

STUDENT EMPLOYEE HANDBOOK



Policies and Procedures for Student Employees

Important Phone Numbers

Student Employment.....	251-4594
Payroll.....	251-4728
Financial Aid.....	251-4778
Human Resources.....	251-4557
	251-4597

Welcome to Student Employment

Congratulations and Welcome to Ohio Dominican University. Student employees are an integral part of the university, departments and offices. As a student worker, you are recognized as a very important part of our community and we want to ensure that your work experience as a student employee is a rewarding and positive one.

Your work experiences at Ohio Dominican will help to prepare you for future career opportunities. You will learn time management, responsibility, gain leadership and earn money to help finance your educational costs. You will also gain strong work habits and job skills and have an excellent resource for future job references. Your supervisor will help to train you for your specific job duties and discuss with you the expectations for your job. The qualities that you gain from your student employment experience will greatly benefit you as you enter the job market.

This handbook will provide for you general student employment information that will help make the transition to your job easier.

Federal Work Study

The Federal Work Study Program provides students with an opportunity to meet educational expenses and broaden their educational experiences. The funds are made available by the U.S. Department of Education and are awarded to students who show financial need in accordance with Federal guidelines.

A student must complete the Free Application for Federal Student Aid (FAFSA) annually to establish eligibility and be registered for a minimum of six (6) credit hours each semester to qualify for work-study. Preference will be given to students enrolled full-time. Students are limited to working the number of hours as supported by their Work Study awarded amount and may not exceed twenty (20) hours maximum per week.

Ohio Dominican University believes in equal opportunity and does not discriminate against any student or prospective student, employee or prospective employee, on the basis of race, sex, ancestry, national origin, age, disability or religion.

Satisfactory Academic Progress

Ohio Dominican University has set standards of progress for financial aid recipients as required by Federal Regulations. All students must comply

with these standards in order to continue to have eligibility in the Federal Work-Study Program. For more information on Satisfactory Academic Progress, please refer to the Student Handbook.

Before you Begin Working

The following forms must be completed prior to you starting your new job. If all forms are not completed, you will not be able to work or receive a paycheck.

1. Federal and State tax forms
2. Immigration Reform and Control Act Form (I- 9 Form)
3. Confidentiality Statement and Agreement
4. Direct Deposit Authorization
5. Work-Study Contract

Federal and State Tax Forms

As part of the application process, students are required to complete Federal and State Tax Forms before they are eligible to begin working. A common question asked is whether to claim “1” or “0” exemptions on the tax forms. Claiming “1” results in a smaller amount of taxes being deducted from your paycheck, while claiming “0” results in a larger amount being deducted. At the beginning of the calendar year, W-2 Forms will be mailed to your permanent mailing address showing the year’s earnings.

Immigration Reform and Control Act (I-9 form)

Federal regulations require that all employees working at the university prove employment eligibility by showing specific identification in order to complete the I-9 Form. You will NOT be permitted to work until this form is completed. Acceptable forms of documentation can be found on the back of the I-9 form.

Confidentiality Statement

As a student worker, you may be in contact with very sensitive and personal information of students, employees, and other records. Violation of confidentiality policies as outlined in the confidentiality statement by

students will result in disciplinary procedures in accordance with the Student Handbook that includes sanctions up to and including dismissal from the University.

Earnings Limit

Your Award Letter informs you of the amount of work-study you are eligible to earn. The amount listed on the award is the earnings limit for the academic year. Earning your maximum award will depend upon the number of hours a week you work and the pay rate you receive. Because Federal Work Study is a source of federal financial aid, your total gross earnings may not exceed the amount of your award. You will be notified when you are within \$400 of your award limit. We recommend that you also monitor your earnings so you know when you are approaching your earnings limit.

Pay Procedures

Once you have been hired into a department and completed the necessary forms, you are ready to begin working. A timecard will be provided for you by your supervisor or they can be obtained from the Payroll Office. Timecards are to be turned in to the Payroll Office no later than the Tuesday following a pay period. Student employees are paid bi-weekly and follow the same pay schedule as university employees. A schedule of pay days and timecard due dates can be obtained in the Student Employment Office.

All timecards **MUST** be signed by the student and the supervisor. To ensure that you are paid on time, your timecard must be complete. Your name, ID number, department and Department number **MUST** be on all timecards. Failure to have your time card filled out completely could result in not getting paid.

You can pick up your check advices in the Business Office located in Erskine 133. You must provide proper identification when picking up your check advice.

Direct Deposit

As a student employee you **MUST** have your checks directly deposited into your checking or savings account or have the money applied to your student account. To arrange direct deposit, you must complete a Direct Deposit Authorization Form that can be obtained in the Financial Aid or Payroll

Office. Advantages of direct deposit are the convenience of the money being automatically deposited into your account even if you are on a break or vacation and not having to go to the bank to cash the check.

Work-Study Contract

You and your supervisor will be required to sign a work-study contract that will outline all pertinent information, your pay rate, and your awarded work-study amount.

Job Categories

Level One: Entry-level positions with routine duties. Experience is helpful but not necessary. General clerical duties and office operations such as filing, typing, mailings, and photocopying will be performed.

Examples of positions: Receptionist, Clerical positions, Desk workers, Office assistants, Student activities.

Level Two: Intermediate level positions with some responsibility and skill required. Previous experience preferred. Assist with daily office duties.

Examples of positions: Office and Clerical Positions, Team Managers, Weight Room Monitors.

Level Three: Perform varied and complex duties involving a high degree of responsibility and judgment. High level of skill or experience needed. Advanced knowledge or training needed to perform job. Proficiency in a specified area needed.

Examples of positions: Maintenance and Grounds Crew, Library, Financial Aid Office, Admissions, Laboratory Assistants.

Level Four: Advanced specialized knowledge and training as well as extensive previous experience needed. Independent work environment with little Supervision needed.

Examples of positions: Academic Tutors, Research Assistants, Shuttle Drivers, Helpdesk Assistants.

Student Responsibilities:

Supervisors rely on their student employees to help keep their offices running. It is important that you take your job seriously. Below are some things to keep in mind as you fulfill your work-study assignment.

1. Arrive on time - Your supervisor has planned the office workload around the times that you will be there. If you will be late for any reason, communicate with your Supervisor to keep them informed.
2. Dress appropriately – Be sure to ask what the dress code is for your office. As a student you are representing the university and may have contact with potential students and parents.
3. Refrain from conducting personal business while on the job.
4. Notify your Supervisor, as soon as possible, when illness or other circumstances prevent you from working.
5. Act in a professional manner at all times and respect the confidentiality of student and University records.
6. Report your work hours accurately and submit time cards in a timely manner to avoid not getting paid.
7. As a student worker, you may not work over 20 hours per week. No overtime may be paid through the Federal Work-Study program.
8. You are only permitted to obtain one (1) work-study position. There are, however, a few exceptions to this rule. Please see the Student Employment Office to see if you may qualify.

Workers' Compensation - Work-Related Injuries & Illnesses

The University provides workers' compensation coverage for all employees, including student employees. Coverage is provided for work-related illnesses and injuries as defined under Ohio law.

No matter how insignificant an on-the-job injury may seem when it occurs, a student employee must report any work-related injury or illness to their

supervisor and fill out the Employee's Report of Incident and Injury and return it to Human Resources (ER 138 or ER 139) before leaving work on the day of the injury or illness.

If a student employee needs to seek medical treatment for a work-related illness or injury that employee or the employee's supervisor must contact the Human Resource Office to obtain a Workers Compensation Card. The student employee must also keep Human Resources informed and provide copies to Human Resources of medical paperwork regarding the status of his/her work-related injury or illness, any work restrictions and/or a return-to-work date.

If a student employee needs to be off of work due to a work-related illness or injury, the employee should maintain at least weekly contact with Human Resources regarding the status of their injury and enlist Human Resource's help if they are having any difficulty getting medical bills paid or receiving their Workers Compensation benefits.

Equal Employment Opportunity

Ohio Dominican University believes in equal opportunity and does not discriminate against any student or prospective student, employee or prospective employee on the basis of race, color, sex, ancestry, national origin, age, veteran status, sexual orientation, or religion, or against any otherwise qualified individual with disabilities in the administration of its admissions policies, educational policies and programs, financial aid programs, employment practices, athletic or other school administered programs or activities.

Grievance Procedures

Occasionally conflicts arise in the workplace between the student worker and the employer. Please follow the procedures below when trying to resolve your grievance.

1. If you have a grievance with your employer's policy or procedure, make an attempt to discuss and settle the problem with your Supervisor.
2. If you are dissatisfied with your Supervisor's response, you may want to contact your Department Supervisor to discuss your

concerns. Explain to them that you have already spoken to your immediate Supervisor and are dissatisfied with the outcome.

3. If you are unable to resolve the matter, make an appointment with the Student Employment Office. Be prepared to present all information pertaining to the situation.
4. The Student Employment Office will meet with all of the individuals involved and attempt to mediate the problem.

Sexual and Other Unlawful Harassment

The State of Ohio prohibits sexual harassment as part of its civil rights law. Ohio Dominican supports this position and is committed to creating and maintaining an educational environment for all students and a work environment for all employees which supports and rewards educational and career goals on the basis of ability and performance.

Ohio Dominican University is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment. It is the policy of Ohio Dominican University, as well as federal, state, and local discrimination statutes, to forbid illegal discrimination in the workplace.

Actions, words, jokes or comments based on an individual's sex, race, color, national origin, age, veteran status, sexual orientation, religion, disability, or any other legally protected characteristic will not be tolerated.

Any individual that feels that he/she has been harassed based on either gender or some other protected characteristic should discuss the matter with the Dean of Student Life for the purpose of reviewing the facts of such alleged harassment. For more Information regarding ODU's sexual harassment policy, please refer to the Student Handbook.

Students with Disabilities

The Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, provide that no otherwise qualified disabled student shall receive unequal treatment or be discriminated against under any program or activity receiving federal financial aid assistance. This means that a disabled employee must be able to perform the "essential functions" of his or her job,

with or without reasonable accommodation. If you have a physical or mental impairment which limits your activities, you should contact the Student Employment Office for assistance in finding a suitable on-campus position.

Family Educational Rights and Privacy Act (FERPA)

Public Law No. 93-380, Family Educational Rights and Privacy Act of 1974, has set down requirements designed to safeguard student privacy both of access to student records and to the release of such records. Official records are maintained by the Office of the Registrar. Copies of records are provided to the Office of Academic Affairs, other administrative offices, and academic advisors. Official academic records are released upon the student's written request only or, in the case of students who are defined as dependent according to the Internal Revenue Service, their parents. The one exception to this is directory information. Directory information is considered public information and may be released without a student's prior consent. For more information regarding our FERPA policy, please refer to the Student Handbook.

Holidays

In general, student employees are not required to work on a legal holiday. If, however, the supervisor may need to maintain services on holidays, the student may be scheduled for work. All wages are paid at straight time rates. Holidays are indicated on the university calendar (included in the University Bulletin). A student employee must provide advanced notice to the supervisor if she/he declines to work on a holiday.

Sick leave

Sick leave benefits are not extended to student employees. If a student employee is ill, she/he must notify their supervisor as soon as possible. Failure to do so may result in termination. In the event of the extended illness of a student employee, the supervisor should consult with the Financial Aid Office.

Absences

Students are expected to be responsible employees. They are expected to show up ready to work at the time agreed upon with the supervisor. Failure to do so may result in termination. If the student anticipates an absence in advance, the student employee should consult with the supervisor a

minimum of one week in advance of the first absence date. Repeated absenteeism is grounds for dismissal from the student employment program of Ohio Dominican.

Vacation

Student employees are not eligible for vacation benefits. If the student employee anticipates an absence in advance, then she/he should consult with the supervisor a minimum of one week in advance of the first absence date. If leave is approved by the supervisor, such leave will be uncompensated. Students are not paid for lunch hours, sick leave, work breaks, etc.

Evaluation

Student employees are subject to performance evaluations. The frequency should be established by the supervisor at the time of hiring and should be discussed with the student.

Termination Policy

You may terminate your employment and transfer to another position as long as you remain in good standing. You must give your Supervisor adequate notice prior to leaving the position.

You may not be eligible for re-hire if reasons for your termination include:

1. Documented unsatisfactory performance.
2. Dropping below half time enrollment
3. Unauthorized use of University property
4. Failure to comply with Financial Aid Standards of Academic Progress
5. Changes in eligibility or circumstances
6. Falsification of time cards/hours worked
7. Earning maximum award allotment

