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**SLP: On-Campus Employment Hiring Policy**

**Rationale:** The “Servant Leadership Program (SLP): On-Campus Employment Hiring Policy” is created to offer legal consistency in hiring practices for on-campus employment through the Servant Leadership Program: On-Campus Employment.

**I. Policy Objective**

A. **Reason for Policy**

This policy exists to ensure compliance in hiring practices according to federal guidelines which require (1) W-4, (2) I-9 Verification to legally verify all employees of the University, and (3) Social Security number for payroll processing in compliance with Federal tax regulations.

B. **Scope of Policy and Entities Affected**

The Vocatio Center for Life Calling and Career, the Human Resources Department, the Office of Student Financial Planning, and the Center for Intercultural Engagement must ensure that hiring practices for all students employed on campus must be in compliance with Federal employment regulations. The Director of the Vocatio Center for Life Calling and Career (VCLCC), the Programming Coordinator, VCLCC, the Associate Vice President of Business and Financial Services, the Director of Payroll, the Director of the Center for Intercultural Engagement, the International Student Coordinator, the Director of Student Financial Planning (SFP), and the Scholarship Coordinator, SFP all must understand and comply with the policy to promote and ensure compliance of federal regulations in hiring.

**II. Definitions**

A. SLP = Servant Leadership Program: On-Campus Employment  
   SLP ORN = Servant Leadership Program Orientation  
B. FWS = Federal Work Study  
   UUWS = Union University Workshop  
C. SS# = Social Security number  
D. W-4 = Withholdings Tax Form  
E. I-9 = Employment Eligibility Verification Form

**III. Policy Content**

The SLP: On-Campus Student Hiring Policy establishes the proper procedures for hiring students for on campus employment.
SLP: On-Campus Employment Hiring Policy, Cont’d

All SLP positions must be posted formally through the Vocatio Center’s CareerU system located at https://uu-csm.symplicity.com. All SLP positions must be designated as such in the system. Initial employment will occur through the Vocatio Center’s CareerU system whereby students are able to apply for SLP positions through a formalized process within the system, interview with their potential supervisor, and receive formal approval through the document SLP Approval Form, which requires supervisor and student signatures as well as the signature of the SLP Coordinator.

Only FWS-eligible and UUWS-eligible students can work on campus and for no more than 20 hours per week, unless approved by the Dean of Students.

Additionally, SLP students may not hold more than 2 SLP positions during a semester in order to preserve the University’s commitment to academic excellence. Students who work more than 20 hours per week potentially compromise their academic standing for on-campus work experience when working hours exceed 20. In accordance with the Student Life Handbook policy, 20 hours maximum work hours are expected for all SLP students.

All students hired through the SLP must attend at least one SLP ORN in the fall semester prior to their first day of work. If there is a scheduling conflict, students must attend a one-on-one SLP ORN with the SLP Coordinator to ensure understanding of and compliance with the SLP Hiring Policy.

Likewise, all supervisors through the SLP must attend at least one SLP ORN in the fall semester prior to their first day of work. If there is a scheduling conflict, supervisors must attend a one-on-one SLP ORN with the SLP Coordinator to ensure understanding of and compliance with the SLP Hiring Policy.

Additionally, all SLP student workers must complete the onboarding process established through the Vocatio Center for Life Calling & Career and the Office of Human Resources. For FWS-eligible students, a Student Worker Contract is required. Therefore, students must complete the following onboarding documents:

- SLP Approval Form
- Student Worker Contract
- W-4
- I-9 Verification
- Direct Deposit

I-9 verification is the last step in completing the hiring process; students must visit the Vocatio Center in person for formal identification of the student by the SLP Programming Coordinator. The identification documents must be presented in hard copy form.
SLP: On-Campus Employment Hiring Policy, Cont’d

A valid Social Security Number must be on file to process payroll for all students hired under SLP: On-Campus Employment at Union University in order to comply with federal regulations. Once a valid SS# is on file, time cards must be submitted according to the payroll timeline scheduled by the Office of Human Resources.

The onboarding timeline is 5 business days. Students are ineligible to begin work on campus until the onboarding process is complete. Supervisors and students will be notified by the SLP Coordinator via Union email (uu.edu or my.uu.edu) when the student may begin work through SLP: On-Campus Employment.

SLP Payroll will be executed through the Office of Human Resources once per month.

IV. Exceptions

A. International students are eligible for Union University Workship (UUWS) positions only since they technically do not qualify for Federal Work Study (FWS) as a result of non-US citizenship status.

B. However, a Social Security number (SS#) is required to validate on-campus employment for international students. In order to secure a valid, SS#, International students must complete the following forms:

- Confirmation Letter from International Student Advisor
- Employment Letter (Servant Leadership Approval Form)
- Passport / F-1 VISA
- I-20 documentation

C. International students must visit the local Social Security Administration office to secure a valid SS#.

D. International students working on campus may legally engage in employment on campus for up to 20 hours per week while school is in session and full-time (30-40 hours per week) during periods when school is not in session. If an international student is engaged in an off-campus internship, those hours are included in the maximum number of hours of work allowed per week.

E. Employee Dependents are ineligible for hire on campus. However, employee dependents may be interviewed or elected for certain leadership positions on campus and may be hired in cases where the dependent is the most highly qualified student for the position. In order to hold a leadership position, the student must maintain a 2.5 GPA or higher.
Employee dependents are eligible for the interviewing/election process for the following positions:

- Resident Advisor
- Hundley Center Tutor or Intern
- Writing Center Tutor
- Student Government Association Executive
- Ambassador for Undergraduate Admissions
- Vocatio Center Intern

F. Students employed as Intramural Referees will apply for the position on CareerU but will complete a different hiring process than other SLP students. When hired, they will not be required to complete the onboarding paperwork. Intramural referees may earn up to $600 in hourly wages and will be paid via a stipend through the Office of Business Services. The Intramurals Department will submit the names and pertinent personal information of the referees to the SLP Coordinator, who will facilitate the payment process with the Office of Human Resources/Business Services. The referees’ income is not taxable, as intramural referees are considered paid volunteers.

V. Associated Forms

- SLP Approval Form
- Student Worker Contract
- W-4
- I-9 Verification
- Direct Deposit

VI. Reference Materials

Introduction

Overview

The Servant Leadership Program (SLP) connects Federal Work-Study (FWS)-eligible and Institutional or Union University Workship (UUWS)-eligible students to on-campus employment opportunities. This type of on-campus employment enables students to serve alongside faculty and staff in university offices and departments.

In addition, the SLP is administered by the Office of Student Financial Planning, Human Resources, and the Vocatio Center. The Office of Student Financial Planning determines eligibility of students to work through FWS or UUWS. Additionally, the Human Resources Department will handle time cards and payroll along with selecting HR forms for employment verification and direct deposit processes. Thus, the Vocatio Center will serve primarily as the bridge between departments and student employees as it relates to application, posting positions, placement, onboarding, training, and conflict resolution in order to maintain the quality and expectations of excellence in servant leadership.

Contact Information

- The SLP Program is administered by the Vocatio Center (a division of the Office of Student Life) by Breanne Vailes, Programming Coordinator for the Vocatio Center. All questions with regard to any of the SLP’s policies and procedures should be directed to Breanne Vailes at 731.661.5302 or bvailes@uu.edu.
- The Vocatio Center is located in the west end of the Penick Academic Complex, off the A/B-Hall.

Mission and Purpose

“The mission of the Servant Leadership Program is to create servant leaders (Matthew 20:26-28) by helping students understand more clearly who God has made them to be and to assist them in discovering the opportunities in this world to live out their uniqueness. Our goal is to help students achieve this through: (1) practical (real-world) service, (2) career service, and/or (3) community service.”

The program’s mission and purpose is based upon the following scripture: “. . . but whoever desires to become great among you, let him be your servant. . . . just as the Son of Man did not come to be served, but to serve, and to give His life a ransom for many.”

Definition of Servant Leadership

Here is an excerpt from “Servant Leadership as an Effective Approach to Leadership in the Church,” by Dr. Bob Agee, in The Southwestern Journal of Theology (Fall, 2000). It accurately defines servant leadership in both its spirit and its task.

“There may be some difference of opinion about the way to define ‘servant leadership.’ Sometimes articles or presentations attempt to describe a style of leadership that focuses on the very desirable servant spirit, but they forget the leadership part of the definition. An appropriate definition of ‘servant leadership’ focuses on both the spirit of the leader and the task of the leader. A ‘servant leader’ is one who seeks to embody the spirit, attitude, and disposition of the greatest leader of all, Jesus Christ. The servant leader is marked by the impact of the Holy Spirit
in his or her life with a spirit characterized by ‘love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.’ (Gal. 5:22-23). If current literature on leadership is correct and effective leadership flows from within and leaders lead out of who they are and not by technique then this is the beginning place for defining the effective servant leader. His life is marked by a genuine walk with the living Christ that is forming and shaping the person from within making him more and more like Christ day by day….

But, like Christ, the servant leader is mission driven and goal oriented in all that he or she does… [Jesus] had a mission to perform. There was an end result in mind from the very beginning and regardless of the temptations to find an easier way or to get sidetracked…He stayed focused on the mission for which the Father had sent Him. But even with His commitment to the task, He never chose a method that was inconsistent with the kind of Messiah He came to be. His life was always marked by ‘love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.’ Jesus’ leadership style flowed from within—shaped by the kind of person He was. The ‘servant’ in ‘servant leader’ describes the inner nature, character, and spirit of the leader. The ‘leader’ in ‘servant leader’ describes the task at hand…"

**Definition of Federal Work Study (FWS) at Union University**

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. 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 a degree-seeking program.
  3. The student must maintain satisfactory progress in course work.
  4. The student must not owe a refund on a Federal or State Educational Grant.
  5. The student must not be in default of a State or Federal Educational Loan.
  6. The student must comply with selective service registration requirements.
Students on full tuition 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.

Definition of Institutional or Union University Workship

Institutional or Union University Workship is available to give part-time employment to undergraduate students regardless of financial need. Students employed under Institutional Workship 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. International students (with appropriate documentation) are also eligible to be employed under Institutional Workship.

Eligibility for Institutional Workship

- 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 by filing a FAFSA for the academic year.
- Students who meet the above qualifications and are employed in Intramurals must be employed under Union University Workship, even if they qualify for Federal Work Study.

Students on full tuition scholarship and dependents of Union University faculty and staff are not eligible for workship 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.
Student Information: Applying for On-Campus Employment

In order to secure a position, students should complete the following steps through “CareerU” management system.

To Register

1. Register at CareerU following this link: https://uu-csm.symplicity.com/students/
2. Enter union email address for Username and portal password for Password.

To Find Available Positions

In order to find available positions on campus, students must complete their online Profile, including uploading a resume. Once their profile is completed, students can begin looking for on-campus employment by clicking Seeking SLP: On-Campus Employment.

In order to see available jobs on campus, go to Home > click under Jobs > Servant Leadership Program – On-Campus Employment, and begin applying.
Applying for On-Campus Employment, Cont’d

If selected, the student will be notified via the contact information provided on their résumé. The student should make certain that the contact information on CareerU, especially email address, is accurate.

Students will be contacted directly by the department that has the opening. 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. If students need interview preparation, students may attend a workshop offered by the Vocatio Center on interview skills, or make an appointment with one of the career counselors for tips as well as schedule a mock interview.

For interviewing Tips, please visit: https://www.uu.edu/studentservices/vocatiocenter/pdfs/InterviewingTips.pdf

On-campus jobs are “real” jobs, so the student should take the interview seriously and make sure to dress appropriately and act professionally when meeting with their prospective supervisor. When interviewing, the student should be prepared, and provide the supervisor with his/her class schedule and the hours s/he would be available to work.

Eligibility for International Students

A. International students are eligible for Union University Workship (UUWS) positions only if they do not qualify for Federal Work Study (FWS).
B. A Social Security number is required to validate on-campus employment for international students. Forms include:
   • Confirmation Letter from International Student Advisor
   • Employment Letter (Servant Leadership Approval Form)
   • Passport / F-1 VISA
   • I-20 documentation

C. International students working on campus may legally engage in employment on campus for up to 20 hours per week while school is in session and full-time (30-40 hours per week) during periods when school is not in session.
   a. If an international student is also working off campus in a CPT or OPT internship in addition to on-campus employment, the student’s total hours work (on and off campus) cannot exceed the maximum hours allowed.
Supervisor Information

Registering at CareerU

To Register as an Employer

1. Register at CareerU following this link: https://uu-csm.symplicity.com/employers/
2. Click “Register” or “Register and Post Job”. You will then enter your organization name (“Union University - Name of your department”) and contact information. Please provide as much information as possible.
Registering at CareerU for Supervisor, Cont’d

Once you have successfully registered, please create a new password by following these simple 2 steps:

1. Go back to https://uu-csm.symplicity.com/employers
2. In order to create a new password, click at “Forgot Password”, enter your UU email address, and an email should be sent to you to reset it.

Once you log in, you will be able to post on-campus positions on CareerU and will be informed of interested candidates.
Registering at CareerU for Supervisor, Cont’d

CareerU will provide you with exposure to hundreds of students, and likewise, our students will be exposed to your on-campus employment opportunities.
Posting an SLP: On-Campus Employment Position in CareerU

1. Posting a Job

1. Position Information
   - Fill in the Position Information: (Only items marked by an asterisk (*) on the form are required). Please note: Clicking at “Copy Existing” allows to copy previous job postings to avoid re-entering the same information repeatedly.
   - Be sure to check old postings to ensure minimum wage is being met or exceeded, to confirm that contact and application information is current, and to update posting start and end dates.
   - Position Type: Positions funded through Union University should be listed as Servant Leadership Program - On-Campus Employment.

   - Job Description: Please provide as much information as possible. This will help ensure that you receive only the most qualified and interested applicants.

   - Résumé Submission Method: You can choose how you want to receive submitted resumes/documents:
     - Email: Résumés will be emailed to you as they are submitted.
     - Accumulate Online: Résumés will accumulate in the system and you will have to log in to your TRL account, click on the Jobs menu, then click on the Student Resumes tab.
Posting in CareerU, Cont’d

to view applicants and resumes. You can also access them through the Alerts feature on your TRL home screen.

2. **Contact Information**: You may choose not to display your name and contact information. We recommend that employers make at least their name and email or phone number visible to students, as we encourage students to address employers by name in their cover letters and correspondence.

3. **Posting Date & End Date**: Specify when you would like the posting to go active and inactive. The position start and end dates have a maximum period of 60 days. If you would like to extend the end date, you must also adjust the start date to stay within the 60-day window. **Note**: Dates selected more than six months out will be altered by the Programming Coordinator.

4. **Requirements**:
   - **GPA**: If you don’t have a GPA requirement, you can enter 0.0. Please consider setting your GPA requirement to below a 3.0. There are many good students who for various reasons may not have a 3.0 or higher GPA. Also note that first-semester students have a “0.0” GPA in the system.
   - **Graduation Start and End Date (optional)**: Select the earliest and latest graduation date you will consider.
   - **Work Authorization**: Select work authorization(s) your organization is allowed to consider. To select more than one, hold the CTRL key down as you click on your choices.
   - **Desired Majors**: Choose all of the majors you are interested in interviewing. You may select multiple majors. Graduate level students are not eligible for SLP: On-Campus Employment.
   - **Location**: Enter the location(s) where the employees will be working.

5. Click on the **Submit** button when the posting is ready. **Note**: Your job will be pending until the UU Vocatio Center reviews and approve it, which will be done the same day you post the position. When it has been approved, you will see a green check mark in the **Approved** column and will receive an email confirmation.

2. **Reviewing Applicants**
   - To view the applicants/résumés for your posting click on the Jobs menu and go to the **Student Resumes** tab.
   - Click on the documents in the **Documents** column to review resumes, etc.
   - The **Status** box allows you to track students you are and are not interested in. (Note: This information is NOT sent to the students.)
   We encourage supervisors to inform students who are not selected when the hiring process is complete. To send one email to all students not selected, click the check box next to each student’s name and click the **Mail to Checked** tab. You can then type your message.

3. **Deactivating the Job Post**
   - Once your student worker is selected, please deactivate the job post. Select the **Jobs** tab, then select **Withdraw** beneath the job posting.
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. Once the student has been hired, the supervisor will contact Breanne Vailes, the Programming Coordinator, for approval by submitting a Student Worker Approval Form located in the Appendix.

Student employees are required by law to complete an I-9 form prior to beginning employment through Clear Company. Breanne Vailes will submit an online package for students to fill out.

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.

An original copy of these appropriate documents must be presented to the Programming Coordinator before beginning employment.

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.

SLP employees must also complete a Direct Deposit Authorization form which authorizes Union to direct deposit the student’s monthly earnings into a personal bank account.

The W-4 form, the I-9 form, the Direct Deposit Authorization form, and the Student Employment Contract will be included in Clear Company onboarding package, and Breanne Vailes will provide this online package via email directly to the student.

Training

To ensure a successful experience in the SLP program this academic year, students and supervisors are encouraged to attend a required orientation session during the fall semester.

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.

**Work Schedules**
- Work schedules are to be determined by the supervisor in accordance with the student’s class schedule.
- Some assignments will have weekly hours, while others will be on a project-by-project basis.
- If a student is to be absent from work due to illness or other emergency, it is expected that the student will notify his or her supervisor as soon as possible.
- **Work hours are not to be scheduled during chapel times.**
- If a student works any hours off campus or travels off campus for his/her award, a release form must be completed and placed on file in his/her supervisor’s office prior to the off campus hours.
- A Time Log of hours worked or projects completed must be kept online via WebAdvisor. It is the student’s responsibility to fill out the time accurately each time reporting to work. It is the supervisor’s responsibility to virtually sign the time card on WebAdvisor.
- Students are expected to dress appropriately for their assigned department. Students should meet with their supervisor(s) in order to determine appropriate dress.

**Maximum Hours of Work Per Week**

Union University limits a student to **20 hours** of work per week during the school year and permits **39 hours** a week only during Christmas break, spring break, and summer break. Students are also permitted to work 39 hours a week if not enrolled in a mini-term (but enrolled for the following Fall or Spring semester). Students are not permitted to displace staff 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 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. The maximum number of hours allowed includes any off-campus hours worked at internships for class credit. 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. Please check with our International Student Advisor, Pamela Whitnell (731) 661-5031, pwhitnell@uu.edu, if you have questions regarding a particular student’s eligibility to work.

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 submit it to the SLP Programming Coordinator.
Working in Multiple Departments

Students may not work in multiple departments without prior approval from the Office of Student Financial Planning and from both department supervisors. The student and supervisors should work together to ensure that the total hours worked in both departments does not exceed the maximum hours allowed by the Office of Student Financial Planning. A student may work in a maximum of two departments during the same semester.

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.
Time Entry

Each student worker must complete time entry on WebAdvisor 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. Due dates are also included in the automatic reminders to supervisors regarding time card approval.

Student workers must submit one time entry form for each SLP position on WebAdvisor for each monthly pay period. Hours worked during a pay period should be submitted on the appropriate time entry due date. Deliberately submitting false time in WebAdvisor Time Entry will result in immediate disciplinary action, resulting in the termination of the student from the position.

All hours worked must be marked on the time entry. 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 should check the position and UU Workship or Federal Work Study designation for each position held. ANY TIME CARD THAT IS NOT COMPLETE CAN RESULT IN THE DELAY OF THE STUDENT RECEIVING HIS/HER CHECK.

It is the supervisor’s responsibility to have WebAdvisor time entry submitted by 12:00 noon on the established due date. Late time cards for Institutional Workship and Federal Work-Study employees will be processed in the following pay period.
Web Time Entry
Electronic Time Card for Students

1) Log in to WebAdvisor, or you can access WebAdvisor through the portal:
   https://portal.uu.edu
   https://webadvisor.uu.edu
2) Select the Employees link from WebAdvisor.
3) Select the “Time Entry” link.
4) Time Entry screen - If you work in more than one position, you will see them listed here. Select the position to enter time for and click Submit.

Note: Complete By Date - this is the date the time card is due to payroll.
5) The Electronic Time Card will display. Find the date you are entering time for and enter the Time In. Select Save at the bottom and log out of WebAdvisor. Return again later to enter the Time Out.

6) Continue entering Time In and Time Out until the end of the Pay Period. When all time is entered and you are ready to submit to payroll, check the box to electronically sign the Time Card, and it will be submitted to your supervisor for approval.
   - Do not check the box until you are ready to submit the Time entries for payroll approval. This is usually on or before the payroll due date. See your supervisor for the date to submit for payroll approval.
Note: You will get an email notification later that your supervisor either approved or rejected the Time Card. If it is rejected, return to this screen and correct any entries and resubmit for approval. Once your supervisor has approved, it will be available to HR for payroll processing.

If you have any questions or issues with the Web Time Entry, please contact the IT Help Desk at help@uu.edu or at 731-661-HELP (4357).
Supervisors - Approving Electronic Time Card for Students

1) Log into WebAdvisor or the Portal.
2) Click on Employees.
3) Click on Time Approval (for Supervisors).

You will see the list of employees assigned to you.

If you are listed as a Primary Supervisor for your department student workers, you will see the list of employees available. Depending on how many are assigned to you, the list may be one or many.

NOTE: If you do not see your employee on the list, or if there is no list available, you may be listed as an Alternate Supervisor. Select from the drop down labeled “Approve time entries on behalf of” and choose the Primary Supervisor’s position. Then choose SUBMIT, and the list of employees will be displayed.
Supervisors - Approving Electronic Time Card, Cont’d

This form provides a list of the supervisor’s employees who use the web to enter their hours worked in the pay periods that are open for processing. Therefore, if more than one pay period is open, the same employee might be listed multiple times. Likewise, if an employee holds multiple positions, then depending on the pay schedule for each position, that employee could be listed for different positions within the same pay period.

Supervisors can automatically approve time entries by clicking the Approve box for one or more of the time entries listed. An Approve box that is already checked indicates a time entry that the supervisor previously approved.

Note: A time entry cannot be rejected on this form. To reject a time entry, supervisors must review the entry on either the Time Entry form (see Page 25) or the Time In/Out form (see page 26).

The Review Entry box is used to select the time entries to be reviewed. A box that is automatically checked serves as a recommendation that the supervisor review a particular time entry before approving it. This box is automatically checked for the following situations:

- The time entry includes hours for overtime, annual leave, sick leave, other time, or shift differential.
- The time entry includes unreported overtime worked during the previous pay period.
- The time entered differs from the employee’s work schedule as defined by your human resources department.

Note: The Review Entry box is not automatically checked for those employees who enter an unusual number of hours worked but for those who do not have a work schedule assigned.

After the supervisor reviews the time entry and enters a decision, the automatic checkmark is no longer displayed in the Review Entry box.

Click SUBMIT and the Time Entry form for the employee will display.
### Supervisors - Approving Electronic Time Card, Cont’d

**Note:** If there are any errors, they will display at the top of the form in Red. You will need to clear the errors before being allowed into the Time Entry form screen.

#### Time Entry form for approving an employee’s time

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Regular Hours</th>
<th>Overtime</th>
<th>Annual Leave Hours</th>
<th>Sick Hours</th>
<th>Other Time Hours</th>
<th>Other Time Types</th>
<th>Shift Hours</th>
<th>Shift Type</th>
<th>Insert Into</th>
<th>Insert Into</th>
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</thead>
<tbody>
<tr>
<td>01/04/07</td>
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<td>01/16/07</td>
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<tr>
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<tr>
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</tbody>
</table>

This form displays the regular hours entered by the employee as well as any overtime, annual leave, sick leave, other time, and shift hours as calculated.

If the employee entered any unreported overtime from the previous pay period, those hours are displayed immediately below the time entered for the current pay period.

The form also displays the total time from the time entries in this pay period for any other positions — exempt and non-exempt — that the employee holds. This information is helpful in determining whether the employee worked enough hours in other positions to be eligible for overtime or compensatory time.
Supervisors - Approving Electronic Time Card, Cont’d

Using this form, supervisors can do the following:
• Modify the employee’s time entry if your institution allows supervisors to do so.

Warning! If the supervisor modified the regular hours entered on the Time Entry form, the corresponding changes must also be made to the beginning and ending times on the Time In/Out form (see page 6); otherwise, WebAdvisor removes the changes made on the Time Entry form.

• For positions that require time in and time out information to be entered, access the Time In/Out form to review this information. A message below the overtime hours for the prior period indicates whether time in and time out information is available for this employee’s time entry.
• Approve or reject the employee’s time entry.
• When rejecting time, enter the text of the e-mail that notifies the employee that the time entry was rejected and why.

Time In/Out form for approving an employee’s time entry

Supervisors can access this form only from the Time Entry form by checking the box “The employee has time in/out data.” Click SUBMIT to enter the Time In/Out form.

![Time In/Out form image]
Supervisors - Approving Electronic Time Card, Cont’d

Note: If there are any errors, they will display at the top of the Time Entry form in Red. You will need to clear the errors before being allowed into the Time In/Out form screen.

This form is available only for those employees who enter time in and time out information. Enter the times with AM or PM, or in the 24-hour time format:

8:00AM
08:00

1:15PM
13:15
Supervisors - Approving Electronic Time Card, Cont’d

Time In/Out Form, Cont’d
Using this form, supervisors can do the following:
- Modify the times entered in the Time In and Time Out columns if your institution allows supervisors to do so.
- When these times are modified, the hours displayed in the Regular Hours column on the Time Entry form are adjusted accordingly.

Warning! If the supervisor modified the regular hours entered on the Time Entry form, the corresponding changes must also be made to the beginning and ending times on the Time In/Out form; otherwise, WebAdvisor removes the changes made on the Time Entry form. Make sure any Time in/out changes are done on this screen only.

Email Reminders

Primary supervisors will receive monthly email reminders to review and approve the student worker’s time entry after the student submits the time entry for approval. It is the supervisor’s responsibility to approve the time entry before the deadline. **It is the supervisor’s responsibility to approve the time entry or to ensure that an alternate supervisor approves the time.** Failure to approve time entry on WebAdvisor by the deadline will result in disciplinary action by Human Resources.
General Policies

Family Educational Rights to Privacy Act (FERPA) Form
Student workers must have a signed Family Educational Rights to Privacy Act (FERPA) form on file. A copy of the signed FERPA form will be kept on file with the supervisor. The purpose of the FERPA form is to protect the security, confidentiality, and integrity of student hardcopy and electronic records and maintenance of security measures to protect and back up data or student records. A FERPA form is located in the Appendix.

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 differently than they would an off-campus job.

Personal Phone Calls & Visitors
While at work, personal calls and visitors should be avoided. Cell phones should be turned off 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 five 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.

In the case that tardiness was to become excessive, the supervisor has the right to terminate a student’s employment. The supervisor must complete a written account of the termination and the reason for termination and submit it to the Servant Leadership Program: On-Campus Employment Coordinator for final approval.

It is recommended that departments use the same procedures for handling tardiness and unexcused absences as those for misconduct or performance problems.
General Policies, Cont’d

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 written notice of the termination to the SLP: On-Campus Employment Coordinator.

Leaving the Position
Written notice is expected in the event a student elects to leave his/her position. In the case of a resignation, the student should submit a written resignation letter to his/her supervisor and to the SLP: On-Campus Employment Coordinator for final approval. In the case of a termination, the supervisor, must contact the SLP: On-Campus Employment Coordinator regarding the situation and give written notice of the termination.

In the case that a student simply will not return to the position during the next term or no longer is interested in continuing work in a department, the supervisor must inform the Programming Coordinator of SLP: On-Campus Employment so that the Payroll Office may be informed of this change.

In short, it is the supervisor’s responsibility to inform the SLP: On-Campus Employment Coordinator of any change in a student worker’s employment status.
Union University’s Student Worker Office Dress Code

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 the University.

Dress should be in a manner that reflects professionalism. Your grooming and dress are important to putting your best foot forward. The way you dress indicates how you want someone to think of you and what you want the person to think of Union University. Excesses in dress that tend toward immodesty or indiscretion are not appropriate.

If you are in doubt of what to wear, please consult your supervisor. We do not want to add a legalistic burden on you when we are trying to build a grace-filled community. However, the following may be used as a guideline:

**We strongly encourage:**
- Khakis or nice jeans
- Union polo shirts
- Business casual dress

**We strongly discourage:**
- Hats
- Open toe shoes
- 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 Servant Leadership Program 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 SLP Coordinator.)

3. Third offense: Student’s position is terminated, and written notice is submitted to Servant Leadership Program Coordinator. All terminations must be approved by the SLP 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 Human Resources. Students cannot receive a paycheck until all required forms are complete and approved by the SLP Coordinator.

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 the week of finals. The student can estimate hours to be worked during finals week after the time card due date 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 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 Human Resources or the SLP Coordinator.

Time cards are considered late if not submitted by the posted due date. Any time cards that are submitted late will be processed in the next month’s payroll. Pay checks are distributed after one o’clock on the posted pay date.

Payroll Deductions

All earnings under Federal Work Study and Institutional Workship are subject to federal income tax.

Pay Check Distribution

Direct deposit is required for students on Institutional Workship and Federal Work Study. The Direct Deposit Approval Form is included in the onboarding packet sent to the student upon hire. In the rare case a student does not have a deposit account, one paycheck may be submitted directly to the student to cover the fee of opening a checking or savings account.

Students under Institutional Workship who carry a balance on their student account will not receive their pay. 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.
Payroll Information, Cont’d

Benefits

Student employees are not eligible for benefits such as paid time off (sick leave, vacation, and holidays), employer provided medical coverage, or retirement plan contributions. Students are not entitled to any vacation time unless approved by the supervisor.

Viewing Pay Checks

It is the student worker’s responsibility to check the amount of money deposited into his/her bank account or Union tuition account. In order to view pay checks, follow these instructions:

1. Log in to WebAdvisor. Select Employees.

2. Select View Pay Checks.
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 Student Worker Approval Form. If a new position is being formed, please contact the Servant Leadership Program 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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Base Level</th>
<th>Advanced Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category One</td>
<td>$7.25</td>
<td>$7.50</td>
</tr>
<tr>
<td>Category Two</td>
<td>$7.50</td>
<td>$7.75</td>
</tr>
<tr>
<td>Category Three</td>
<td>$7.75</td>
<td>$8.00</td>
</tr>
<tr>
<td>Category Four</td>
<td>$8.00+</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**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 SLP Coordinator for final approval. **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, Cont’d**

**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, School of Theology and Missions, Biology, Chemistry, Physics, Nursing, Math, Computer Science, Psychology, Sociology, Business, PE & Wellness, Library, Testing Services, Student Life, Church Relations, Student Publications, President’s Office, University Communications, Enrollment Services, Alumni Relations, Institutional Advancement, Community Music Center, Sports Information, Athletics, Communication Arts, Barefoot’s Joe, University Services, Education, Social Work, Safety & Security, Wellness Services, International Studies, MBA, Alumni Phonathon, Scientific Studies, Office of Spiritual Life, Student Financial Planning, 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, Undergraduate Admissions, University Communications, University Relations, Facilities Management, Student Leadership Development, Computing Services, Instructional Technology & Campus Media, Student Programs, Registrar, Wellness Services, Vocatio Center, 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...
Student Employment Pay Rate Structure, Cont’d

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, Barefoot's Joe, Wellness Services, Facilities Management, and Web Development.

**All pay rates not included on this scale must be approved through the Servant Leadership Program Coordinator 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 January or summer.

- Students must be registered for classes at Union University in a degree seeking program for future terms in the current or next academic year.

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

Institutional or Union University Workship (UUWS)
- All policies and procedures for Institutional Workship previously stated are considered applicable for January and Summer terms, including but not limited to:
  - The supervisor must contact the SLP Coordinator for final approval before hire by submitting a SLP Student Worker Approval Form.
  - The student must complete WebAdvisor time entry for all hours worked and submit it to the supervisor.
  - The supervisor must verify hours worked, sign, and submit time entry via WebAdvisor by noon on each due date.

Pay Check Distribution
- All students under Union University Workship and Federal Work Study will receive their pay checks via direct deposit.
- Students under Institutional or Union University Workship (UUWS) 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

HARASSMENT

It is the policy of Union University that bullying, discrimination and harassment within our community, in any form, is prohibited. For the purposes of this policy, harassment is defined as unwelcome conduct, whether verbal or physical, based upon a person’s protected status (race, color, gender, age, religion, marital status, national origin, veteran status or disability as defined by applicable federal and state laws and regulations) and which affects tangible job benefits or opportunities; interferes with work performance; or creates an intimidating, hostile, or offensive work environment. In most instances, harassment involves an abuse of power or authority by an individual who has control over the employment or academic status of another. However, harassment can occur between peers (e.g., student-against-student harassment).

One form of harassment, sexual harassment, merits a more detailed discussion. Special provisions relating to sexual harassment are included in the following section.

All members of the University community are urged to immediately report all incidents of harassment whenever they occur. The following sections address the Requirement to Report, Complaint Procedure, and Protection from Retaliation for all instances of harassment.

SEXUAL HARASSMENT

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 any member of the University community. No student or employee, male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, whether verbal, written, or physical. This includes inappropriate behavior from a member of the same sex. Sexual harassment of any type will not be tolerated and is expressly prohibited. Those who engage in sexual harassment may be subject to civil and criminal penalties. Sexual harassment is grounds for disciplinary action, which may include reprimand, demotion, dismissal, or other appropriate action, depending upon the nature of the harassment.

Sexual harassment is especially destructive when it threatens relationships between teachers and students, or supervisors and subordinates. Through control over grades, salary decisions, changes in duties or workloads, recommendations for graduate study, promotion, etc., a teacher or supervisor can have a decisive influence on a student, staff, or faculty member's career at the university. Sexual harassment in such situations constitutes an abuse of the power inherent in a faculty member's or supervisor's position. Faculty and staff are asked to be especially sensitive to the fact that they are in a position of authority over students and that authority carries with it a responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on and off-campus.
Sexual Harassment Defined: Sexual harassment does not refer to occasional compliments of a socially accepted nature. It refers to behavior that is not welcome; is offensive; harms morale; creates a hostile, intimidating, or offensive work environment; and which consequently interferes with work effectiveness. Normal, courteous, mutually respectful, pleasant, or non-coercive interactions acceptable to both parties are not considered to be sexual harassment. Sexual harassment is unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with an employee’s job performance or create an intimidating, hostile or offensive working environment. Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Students and employees are prohibited from harassing other students and employees whether or not the incidents of harassment occur on the University premises and whether or not the incidents occur during working hours.

Sexual harassment encompasses a wide range of conduct. The examples listed below are not intended as an exhaustive list of prohibited conduct.

A. Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature (e.g. pinching, patting, touching the body, brushing up against, tickling, hugging, kissing, or other similar physical conduct).

B. Continued or repeated unwelcome offensive behavior including sexual flirtations, advances, propositions or other sexual comments (e.g. whistling, leering/ogling, lewd gestures, noises, off-color or suggestive language; lewd remarks, innuendoes, sexual jokes, or comments about a person’s body, appearance, sexuality or sexual experience). This includes behavior directed at or made in the presence of any individual who indicates, or has indicated in any way, that such conduct in his or her presence is unwelcome.

C. Preferential treatment or promises of preferential treatment to a student or employee for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward.

D. Displaying or distributing any written or graphic material, including calendars, posters, drawings and cartoons that are sexually suggestive, sexually demeaning or pornographic.

E. Threats and demands to submit to sexual requests as a condition of employment or academic status (e.g. assignment, compensation, advancement, career development), as well as offers of job benefits, or academic opportunity in return for sexual favors.

Sexual harassment may result from an intentional or unintentional action and can be subtle or blatant. The context of events and the totality of the circumstances surrounding 20
those events are important in determining whether a particular act or series of events constitutes sexual harassment.

Requirement to Report: In order for the University to take appropriate corrective action, it must be aware of any instance of harassment or related retaliation. Therefore, the University requires anyone who believes that he or she has experienced or witnessed sexual or other form of harassment or related retaliation to seek assistance from the appropriate campus resource (as outlined in the next section) by coming forward promptly with concerns or complaints.

Supervisors must deal expeditiously and fairly with allegations of sexual harassment within their department, taking all complaints or concerns of alleged or possible harassment seriously. They are to ensure that harassment or inappropriate sexually oriented conduct is reported to the Office of Human Resources immediately so that a prompt investigation can occur. Supervisors should take any appropriate action to prevent retaliation or prohibited conduct from reoccurring during and after any investigations or complaints. Supervisors who knowingly allow or tolerate sexual harassment or retaliation are in violation of this policy and subject to discipline.

Complaint Procedure: If a student believes that he or she has been subject to sexual harassment or any unwanted sexual attention, they should make their unease and/or disapproval directly and immediately known to the harasser whenever possible. If the situation is not immediately resolved, or if the student is unable to or uncomfortable to address the alleged harasser directly, he or she should report the incident to the appropriate authority as outlined below.

A student with a complaint of harassment against a faculty member, staff member, a member of the administration, or another student should make initial contact with the Dean of Students. Alternate contacts include the Associate VP of Human Resources, Provost and the President. The contact person will complete a written incident report and forward to the Associate VP of Human Resources.

To ensure the prompt and thorough investigation of a sexual harassment complaint, the complainant should provide a written record of the date, time and nature of the incident(s) and the names of any witnesses.

The University will handle the matter with as much confidentiality as possible. The University will conduct an immediate investigation in an attempt to determine all of the facts concerning the alleged harassment. The investigation will be directed by the Associate VP of Human Resources. However, if someone from that office is the subject of the investigation, the Office of the Provost (faculty) or the Dean of Students (staff or student) will direct the investigation.

The Associate VP of Human Resources, or the leader of the investigation, is responsible for ensuring that both the individual filing the complaint and the respondent are aware of the University’s sexual harassment policy and investigation. He or she is to explore informal means of resolving sexual harassment complaints and notify the police if criminal activities are alleged.
As a part of the investigation of the claim of sexual harassment, the contact person, the complainant, and the respondent will be asked to provide statements regarding the incident. Once the report is reviewed and investigation is concluded, a finding may be that sexual harassment did occur, and corrective action (reprimand, demotion, dismissal, or other appropriate action) will be communicated in writing to the complainant and respondent. Appeals to this process may be conducted in accordance to the most recent revision of the faculty and staff handbooks under the section(s) entitled “Violation of Standards of Conduct” or “Grievance Procedures.”

All documents, except disciplinary action documents, related to an incident will remain in a file other than the employee’s personnel file. Although filed separately, all personnel related files will be kept in the Office of Human Resources. In cases involving students, all documents will be maintained by the Office of the Dean of Students.

**Protection Against Retaliation:** There will be no retaliation of any kind against individuals who, in good faith, report instances of sexual or other form of harassment, or who participate in or are witness to a procedure to redress a complaint of sexual or other form of harassment is prohibited not only by University policy but also by state and federal law. Retaliation is a serious violation which can subject the offender to sanctions independent of the merits of the harassment allegation. Any individual found to have violated this provision will be subject to disciplinary action, up to and including dismissal.
Supervisor & Students Comments on SLP Opportunities

Through the SLP Program, students have the opportunity to build strong relationships and gain strategic experience which may aid in preparation for a future career! At the same time, students will earn valuable financial support to help fund their Union education.

Each spring, SLP supervisors and students complete surveys about the SLP program. Below are some of the past comments regarding the opportunities this program offers:

“I have gained a number of transferable skills working the SLP program for the last four years. Through this program I have come to understand how to act professionally with co-workers and other individuals, how to work on and complete large tasks and projects as well as gained an understanding of the need for universal design and equal opportunities in the work environment.” (SLP Student, 2014-2015)

“[Our students] assisted me in striving to provide excellent customer service to every student or staff, or parent or community member who comes our way.” (SLP supervisor, 2012-2013)

“Mentoring our SLP [student] and developing a meaningful relationship while showing and sharing Christ’s love is a very important part of this program. We enjoy seeing the leadership potential develop in our SLP [student]. Of course, the work that our student does is so helpful. She will even adapt her work schedule to meet the [office’s] needs if possible. We couldn’t ask for a more dependable person. Great attitude and initiative make her a wonderful asset to our team!” (SLP supervisor, 2010-2011)

“The mentoring relationship with my supervisor and his understanding of the demands of nursing school were the best part of this program. Jon was great at giving me projects that I could be flexible with when I worked on them, ensuring that they did not interfere with nursing school.” (SLP student, 2013-2014)

“Working in the lab was a good experience because I got hands on practice with materials that I will need in my future classroom like a di-cut machine, etc.” (SLP Student, 2014-2015)
FAQs

The following are the most frequently asked questions that arise throughout the academic year concerning SLP. We have placed this near the end front of the handbook to order to assist you with most issues/questions you may face, but we encourage you to contact Breanne Vailes, Programming Coordinator of the Vocatio Center at 731.661.5302 or bvailes@uu.edu for any questions or concerns you may have.

Students

1. How do I set and keep a reasonable work schedule?
   a. Within the first week of school, set an appointment with you supervisor to meet and discuss your work schedule.
   b. Draft a work schedule to discuss with your supervisor.
      i. Take your class schedule, syllabus (with assignment due dates), work schedule from any other jobs, and your schedule for you extracurricular activities.
      ii. Using a calendar or planner, plot out your week. Once you have determined what time you will need for class, plot out your schedule for your SLP position. Based on your assigned hours, plot a schedule that will allow you to meet the needs of the office for which you are working as well as provide adequate study time.
   c. Present this schedule to your supervisor when you meet with him/her, and be willing and flexible to work out a revised schedule as necessary to meet your supervisor’s needs.
   d. Be punctual and on time from the first day of work; that will go a long way in creating a positive image for you.
   e. If you foresee that you will not be able to come to work, **BE SURE TO INFORM YOUR SUPERVISOR AS SOON AS POSSIBLE.** This will allow him/her to make provisions for your absence and, because he/she cares about you, your supervisor will be better equipped to work with you to assist you with any other needs.

2. What is the official time log for SLP?
   a. The official time log is located on WebAdvisor. Instructions for submitting time on WebAdvisor are included on page 21 of this handbook.

3. I am having issues with my supervisor? What should I do and how do I approach him/her?
   a. Promptly and respectfully ask your supervisor if you may meet with him/her, respectfully explain your grievance or point of disagreement, and discuss how the issue may be resolved. If there are areas where you need to grow and attitudes on your part that need to change, take note of your conversation and use it to be a more effective servant leader. If issues persist or if you do not feel comfortable talking with your supervisor, **CONTACT BREANNE VAILES AS SOON AS POSSIBLE** so that she can work with you to resolve the issue. The sooner you contact Breanne Vailes, the easier it will be to resolve the problem.
FAQs, Cont’d

Faculty/Staff
1. How do I go about placing a request for a new/replacement SLP student?
   a. It is the mission of the SLP program to prioritize Federal Work-Study-eligible students. Contact Breanne Vailes, Programming Coordinator for the Vocatio Center, and inform her of your specific needs. However, keep in mind that FWS-eligible students have priority in hiring for on-campus employment: they have a significant financial need in most cases.
      i. If you have not registered for CareerU please register following this link: https://uu-csm.symplicity.com/employers/
      ii. Click “Register” or “Register and Post Job”. You will then enter your organization name (Name of your department), and contact information.
      iii. When posting a job, please provide as much information as possible
         1. You can “post” SLP: On-Campus Employment positions
         2. Hours needed
         3. Description of work functions
         4. Academic Major requirement
      iv. Once a job posting has been approved:
         1. Students should be able to apply and supervisors can begin screening candidates.
         2. Place “Hired” Status on your student of choice.
         3. Servant Leadership Program Student Worker Approval Form must be completed as well as the I-9 verification: Breanne will be verifying each student in person.
      v. Also, if there is a specific student whom you have in mind, inform Breanne of his/her name and, if possible, Student I.D. The student will also need to personally contact the Programming Coordinator at the Vocatio Center. All students are required to apply to SLP positions on CareerU.
   b. Providing this information allows Breanne to find a student that best fits your needs or to inquire from Student Financial Planning of the student’s financial eligibility.
   c. Requesting/hiring a student worker should be completed as far in advance as possible. It can take a student over a month to complete the required paperwork.

2. How flexible should I be with a student’s schedule?
   a. Flexibility between both student and supervisor is important to having an excellent working relationship. By simply being aware of a student’s class and study schedule and any other work schedules, you should be able to determine what time is necessary to be used for these responsibilities and can work with him/her accordingly. These are the primary areas of a student’s schedule with which you should be flexible.

3. Can work be done on a project basis?
   a. Work completed on a project basis, without hourly time recorded, should be set up as a temporary contract. This process is handled through business services. Students in the Servant Leadership Program are only paid hourly. For lump sum payment, speak with Business Services before the student’s project begins.
FAQs, Cont’d

Faculty/Staff, Cont’d

4. What if students finish all their work before their scheduled hours are up and I don’t have additional work? Do they count the remaining time on their time log?

b. You are required to allow students to count these hours on their time entry if the student remains on duty. The SLP does not penalize students for not having work available for them to do. There are a few solutions to ensure that students have work to do.
   i. Determine if you have work that would be better suited to be completed on a project basis, and then work with the student to work out a schedule for the semester to both complete his/her hours and your project(s).
   ii. Consult your Department Head and check with other faculty/staff within your department, determine if they need assistance.
   iii. If there is no more work to be done within your department to fill up the extra hours, contact Breanne as soon as possible. She can determine if the student could transfer out of his/her position in your department and fill another SLP position.

4. What should I do if I see that I need a student for more hours?
   a. Contact Breanne Vailes and inform her of your need to increase a student’s hours.
      i. If you need an increase in hours, please specify exactly how many hours extra are needed, and Breanne will check with Student Financial Planning to see if the student is eligible for an increase.

5. What should I do if my student is not completing or showing up for work, does not have a good work ethic and attitude, or is presenting some other poor behavior?
   a. As soon as you notice problem behavior, meet with your student and discuss the problem and how you would like to see it resolved. Present action steps for the student to take to improve, and monitor their progress. If the student does not respond well or his/her behavior does not change, CONTACT BREANNE VAILES AS SOON AS POSSIBLE so that she can work with you to resolve the issue.
Student Information

5 Steps to a Successful Semester

1. Get off to a good start.
   - Contact your supervisor.
   - Provide him/her with all your contact information and a copy of your schedule.
   - Discuss dress code.
   - Set up your schedule.

2. Stick to the schedule you set.
   - Be punctual.
   - If you are sick or have an emergency, contact your supervisor ASAP.
   - In case of an absence, ALWAYS offer a time to make up your hours.

3. Work in a wholehearted manner.
   - Be proactive. Look for additional ways to help.
   - Take notes in training.
   - Be focused and on task while at work. Handle personal business on your own time.
   - Be an “above and beyond” worker.

4. Take full advantage of an opportunity to be mentored.
   - Ask questions, observe, and learn.

5. Communicate well.

Student Evaluation Form

- The Vocatio Center wants to ensure that SLP effectively and faithfully serves its purpose and mission as well as improve as is necessary. For this reason, each year all SLP students and supervisors are required to complete an evaluation of their assignment as well as the SLP program.

Time Entry

- The student worker must submit WebAdvisor time entry accurately and on time in order to receive payment for the pay period.
Supervisor Information

5 Steps to a Successful Semester
1. Get off to a good start.
   - Outline clear expectations.
   - Set up student’s work schedule.
   - Obtain a copy of student’s class schedule and contact information.
   - Discuss dress code.
2. Hold students accountable to the schedule they set.
   - Students are expected to be punctual, reliable, and focused.
   - In case of an absence (illness or emergency), students should contact you ASAP and ALWAYS offer a time to make up their hours.
3. Provide meaningful work for students.
   - Understand students’ specific gifts and allow them to use them.
   - Allow students to take ownership and don’t be afraid to delegate.
   - Prepare ahead.
4. Take full advantage of opportunities to mentor students.
   - Take the time to teach, ask for input, and explain the “why” behind procedures.
5. Keep the lines of communication open.
   - Be willing to have hard conversations with students. Address concerns directly, honestly, and promptly.
   - Inform the Programming Coordinator of concerns/challenges ASAP.
   - Remember solutions are easier in the early stages.

Supervisor Evaluation Form
- The Vocatio Center wants to ensure that SLP effectively and faithfully serves its purpose and mission as well as improve as is necessary. For this reason, each year all SLP students and supervisors are required to complete an evaluation of their assignment as well as the SLP program.

Time Entry
- The primary supervisor and one alternate supervisor will receive monthly email reminders to review and approve the student worker’s time entry after the student submits the time entry for approval. It is the supervisor’s responsibility to approve the time entry before the deadline. If the time entry is not approved by the supervisor before the monthly deadline, the student will not receive his/her pay check. It is the supervisor’s responsibility to approve the time entry and to ensure that an alternate supervisor approves the time. Failure to approve time entry on WebAdvisor by the deadline will result in disciplinary action by Human Resources.
## Servant Leadership Program Approval Form

**Student:** _____________________________________________  **ID** __________________

**Last**                                      **First**                                      **MI**

### DEPARTMENT INFORMATION

- **Department Name:** _________________________________
- **Supervisor (Printed):** ____________________________  **Employee ID** ___________________________  
  *Required*

- **Alternate Supervisor (Printed):** ____________________________  **Employee ID** ___________________

- **Beginning Semester:** _____________  **Ending Date:** _____________  **Hours needed per week:** ____________

- **Pay Rate**  
  - Circle One:  
    - Minimum Wage ($7.25)
    - Other $__________________

- **Position Title/Job Description:** ___________________________________________________________

  ____________________________________________  __________________________

  **Supervisor’s Signature**  
  **Date**

*Pay rates must comply with the Pay Rate Structure as listed in the Servant Leadership Program Handbook. If requesting a pay rate greater than minimum wage, please refer to page 20 of the handbook found at https://www.uu.edu/student-services/vocatio-center/pdfs/StudentLeadershipProgramHandbook.pdf

### VOCATIO CENTER / HUMAN RESOURCES INFORMATION

- **Approved for:**  
  - FWS
  - UUWS
  - Not Approved: ____________________________

- **Position Code/Dept:** ____________________________  **Position Title:** ____________________________

- **Amount of Award:** ____________________________  
  - FALL  WINTER  SPRING  SUMMER

- **Approved Rate of Pay:** ____________________________  
  - Hours allowed per week: ____________________________

  ____________________________________________  __________________________

  **Servant Leadership Program Coordinator**  
  **Date**

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**Return this form to Breanne Vailes, Servant Leadership Program Coordinator**  
**in the Vocatio Center for Life Calling & Career * UU Box 1820.**  
**For more information, contact Breanne Vailes at 731.661.5302 or bvailes@uu.edu.**

**Termination**  
- □ Resignation  
- □ Transfer Out  
- □ Date: ____________

**SLP Coordinator Comments:**  
1. ____________________________________________
2. ____________________________________________

**Initials:** ____________
Student Employment Contract
Union University

- Students must adhere to all of the rules and policies outlined in the Servant Leadership Program Handbook. This is found online at https://www.uu.edu/studentservices/vocatiocenter/pdfs/ServantLeadershipProgramHandbook.pdf.
- Students must adhere to all the rules and policies established by their supervisor, including dress code.
- Students are obligated to perform job duties satisfactorily and to completion.
- The supervisor and student must mutually determine a work schedule that does not overlap with the student’s class schedule. Students must adhere to the work schedule established. If time off is needed, the student must ask permission from his/her supervisor. Students must notify their supervisor as far in advance as possible if he/she is not able to come to work due to extenuating circumstances.
- Students are not permitted to work more than 20hrs per week while school is in session. Students can work up to 39hrs per week during breaks and holidays. These additional hours must be approved by the supervisor.
- Students must give their supervisor a two-week written notice prior to resigning from their position.
- Before beginning work students must:
  - Complete a W-4 form
  - Complete an I-9 form
  - Submit a hard copy of their Social Security card and driver’s license OR Submit a hard copy of their passport
  - Set up direct deposit of their paycheck
- Each year of employment, students must:
  - Complete the FAFSA
  - Maintain Satisfactory Academic Progress (SAP), which is:
    - A minimum of a 1.5 GPA for students with less than 48 hours
    - A minimum of 2.0 GPA for students with 48 or more hours
    - Completing 67% of attempted hours
  - Complete Verification (if selected)
  - Be enrolled at least half-time.
- Students are paid on a monthly basis.
- Students must keep complete and accurate time cards and submit them before 12pm on the designated date. (Please check with the SLP Coordinator for these dates.) Failure to do so will result in the student not being paid until the following pay period.
- Workshop students’ pay will be credited directly to the students’ Union account balance. Students will not be eligible to receive a check for workshop unless their Student account paid in full. Students on the FACTS payment plan are not exempt from this policy. If the
student’s account is paid in full, checks will be directly deposited into the bank account the student specified.

- Work Study students’ pay will be paid directly to the student, through direct deposit.

In signing this contract, I am accepting the responsibility placed on me as a student employee as described in the Servant Leadership Program Handbook (linked above) and I agree to the terms of this contract. I understand that my employment is contingent upon satisfactory job performance and that I may be removed from my position and from the Servant Leadership Program if I do not meet the standards above. I hereby certify, by my signature below, that I have fully read and understand the conditions of this work assignment and contract and I agree to its terms.

Student’s Name Printed: __________________________________________
ID : ______________

Student’s Signature: __________________________________________
Date: ______________
Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, FERPA, and its subsequent amendments protect academic and other education records of students from unauthorized access. It allows the University to refuse to issue a transcript in the event of an outstanding financial obligation to the University or to a national loan program.

FERPA permits access to academic records within the University under the "legitimate need to know" clause. This allows faculty advisors, administrators, faculty and selected staff access as long as the use of such information is within the purpose of the university and for the benefit of the student.

FERPA allows access to academic records beyond the direct use of the University, or third party access, under the following circumstances:
1. with the student's signed release specific to the 3rd party,
2. to the parent of the student who is legally an adult but who continues to be the financial dependent of the parent, and
3. for academic research provided all personally identifiable information is removed from the data.

Parents or guardians (regardless of the age of the student) must present proof of the student’s financial dependence or written approval of the student to the University before discussion of grades or academic performance. The FERPA release does not provide transcripts or grade reports with each grade reporting. The FERPA release does not provide copies of Progress or Final Grades to parents or other parties. If a family member, scholarship, or agency requires a copy of grades each semester, the student must request an official transcript. Official transcripts may be requested via the National Student Clearinghouse website, www.studentclearinghouse.org.

It is the policy of Union University that any official transcript or letter verifying grades or grade point average should be issued through the Academic Center and that any form affirming grades or GPA should be signed by the Registrar. The exceptions are letters prepared under the signature of an adult studies program director for the purpose of employee-reimbursement of tuition. A verification of enrollment for currently enrolled students is also available to the student through the National Student Clearinghouse, www.studentclearinghouse.org. An advising copy of the transcript is available through the student’s account in WebAdvisor.

Any document containing grades or grade point average of high school academic records or college credits transferred to Union University should be issued from the institution that maintains the permanent record. High School transcripts and transfer transcripts on file at Union University are 3rd party, non-transferable records and are the property of Union University. These documents are not the records of Union University to verify by copying. Therefore, they may not be copied nor may they be returned to the student.

The other type of information addressed by FERPA, directory information (name, address including email address, telephone number, date & place of birth, photograph, academic major/minor, dates of attendance, degrees & awards received, most previous institution attended), is considered public information UNLESS the student has signed a statement on file in the Academic Center to the contrary. Publication includes on the Union webpage/student directory, news releases and phone inquiries by prospective employers, employment companies and others. Check the Campus Life Handbook for additional details.

I have read the above and understand its application to the performance of my job at Union University. I agree to abide by the requirements of the Family Educational Rights and Privacy Act and the related policies and procedures of Union University. As an employee of Union University I am affirming my continued adherence to these policies.

Printed Name __________________________ Signature __________________________ Date __________

Office of the Registrar

UNION UNIVERSITY
## Winter/Spring 2018
Union University
Workshop/Work-Study Payroll Schedule

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Last Date Student may Submit Timesheet (access ends at midnight)</th>
<th>Last Date Supervisor can Approve Timesheet (access ends at midnight)</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January (12/13 to 1/15)</td>
<td>1/15</td>
<td>1/19</td>
<td>1/31</td>
</tr>
<tr>
<td>February (1/16/ to 2/13)</td>
<td>2/13</td>
<td>2/17</td>
<td>2/28</td>
</tr>
<tr>
<td>March (2/14 to 3/15)</td>
<td>3/15</td>
<td>3/19</td>
<td>3/31</td>
</tr>
<tr>
<td>April (3/16 to 4/13)</td>
<td>4/13</td>
<td>4/17</td>
<td>4/30</td>
</tr>
<tr>
<td>May (4/14 to 5/14)</td>
<td>5/14</td>
<td>5/18</td>
<td>5/31</td>
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