

Student Employment Handbook

Southwestern University

Georgetown, Texas

Introduction

This handbook has been prepared to provide all student employees with an overview of student employment policies and procedures at Southwestern University. The University employs a number of students in part-time positions on campus. Job opportunities are available in administrative and faculty offices, library, residence halls, dining hall, Robertson Center, and other similar areas.

This handbook will help you get the basics in understanding employment policies and practices as well as procedures to follow in getting a job, maintaining a job and getting paid. The student employment program is beneficial to the campus community. We hope that you will find it a rewarding experience.

Please take the time to read and familiarize yourself with this Handbook. It contains important information that will affect you every day.

Eligibility & Placement

Eligibility

The Office of Student Financial Assistance (OSFA) administers the placement of students in jobs on the Southwestern University campus. Priority is given to those persons who demonstrate financial need. This determination is based on the completion of the Free Application for Federal Student Aid (FAFSA). Based on this assessment, a work opportunity may be offered as part of the financial assistance package.

In order to receive consideration for job placement from Southwestern University, a student must be in good academic standing and making satisfactory academic progress in a course of study leading toward a degree. A student must be maintaining satisfactory progress regardless of whether a student has previously received financial assistance.

Students must reapply for financial aid each academic year. Even though students often return to the same job, a determination of eligibility has to be established, and the FAFSA must be filed as part of the employment process.

Placement

The Office of Student Financial Assistant assists students with job placement on campus. Once you have submitted the FAFSA form, been notified of your eligibility, and returned your reply letter to the OSFA indicating your acceptance, you are ready to begin the job placement procedure.

Finding a Job

- Login to PirateLink and set up your profile. All potential campus employers will have their open positions listed.
- Students seeking placement during the academic year, or who do not find a suitable

position should check PirateLink regularly. A work award does not guarantee placement in a position.

Placement of Returning Students

- During the Spring semester students planning to return to the same job for the next academic year confirm their position with the employing department.
- Students seeking placement during the academic year should check PirateLink.

Record Keeping & Getting Paid

Work schedule

Set up a work schedule with your supervisor that takes into consideration the employing department's needs and the demands of your class schedule. Staffing needs and operational demands may necessitate variations in the total number of hours that may be scheduled each day and week.

Due to Federal Employment regulations, students may not work more than 374 hours during the Fall Semester and 289 during the Spring Semester. The total a student may work in any calendar year is 884 hours, which equates to approximately seventeen (17) hours per week.

If you exceed the the limits in either semester, you will not be able to work un the next semester.

Time keeping

You must keep accurate records of the amount of time worked each day. This includes the time you begin and end your work.

You must sign your time sheet to certify the accuracy of all time recorded. Your supervisor must review and then cosign the time sheet before it is submitted for payroll processing. Note that both signatures on the time sheet are required before submitting it to the Business Office. Failure to do this may delay the processing of your paycheck. Time sheets must be submitted when due. It is your responsibility to turn in your signed time sheet on the appropriate due date.

Pay Rate

Student employees are paid at least the federal minimum hourly wage, though some positions may pay more. Student employees should ask the hiring supervisor about the rate of pay. The current federal minimum wage is \$7.25 per hour, in accordance with federal law.

Getting Paid

Once you have been offered employment by a University department, you must complete additional paperwork in order to get paid. This paperwork is necessary to process your time sheets in the University payroll system. Also, the federal government requires certain forms to be completed by all employees. The following forms must be completed and submitted to the Business Office prior to getting paid:

1. **Employment Eligibility Form (I-9):** federal requirement for verifying eligibility for employment in the United States.
2. **Employee's Withholding Allowance Certificate (W-4):** federally required form to calculate the amount of federal tax withheld from your gross pay.
3. **Student Hire List:** to add your name to the University payroll system. This form will be completed by your supervisor.

On-the-Job Success Tips

All campus-wide student employee policies have been developed by the Student Employment Task Force, approved by Human Resources, and are managed through the Office of Student Financial Assistance. Individual departments may have additional policies and procedures related to the specific needs and conditions of that area. The following information provides some guidance for acceptable practices on-the-job.

Attendance & Punctuality

To maintain a pleasant and productive work environment the University expects you to be reliable and punctual in reporting for scheduled work. All areas of the University count on you being at work when scheduled. Absenteeism and tardiness place a burden on the University and other employees. If you are not able to report to work as scheduled, you must notify your supervisor as soon as possible, preferably in advance.

It is expected that you speak with a supervisor directly. If you must leave a voice mail message, you are encouraged to follow that message up with a subsequent call to confirm that a supervisor is aware of your situation. Either excessive absenteeism or tardiness may lead to the department requesting that you be removed from your current position. A reminder: your campus job is an excellent training opportunity for the time when you are ready to secure a position after graduation.

Personal Appearance

You should present a clean and neat appearance and dress according to the requirements of your position. When in doubt, casual business attire is generally appropriate for most office positions. In other positions, it would be best to ask your supervisor for guidance in this area.

Telephone Courtesy

Good telephone manners are important because they convey to callers an image of yourself and Southwestern. The voice on the telephone is often the only contact with the University that the caller remembers. Please observe these simple rules of telephone courtesy.

- Identify yourself by department and name.
- Use a pleasant and helpful voice at all times.
- Give the caller a choice as to whether they prefer to hold the line, call back, leave a message, or, if applicable, be connected to voice-mail.
- If you cannot help the caller, transfer the individual to a department that may be

able to provide assistance, or take a message and assure the caller that someone will be back in touch with them.

- In closing the call, remember to say “thank you” and “goodbye.”

Confidentiality

All Southwestern University’s records and information relating to Southwestern University or its constituents are confidential and employees must, therefore, treat all matters accordingly. Employees will be subject to appropriate disciplinary action, up to and including termination/dismissal, for revealing information of a confidential nature.

Student Record information is especially sensitive, and is also protected by the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Employees handling any inquiries about students or working with information about students must be familiar with relevant sections of the Southwestern University Catalog, Student Handbook, Faculty Handbook, and Student Advising Handbook. Employees should never release student information without being sure of the rules.

Southwestern University requires all faculty and staff to observe the highest business and ethical standards and to comply with all laws, regulations, policies and practices in the conduct of their duties and responsibilities. Guidance for this requirement is provided in the University’s Ethics and Business Conduct Statement, the University’s various policies and procedures, and Southwestern’s longstanding commitment to honesty, integrity and excellence in everything we do. All employees are also encouraged to review the Whistleblower Policy and Confidential Campus Hotline procedures found in the Staff Handbook.

Use of University Facilities & Equipment

In many positions on campus you will be expected to use University facilities and equipment. Here are some general guidelines for use of such equipment or facility. Individual departments may have other equipment or facilities not listed here. In those cases it is best to check with your supervisor prior to using any University equipment or facility.

Telephone Use

You are expected to keep all personal phone calls to a minimum and, unless there is an emergency, you should discourage friends and relatives from calling you during work hours. If a personal call is necessary, please be sure to keep your conversation brief.

Computer Use

Southwestern University's computing resources are provided to facilitate the daily work duties of SU employees. All computer records and information that are stored in computers are the sole property of the University. Copying of any types of records, student names or addresses or any other type of information that is not related to your performance of duty is strictly prohibited. Use of computers in a non-work related manner during business hours is inappropriate. All computing and networking resources should be used in an efficient, ethical, and legal manner. Users must conduct their computing activities in a responsible manner, respecting the rights of other computer users, respecting all activities in a responsible manner, and respecting all computer license agreements. No computing resources shall be considered to be the private property of any employee, nor should any employee expect or assume

that s/he has any property or privacy rights or expectations therein.

Copy Machine Use

Copying of any types of records, student names, addresses, or any other type of information that is not related to your job is strictly prohibited. Use of the University's copy machines should only be for University business.

Return of University Property

You are responsible for all University property issued to you or in your possession or control in your capacity as a student employee. You must return all University property in satisfactory condition.

Evaluation Procedures

As a student employee you are expected to maintain the same high standards of behavior and performance on the job as any employee of Southwestern University. Attendance, punctuality, proficiency, and other important elements of your job performance are subject to review. Some departments may have either a formal or informal way of assessing your performance on the job. In general, performance evaluations have the following elements.

Annual Evaluation

The University encourages you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. A formal performance evaluation may be conducted each year to provide both you and your supervisor the opportunity to review job tasks, recognize and encourage strengths, and discuss positive and specific approaches to meet performance goals.

Performance warning

You are expected to meet University performance expectations and standards for your job. If your performance or conduct does not meet University expectations and standards, your supervisor may issue you a warning, either verbal or in writing. You should take the earliest opportunity to discuss the warning with your supervisor and participate directly in the resolution of the problem that has been identified.

Dismissal

Poor evaluations, repeat warnings about performance, or any serious breach of University policy can result in disciplinary action, up to and including termination of employment.

University Employment Policies

This section includes brief summaries of important University employment policies. For more detailed information refer to the Southwestern University Staff Handbook (Staff Handbook) available at www.southwestern.edu/hr. If at any time you have questions, concerns or suggestions about your work or University policies, feel free to sit down and discuss them with your supervisor. While your supervisor is not authorized to modify or amend a policy, nor is a supervisor's interpretation of a policy or procedure final and binding, your supervisor's insight may be helpful to you. Should you have questions or concerns about a policy after speaking with your supervisor, you should seek further guidance from a Financial Assistance representative or from a Human Resources representative.

Equal Employment Opportunity

The University is committed to the principle of opportunity for all persons without regard to sex, race, color, religion, age, disability, national or ethnic origin, or any other impermissible factor. Southwestern University's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation. It also is committed to taking affirmative steps to see that such opportunities are made available for personnel in employment, promotion, transfer, recruitment, rates of pay, and other forms of compensation, and selection for training.

If you have any questions or concerns about any type of discrimination in the work place, you are strongly encouraged to bring these issues to the attention of your supervisor, department head, or Associate Vice President for Human Resources. No unlawful retaliation will be made against any employee for raising truthful and good faith concerns or reports concerning equal employment opportunity at Southwestern University.

Harassment

Two fundamental commitments of Southwestern University are to treat employees with respect and dignity and provide an environment free of intimidation and harassment. All employees have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive. Consistent with Southwestern University's respect for the rights and dignity of each employee, harassment based on sex, race, color, religion, age, disability, national or ethnic origin, sexual orientation, or any other characteristic protected by law, will not be sanctioned or tolerated.

Sexual Harassment

Sexual harassment in any manner or form, including sexual harassment based on sexual orientation, is expressly prohibited. It is the policy of Southwestern University to maintain both an academic and a working environment

free from all forms of sexual harassment. All reported or suspected occurrences of sexual harassment will be promptly and thoroughly investigated in confidence. For a review of the University's complete Sexual Harassment Policy and Procedure, see Appendix A of the Staff Handbook.

Drug-free Workplace

The Federal Drug-Free Workplace Act of 1988 requires institutions that receive federally funded grants, including student assistance, to undertake certain actions and adopt various procedures relating to the issue of controlled substances in the workplace. As required by the statute, the University has adopted the policy printed below:

Southwestern University realizes its commitment to provide a healthy environment to its employees in which informed decisions are made and responsible behavior maintained. For this reason, Southwestern University prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, alcohol or inhalants by its employees at any time on the University's premises or when conducting any and all University business. Disciplinary action will be taken against any employee for violation of this policy. Any disciplinary action will depend on the circumstances, but could include termination of employment or could consist of requiring the employee to successfully complete a drug abuse assistance or rehabilitation program. As required by the law, each employee must, as a condition of employment, abide by the terms of this statement, and any employee who is convicted under criminal law of substance abuse while on University property or while performing duties for the University must notify the Human Resources Department within five calendar days of such conviction. For review of the University's complete Drug-Free Workplace Policy, see Appendix B of the Staff Handbook.

Smoke-free workplace

The University has established guidelines governing the use of tobacco on campus. The

intention of these guidelines is to contribute to a safe and healthful working and learning environment while being responsive to and mindful of the rights and privileges of individuals. Unless otherwise designated, all University work areas are smoke-free. For review of the University's complete Smoke-free Workplace Policy, please refer to the Staff Handbook.

No Weapons Policy

Southwestern University believes it is important to establish a clear policy that specifically addresses weapons in the work place. Southwestern University prohibits all persons who enter Southwestern University property from carrying a handgun, firearm, or prohibited weapons of any kind regardless of whether the person is licensed to carry a concealed weapon or not. This policy also prohibits possession or carrying of weapons at any University sponsored functions. The only exceptions to this policy are police officers and state or federal peace officers who are allowed to carry weapons under their authority of their status as a peace officer.

For More Information

Questions about **Eligibility & Placement?** Contact the **Office of Student Financial Assistance** in the Wilhelmina Cullen Admission Center at x1259.

Questions about **Record Keeping & Getting Paid?** Contact the **Business Office** on the first floor of the Cullen Building at x1931, or access the Business Office web site at www.southwestern.edu/businessoffice/studentpayroll.

Questions about **University Employment Practices?** Contact the Human Resources Office on the first floor of the Cullen Building at x1435 or access the Human Resources web site at www.southwestern.edu/hr.