

UNION UNIVERSITY

Student Employment Handbook

STUDENT MANUAL

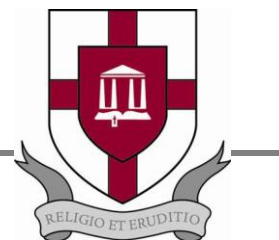


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STUDENT EMPLOYMENT HANDBOOK

The student is responsible for reading the Student Employment Handbook, for being familiar with, and for abiding by all Student Employment policies. The student should direct any questions pertaining to the Handbook to the Student Employment Coordinator in the Office of Student Financial Planning.

Goal of Student Employment

It is the goal of Union University's student employment programs to provide an opportunity for students to earn money for tuition and other educationally related expenses and to gain helpful skills and valuable work experience.

Definition of Student Employment

Most students currently enrolled at Union University are eligible for student employment. The two different work programs at Union are Federal Work Study (FWS) and Institutional Workship. FWS employment is need-based and limited to students who have been granted FWS as part of their financial aid package. Institutional Workship is similar to FWS but available to students regardless of financial status. The purpose of student employment is to supplement, rather than provide, departmental functions and staff.

Purpose of the Student Employment Handbook

The Student Employment Handbook provides student employees a comprehensive and centralized source of information, procedures, and requirements. The Handbook is intended to provide equity and consistency in student employment arrangements as well as a clear understanding of the requirements and expectations of the student in the employment relationship.

Federal Work Study (FWS) at Union University

Definition

The Federal Work Study (FWS) Program, as described in part in the *Federal Student Aid Handbook*, encourages the part-time employment of undergraduates who need the income to help pay for their cost of education, and encourages FWS recipients to participate in community service activities. **At Union University, FWS is limited to traditional undergraduate students due to limited funding.**

Under this program, a student must apply for federal financial aid *and meet federal eligibility requirements each year*. When a student receives a FWS award, the amount of this award is not directly credited to his/her account with Student Accounts. Rather, the student works for an hourly rate and receives a paycheck for all hours worked. All income earned through FWS is paid through Payroll Services and is subject to federal income tax.

Eligibility for FWS

- The student must file a Free Application for Federal Student Aid (FAFSA).
- A determination of financial need must be made by the Office of Student Financial Planning, based on the results of the FAFSA. However, not all students with "need" will be awarded FWS and a FWS award from one year is NOT guaranteed for the next. Also, a student must meet the following Federal requirements:
 1. The student must be a US citizen, a national, permanent resident of the Trust Territory of the Pacific Islands or Northern Mariana Islands, or living in the US with the intention of becoming a US citizen or a permanent resident.
 2. The student must be enrolled, or accepted for enrollment, at Union University and be in regular attendance in an undergraduate program.
 3. The student must need the earnings from Federal Work Study to help with the costs of pursuing a degree at Union University.
 4. The student must maintain satisfactory progress in course work.
 5. The student must not owe a refund on a Federal or State Educational Grant.
 6. The student must not be in default of a State or Federal Educational Loan.
 7. The student must comply with selective service registration requirements.

Students on full scholarship and dependents of Union University faculty and staff are not eligible for Federal Work Study positions. This policy is for the purpose of providing jobs to those students who demonstrate a financial need to attend the University.

Also, students who have graduated are no longer eligible to work for the University through either Student Employment program.

Union University Institutional Workshop

Definition

Union University Institutional Workshop is available to give part-time employment to undergraduate students regardless of financial need. Students employed under Institutional Workshop are paid 100% of their wages by Union University with no federal funding involved. Students are paid an hourly rate and receive a paycheck for all hours worked **IF** the student's account is paid in full. If the student's account is not paid in full, the money earned goes towards the total bill. All moneys earned through Institutional Workshop are considered as scholarships and are not taxable. International students (with appropriate documentation) are also eligible to be employed under Institutional Workshop.

Eligibility for Institutional Workshop

- The student must be enrolled, or accepted for enrollment, at Union University in an undergraduate degree program.
- The student must apply for Financial Assistance in the Office of Student Financial Planning.

Students on full scholarship and dependents of Union University faculty and staff are not eligible for Federal Work Study positions. This policy is for the purpose of providing jobs to those students who demonstrate a financial need to attend the University.

Also, students who have graduated are no longer eligible to work for the University through either Student Employment program.

Applying for Student Employment

In order to apply for Student Employment at Union University, the student should complete the following steps:

- 1.** Apply for Financial Assistance with the Office of Student Financial Planning.
- 2.** Look for available employment on the [Union University Student Employment Position Listing](#), posted on Union's web site under Student Financial Planning. The listing will provide the student with position descriptions for all student employment jobs.
- 3.** The student should complete the online [Student Employment Application](#). If an application is submitted and no positions are available, the student will be placed on a waiting list. The waiting list will be used if any positions become available throughout the semester or year.

The priority deadline for submitting a Student Employment Application for the Fall semester is May 1.

- 4.** If selected, the student will be notified via the contact information provided on the Student Employment Application. The student should make certain that the contact information on the application, especially email address, are accurate. The Student Employment Coordinator will connect the student with the department that has the opening. Then, it is the student's responsibility to schedule an interview with the department supervisor. Please note that an interview does not guarantee a position. Final approval to hire the student is decided by the department supervisor after the interview.

On-campus jobs are "real" jobs, so the student should take the interview seriously and make sure to look and act professionally when meeting with their prospective supervisor. Also, when going for an interview, the student should be prepared and provide the supervisor with his/her class schedule and the hours s/he would be available to work.

Beginning Employment

Paperwork

Each student must be approved through the Office of Student Financial Planning as either an Institutional Workship or Federal Work-Study employee. The supervisor will contact the Student Employment Coordinator for approval by submitting a Prospective Worker Form. Upon approval, the supervisor will be notified which program the employee has been assigned.

No other paperwork is required for Workship student employees.

FWS student employees are required by law to complete an [I-9](#) form prior to beginning employment.

The I-9 Form is required by the Department of Homeland Security to verify one's eligibility for employment. The I-9 Form must be accompanied by appropriate documents (Social Security Card and Driver's License OR a Valid Passport) and witnessed by appropriate Union University personnel.

FWS student employees are also required to complete a [W-4](#) form prior to beginning employment.

The W-4 form is required by the federal government for withholding taxes.

Both the W-4 form and the I-9 form may be obtained online or in the Office of Student Financial Planning, located in the Student Union Building.

FWS employees may also wish to complete an optional Direct Deposit Authorization form which authorizes Union to direct deposit the student's monthly earnings into a personal bank account.

Training

Supervisors should provide each student worker a job orientation in order to review their departmental rules and expectations. The orientation may include, but is not limited to, a departmental tour, acceptable use of technology and university property, appropriate conduct, and dress code guidelines.

Scheduling Work Hours

Students should work with their supervisor to set a weekly work schedule that allows each student to maximize his/her workship/work-study award. Student employees should provide a class schedule to their supervisor in order to plan a schedule that works with both the student's class schedule and the department's operating hours.

Maximum Hours of Work Per Week

Union University limits a student to **20 hours** of work per week during the school year and permits **40 hours** a week only during Christmas break, spring break and summer break. Students are also permitted to work 40 hours a week if not enrolled in a mini-term (but is enrolled for the following Fall or Spring semester). Students are not permitted to displace staff employees or positions. Student employment is meant to supplement the student's educational experience, not replace or hinder it.

***Please note:** International students are restricted by their visas to work no more than 20 hours/week while school is in session and to work no more than 40 hours/week when school is not in session and during breaks. If an international student works more than the allowed number of hours, the student is in violation of his/her visa and will lose his/her status. Because of this, it is especially important for international students to monitor the number of hours worked in order to prevent violating his/her visa requirements and facing serious consequences.*

Union University limits a student to 8 hours of work per day. If for any reason, a student works more than 8 hours in one day, the supervisor must provide a written explanation and attach it to the student's time sheet.

Working in Multiple Departments

If a student works in more than one department, it is the student's responsibility to notify each supervisor. The student and supervisors should work together to ensure that the *total hours worked in both departments does not exceed the maximum hours allowed.*

Breaks/Rest Periods

A student is entitled to a 15 minute break after working at least 4 consecutive hours. Lunch breaks may be taken but are unpaid.

General Policies

Student workers are an important part of our Union University team. Because students are representatives of our University, placing “customers” (current/future students, parents, faculty, staff, and all visitors to our campus) first on the job should be priority. An on-campus job is a “real” job and students should treat on-campus work no different than they would an off-campus job.

Time Cards/Time Clock

Each student worker must complete a time card every month for all hours worked within the scheduled monthly pay period and submit it to his/her supervisor prior to the stated deadline. Due dates are provided to the department supervisor who should make them available to their student workers. One time sheet must be used for each position assignment for each monthly pay period. Hours worked during a pay period should be submitted on the appropriate time sheet due date.

All hours worked must be marked on the time cards. Any break in work should be documented on the time card. Students are not to be paid for lunch breaks.

The student is responsible for completing a time card **completely and accurately**. The student’s name, ID number, and correct area of employment are necessary for processing. **ANY TIME CARD THAT IS NOT COMPLETE CAN RESULT IN THE DELAY OF THE STUDENT RECEIVING HIS/HER CHECK.**

For departments that use TimeClock, each student should clock in and out at the beginning and end of each shift.

It is the supervisor’s responsibility to have time cards or a TimeClock report submitted to the Office of Student Financial Planning on the established due date. Late time cards will be processed on the late pay date for workshop students. Late time cards for Federal Work-Study employees will be processed in the following pay period.

Personal Phone Calls & Visitors

While at work, personal calls and visitors should be eliminated or held to a very minimum in special cases regarding urgent/important phone calls. Cell phones should not be taken to work or should be turned off or on silent during work hours. Personal calls and visitors have a tendency to interfere with a student’s work performance. It is the student’s responsibility to notify his/her supervisor if a situation arises where personal phone calls or visitors are necessary while at work.

Absenteeism & Tardiness

Students are required to report to work at the beginning of the agreed upon hours. If a student reports to work more than ten minutes after normal starting time, s/he is considered tardy.

If the student anticipates being absent or tardy s/he should contact the immediate supervisor prior to the normal starting time. Some student workers may need to make arrangements for a substitute if absent. Otherwise, the student should offer the supervisor an alternate time to make up the hours that are missed.

In the case that tardiness was to become excessive, the supervisor has the right to terminate a student's employment. The student and the supervisor must complete the "Termination of Employment" Form located in the Appendix and submit it to the Student Employment Coordinator for final approval.

The Office of Student Financial Planning recommends that departments use same procedures for handling tardiness and unexcused absences as those for misconduct or performance problems.

Performance Evaluations

Supervisors are encouraged to complete and discuss with student employees a brief performance evaluation at the conclusion of each academic year or completion of a job assignment, whichever comes first. Performance Evaluations can also be submitted at the time of a termination, along with the completed "Termination of Employment" form located at the end of this handbook.

Resignation

Written notice is expected in the event a student elects to leave his/her position before the end of the scheduled assignment. The student and the supervisor should complete the "Termination of Employment" Form and submit it to the Student Employment Coordinator for final approval.

Guidelines for Office Dress

Union University student workers, who serve in offices or public areas, are expected to maintain a standard of dress which ensures appropriateness of attire for the time, place and occasion and which reflects favorably upon our University.

Each supervisor will inform the student of the dress code while working in their department. Use the following as a guideline:

We Strongly Encourage

- Khakis or nice jeans
- Polo shirts
- Business casual dress

We Strongly Discourage

- Hats
- Shorts or short skirts
- Logo tee shirts
- Halter tops
- Sweats
- Heavy perfume and/or makeup

Disciplinary/Grievance Procedures

All student employees are expected to fulfill the responsibilities of their position as outlined in their Job Description and in a manner that is consistent with departmental goals. Appropriate personal conduct, dress, and positive work attitudes are important aspects of satisfactory job performance.

When the performance or actions of the student employees are not consistent with the stated expectations every attempt will be made to remedy the problematic area(s) in a progressive, developmental mode to ensure a successful employment experience.

The Office of Student Financial Planning recommends that departments use the following procedures when dealing with misconduct, problems, or performance:

1. First offense: Student is given a verbal warning.
2. Second offense: Student is given a written warning. (A copy should be sent to the Student Employment Coordinator.)
3. Third offense: Student's position is terminated and the "Termination of Employment" form is submitted to the Student Employment Coordinator. **All terminations must be approved by the Student Employment Coordinator.**

In situations of gross misconduct, such as any of the following, a student employee may be terminated and/or reported to the Dean of Students:

- Insubordination
- Use, possession, or distribution of a controlled substance
- Theft
- Abuse
- Sexual Harassment
- Violation of law
- ***Falsification of time cards or any other employment document***

Upon termination, a final paycheck is issued (under normal circumstances) on the next scheduled payday.

Payroll Information

All student employees must be paid through the Student Employment Coordinator. Students can not receive a paycheck until all required forms are complete and approved by the Office of Student Financial Planning.

Payroll Schedule

Student employees are paid on an hourly basis according to the monthly payroll schedule. Two occasions occur that have special circumstances.

- 1) **The end of Fall or Spring Semester.** Time cards will be due before final exams. The student is able to estimate their hours for the week of finals and submit it for the pay period. It is the responsibility of the supervisor to submit any adjustments between estimates and actual hours worked. The supervisors in each department have the option of not allowing their workers to estimate their hours. Any time worked beyond final exams is to be carried to the next payroll period.
- 2) **The end of our fiscal year, July 31st.** If the end of the fiscal year falls in the middle of a payroll period, any remaining time after the last time card due date in a fiscal year is recorded and paid in the next full payroll of the new fiscal year.

A copy of the payroll schedule is distributed to departments at the beginning of each semester. It is the responsibility of the department to post the payroll schedule where it is visible to the student workers. Additional copies of the schedule may be obtained from the Student Employment Coordinator.

Time cards are considered late if submitted four hours after the posted due date. Any time cards that are submitted late will be processed by the posted late pay date.

Pay checks are distributed after one o'clock on the posted pay date.

Payroll Deductions

All earnings under Federal Work Study are subject to federal income tax. All earnings under Institutional workshop are not considered to be taxable.

Pay Check Distribution

Pay checks are distributed at Union Station for those students who are on Institutional Workshop and Federal Work-Study.

Students under Institutional Workshop who carry a balance on their student account will not receive their check. All money earned will be applied to their balance until that balance is satisfied. Students on the FACTS payment plan are not exempt from this policy.

The Office of Student Financial Planning reserves the right to hold the checks of students who are under Federal Work Study until their balance is paid in full. A written agreement is made and can be terminated at the request of the student. If a student requests that the agreement is terminated before the balance is paid in full, the Office of Student Financial Planning reserves the right to move the student under Institutional Workship.

Benefits

Student employees are not eligible for benefits such as paid time off (sick leave, vacation, holidays), employer provided medical coverage, or retirement plan contributions.

Students are not entitled to any vacation time unless approved by the supervisor. Any vacation time granted by the supervisor is unpaid. Arrangements for unpaid time off are made between the supervising department and the student.

Student Employment Pay Rate Structure

The Union University Student Employment Pay Rate Structure was established in an effort to provide equality for all student employees and is based on the following guidelines:

- Pay rates are assigned to a position based on the information included on the Prospective Worker Form. If a new position is being formed, please contact the Student Employment Coordinator in order to determine an appropriate pay rate.
- Students transferring to Union University will be subject to the same initial wage rate as all entering students.
- Students changing positions will be subject to the beginning pay rate for the new position.

NOTE: The majority of student workers on the campus of Union University will be paid under CATEGORY ONE.

Student Worker Pay Scale

Objectives

- Divide student workers positions into categories considering the level of work, responsibility, accountability, and confidentiality.
- Divide categories into levels that provide students an incentive to remain with a department for an extended time.
- Provide student worker supervisors a means to reward their students who exhibit progress of learning and increased responsibility in their position.
- Provide the University a consistent and fair way of paying student workers.

	<u>Base Level</u>	<u>Advanced Level</u>
Category One	\$5.85	n/a
Category Two	\$6.00	\$6.25
Category Three	\$6.50	\$6.75
Category Four	\$7.00	\$7.25

Base Level: Entry level in the department. During this time, student workers will be trained in their particular area.

Advanced Level: After three **consecutive** semesters of service in the same department, student workers will be eligible to receive an increase in hourly pay. **This is NOT an automatic increase.** Student worker supervisors will need to submit a formal review of the student worker to the Student Employment Coordinator for final approval.

Category One - Student Assistants

Moderate or no special skills required; no previous training required; routine tasks and clearly-established duties; moderate or no decision making and/or leadership involved. All skills and knowledge can be learned on the job. THE MAJORITY OF STUDENT WORKERS AT UNION UNIVERSITY ARE INCLUDED IN THIS CATEGORY.

Departments may include: Art, Music, Theater, English, History, Political Science, Language, Christian Studies, Biology, Chemistry, Physics, Nursing, Math, Computer Science, Psychology, Sociology, Business, PE & Wellness, Library, Testing Services, Student Services, Church Services, Student Publications, President's Office, University Communications, Enrollment Services, Alumni Services, University Relations, Community Music Center, Sports Information, Athletics, Communication Arts, Student Programs, Career Services, University Services, Education, Social Work, Safety & Security, Wellness Services, International Studies, MBA, Alumni Phonathon, Biblical Studies, Christian Leadership, Scientific Studies, Campus Ministries, Interdisciplinary Studies, West TN Science Fair, Center for Academic Services, Union Station, and Undergraduate Admissions.

Category Two - Student Support Staff

Some special skills required with previous experience a plus, but not required. Student must have a basic knowledge of computer applications. The student will, or may be, involved in using the University administrative system. A greater level of accountability and confidentiality required. This category also involves those positions requiring outdoor manual labor and peer tutoring through the Learning Center.

Departments may include: Provost, Associate Provost, Business & Financial Services, Student Financial Planning, Undergraduate Admissions, University Communications, University Relations, Facilities Management, Student Leadership Development, Computing Services, Instructional Technology & Campus Media, Student Programs, Registrar, Wellness Services, and The Hundley Center.

Category Three - Student Technical Support Staff

Requires special technical skills and has an increased responsibility level. Performs maintenance and service to property of the University. Also provides a greater level of service to students, faculty, and staff. A high level of accountability is required. Students at this level must be able to work under little or no supervision.

Departments may include: Computing Services, Facilities Management, University Communications, and Wellness Services.

Category Four - Student Leadership Staff

Requires special skills (typically beyond those expected of undergraduate students), knowledge, ability, and training. Students at this level will supervise and train other student workers. The highest level of responsibility and accountability is placed on these students. This category also involves all off-campus Federal Work Study sites. Oversight of some responsibilities of the department will be delegated to students in this category.

Departments may include: Computing Services, Student Programs, Wellness Services, Facilities Management, Web Development, and Intramural Referees.

****All pay rates not included on this scale must be approved by the Office of Student Financial Planning and the Vice-President for Enrollment Services through a formal, written request by the department's budget manager.**

January and Summer Term Employment

Eligibility

- Students who have graduated may not be employed under FWS or Institutional Workship over the January or summer.
- Students must be registered for classes at Union University in an undergraduate program for future terms in the current or next academic year.

Federal Work Study

- Due to limited funding under the Federal Work Study program FWS positions may not be available during January and Summer terms.

Union University Institutional Workship

- The supervisor must contact the Student Employment Coordinator for final approval before hire by submitting a Prospective Worker Form.
- The student must complete a time sheet for all hours worked and submit it to the supervisor.
- The supervisor must verify hours worked, sign, and submit time sheets in a sealed envelope or in person by 10:00 am on each due date to the Office of Student Financial Planning.
- All policies and procedures for Institutional Workship that are previously stated are considered applicable for January and Summer terms.

Pay Check Distribution

- Pay checks are distributed at Union Station for those students who are employed during January and Summer Terms.
- Students under Institutional Workship who carry a balance on their student account will not receive their check. All money earned will be applied to their balance until that balance is satisfied.

Sexual Harassment Policy

Union University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behavior used to control, influence, or affect the well-being of the University community.

The definition of sexual harassment varies greatly. According to the Equal Employment Opportunity Commission's guidelines prohibiting sexual harassment, there are two types of sexual harassment: (1) *Quid pro quo* – "submission to or reflection of such conduct by an individual that is used as a basis for employment decisions affecting such individual" and (2) Hostile environment – "unwelcome sexual conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment." Sexual harassment in the University community may include, but not limited to, unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature where: (1) submission to such conduct is a term or condition of an individual's employment or education; (2) submission to or rejection of said conduct is used as a basis for academic or employment decisions affecting the individual; or (3) such conduct results in a hostile environment which has the effect of interfering with an individual's academic or professional performance.

Whenever there is such an abuse of authority or neglect of responsibility, or an act or remark which is offensive or harassing in nature, the offended party is strongly encouraged to report the offense to the Student Employment Coordinator, the Dean of Students, and the Director of Human Resources.

Filing of a grievance or otherwise reporting sexual harassment will not cause any reflection on the individual's status as an employee nor will it affect future employment, compensation, or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected insofar as it does not interfere with the University's legal obligation or ability to investigate allegations of misconduct when they are brought to its attention, or take corrective action when it is found that misconduct has occurred.