number to complete this form.

Item 3 - **Marital Status:** Check the appropriate status.

Item 4 - **NAME CHANGE:** Check this box only if your name has changed since receiving the social security card.

Item 5 - **Number of Allowances**: Place the number you would like to claim for withholding allowance. You may use the top section worksheet if you are unsure of what to claim. Zero (0) represents the maximum amount of taxes that will be taken out and that percentage decreases with each increase in that number.

Item 6 - **ADDITIONAL AMOUNT**: Complete this box with a dollar amount if you would like a specific additional amount of money withheld above the standard tax percentage.

Item 7 - **EXEMPTION**: You may or may not qualify for "exempt" status. If you do qualify for exempt status write "Exempt" in the box provided.

Students may also complete the State M-4 tax form if they would like the state and federal withholdings to be different.This form and complete instructions are available on the Student Employment portal page or by clicking M-4 Tax Form. . Should the withholdings be the same for state and federal only the federal form may be used.

FORM I-9

Federal regulation requires all employees, including student workers, provide **proof of identity and eligibility to work in the United States.** All student workers must complete the Form I-9 **on or before the first day of work** and Human Resources must verify personal identification for all hires, including student hires.

Employee **accepts offer** for employment	
Employee **completes Section 1** of the form no later than first day of work for pay	
Employee **gives documents and form** to employer	
Employer **completes Section 2** of the form no later than 3rd business day employee starts work for pay	
If Employee's work authorization expires, **complete Section 3**	

The Student is responsible for completing the Form I-9 and submitting it **in person** to their Hiring Manager. This form and instructions are available on the Student Employment portal page or by clicking Form I-9.

If a student has never worked at Curry as a student employee, or one (1) year has passed since the student was last employed as a student employee at Curry, the student will need to complete a new Form I-9 and submit it in person to the Hiring Manager with appropriate identification documentation.

Directions for completing Section 1 Employee Information:

Student workers are only responsible for completing Section I: Employee Information section of this form before being authorized to start working.

1. Full legal name.

    - If employee has two last names (family names), include both. If the person hyphenates his/her last names, include the hyphen (-) between the names.
    - If the employee has two first names (given names), include both. If the person hyphenates his/her first names, include the hyphen (-) between the names.
    - Includes the middle initial if applicable and Maiden name if applicable.
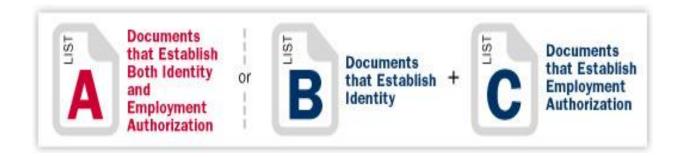
2. Current address, including street name and number (no P.O. Box), city, state and ZIP code.

3. Date of birth.

4. Social Security number. If the student is an International Student and does not have a Social Security number, please refer to the section on International Students for further instruction.

5. Citizenship or employment-authorized immigration status, and (if applicable) Alien or Admission number and the date employment authorization expires.

6. Signature and date. Employees must sign the form even if a preparer or translator helps them. The preparer or translator who helps the employee must provide his/her name, address, and signature, and date the form in the space provided.

Please view the video "How to Fill out a Form I-9" if you have any questions on how to complete this form.

LIST OF ACCEPTABLE DOCUMENTS - PRESENTING IDENTIFICATION FOR FORM I-9
This verification of U.S work eligibility is necessary before anyone can start working. Access the list on the Student Employment portal page by clicking on List of Acceptable Documents.

For more detailed information about the Form I-9 regulations, students may visit the Federal government website: http://www.uscis.gov/I-9Central. To complete the hiring process and before starting work, the student must present to Human Resources **original** documentation as follows:

ONE (1) UNEXPIRED ITEM FROM LIST A

(Some individuals who present a List A document, such as certain nonimmigrant students and exchange visitors, must also present additional documentation in order to prove their work authorization in the United States. **International Students click here for more information.**)

OR…

ONE (1) UNEXPIRED ITEM FROM LIST B *AND* ONE (1) UNEXPIRED ITEM FROM LIST C

For examples please click: List B documents and List C documents or visit the Federal website www.uscis.gov .

STUDENT PAYROLL

After all the hiring steps are completed by both the student and the manager and all employment paperwork has been turned in to Human Resources, certain information is sent by Human Resources to the Payroll Office to properly set up the payroll record. ***It is important for students and managers to understand:***

> *Even if a student was on payroll during the summer or during the previous academic year, the start of a new academic year means the start of a new Human Resources/Payroll record, so it is necessary to reconnect with Human Resources upon hire/re-hire each Fall.*

The information in this section details how and when students are paid as well as provides important procedures student workers need to follow to accurately record hours worked.

Once a student is authorized to begin working and starts working scheduled hours, any paycheck concerns should be directed to the Payroll Office located at 55 Atherton, ground level, or by calling 617-333-2223.

HOURS & SCHEDULES
The College's office hours are generally Monday to Friday 8:30 a.m. to 4:30 p.m. Departments that have different schedules will discuss these schedules with impacted employees.

All employees, including student workers, are expected to follow the work schedule as assigned. The work schedule for part-time and temporary employees varies depending on the needs of their department. Student workers should obtain their work schedule from the hiring manager on or before the first day of work.

Students working a shift of more than 6 consecutive hours must receive a 30-minute unpaid meal break. Students working a scheduled shift of 6 or less consecutive hours are not eligible for a break period. Under Massachusetts law, no employee shall be required to work for more than 6 hours during a calendar day without an interval of at least 30 unpaid minutes for a meal. Due to the classification of student positions, student workers do not receive pay for time off, such as meal breaks, holidays and absences.

The College expects regular attendance by its employees, including student workers, but recognizes that illness and non-work related injury may occur. Accordingly, the College provides paid sick leave to eligible employees and, at a minimum, provides sick leave in accordance with M.G.L. c.149 §148 and 940 CMR 33: Earned Sick Time. Students working during the summer break period are not working under the College's Student Employment Program and are subject to the policies and procedures, including the Sick Leave provision, as outlined in the College's Employee Handbook.

Maximum Hours Calculation:

HOURLY PAY SCALE

As of January 1, 2022:
- ✔ *All positions are at a wage rate of $14.25 per hour.*
- ✔ *The minimum wage rate for positions is now $14.25 per hour.*

Important note for Work-Study students: The Payroll office will make every effort to notify the managers when a student's work study earnings are getting close to the limit of their award, **but it is the student workers responsibility to track their earnings.**

Work-Study awards are need based and the annual amount awarded may vary. The number of hours students can work is dependent on the student employment policy, their department's budget, the total amount of the student's Work-Study award, the hourly pay rate and the number of weeks the student is working (one semester or both semesters). Students should manage their hours as carefully as possible so that they do not work hours that result in earnings that exceed their total FWS award. Below is an example of how to compute the maximum hours per week for a Work-Study student so their earnings do not exceed their allotted award for the Academic Year. Please contact Human Resources for additional questions or assistance.

The following factors are necessary to calculate the total number of hours a FWS worker is eligible to work:
- ✔ *Work-Study award amount*
- ✔ *The current wage rate*
- ✔ *Weeks per traditional Academic Year = 30 (15 weeks per traditional semester)*

Step 1 Calculation: *Award amount ÷ hourly rate of pay = Total hours for academic year*

Step 2 Calculation: *Total hours for academic year ÷ by weeks in the academic year = Hours per week*

Example: *With 2022 minimum wage rate: ($2000/$14.25 = 140 hours)/30 = 4.6 hours per week*

REPORTING HOURS WORKED FOR PAYROLL

The College uses an electronic time and attendance system, ADP Workforce Now. All employees, including student employees, must record hours worked in this system in order to be paid. Upon completion of the HR employment paperwork, Payroll will send a notification to the student's manager indicating the student worker is authorized to register on the payroll ADP portal and begin reporting hours worked. The student **should not** begin working hours until the manager receives this confirmation from payroll.

It is expected that all student workers record hours worked honestly and accurately, and as directed by Payroll, his/her manager and as directed by this policy.

If a student works in two or more departments, the student is expected to record the hours worked accurately under the assigned department in which the work was performed. Student workers must record the time when starting work and the time when stopping work for each shift and with each department separately.

All hours worked are to be recorded in ADP by using only College authorized devices.

College policy strictly prohibits off- the-clock work, including volunteer or compensatory time.

Student workers are strictly prohibited from recording hours worked in the ADP system from any personal devices, including logging in from laptop computers, home or dorm computers, any off campus computer or on hand-held devices such as smartphones or iPhones. The ADP system records hours worked in quarter hour (.25) increments which is equal to 15 minute increments. Recording hours worked can be done one of two ways:

1) By punching ("clocking") in and out at the work site in the student's assigned department on a Curry College computer as directed by the student's supervisor, or

2) By using the hand scanner terminal located in the department (only select departments have this option).

If a student worker is found to have violated this policy or is found to have falsely recorded hours he/she did not work, it will be grounds for discipline up to and including immediate termination of employment on-campus and may be subject to further disciplinary review under the Student

Discipline Policies and Procedures are listed in the Student Handbook and will involve appropriate student services personnel.

Students awarded Federal Work-Study (Work-Study) funds and found to have violated this policy will also be subject to any action or review as required under the Federal TIV Financial Aid guidelines.

PAYROLL DEDUCTIONS

- The College makes the following payroll deductions based on the W4/M4 Tax forms submitted by the employees: Federal Income Tax (W-4)
- Social Security Tax (FICA)/Medicare – Student workers taking 6 or more credits are exempt from this deduction.
- Massachusetts Income Tax (M-4 or W-4)

Questions regarding payroll deductions should be directed to the Payroll Office located at 55 Atherton, Garden Level or by calling 617-333-2223.

DIRECT DEPOSIT

Student employees are strongly encouraged to enroll in the College's direct deposit option for their pay checks to go directly into one or more bank accounts of their choice.

To enroll complete a Direct Deposit enrollment form and submit it to Human Resources upon hire or anytime thereafter. When signing up for direct deposit the check will continue to be a "live" check (which means it needs to be physically deposited or cashed) until the direct deposit form has been completely processed with the bank. This process of setting up direct deposit typically takes about one or two full pay cycles from the date submitted. Once the direct deposit is in effect, a paystub is issued in place of the live paycheck.

Direct Deposit forms are available on the Student Employment portal page and in Human Resources. To sign up for payroll direct deposit:

- ➲ **Complete** and sign (in ink pen) the Direct Deposit form
- ➲ **Attach** to the Direct Deposit form a personal check from the account in which the student wants the payroll to deposit, and be sure to write "VOID" on that check, or follow the instructions on the form for depositing paychecks into savings accounts
- ➲ **Submit** the completed and signed form to Human Resources

Questions regarding payroll deductions should be directed to the Payroll Office located at 55 Atherton, Garden Level or by calling 617-333-2223.

PAYCHECKS & PAY SCHEDULE

Students are paid on a bi-weekly basis. The workweek runs Sunday through Saturday and the pay period includes two work weeks. Paychecks are available every other Friday. The paycheck reflects earnings one week in arrears (paid for the previous week of work) and there are 26 pay periods per calendar year.

To be paid on time:

➲ Make sure all required paperwork is turned in to Human Resources before starting any hours;

➲ Make sure that hours are accurately recorded in ADP each day worked and submitted for approval to the correct manager by the last day of the pay period listed on the pay schedule.

➲ Hours not submitted on time may not be paid until the following pay period.

Students who have signed up for direct deposit receive a paystub instead of a live check. All student workers may pick up their paychecks or paystubs from the manager of the department in which they are working.

ONBOARDING

To ensure that each student has a successful start we encourage managers to conduct an orientation and job training session at the start of the academic year for all department hires, ideally on the first workday. Through this onboarding process, student workers should receive:

➲ A tour of the worksite (pointing out emergency evacuation routes, bathrooms, and any other areas in which the student will be working).

➲ Introductions to staff and co-workers and an overview of College departments.

➲ An understanding of the department goals and how the student may contribute to the department in his/her role.

➲ Department policies and procedures.

➲ Check-in and reporting procedures specific to the department.

➲ Expectations regarding the use of College equipment and computers.

➲ Training on specific equipment or machines the student may be using.

➲ A clear understanding of the tasks the manager expects the student worker to perform.

There is a job description for each position on campus or off-campus as provided in the job posting. Each student worker receives on the job training from the department or agency and there are always new on the job learning opportunities. The College strives to provide students who are working on-campus with job skills that are transferable to other employment opportunities in the future and we serve as a valuable reference for job opportunities pursued during breaks as well as upon graduation. As with any job, it is important for students to continue building their skill set throughout the period of employment. Students are trained by the manager or another employee designated by the manager who already knows certain aspects of the job. If a student worker does not know how to do something or what to do once a task assignment is completed, it is important that they ask for help.

STUDENT WORKPLACE CONDUCT & ETIQUETTE

STUDENT CODE OF CONDUCT AND RESPONSIBILITIES

Curry College expects its students to be good citizens and to conduct themselves in a professional manner while representing the College in their employment role. All student workers are held to high standards of honesty and integrity and are expected to follow the policies of the College and the Department. It is expected that student workers are courteous and respectful to patrons, faculty, staff, students, supervisors and co-workers and any guests visiting the College or Department or agency.

While the College strives to create an environment for success for our student workers, the College requires each student worker take personal responsibility to ensure individual success by working diligently while on the job, behaving in a mature and conscientious manner, and communicating with their supervisor to resolve any questions or concerns that may arise while working on-campus. Students are expected to take responsibility for completion of tasks assigned and to notify the manager if a task is not completed as expected, or if additional tasks need to be assigned. Developing this level of professional conduct while employed by Curry College may help increase a student's success with future job opportunities. All student workers are expected to work with a positive attitude and with a commitment to these high standards of responsibility and productivity.

Student workers should be aware that any problems occurring at work will be dealt with on an individual basis. For any student who engages in any activity on or off campus which is inconsistent with the College's philosophy or expectations of behavior, or adversely reflects upon the good name and reputation of Curry College, the College reserves the right to terminate on- or off-campus employment, and/or pursue further disciplinary review under the Student Discipline policies and procedures listed in the Student Handbook, and will involve appropriate student services personnel. Such incidents are treated very seriously.

WORKPLACE ATTIRE

In addition to complying with any safety regulations or uniform requirements that may apply to a particular job, we ask that student workers dress in a manner that is appropriate for the job and not distracting to other employees or students. Student workers should dress in a neat and appropriate manner as directed by the manager. If a student has questions regarding proper dress, please discuss this with the hiring manager.

ATTENDANCE, ABSENCES & PUNCTUALITY

All student workers are expected to act responsibly: report to work on time and as agreed upon with their hiring manager and complete the shift in its entirety as scheduled. If a student is unable to report to work as scheduled because of illness or other personal problems/scheduling conflicts it is important that the student directly contact the hiring manager (or designee as directed upon hire) **before the start of the shift** and as soon as possible. It is important to notify the direct manager(s) every time an absence is anticipated or if a student anticipates arriving to work later than scheduled. Students should inform the manager when clocking out and leaving his/her shift for the day. Student work schedules should be arranged to permit ample time to get to classes.

Frequent absences are a justifiable cause for the College to make the decision to end the student's employment. Emergencies do arise, but frequent absences or lateness as well as failure to give proper notice of absence(s) decreases the value of a student's position as an employee and his/her services to the College or agency and may result in dismissal from employment. A student's failure to report to their job without notice is grounds for dismissal from employment and is considered a voluntary resignation from the position.

Students are employed "at-will" and may be released from their position at any time for any reason.

TELEPHONE ETIQUETTE

Student workers represent Curry College and the department or agency when answering the telephone. Voice and attitude are tools for enhancing phone conversations.

- ➲ Voice - pay attention to enunciation, courtesy, audibility, friendliness, pitch, and rate of speech.
- ➲ Attitude - have a positive mental attitude that makes the caller feel a sense of willingness to help from the student worker answering the phone. Student workers should sound cheerful when answering the phone even when he/she is not feeling this way.

Curry telephones are to be used for business calls. Personal conversations need to be limited while on duty as described above. With the supervisor's approval, the student worker may use designated departmental phones for brief phone calls while on break.

Cell phones and other personal electronic devices should not be used, seen, heard, or viewed during working hours and should be turned off or to vibrate while working. Such conduct is unprofessional, unproductive and disruptive to thework environment.. Cell phone conversations should be rare and limited to one minute or less. This will give the student worker ample time to alert the caller that he/she is at work and will need to return the call later.

PERSONAL RELATIONSHIPS

All employees are expected to always conduct themselves professionally in their dealings with co-workers, other students, and others. The College expects employees to exercise discretion and maturity in the manner in which they relate to each other at work with co- workers and other students.

Personal/romantic relationships between employees of different levels of authority within the College may affect the morale of co-workers by creating actual or perceived favoritism. Therefore, neither party to a romantic relationship should participate in formal or informal supervision, review or evaluation of the other. The College may alter the work responsibilities of parties engaged in a romantic relationship to limit their professional contact with one another. Employees may not engage in any conduct which violates the College's prohibition against Sexual Harassment and of Unlawful Discrimination. **Romantic relationships between employees and students are strictly prohibited**.

PERFORMANCE EXPECTATIONS AND DISCIPLINARY

If a student worker is found to have violated a College policy, it may be grounds for discipline up to and including immediate termination of employment on-campus and may be subject to further disciplinary review under the Student Discipline policies and procedures listed in the Student Handbook, and will involve appropriate student services personnel.

When student employees engage in unsatisfactory conduct that does not result in immediate discharge, the College may take other disciplinary actions, such as those described below.

Immediate Discharge: The College does not promise or imply that progressive discipline will be followed in all circumstances. This is because each situation presents its own set of facts and considerations. The College may choose to suspend or immediately discharge the student worker for the first offense. While it is impossible to list all examples of instances where the College may not follow progressive discipline, some examples of such instance are:

- Use, possession or distribution of a controlled substance on College premises;
- Unauthorized use or possession of alcoholic beverages on College premises;
- Reporting to work under the influence of alcohol or a controlled substance;
- Harassment of fellow employees on the basis of race, sex, religion, color, age, national origin, disability, sexual orientation, or any other protected status;
- Acts of insubordination;
- Misuse of student or College funds;
- Theft or abuse of student or College property;
- Falsifying time sheets, or the time card of another employee or requesting another employee to falsify one's own time sheet or card;
- Acts of dishonesty;
- Conduct prejudicial to the interests of the College or hindering an employee's ability to perform his/her job;
- Misuse of College keys;
- Misuse of College Credit Cards, i.e. charging personal items;
- Fraud or misrepresentation on a resume or application for employment submitted to the College;
- Improper use of the authority to oversee all of the documents in the personal drives/files of an employee;
- Unauthorized disclosure, removal or copying of records of the College or its students;
- Acts constituting a felony under state or federal law;
- Violation of College Policy; and
- Other workplace misconduct or unsatisfactory job performance that the College believes serious enough to warrant immediate dismissal.

PERFORMANCE EVALUATION
Performance evaluations will generally take place annually or on the review schedule established by the College unless special circumstances such as a promotion or transfer require adjustments to this cycle.

The performance evaluation provides an opportunity for the employee and the supervisor to review the employee's performance. During the evaluation, relevant performance factors are evaluated, performance goals for the next year are established, and career goals are discussed. The process involves the supervisor and the employee filling out the evaluation form to share their viewpoints. The supervisor will complete a written performance evaluation form, which the employee is expected to sign, acknowledging that he or she has reviewed the evaluation.

SECTION 2: COLLEGE-WIDE POLICIES & PROCEDURES

EQUAL EMPLOYMENT OPPORTUNITY

The College is committed to providing equal opportunity in employment and education to all employees, students, and applicants. No employee, student or applicant shall be discriminated against or harassed on the basis of race, religion, color, sex, age, ethnic or national origin or ancestry, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, veteran or military status, membership in the Uniformed Services, or any category protected by applicable state and federal laws.

REASONABLE WORKPLACE ACCOMMODATIONS
Curry College is committed to providing, upon request, a reasonable workplace accommodation to a job applicant or employee with a disability so that he/she may have equal opportunity to apply for a job, to perform the essential functions of the job, or to be afforded equal opportunity on other benefits or privileges or employment, as provided under the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and corresponding state law. Any employee, including a student employee or job applicant is invited to declare his/her disability to be eligible for reasonable accommodation. Please contact the Human Resources office for procedures and to receive assistance with this process.

UNLAWFUL DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY

The College fully supports the right of all persons to hold employment and receive education without suffering unlawful discrimination, harassment or retaliation. The Sexual and Gender-Based Harassment and Discrimination Policy prohibits sexual and gender-based harassment and discrimination, including but not limited to, sexual misconduct, dating and interpersonal violence, and stalking. It also prohibits retaliation against an individual for making a report of

conduct prohibited under this policy or for participation in an investigation of an alleged violation of this policy.

This policy applies to all College community members, including students (prospective and current), employees, visitors, vendors, and independent contractors, when the conduct:

1. occurs on College property, including online or electronic conduct through the use of College computing or network resources;
2. occurs in the context of an employment or education program or activity of the college; or
3. may have continuing adverse effects for the College community.

DRUG-FREE WORKPLACE AND ALCOHOL POLICY

The College is committed to maintaining a drug-free workplace to promote and protect the health and safety of our employees, faculty, students and the general public. The abuse of alcohol and drugs undermines the College's educational mission by endangering the members of our community, tarnishing our reputation, and by lowering our productivity and the quality of our services. **Alcohol and illegal drugs are prohibited in the workplace.** For the full policy including information regarding types of policy violations, definitions and disciplinary action click here. This full policy is also available on the portal.

SMOKING POLICY

In recognition of its public health hazards, smoking is prohibited in College buildings and within 25 feet of all building entrances. An employee wishing to smoke must exit the building and maintain this 25-foot distance. Employees found smoking in College buildings or within the buffer zone will be subject to disciplinary action, up to and including termination of employment. **Smoking is prohibited in all Curry College vehicles**.

CONFIDENTIALITY

In the course of their work, student workers may learn of or come in contact with confidential information related to employees and/or students. Student employees must adhere to strict confidentiality guideline. Sharing confidential information with other students or employees who do not need to know the information to carry out aspects of their job is strictly prohibited. All employees are also strictly prohibited from disclosing such confidential information to anyone

outside the College without the written consent of the College in each instance, unless it is an explicit function of their position to release such information.

Confidential information includes, without limitation, any and all personnel and financial data; student information; medical information; business plans and projections; information concerning existing or proposed projects or investments; trade secrets; information concerning operations and manufacturing processes; techniques and methods; manuals; supplier lists; customer lists; purchase and sales records and information; and contracts. All such confidential information will, at all times, be the property of the College.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, is a federal regulation has requirements regarding the privacy of student records. FERPA governs the release of information contained in these records maintained at an educational institution and access to these records. Curry College is required to comply with this regulation. Particular information regarding the regulation may be found in the current Curry College Catalog in the Academic Policies and Procedures section.

Some student jobs permit students access to private, educational and financial records of other students and/or employees. Curry requires that all student employees become familiar with certain aspects of this regulation to ensure it is not violated. Questions regarding the release of student information and/or access to student records should be directed to the College Registrar.

EMERGENCY CLOSINGS, EARLY RELEASE AND DELAYS

If the Governor of Massachusetts declares an official state-wide State of Emergency, or if the College determines it is not feasible to open or remain open due to extreme local conditions, Curry College will cancel classes and close offices. If there is no State of Emergency, and if it is feasible for Curry to have a work/school day on campus, then we will be open. Closures, delayed openings or early closures are made on a case-by-case basis.

Our primary concern is for the well-being and safety of our entire Curry Community. Since our student, faculty, and staff commuters travel from many different locations and since weather-related travel conditions may vary widely, all should use their own judgment and discretion regarding travel during inclement weather.

In the case of an emergency closing of either Curry College campus (Milton or Plymouth), emergency closing announcements and updates will be immediately posted on www.curry.edu,

the College's institutional Facebook page *facebook.com/currycollege* and Twitter *@curryedu* accounts, and on the myCurry portal. Announcements will be recorded and accessible on the College's Emergency Alert Hotline at 617-333-2075. Announcements will also be shared with local broadcast television stations: WBZ, WCVB, WHDH, NBC, WFXT, and New England Cable News. Emergency closing notifications will also be sent directly via email, text, and/or voice mail based on employee preferences as designated in the "My Emergency Notifications" tab in the myCurry portal.

Reasonable efforts will be made to post announcements generally by 5:45 a.m. for day classes and 3:30 p.m. for evening classes. When the College remains open, no messages will be posted.

PERSONAL USE OF NETWORK AND COMPUTING FACILITIES

ACCEPTABLE USE

The College's electronic communication systems are intended to be used only for conducting College business. As a limited exception, employees may send and receive short, personal electronic communications, so long as those communications do not interfere with the work of others. Any abuse of this privilege may result in suspension of such privilege. Use of the CurryNet must be consistent with the mission of Curry College; the Curry College Policy on Use of Network and Computing Facilities; and all federal, state, and local laws.

Questions about this policy or the applicability of this policy to a particular situation should be referred to the Technology Center at 333-2158.

PERSONAL USE OF TELEPHONES, FAX MACHINES, MAIL FACILITIES AND PHOTOCOPY MACHINES

The College discourages the use of its telephones, fax machines, mail facilities and photocopy machines by employees for other than College business. The College recognizes, however, that there may be limited occasions when employees must make personal use of such equipment. Such use should be kept to a minimum and must not interfere with the employee's work.

Abuse of the College's telephones, fax machines, mail facilities and photocopy machines for personal reasons may result in disciplinary action, up to and including immediate termination.

Whenever possible, employees should make personal telephone calls only during breaks or lunch time. Employees must reimburse the College for all personal long distance calls, fax transmissions, postage and photocopies.

UNAUTHORIZED USE OF OR ENTRY INTO COLLEGE PROPERTY

The unauthorized use or access of any College property including but not limited to vehicles, office equipment, letterhead, college seal, and campus facilities without permission from a College official is prohibited. The unauthorized entry, use or occupancy of College facilities is prohibited. Tampering with locks to College buildings, unauthorized possession or use of College keys or keycards, and alteration or duplication of College keys and/or keycards is prohibited.

Curry College Notice of Employee Rights Under the Massachusetts Pregnant Workers Fairness Act

All employees of the College have a right to be free from discrimination due to pregnancy or a condition related to pregnancy. This includes an employee's right to reasonable accommodations for conditions related to pregnancy.

The College will not discriminate on the basis of pregnancy and pregnancy-related conditions, such as lactation or the need to express breast milk for a nursing child. Employees, or applicants for employment, will not be treated less favorably than other employees/applicants based on pregnancy or pregnancy related conditions.

Further, the College will provide pregnant women and new mothers with reasonable accommodations for their pregnancies and any conditions related to their pregnancies unless such accommodation will impose an undue hardship on the College's operations. Conditions related to pregnancy, include lactation or the need to express breastmilk.

Reasonable accommodations may include (but are not limited to):
- More frequent or longer paid or unpaid breaks;
- Time off to recover from childbirth with or without pay;
- Acquisition or modification of equipment or seating;
- Temporary transfer to a less strenuous or hazardous position;
- Job restructuring;
- Light duty;
- Private non-bathroom space for expressing breast milk;
- Assistance with manual labor; or

- Modified work schedules.

Pregnant and lactating employees are encouraged to notify Human Resources as early as possible to arrange for appropriate accommodations.

Please contact Human Resources to obtain a copy of the College's Pregnancy Accommodation Policy and/or the College's Breastfeeding Accommodation Policy.

SECTION 3: WORKPLACE SAFETY

WORKPLACE SAFETY POLICY

The Curry College Department of Public Safety's mission is to provide a safe and secure environment for the entire community. This encompasses all students, employees and everyone that visits the campus.

It is the responsibility of the College and its employees to ensure that its educational programs and other activities protect and promote the health and safety of our students, our employees, and the environment. A safe and healthy place to work, learn and live is more than an expectation; it is the goal that we must all strive to maintain.

Student employees should keep his/her work area safe and clean and should promptly report any problems or concerns related to work space to the department supervisor.

Student workers receive, as part of the orientation to the job from their manager, appropriate training for all operations involving hazards at the time of initial employment and whenever the nature of these hazards change. College employees are expected to follow College health and safety regulations, to report all unsafe or unhealthy conditions and practices, incidents, accidents, and injuries, and to perform only those tasks, which they personally believe, can be conducted safely. Any conditions that may present a hazard to people or property (examples: an automobile accident, unsafe driving) should be directed to the Public Safety Department or to Human Resources.

Information regarding campus crime statistics as mandated by the 1990 Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act (federal law) along with all our safety policies and procedures can be obtained from the Public Safety Office and are also provided on the Public Safety website by clicking here: www.curry.edu/publicsafety.

WORKERS COMPENSATION/NOTICE OF COVERAGE

Pursuant to state law, employees are eligible for workers' compensation insurance for job-related illnesses or injuries. Worker's compensation pays medical costs and a portion of the employee's regular pay for all approved claims. All employees are eligible for this benefit from the date of employment. If a student worker is injured while working, the student **must** report the accident immediately to his/her supervisor. The supervisor should complete a Curry College Accident Report Form and send it to Human Resources within 24 hours of the accident. All accidents must be reported to the College (even those not requiring medical treatment) so that we may prevent reoccurring accidents. A "near miss" often provides useful information. If we can correct a hazardous condition based on this information, we may prevent a future injury.

SAFE MOTOR VEHICLE USE AND PARKING

All employees driving Curry vehicles on a regular basis will be required to supply driving records. Driving records will be screened and drivers qualified based on the Curry College standard. A copy of the standard, and all procedures for driving vehicles will be supplied to all drivers.

All qualified drivers will also be required to satisfactorily complete a safe-driver course. Details will be provided by the department manager.

The College has specific procedures governing the sign-out, use and maintenance of all College vehicles. Employees are expected to follow those procedures at all times. Only authorized employees possessing a valid driver's license may use College vehicles. Vehicles may be used for College purposes only.

Employees who use College vehicles in the course of their job duties are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. Speed limits must be obeyed and seat belts must be worn. Smoking is prohibited in College vehicles. Employees must notify the appropriate supervisor if any vehicles appear to be damaged, defective or in need of repair.

Employees who have regular use of vehicles in the course of their employment will be asked to allow Curry College to check the validity of their driver's license as well as their driving record. Employees must have an acceptable record (less than four points on the Caravan for Commuters schedule) in order to be qualified to drive a Curry vehicle.

An employee who engages in improper, careless, negligent, destructive or unsafe use or operation of vehicles or who receives excessive traffic and/or parking citations may be subject to disciplinary action. Employees are obligated to pay any fines they are assessed for motor vehicle citations and

parking tickets, on or off campus.

Parking automobiles on campus must be in accordance with designated parking areas. The haphazard parking of automobiles causes blockage of fire lanes as well as pedestrian difficulties. The Milton Fire Department regulations require access to all roads for fire apparatus. Violations will be subject to parking fines and possible disciplinary action if severe or repeated. The complete policy is available on the portal and by clicking here.

SECTION 3: INTERNATIONAL STUDENTS

WORK AUTHORIZATION

Generally, students who hold a valid F-1 visa are permitted to work on the premises of the school that issued their I-20 while in attendance at that school if the international student does not have an F-1 visa or has questions about visa status, please contact the Admissions office to determine employment eligibility. International students who wish to work on campus will need a valid **Social Security Number**. If the international student does not have a Social Security Number, click here for instructions on how to get one. Once a social security number is obtained, the student will need to complete all regular student employment documentation and forms before he or she may begin working.

INSTRUCTIONS FOR COMPLETING THE W-4 FORM

It is suggested that international students wanting to work on-campus review the IRS Tax Guide for Aliens, page 38, before completing the W-4 Tax Form.

IRS Guide states: Nonresident aliens should fill out Form W-4 using the following instructions instead of the instructions on the Form W-4. This is because of the restrictions on a nonresident alien's filing status, the limited number of personal exemptions a nonresident alien is allowed, and because a nonresident alien cannot claim the standard deduction. Numbered items listed below are the items on the Form W-4 which must be completed and correspond to blocks with the same number on the Form W-4.

Item 1 - **NAME** and **ADDRESS**: Enter your first name, middle initial, and last name (family name) as it appears on your United States Social Security Card. Enter your U.S. address.

Item 2 - **SOCIAL SECURITY NUMBER**: Enter your nine-digit United States Social Security Number. You MUST have a Social Security number to complete this form. Do not enter an individual tax-payer identification number (ITIN).

Item 3 - **Marital Status:** "Single" block should be checked regardless of actual marital status.

Item 4 - **NAME CHANGE:** Check this box only if the individual's name has changed since receiving the social security card.

Item 5 - **Number of Allowances**: Claim only "one" for withholding allowance unless you are a resident of Canada, Mexico, or South Korea, or a U.S. national.

EXCEPTIONS: Nonresidents from Canada, Mexico or the Republic of South Korea may claim additional allowances for a spouse and/or dependent children if they meet certain requirements. See IRS publication 519 (United States Tax Guide for Aliens) for more details.

Item 6 - **ADDITIONAL AMOUNT**: Write "Nonresident Alien" or "NRA" on the dotted line on line 6. You can request additional withholding on line 6 at your option.

Item 7 - **EXEMPTION**: Do not claim "exempt" status on this form.

A U.S. national is an individual who, although not a U.S. citizen, owes his/her allegiance to the United States. U.S. nationals include American Samoans, and Northern Mariana Islanders who chose to become U.S. nationals instead of U.S. citizens.

See Withholding on Scholarships and Fellowship Grants, IRS publication 519 (United States Tax Guide for Aliens), for how to fill out Form W-4 *if the student receives a U.S. source scholarship or fellowship grant that is not a payment for services*.

Students and business apprentices from India: If eligible for the benefits of Article 21(2) of the United States-India Income Tax Treaty, the student may claim an additional withholding allowance for the standard deduction. The international student can claim an additional withholding allowance for a spouse only if the spouse will have no gross income for 2012 and cannot be claimed as a dependent on another U.S. taxpayer's 2012 return. The international student may also claim an additional withholding allow for each dependent not admitted to the United States on "F-2,""J-2," or "M-2" visas if they meet the same rules that apply to U.S. citizens.

STUDENTS WITH F-1 STUDENT VISAS - COMPLETING THE I-9 FORM

These instructions are for students with F-1 student visas. The process may vary for students with other visa types. Students with other visa types should contact your admissions officer to determine employment eligibility.

Section 1: Employee Information and Verification - completed by student

- The citizenship box labeled "An alien authorized to work until..." should be checked.

- The date you are authorized to work until can be found in section 5 on the first page of the I-20 form, after the words "complete studies not later than..."

- The Admission number is the 11-digit number in the upper left corner of the **I-94 card** (the card stapled into your passport).

Section 2: Employer Review and Verification - completed by Human Resources

Acceptable identification documents for international students with F-1 student visas:

- Unexpired foreign passport
- Form I-94/I-94A indicating F-1 non-immigrant status
- Form I-20

The combination of these documents satisfies the requirements for a List A document. Please present the original documents to the Human Resources.

F-1 nonimmigrant foreign students may be eligible to work under certain conditions. There are several types of employment authorization for students, including:
- On-campus employment,
- Curricular practical training,
- Off-campus employment based on severe economic hardship,
- Employment sponsored by an international organization, and
- Optional practical training (OPT).

On-campus employment does not require designated school official (DSO) approval but is limited to 20 hours a week when school is in session. On-campus employment must be performed on the school's premises (including on-location commercial firms that provide services for students on campus, such as the school bookstore or cafeteria), or at an off-campus location that is educationally affiliated with the school. Employment with on-site commercial firms, such as a construction company that builds a school building, is not deemed on-campus employment if it

does not provide direct student services. For more information about on-campus employment, the international student may contact the DSO in Curry College's Admissions Office or refer to the Student and Exchange Visitor Program (SEVP) at www.ice.gov. The F-1 student's unexpired foreign passport in combination with his/her Form I-94/I-94A indicating F-1 nonimmigrant status would qualify as a List A document for Form I-9 purposes.

OPTIONAL PRACTICAL TRAINING (OPT) FOR F-1 STUDENTS—EAD REQUIRED

OPT provides practical experience in an F-1 academic student's major area of study. An F-1 academic student may engage in OPT while studying and may work up to 20 hours per week while school is in session and full-time (20 or more hours per week) when school is not in session. After completing their course of study, students also may engage in OPT for work experience. USCIS may authorize an F-1 academic student to have up to 12 months of OPT upon completion of his/her degree program. Some F-1 students may be eligible for an extension of their OPT, as described below. The designated school official must update Form I-20 to show that he or she has recommended OPT and to show the date employment can begin. OPT employment must be directly related to the student's field of study noted on Form I-20.The student cannot begin OPT until USCIS has granted his/her application for employment authorization.

APPLYING FOR A SOCIAL SECURITY NUMBER

New international students cannot apply for a social security number (and card) until they have been hired on campus. The international student may obtain an offer letter from Human Resources which is required to apply for a Social Security number. **The letter must be printed on College letterhead by the hiring department, completed by the hiring supervisor and returned to Human Resources to be finalized**. The student must have the Social Security number (not necessarily the card) to complete the work authorization process. Download the Social Security Number Application letter (pdf).

Curry College

Student Employment Program

Visit us on the portal at:

https://my.curry.edu/group/mycampus/student-employment

human resources

REAL EXPERIENCE. REAL OPPORTUNITY.

Office of Human Resources

Visit: King Academic Administrative Building,
Garden Level, 55 Atherton Street

Call: 617-333-2263

Email: hr@curry.edu