

Holy Names University



Student Employment Handbook for Students

2011-2012

INTRODUCTION

Student Employment is designed to enhance a student's learning experience at the University, while providing an important source of income to help fund the cost of education and ordinary living expenses. Further, Student Employment positions introduce students to new skills providing an arena for growth outside of the classroom. Emphasis is placed on providing practical work experience related to academic studies and other areas of interest, as well as allowing the student to explore career options.

This Student Employment Handbook, created for student employees of Holy Names University, is meant to provide information on the standards of conduct and employment procedures at HNU. These standards are defined solely at the discretion of the University, and as such, may be revised or discontinued without notice.

STUDENT ELIGIBILITY

- Student employees must be matriculated (degree-seeking) students currently enrolled in 6 credits or more and are expected to maintain a 2.0 grade point average (GPA) or better.
- Incoming students for the fall semester, who have paid their deposit, may begin working on or after July 1st. Approval by the committee is needed for an earlier start date.
- Students that graduate mid-year may continue working for one additional semester upon approval from the hiring department and the Financial Aid Office.
- Students who graduate at the end of the spring semester may work until June 30th.
- Graduate Assistants are eligible to work up to 6 hours per week in the Student Employment Program. Graduate Assistants are not to exceed the 6 hour per week limit.

ASSIGNMENTS

- Students are responsible for seeking and applying to Student Employment opportunities.
- All students who are interested in Off-Campus Work-Study (Community Service) must see the Student Employment Coordinator in the Financial Aid Office.

OFF-CAMPUS WORK-STUDY (COMMUNITY SERVICE POSITIONS)

- In some cases, the University enters into contracts with off-campus organizations so that a student may earn his/her HNU Work-Study allotment by working for off-campus sites that serve the greater East Bay Community.
- Priority for these positions is given to Federal Work-Study recipients, but all students are encouraged to participate based on the availability of open positions.
- The services rendered in these positions are designed to improve the quality of life for community residents, particularly low-income individuals, and/or to solve problems related to their needs.
- For more information, students should see the Student Employment Coordinator, in the Financial Aid Office.

INTERNATIONAL STUDENT EMPLOYEES

- All international students with an F-1 visa are eligible to work on campus; however, they are not eligible to participate in the **Federal Work-Study Program**.

- Prior to starting work, an international student must have a Social Security card in order to be processed in the University payroll system. To begin the process of applying for a Social Security card, international students must contact the International Student Advisor to confirm their eligibility to work on campus. At this meeting, students will receive a confirmation letter, which they will take to the Social Security Office.
- Once a Social Security card has been obtained, international students may proceed with the general hiring process (see the section marked HIRING PROCESS for STUDENTS).
- All international students must stop working for the University upon completing coursework toward his/her degree.

MAXIMUM HOURS STUDENTS MAY WORK

- Student employees are eligible to work up to 20 hours per week total during the fall and spring semesters. Students may work up to 40 hours per week during the summer and semester breaks, based on availability of funds.
- **The total maximum number of hours applies to multiple positions (for example, 10 hours with Job 1 and 10 hours with Job 2, for a total of 20 hours is the maximum allowed). Students are not eligible to work overtime.**
- Students may only have two jobs concurrently as part of the student employment program.
- Graduate Assistants are not allowed to work more than 6 hours per week.

SUMMER EMPLOYMENT

- A limited number of on-campus jobs are available in the summer months.
- Any current Holy Names University student registered for the following fall semester may work on campus during the summer.
- Students do not need to be enrolled in summer classes to participate in Student Employment during the summer.
- Students working in the summer may work up to 40 hours per week during the summer.
- Graduate Assistants may work up to 16 hours per week during the summer (GA's are responsible for 24 hours as part of the ELP program, which allows them 16 more units with Student Employment)

HIRING PROCESS (for STUDENTS)

- All students can search for open positions on HNU HawkJobs.
- Application directions for each position will vary by department. Students must review each set of directions carefully, especially when applying for more than one position.
- Once you are hired, students must do the following:
 - Pick up a signed contract from your new supervisor or at the Student Financial Assistance office.
 - Fill it out, sign and return to the Student Financial Assistance Office.
 - You will receive the following forms that must also be filled out and returned to the Student Financial Assistance Office:
 - **IRS Form W-4.** Federal and State law requires that this form be completed to determine appropriate withholding for federal and state income tax purposes. Student employment wages are subject to federal and state income taxes. Certain tax exemptions may apply to international students.

	responsibility and rigorous tasks. Demanding mental and/or physical duties.	experience and/or graduate status.	proficient level of skill required for tasks.	mostly self-directed. Must have proof of detailed and advanced level of work.
\$10.25 +	This category is intended for graduate students, interns and other positions which fall outside of the job classification scale.	Specialized experience and skills, determined by supervisor.		

TIME SHEET

- Students are placed on the payroll system after all Student Employment forms have been received by the Financial Aid Office.
- Students will receive time sheets from their supervisor.
- Time sheets are to be completed in INK. Errors should be crossed off and initialed by the supervisor. *White Out* is **not** be used to make corrections.
- Time sheets should be marked with an “X” for days not worked.
- Twice a month students will submit their timesheets to their supervisor who will verify the students’ hours, sign the timesheet and submit the timesheet to the Financial Aid Office.

PAY SCHEDULE

- Students are paid according to the published payroll schedule.
- The student will receive one check per job. Paychecks are available either through direct deposit or the student’s supervisor.

TERMINATION POLICY

- Student employees are “at will” temporary employees and are not guaranteed employment.
- A supervisor has the right to terminate a student’s employment with just cause. Grounds for disciplinary action include, but are not limited to: poor performance, tardiness, absenteeism, inappropriate behavior such as, personal telephone calls and excessive visits with friends during work hours and improper conduct. Improper conduct can result in immediate termination and includes: theft, physical and verbal abuse, misuse of equipment, falsifying records, and/or the disclosure of confidential information.
- A student employee may be dismissed from a position for several reasons including: budgetary constraints, student’s lack of FWS funds, program changes, a decrease in available work hours, job requirements, unsatisfactory work, GPA below 2.0, failure to be enrolled part-time, irregular attendance, or improper conduct.
- If and when disciplinary problems arise, a supervisor may use the following guidelines, as they provide written documentation in the event of counteraction by the student:
 - Give the student a verbal warning, stating exactly what the unacceptable behavior was, and what needs to be done to correct the problem.

- The second time there is a problem, (it does not have to be the same problem) give the student a written warning of what the unacceptable behavior was and what needs to be done to correct the problem. A copy should be sent to the Financial Aid Office.
- On the third time, the student should be given a written notification of termination stating the reasons why this action has been taken. A copy of this notice is to be sent to the Financial Aid Office.
- If student employment is terminated for due cause, the Financial Aid office will not issue another job referral for work-study to that student for a minimum of one semester.
- Termination of a position due to budget constraints, completion of a project, or other valid reasons unrelated to a student's job performance may occur at any time. In the event of this, the student should return to Career Services to learn about further employment opportunities. This will not affect the student's ability to obtain other student employment positions.

EVALUATION

- The supervisor will complete a work performance evaluation for each student employee at the end of the job or at the end of each semester.
- This written evaluation becomes part of the student's permanent employment file and allows a supervisor to recommend a student for rehire providing eligibility requirements are met and funding is available.
- The evaluation should be based on the student's reliability, cooperation, willingness to learn and work with others, creativity, dependability, interest and degree of enthusiasm for the job, initiative and responsibility, quality of work, contribution to the department, and any other skills the supervisor chooses to mention.
- The evaluation must be discussed with the student and, if needed, suggestions for improvements should be made.
- The student may also make suggestions that could improve the work experience.

STUDENT EMPLOYMENT POLICIES

Each position varies in regards to duties and responsibilities. The supervisor will inform the student of the job description, rules and expectations.

GENERAL EXPECTATIONS

A student employee

- will contact the supervisor before the scheduled shift if an absence or tardiness is unforeseen;
- will follow the dress code as established by the supervisor;
- must sign a confidentiality statement during the hiring process and
- must be authorized by the supervisor to use office equipment including telephones, computers, photocopiers, and facsimile machines for work or personal use.

STUDENT RESPONSIBILITIES

- The student employee has the responsibility to represent the employer and the University to other students, faculty, staff and visitors. Every student employee is expected to fulfill the following responsibilities:
 - be prompt in reporting to work according to the assigned work schedule. Employers realize that some flexibility in work schedules may be required to accommodate academic demands, but as in other jobs, an employee is expected to follow the work schedule as agreed upon with the supervisor.
 - display efficient and cooperative job performance;
 - notify the employer or supervisor in advance when illness or unforeseen circumstances will prevent attendance at work or cause tardiness;
 - notify the employer or supervisor if it becomes necessary to terminate employment, giving at least two weeks' notice in writing when possible;
 - inform each supervisor regarding employment in multiple positions.

CONFIDENTIALITY

- The confidentiality of student information is protected under a federal law known as the Family Educational Rights and Privacy Act (FERPA).
- Inappropriate release of confidential student information is a serious offense. You must sign a confidentiality statement.
- Do not discuss department issues with anyone outside of the department, nor remove files or other materials from your workplace.
- The confidentiality form that students must sign will be part of the hiring process.

HUMAN RESOURCES

- Holy Names University is an Equal Opportunity/Affirmative Action Employer, committed to providing a working environment which values the diverse backgrounds of all people. The University prohibits unlawful discrimination and harassment in employment and education programs and services on the basis of race, color, religious creed, sex, gender, sexual orientation, religion, marital status, registered domestic partner status, veteran status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, or any other consideration made unlawful by federal, state, or local laws.
- Any complaints involving discrimination on the basis of any of the above should be addressed to Human Resources, located in the Hester Building.
- HNU is dedicated to taking affirmative action with respect to its policies regarding recruitment, selection, promotion, training, rates of pay, and other forms of compensation. All matters relating to employment are based upon the employee's ability to perform his/her job, as well as their dependability and reliability once hired.

SEXUAL HARASSMENT

- Sexual harassment is any unsolicited verbal, non-verbal, or physical behavior of a sexual nature that interferes with a person's employment status or creates an intimidating, hostile or offensive environment. Sexual harassment incidents can involve a male harasser and a female victim, a female harasser and a male victim, and also same gender harassment.
- It is against the policy of Holy Names University, for any member of the Campus Community, male or female, to sexually harass another employee or student. The University

is committed to providing a working and learning environment that is free from any and all forms of abusive harassing or coercive behavior and conduct. We seek to preserve the rights for all members of the Campus Community and assure that they be treated with appropriate respect and dignity.

ON THE JOB INJURIES: WORKERS' COMPENSATION INSURANCE BENEFITS

- All student employees of Holy Names University are covered by worker's compensation insurance which provides for partial income replacement and the payment of medical expenses incurred due to injury or illness arising out of and/or in the course of employment.
- Coverage is automatic upon employment, and the University assumes total cost of this coverage.
- It is essential that students report the situation immediately to their supervisor and Human Resources (unless it is life threatening). All accidents or job-related injuries must be reported, no matter how minor.
- The injury report form (Form DWC1) and further information about the worker's compensation process may be found in the HR Public Folder on the HNU public drive (W drive).
- If life threatening or to receive immediate emergency medical treatment for an injury, contact Campus Safety for assistance at Ext. 6000 if you are near a campus phone. Campus Safety will notify the appropriate emergency personnel if necessary. If dialing from a cellular phone, call 911 directly.

OFFICE AND STAFF DIRECTORY

Murad Dibbini, Dean of Retention and Student Financial Services; dibbini@hnu.edu

Alondra Maciel, Student Financial Assistance Counselor, Maciel@hnu.edu
Located in the Hester Building, Financial Assistance Office

Maureen Nikaido, Career Counselor; nikaido@hnu.edu
Career Services; located in the Student Success Center in Brennan Hall

Holly Neu, Human Resources Specialist, neu@hnu.edu
Human Resources; located in the Hester Building, Room 8