



Student Employee Handbook

effective July 1, 2002

revised August 2008



FINDLAY
THE UNIVERSITY OF FINDLAY

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INTRODUCTION

The University of Findlay welcomes you as a student employee. Student employees are an integral part of the day-to-day workings of the campus community. Almost every academic department, administrative office and auxiliary area employs students in a variety of capacities. Sodexo Campus Services also employs a large number of students in its dining and catering services located on campus. We believe you will realize worthwhile benefits in any position as a student employee.

Studies have shown that balancing part-time employment with the pursuit of a college education can actually foster quality time management skills enabling the student to achieve better academically. Part-time employment can also assist the student in developing valuable work skills and habits, money management practices and leadership qualities that will prove beneficial and applicable for whatever future career path may be chosen.

Student Employment:

YOU MAKE THE
Difference

Purpose of the Office of Student Employment

The Office of Student Employment’s purpose is to assist students in finding jobs that will help defray the cost of their college education; to effectively match potential University employers with the available student work force; to assist student employees with their transition from student to employee; and to provide all students seeking employment an equal opportunity to obtain jobs.

Definition of a Student Employee

A student employee is a part-time employee who is enrolled at The University of Findlay, and whose primary purpose for being at The University of Findlay is to earn an academic degree or certification. Student employees are considered “at-will” employees, and their employment is interim or temporary and contingent to the pursuit of an academic degree or certification.

High school students doing post-secondary work at the University are not eligible for student employment except during summer semester and holiday breaks. During the summer semester, an individual may work on campus if he/she is registered at The University of Findlay for the upcoming fall semester, or is enrolled at another higher education institution, a high school or vocational/technical school.

Student employee status terminates upon withdrawal or completion of a degree or certification from The University of Findlay. These individuals are eligible for hire through the Office of Human Resources.

“Experience is the one thing you can’t get for nothing.”

-Author Unknown

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“Man must work. That is certain as the sun. But he may work grudgingly or he may work gratefully; he may work as a man or he may work as a machine. There is no work so rude, that he may not elevate it; no work so impassive that he may not breathe a soul into it; no work so dull that he may not enliven it.”

-Henry Giles

EMPLOYMENT PRACTICES & POLICIES

Equal Employment Policy

The University of Findlay agrees not to discriminate in violation of any state and federal laws. Complaints of any form of discrimination shall be directed to the Office of Human Resources.

Selection of Student Employees

Student employees are selected on the basis of their qualifications to fulfill established specifications for the job. General criteria include education, experience, mental capacity, physical ability, and willingness to work in the specific environment.

Conduct

All student employees are expected to support the University's mission and goals by precept and by example, and to respect the basic teachings of the Churches of God, General Conference, as well as the creeds of other religious groups which are represented on campus. The current mission and goals statement may be found in the University Catalog.

Student employees shall extend to on-campus supervisors the same courtesy and professional behavior expected from employees of off-campus employers. All student employees shall observe appropriate workplace behaviors keeping in mind that he/she is a representative of his/her department to students, faculty and visitors to the University.

Dress Code

Each department will determine the student employee dress code based on what the student's duties will be. Some areas may require uniforms, i.e. food service, security, etc. Some areas may require the student to dress less casually than others, i.e. grounds keeping workers would dress differently than those students working in a front desk position.

In all positions, the student is expected to dress neatly and in good taste. Short shorts and brief tops that expose the midriff would not be appropriate in any position. Remember you are a representative of the University and will often cross paths with the public in the course of your duties. Some of these individuals may be potential future employers. You will want to project the best image possible for yourself and your school.

International Students

International students must obtain new authorization to work on campus from the International Admissions Office **each** academic term (semesters for undergraduate and quarters for graduate students) they are either seeking employment or are employed on campus. The student must then deliver the original of this authorization to the Office of Student Employment.

In accordance with BCIS regulations and to maintain lawful immigration status, on-campus employment must be limited to 20 hours per week while school is in session. Hours worked during official school break periods, i.e. Christmas break, spring break and summer break, may be up to, but not exceed 40 hours per week. The number of hours worked per week should be computed using Sunday through Saturday as a workweek for this purpose. There is no exclusion from the overall on-campus 20 hour per week ceiling for work undertaken pursuant to a scholarship, fellowship, assistantship or postdoctoral appointment. Failure to maintain status by exceeding these work limitations can result in loss of on-campus employment privileges or action by BCIS.

Worker's Compensation

All employees, part-time and full-time, including student employees, are provided with workers' compensation coverage. The program provides full medical coverage and hospitalization for an allowed work-related injury or occupational disease. The program also provides money for living expenses (called compensation) to any worker whose job-related disability lasts more than seven days, including weekends and holidays. Should a work-related fatality occur, there is a moderate funeral expense allowance and some money paid to qualifying dependents. A copy of the rules/guidelines is available upon request.

Student employees are required to report any occupational accident or illness to their supervisor and the Human Resource Office immediately.

Professional Growth and Development

The Office of Student Employment provides learning opportunities to student employees. The G.E.T. (Student Employment Training) Set For Success series of workshops are offered to student workers. These offerings can help you develop habits to increase your value to present and future employers.

Students are encouraged to take advantage of these opportunities. If you are interested in more information, please contact the Office of Student Employment at ext. 5338 or studentemployment@findlay.edu.

Sexual Harassment

All claims of sexual harassment should be forwarded to the University's Office of Human Resources.

Drug & Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, The University of Findlay hereby notifies its employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited. Refer to appendix A.

Termination Policy

The University recognizes the following types of termination: resignation, termination for grave cause, reduction in staff, and incompetence. A written notification must be filed in the Office of Student Employment for any student employee who is terminated for any reason.

A student employee wishing to resign must give written notice one week in advance of their last day of employment.

A student employee terminated for grave cause may be dismissed immediately without prior notice.

When the supervisor determines that termination, due to inability to successfully complete job tasks as required, may be necessary, the procedure set forth in Disciplinary Guidelines for Student Employees will be followed.

Nepotism

The appointment of multiple members of a family to University student employee positions or student employees working for staff members to whom they are related is permitted so long as one family member is not in a position to influence a decision in favor of or against another. Any decisions involving possible direct benefit or detriment to the student employee shall be made by the Student Employment Committee.

Student Breaks & Lunch Hour Policy

Student employees who work a shift of four or five consecutive hours are permitted one, 15-minute, paid rest period during that shift. Rest periods are not to be taken at the beginning or end of a shift and are not cumulative.

Student employees who work a shift of six or seven consecutive hours are permitted one, 30-minute, unpaid meal period and one, 15-minute, rest period during that shift.

Student employees who work a shift of eight consecutive hours are permitted no less than two, 15-minute, paid rest periods and one 30-minute, unpaid meal period during that shift.

Absences

Student employees will notify their supervisor in advance of any circumstance that will keep them from regularly scheduled work hours.

On-campus supervisors realize the importance of study and classroom commitments and are typically quite flexible with scheduling work hours for the student employee. Time required to properly prepare for classroom work or tests will be taken into consideration when the student schedules his/her work hours with the supervisor. Student employees are expected to be on time and present during scheduled work hours.

In case of illness, the supervisor shall be notified as soon as reasonably possible.

Excessive absences, tardiness, leaving work early, or absence without duly notifying the appropriate supervisor, is just cause for disciplinary action. Refer to Disciplinary Procedures, appendix B.

Confidentiality

Student employees shall maintain confidentiality regarding workplace issues and the release or sharing of information revealed in the workplace. The removal of files or other materials from the workplace is prohibited. Any breach in confidentiality is grounds for immediate dismissal.

The student employee shall sign a Confidentiality Agreement, appendix D, upon securing on-campus employment. The original copy shall be retained in the hiring department's file and a copy shall be provided to the student employee.

Safety

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

Grievances

The student employment experience is usually one that benefits both student and staff of The University of Findlay. Both draw valuable experience and career-long benefits from each other. However, occasionally the various pressures on student employees and employer can produce employment-related conflicts. Generally, it is expected that a complaint can be resolved at the point at which it arises. Every effort should be made between the student and his/her supervisor to settle the complaint on the spot with minimal delay. Should a mutual solution not be reached, the student has the right to appeal by following the Student Employee Grievance Procedure, appendix C.

PAYROLL INFORMATION

Required Documents for Employment

Federal regulations require that all new employees complete the following forms. These forms are obtained from the business office when registering for on-campus employment. All forms must be completed and returned to the Business Office on the first floor of Old Main along with appropriate proof of identification (see below) **prior to** beginning employment. No pay will be processed for hours worked prior to completing all required payroll paperwork.

Form I-9 – US Dept. of Justice Immigration & Naturalization Service Employment Eligibility Verification

The employee completes only Section 1 along with the "Employee Signature."

Proper identification* must be submitted along with the I-9. Acceptable forms of identification are listed on the I-9. You must submit one item from List A OR one item from List B AND one item from List C. The most commonly used documents are:

List (A) - Passport

OR

One item from List (B) - State issued Driver's License or Student ID Card

AND

One item from List (C) - Original Social Security Card or Certified copy of Birth Certificate (official seal)

*photocopies are not acceptable

Form W-4 -Federal Income Tax Withholding

Your name and social security number stated on this form must be identical to the information shown on your social security card.

You may want to keep in mind the following guidelines:

Line 5: The higher the number of exemptions, the lower the tax withheld.
Claiming single (S) and 0 exemptions will withhold the most tax.

Line 6: If you choose to have additional tax withheld, you may indicate the dollar amount in this area.

Line 7: Claiming "Exempt" indicates you have NO federal income tax withheld. You must meet the IRS criteria as stated to claim "Exempt."

Form IT-4 - State of Ohio Withholding & School Tax

Ohio residents must indicate school district number. An out-of-state resident indicates "N/A."

Payroll Practices & Pay Periods

All students including international students must have a social security number and provide proof of this to the Business Office in order to be entered into the University of Findlay payroll system and have a paycheck issued.

All student employees shall receive a check on the 15th and 30th of the month during all months except for December. Payroll will be processed once in December on the 15th.

Should the 15th or 30th fall on a weekend or holiday, the paycheck will be available on the previous business day. Students wishing to apply their paycheck to their student account should make arrangements with the Business Office.

NOTE: Students' checks are distributed two weeks in arrears, so it may be up to four to six weeks before you receive your first check if you began working at the beginning of a pay period.

Payroll Distribution

Student payroll is distributed on the 15th and 30th of the month. The first pay a student receives will come in the form of a check and can be picked up at the University Info Center/Box Office in the AMU. Students have selected on their Oiler One card how they wish to receive pay from The University of Findlay when activating their card and pays following the first will be distributed according to this determination .

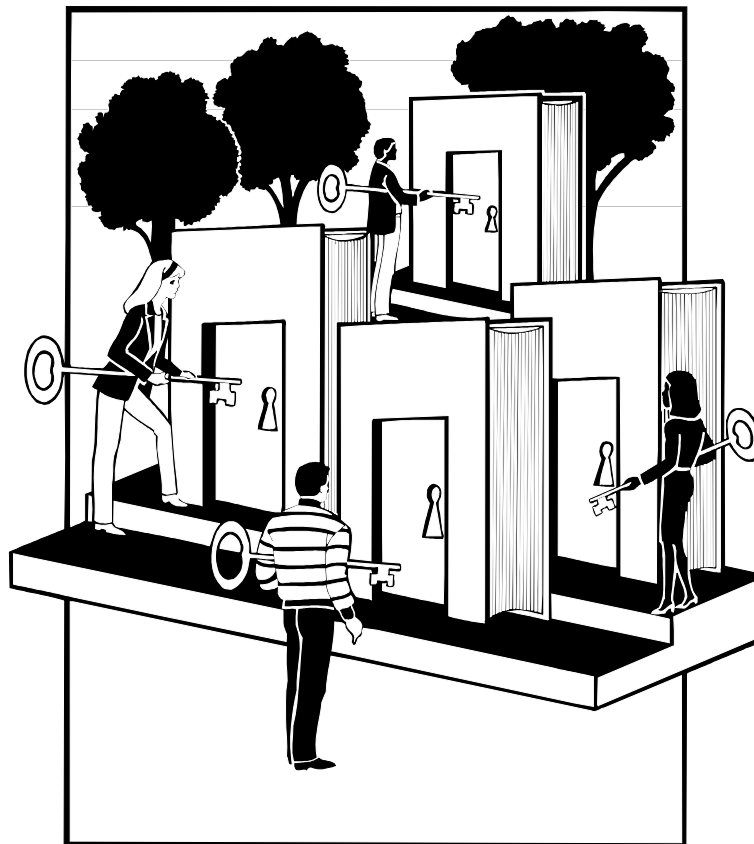
The University of Findlay reserves the right to amend this handbook and the policies herein at any time. The policies described herein are not conditions of employment and the language is not intended to create a contract between The University of Findlay and its student employees.

THE UNIVERSITY OF FINDLAY DRUG ABUSE POLICY STATEMENT

The University of Findlay recognizes that the sale, possession, or use of central nervous system stimulants and depressants, narcotics, and hallucinogenic drugs is incompatible with state and federal law. Findlay is also aware of considerable medical evidence that the use of drugs of this kind, except under medical supervision, may induce physical and emotional dependence on their use and that such use may be dangerously harmful to the student user and may seriously jeopardize the student's performance in college.

Considering these facts, The University of Findlay will not permit the possession, sale or use of marijuana, narcotics, and/or hallucinogenic drugs except when prescribed by a physician. Violators of this policy will be subject to suspension from Findlay.

Aware of the complexity of the drug problem and the personal difficulties it may cause, Findlay provides counseling through Counseling Services and Health Services for persons who wish to resolve their problem on a voluntary and confidential basis.



Let student employment be the key to open the doors of opportunity.

STUDENT EMPLOYEE HANDBOOK APPENDIX B

Student Employee Disciplinary Procedure

January 1, 2002

Step 1 – Counseling & Verbal Warning: Whenever a work-related problem arises with an employee (e.g., job performance, attendance, failure to call in, etc.), a meeting shall be held between the immediate supervisor and the student employee to discuss the issue. This meeting should be held as soon as possible after a problem situation is identified. The concerns and suggestions are recorded and placed in the employee's personnel file.

Step 2 – Written Warning: In the event of continued neglect of duties/poor performance, or a serious violation, the immediate supervisor and the student employee shall meet again. The supervisor should refer to the counseling session, and again specifically discuss the problem with the employee. The student employee should be permitted to make any appropriate comments and present any evidence they wish to have considered. Once the meeting is concluded, the supervisor will consider all of the evidence, consult with his/her direct supervisor, and then render a decision. If the supervisor believes the evidence indicates continued neglect of duties/poor performance, or a serious violation, the staff member will be placed on a probation status for a period determined by the supervisor. The supervisor will outline the terms of the probation in writing, and will meet with the staff member to share those terms. The student employee will be required to follow all terms stipulated. The probation letter will be placed in the staff member's personnel file.

Step 3 – Dismissal: In the event of a violation of probation status or a very serious violation, the immediate supervisor will meet with the employee to discuss the violation. The employee may present any evidence they wish to have considered. Once the meeting is concluded, the supervisor will consider the evidence. If the supervisor believes the evidence indicates a serious violation and warrants dismissal, he/she will notify the employee in writing of such, giving a copy to the student employee and placing a copy in the student employee's personnel file.

Appeal Procedure: Only a dismissal can be appealed. Any student employee who feels they were unfairly dismissed may submit an appeal-hearing request in writing to the Director of Student Employment (Coordinator) within three working days of the decision. The appeal request should address the allegations, specify why the decision to dismiss was unfair, and provide evidence to support the appeal request. The Coordinator will then interview the employee, his/her immediate supervisor and any other persons whose testimony is deemed relevant to the situation by the Coordinator. The interview will focus on the current allegations, past performance, and the rationale for the decision. After the interviews are complete, the Coordinator will render a recommendation to the Student Employment Committee for their approval. The Student Employment Committee will render a final decision, which is not subject to any further appeal and/or modification.

STUDENT EMPLOYEE HANDBOOK APPENDIX B con't.

Examples of Actions that can result in a warning:

- Failing to complete assigned paperwork in a timely manner.
- Failing to show up for duty on time.
- Failing to approach and carry out job responsibilities in a positive and constructive manner.

Examples of Actions that can result in probation status:

- Repeating any of the actions stated under official warning.
- Failing to report for duty.
- Failing to attend a required training session.
- Failing to maintain confidentiality.

Examples of Actions that can result in dismissal:

- Repeating any of the actions stated under probation status.
- Selling or using any type of illegal substance.
- Physically assaulting another person and/or harassing another person.



Student employment can help you achieve your goals.

Student Employee Grievance Procedure

January 1, 2002

Step 1: Any student employee of the University who has a complaint relative to their employment shall discuss the complaint with his/her immediate supervisor within three working days (excluding weekends and holidays) from the date of the incident. The supervisor shall provide a private setting for such discussions.

Step 2: If not satisfactorily resolved, the student shall provide the supervisor with a signed, written copy of the perceived grievance and a proposed solution within three working days of the preceding discussion,

Step 3: Upon receipt of a written grievance, the supervisor shall respond to the student with a signed written proposal of settlement within three working days.

Step 4: If the grievance remains unresolved, the student shall submit to the department head all documentation to this point within three working days of the result from step 3. This supervisor shall review the grievance and the written recommendation of the immediate supervisor and provide a written decision to the student with copies to the immediate supervisor and to the Director of Student Employment.

Student Employee Grievance Procedures to Appeal Employing Department Decision

Step 1: The student within three working days (excluding weekends and holidays) may submit a written appeal to the Director of Student Employment.

Step 2: The Director of Student Employment shall present the appeal to the Student Employment Committee for their review. Within three working days of the receipt of the written appeal, the Student Employment Committee will make a final decision regarding the grievance and will submit to the student this decision in written form. The decision of the Student Employment Committee is final.

**AGREEMENT BY STUDENT EMPLOYEE TO MAINTAIN
CONFIDENTIALITY AND PRIVACY OF RECORDS PERTAINING TO
STUDENTS, FACULTY, STAFF AND THE UNIVERSITY**

I, _____ (print name), understand that in my capacity as a student employee at The University of Findlay, whether as a full-time, part-time, work-study student or otherwise, I may have access to confidential and private records of other students, faculty and staff and/or pertaining to the University.

I understand that under federal law and University policy, student records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential records must not be disclosed.

I agree to maintain the confidentiality and privacy of all such records during and after my period(s) of employment at The University of Findlay. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such records. I understand that any such disclosure may be grounds for termination, prohibition of future employment and/or for dismissal from The University of Findlay.

Signature

Date

Please provide a copy to the student and maintain original in the department's file.