

# STUDENT EMPLOYEE HANDBOOK



1000 N. Main Street  
Findlay, Ohio 45840

Revised (2/14/2020)

## **Acknowledgement of Receipt for Student Employee Handbook and Statement of Understanding**

As a student employee of The University of Findlay, I acknowledge that I have received and had an opportunity to examine THE UNIVERSITY OF FINDLAY'S Student Employee Handbook. A copy of this Handbook has been given to me to retain for future reference or I have been provided with the electronic website address (<https://my.findlay.edu/ics>) and I agree to familiarize myself with its content and comply with the information provided. I understand that unless I am subject to a written agreement signed by the President that states otherwise, the University is an "At-Will" employer and as such, employment with the University is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause and without prior notice. No supervisor or other representative of the University (except the President and then only in the form of a written agreement signed by the President) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, this Handbook states the University's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with the University for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time in the sole discretion of the University. I accept the responsibility to keep myself informed of any changes made to the Handbook.

I understand that if I have knowledge, either direct or indirect, of harassment or discrimination in any form, I am obliged to report the circumstances immediately to the Director of Human Resources. I have read the policy, "Confidential Nature of Work", and affirm my commitment to maintain all records and information relating to the University or its customers with strict confidentiality.

I fully understand that I may not work during any time I am scheduled to be in class. Further, I understand The University of Findlay's Auditors do check student class/work schedules and I could jeopardize my employment. Should I drop a class or have a class cancelled I may only work during this time if a copy of the drop slip or documentation from the professor is given to my supervisor and my supervisor then attaches it to the time sheet.

Please sign and date this acknowledgement and return it to the Office of Student Employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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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. It is designed to provide you with part-time employment experience, supplemental income, and educational benefits outside the classroom. 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. This handbook is established to provide a framework for the fair and equitable treatment of all student employees and a greater understanding of the student employment program requirements and expectations. We hope that the guidelines, rules, and policies outlined herein will be of great assistance as you navigate The University of Findlay Student Employment Program. This handbook, however, will not cover every employment scenario or policy, and it is up to each student employee and supervisor to be aware of compliance standards or policies specific to the area in which they work.

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.

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.

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.

## **Equal Employment Opportunity Policy Statement**

The University of Findlay is committed to a policy of non-discrimination in all employment practices including, but not limited to, recruiting, hiring, training, advancement, compensation, and termination. The University of Findlay's policies, including its Affirmative Action Programs, are designed to not only ensure legal compliance with state and federal anti-discrimination and retaliation laws, but to carry out the principles of equal employment opportunities in all job categories. Deliberate and conscious effort is made to make employment decisions that are consistent with these equal employment opportunity principles. The University of Findlay will recruit, hire, train, and promote persons in all job titles, and ensure that all other personnel actions are administered without regard to race, color, religion, national origin, protected veteran status or disability; and ensure that all employment decisions are based only on valid job requirements. Employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination for filing a complaint, assisting or participating in an investigation, compliance evaluation or hearing, opposing and/or exercising any other right made unlawful by Executive Order 11246, Sections 503 and 38 USC 4212, as amended, or their implementing regulations, or any other Federal, State or local laws requiring equal opportunity.

The University of Findlay has formalized Affirmative Action Programs which are designed not only to ensure adherence to the policy of non-discrimination, but also to obtain a balanced workforce reasonably reflecting the composition of the labor area surrounding each of its work locations. If you are a protected veteran or an individual with a disability and wish to benefit under the Affirmative Action Program, please tell us. It is voluntary to do so and the information you provide will be maintained in a confidential manner and will not be used against you in any employment decision. The Affirmative Action Program(s) for individuals with disabilities and protected veterans are available for review upon request to the Human Resources Department.

All employees are asked to support this Affirmative Action Program and to actively assist in ensuring that this program is fully implemented throughout our organization.

### **Non-Discrimination, Anti-Harassment, and Hostile Campus Environment Policy**

The University strives for an environment in which all individuals are treated with respect and dignity. Each individual has the right to study and work in an atmosphere which promotes equal opportunities and prohibits discriminatory practices and harassment based upon age, race, ethnicity, national origin, color, religion, gender, handicap, sexual orientation, genetic information, veteran or military status and physical or mental disabilities. Harassment of any kind, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

The University does not engage in discrimination in its programs, activities and policies against students, employees or prospective employees. The University prohibits and will not tolerate any such discrimination or harassment at its facilities, programs and activities.

#### **I. Definition of Harassment**

This policy prohibits sexual harassment and harassment on other protected bases. For purposes of this policy, harassment is defined as unwelcome or unwanted conduct of an offensive nature (whether verbal, visual, or physical) when: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's enjoyment of the University environment or work or academic performance or creating an intimidating, hostile or offensive working or learning environment.

Examples of harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment or work or academic status; repeated jokes which include offensive references to age, disability, national origin, race, religion, or gender; unwelcome flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's age, disability, national origin, race, religion, gender, body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting, threatening, or obscene comments or gestures; gossip; bullying; dissemination or display in the workplace or learning environment of objects, written materials, or pictures which include offensive references to age, disability, national origin, race, religion, sexual orientation, genetic information, veteran or military status, or gender; asking questions about sexual conduct; racial or ethnic slurs or epithets.

Conduct that occurs away from the University can still affect the University community. Accordingly, the definitions and examples of harassment apply to conduct during working hours and non-working hours, including University-sponsored programs, seminars, conferences, business trips or business related social events, and conduct that occurs directly or indirectly via telephone or other electronic communication through the internal or external mail system (including e-mail) and other forms of communication. Additionally, this policy extends to members of the University community whether on or off campus. This includes, but is not limited to conduct which may occur on professional practice assignments, clinical assignments, while attending activities or events

as a representative of the University, while representing the University in the community or at a University sanctioned or sponsored event. It also includes off-campus activities that are connected to the educational process of the University.

## II. Individuals Covered Under the Policy

These policies apply to all faculty, staff and students and prohibit harassment, discrimination and retaliation. These policies also apply to all others who come into contact with the University. That is, visitors, vendors and others are expected to engage in behavior that is consistent with our expectations of respect and dignity and are similarly to be treated in an appropriate manner. Conduct prohibited by these policies is unacceptable on all University-related business or activities, whether on the University campus or off-campus.

The University also prohibits retaliation against any individual who reports discrimination or harassment, or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

## III. Reporting a Complaint

The University encourages all individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome. The University does, however, recognize that, in some instances, power and status disparities between the alleged harasser and the individual may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, the following steps should be followed in reporting a harassment complaint. A complaint may be filed by one experiencing or witnessing harassment.

### 1. Notification of Complaint

An individual who believes that he or she have been subjected to harassment should promptly report the incident to the Director of Human Resources or the Title IX Coordinator. The University also has a Harassment Hotline. The number is 419-434-6777; your call will be answered and directed to the appropriate area for help. If you are in immediate danger, security will be notified.

The University encourages prompt reporting of complaints so that rapid response and appropriate action may be taken. Individuals should make every effort to report complaints as soon as possible, within six months of the conduct at issue. Please note that the six month time frame for reporting harassment complaints does not relieve an individual from the requirement of filing a charge of discrimination within the statutory time frame applicable to the Ohio Civil Rights Commission, the Equal Employment Opportunity Commission, or any other external agencies if the individual chooses to file with those agencies. Delays in reporting of complaints will not in and of itself preclude the University from taking remedial action.

The Director of Human Resources or the Title IX Coordinator and/or their designees are the only members of the University community who are authorized to act upon, investigate and recommend sanction or discipline for violations of this policy. Other faculty or staff receiving complaints of harassment prohibited by this policy must immediately forward them to the Director of Human Resources or the Title IX Coordinator.

### 2. Protection Against Retaliation

The University will not in any way retaliate or permit retaliation against any individual who makes a good faith report of harassment or who assists or cooperates in a harassment investigation. Retaliation is a serious violation of this harassment policy and should be reported immediately. Any person found to have violated this policy by retaliating against another individual for making a report of harassment or for assisting or cooperating in the investigation thereof will be subject to the same disciplinary action provided for harassment offenders.

### 3. Investigating the Complaint

Any allegation of harassment brought to the attention of the University will be thoroughly and promptly investigated. Confidentiality will be maintained where possible throughout the investigatory process to the extent practical and appropriate under the circumstances. The identity of the complainant will be made known to those involved in the incidents under review, however, so that the matter can be addressed most directly and effectively.

### 4. Resolving the Complaint

Upon completing the investigation of a harassment complaint, the University will communicate its findings and intended actions to the complainant and the alleged harasser. If the individuals involved are students, communication of the final disposition shall be subject to the Family Educational Rights and Privacy Act.

If the investigation finds that harassment occurred, the harasser will be subject to appropriate disciplinary sanctions, as listed below. The complainant will be informed if disciplinary action is taken.

If the investigation determines that no harassment has occurred, this finding will be communicated to the complainant in an appropriately sensitive manner.

## IV. Disciplinary Sanctions

Employees found to have engaged in misconduct constituting harassment will be disciplined, up to and including termination. Students found to have violated this policy will be disciplined up to and including expulsion.

Any complaint determined to be intentionally dishonest or made maliciously without regard for the truth shall be considered misconduct and will subject such complainant to disciplinary action.

Appropriate actions will be determined and within the sole discretion of the Director of Human Resources and/or the Title IX Coordinator. In addressing incidents of harassment, the University's response, at a minimum, will include reprimanding the offender and documenting the occurrence in the appropriate file. Additional actions may include: referral to counseling, withholding of a promotion, demotion, reassignment, temporary suspension without pay, or termination of employment. Discipline imposed will become part of an accused employee's personnel records or an accused student's student records.

Although the University's ability to discipline a harasser not directly related to the University is limited by the degree of control, if any, that the University has over the alleged harasser, any individual who has been subjected to harassment by such an individual should still file a complaint and be assured that the University will take those actions it deems appropriate in an attempt to bring such harassment to an end.

The University complies with the requirements of Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in all programs and activities receiving federal financial assistance. To ensure compliance with Title IX, the University has designated the Title IX Coordinator and the Office of Human Resources as the contacts responsible for developing, adopting and making this policy available to the University community. The Title IX Coordinator shall coordinate compliance requirements with all University departments, as appropriate.

For information or for filing complaints regarding Title IX compliance and complaint procedures, contact the University's Title IX Coordinator.

### **Confidential Nature of Work**

All records and information relating to the University or its customers are confidential and employees must, therefore, treat all matters accordingly. No University or University-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials may be removed from the University's premises without permission from the University (except in the ordinary course of performing duties on behalf of the University). Additionally, the contents of the University's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees must not disclose any confidential information, purposefully or inadvertently (through casual conversation), to any unauthorized person inside or outside the University. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

Under federal law, the Family Educational Right and Privacy Act (FERPA), 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. If you gain access, through your job, to information about other students, faculty, and staff and/or pertaining to the University, you must keep it confidential. Sharing confidential information with others who are not authorized to receive it (outside the scope of your job duties) is a serious federal violation and may be grounds for termination, prohibition of future employment and/or for dismissal from The University of Findlay.

### **Campus Job Search Policy**

The University of Findlay's Student Employment Policy states that all student employment hourly paid open jobs will be posted for a minimum of three (3) days to provide all students an opportunity to be aware of open student employment positions on campus. Students must apply for all hourly paid student employment positions through the on-line student employment application and referral system. Campus employers will make their selections based on the submitted student employment application and any employer arranged interviews. Students are not permitted to initiate contact with supervisors with the intent to solicit jobs via personal visit, written correspondence or by telephone calls.

Any student violating this policy by initiating employer contact with the intent to solicit jobs will forfeit campus employment search and/or employment privileges for a period of four (4) weeks.

### **Hiring Policy**

A supervisor may only hire a student if they have applied to their specific position posted on the Student Employment job posting website. Supervisors must notify Student Employment of the student's start date. It is the responsibility of the supervisor to ensure the student is hired and listed within their supervisor organization before a student can begin working. It is a violation of Federal guidelines as well as the University of Findlay's policy, to employ a student for pay before they have been hired and completed the Federal Form I-9. Supervisors who violate this policy will need to supply a written document to the Student Employment Office

explaining why the student was working before completing the hiring process. The document will need to include days and times the student worked and signature of supervisor. Additional signatures required are as follows:

Faculty – Signature of Dean and VP of Academic Affairs

Staff – Signature of your department head and Cabinet Member.

This document serves as the needed approval for Human Resources to ensure the student is paid for hours worked.

## **Training and Orientation**

To ensure that each student gets a positive start on the job, an orientation should be provided. The supervisor should be aware that his/her role is that of a teacher as well as a supervisor. Many students may come with little or no work experience and, therefore, need instruction in how to be effective employees and guidance in establishing good relationships with co-workers. By helping the student establish good work habits, instilling a sense of pride in what the student does, and giving the student confidence in his/her abilities, the supervisor can have an impact beyond the student's employment in their department. Successful employment experiences can be especially valuable to graduating students as they enter the job market.

The orientation should consist of the following:

- Present an overview of the office functions and organizational structure to the new employee. Describe the goals and activities of the department.
- Introduce the new student employee to co-workers.
- Describe the student's specific duties and responsibilities and how they relate to other office activities. If appropriate, the student may observe and/or meet with other staff members for a short time.
- Discuss expectations of the student's work performance, including quality and quantity standards.
- Assign a work station. Explain how work assignments will be communicated and where personal belongings may be secured.
- Agree on a specific work schedule which may then be posted and establish means for student to track hours worked.
- Review Student Employee Handbook specifically the appearance and conduct, confidentiality, drug and alcohol, disciplinary, and grievance policies / procedures.
- Update the student on any policy or procedure changes or other pertinent information affecting his/her employment.
- Any other specific departmental tasks.

## **Student Payroll Information**

All new employees must complete the following forms in Workday:

- I-9 – Employment Eligibility Verification Form
- W-4 – Federal Income Tax Withholding Form
- State of Ohio and School Tax Form – State of Ohio Employee's Tax Withholding Exemption Certificate
  - State Reciprocity Form – This form must be completed only for residents of Indiana, Kentucky, West Virginia, Michigan, or Pennsylvania.
- Direct Deposit

These forms are available online once you have been hired. All forms must be completed and submitted in Workday. Appropriate proof of identification (listed on the I9 form) must be submitted to the Office of Human Resources within three business days of employment.

### **Work Hours Limit**

All domestic students enrolled cannot work more than 29 hours per week while enrolled at the University. Students may work more than one job; however the combined hours may not exceed the maximum number of hours.

### **Time Sheets, Payroll Practices, Pay Periods, & Payroll Distribution**

Students will clock in and out via the electronic time tracking system with the hours being processed bi-weekly.

Students may not work during any time they are scheduled for class. The University of Findlay Auditor's check student class/work schedules. If found to have violated this policy, the employment could be jeopardized. Should a student drop a class or have a class cancelled, students may only work during this time if a copy of the drop slip or documentation from the professor is given to the direct supervisor and the supervisor then sends HR a copy.

All student employees shall receive pay on a bi-weekly schedule (every other Friday). Should a Friday fall on a holiday, the pay will be available on the previous business day.

The pay is dispersed according to the student's payroll direct deposit information entered into Workday.

Payroll is handled slightly different during the summer period. If a student is not enrolled for summer classes, there will be Medicare and Social Security withheld from their pay. Medicare and Social Security are mandatory deductions, however the Federal government does not require these deductions taken for students during a period of school enrollment. When classes resume in the Fall, Medicare and Social Security will not be withheld.

### **Absences**

Student employees should 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. However, time required to properly prepare for classroom work or tests should 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.

If unforeseen circumstances prevent a student from making a scheduled shift, adequate advance notice should be given to the supervisor. 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.

### **Student Breaks & Lunch Hour Policy**

Student employees who work a shift of four consecutive hours are permitted, at the student's discretion, one, 15-minute, paid rest period during that shift.

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

Student employees who work a shift of eight consecutive hours are permitted, at the student's discretion, two, 15-minute, paid rest periods and one 30-minute, unpaid meal period during that shift.

Breaks and meal periods may not be accumulated and taken at the beginning or end of a shift, such as not taking a break and leaving early. The intent of a break is to provide a rest period during a shift in order to promote safety and productivity.

## **International Students**

In accordance with the Bureau of Citizenship and Immigration Services 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 29 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 29 hour per week ceiling for work undertaken pursuant to a scholarship, fellowship, assistantship or postdoctoral appointment. These hours count toward the total 29 hour per week limit. 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**

The University is self-insured for work-related injuries and accidents, which requires specific procedures be followed when reporting work-related injuries. Should a student employee sustain a work-related injury, he/she must complete the Self-Insured Workers' Compensation packet immediately. The packet may be obtained from the employee's immediate supervisor or the Office of Human Resources.

## **Appearance and Conduct**

The University expects student employees to maintain a neat, well-groomed appearance at all times. Dress code will differ between departments, depending upon job duties and visibility to the public. This policy is applicable campus-wide except in those areas where other attire is appropriate (for example, food service, security, grounds keeping workers, etc.). Discuss proper dress code with your supervisor.

The University requires order and discipline to succeed and to promote efficiency, productivity and cooperation among its student employees. The orderly and efficient operations of the University require that student employees maintain proper standards of conduct at all times.

Student employees who fail to maintain proper standards of conduct toward their work, their co-workers, the University or its customers, or who violate any of the University's policies, are subject to appropriate disciplinary action, up to and including dismissal. All instances of misconduct should be referred to the Office of Human Resources immediately.

## **Drug and 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.

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 unlawful possession, use, or distribution of marijuana, narcotics, barbiturates, amphetamines, prescription drugs, hallucinogenic drugs, and/or any other illegal substances. Violators of this policy will be subject to suspension from Findlay.

Due to 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.

### **Nepotism**

The employment of relatives into the same office/department can cause various problems, including charges of favoritism, conflicts of interest, family discord and scheduling conflicts that work to the disadvantage of both the University and its student employees. Therefore, it is the policy of the University for student employment not to hire a close relative to the same office/department of any current employee in any capacity.

For purposes of this policy, the term "close relative" includes the following relationships, whether established by blood, marriage, or other legal action; mother, father, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-child, aunt, uncle, nephew, niece or cousin.

### **Weapons**

No person shall possess, use, distribute, wear, transport, store, place into another's possession, or conceal, any weapon in, or on, University property, in any facility maintained by the University, in personal vehicles parked on University property, and/or in any University-supplied vehicles at any time. University property covered by this policy includes all surrounding areas such as sidewalks, walkways, driveways, and parking lots, whether or not under the University's ownership or control. The University's vehicles are covered by this policy at all times regardless of whether they are on University property at the time. This policy is applicable to all employees, students, clients, customers, guests, vendors, and persons doing business with the University, including individuals who are legally licensed or permitted, by any state or jurisdiction, to possess or carry a weapon, whether concealed or otherwise. The University has no facilities for storing or retaining firearms or weapons. Persons licensed to carry prohibited weapons must make arrangements to store such weapons off of University property.

Prohibited weapons include any form of weapon and any form of explosive restricted under local, state or federal regulation. If an employee has a question about whether an item is covered by this policy, please contact the Office of Human Resources. The employee will be held responsible for making sure beforehand that any potentially covered item he or she possesses is not prohibited by this policy.

The University reserves the right to conduct searches of any person, vehicle or object on University property at any time and for any reason. The University may search lockers, desks, purses, briefcases, baggage, toolboxes, book bags, lunch sacks, clothing, vehicles' entering or parked on University property, and any other personal effect or item in which a weapon may be hidden. Additionally, the University may search a vehicle owned by it and used by the employee, a vehicle owned by the employee that is being used to conduct business on behalf of the University, and any other vehicle on University property or recently on University property, regardless of whether the vehicle is located on University property at the time of the search or request. University employees or local authorities may conduct searches. To the extent the search is requested by the University, the employee

may refuse the search; provided, however, that such refusal is a violation of this policy and may result in disciplinary action including termination of employment for refusal to cooperate. The University reserves the right to conduct searches on University property and to authorize searches by law enforcements on University property without the employee present.

Any report of a violation will be investigated. Violations may result in, but not be limited to any of the following:

- Immediate termination of employment
- Confiscation of any weapon
- Removal of the person from our property
- Immediate notification of police authorities
- Criminal prosecution

While we take a “zero tolerance” position on weapons in the University environment, each circumstance is reviewed separately and we may use our sole discretion in determining what actions should be taken.

### **Reporting Violations or Suspected Violations**

If you believe this policy is being violated, report the violation or suspected violation to your supervisor/manager or to Campus Security.

### **Safety**

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

### **Safe Harbor Policy**

It is the University of Findlay’s policy and practice to accurately compensate student employees and to do so in compliance with all applicable state and federal laws.

### **Review Your Pay Stub**

The University of Findlay makes every effort to ensure our student employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any corrections necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred, or you have any questions please use the reporting procedure outline below.

### **Students Employees**

Student Employees must maintain a record of the total hours worked each day. These hours must be accurately recorded on an electronic timesheet to verify that the reported hours worked are complete and accurate. Completed timesheets should be submitted to your supervisor at the end of the work period for verification and approval. Student employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your timesheet. Any student employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

It is a violation of the University of Findlay’s policy for any employee to falsify a timesheet, or to alter another student employee's timesheet. It is also a serious violation of the University of Findlay’s policy for any student employee or manager to instruct another student employee to incorrectly or falsely report hours worked or alter another student employee's timesheet to under- or over-report hours worked. If any manager instructs you to (1) incorrectly, or falsely under- or over-report your hours worked; or (2) alter another student employee's

timesheet to inaccurately or falsely report that student's hours worked, you should report it immediately to the Office of Human Resources.

### **To Report Concerns or Obtain More Information**

If you have any questions about deductions from your pay, please contact the Office of Human Resources. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to your supervisor.

Every report will be fully investigated and a corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violate this policy. In addition, the University of Findlay will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in University of Findlay investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

### **Grievance Procedure**

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.

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.

## **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.

## **Student Employee Disciplinary Procedure**

The disciplinary procedure is in place to ensure student employees will have every opportunity to succeed. It will give the student employees the tools and training necessary to enhance their job performance and skills. Everyone suffers when there are mixed message concerning misconduct. With this procedure, there will be clear communication which will leave little room for misunderstanding. When properly carried out, challenges are often resolved before they get out of hand. Much of the responsibility for improvement is placed, as it should be, back on the student employee.

In the spirit of the campus wide coaching process, the supervisor should work with the student employee first to identify if the issues at hand are due to a lack of aptitude/performance, attitude/behavior, or available resources (more training). Before any corrective action takes place the supervisors should make sure the student employee has the skills and abilities to do the job. The supervisor needs to make sure that the student employee understands the expectations; they have received the proper training and have the knowledge and skills to be successful in their job.

Step 1 – Counseling & Verbal Warning: Whenever a work-related problem arises with a student 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 student employee 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 student employee to share those terms. The student employee will be required to follow all terms stipulated. The probation letter will be placed in the student employee'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 student employee to discuss the violation. The student

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 student employee in writing of such, giving a copy to the student employee and placing a copy in the student employee's 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.

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.

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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.