

Lawrence University

2009-10

Student Employment Handbook

ABOUT THE HANDBOOK

This manual provides general information on work requirements and policies for student employees and their employers. It is not intended to cover every possible situation which could be encountered, but rather to provide an overview to current university policy. Employers are encouraged to develop policies and procedures which cover the uniqueness of individual departments.

PLEASE NOTE

Neither this manual nor the policies set forth in it create a contract of employment between the student employee and Lawrence University. Employment policies may be changed at any time by the university as it deems necessary. In some sections of the manual, the right to change policies is set forth specifically. This does not limit the university's right to change other policies.

ALL STUDENT EMPLOYEES ARE EMPLOYEES-AT-WILL. THIS MEANS THAT AN EMPLOYEE MAY LEAVE HIS OR HER JOB AT ANY TIME OR BE TERMINATED AT ANY TIME.

For questions regarding Student Employment, please contact the Office of Financial Aid at 832-6583 or by email at financial.aid@lawrence.edu. Payroll questions can be referred to payroll@lawrence.edu or 832-6544.

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Introduction

Lawrence University believes that part-time student employment during periods of enrollment is mutually beneficial for the student and the university. Following are the fundamental concepts upon which student employment practices are based:

- Earnings from part-time employment are an important source of financial assistance to the student.
- Work experience is a vital and significant factor in preparing the student for a future career.
- Student employment on campus can have a positive effect on student academic success.
- Student employment contributes to the university's educational commitment because student employees gain essential knowledge about work ethics.

Student Benefits

- Part-time earnings help students pay for their educational expenses.
- Students develop time management skills due to the necessity of balancing academic and employment commitments.
- Students sample career alternatives and generate career opportunities through part-time employment.

Employer Benefits:

- Students offer a variety of skills and work experiences.
- Students are available to work non-routine hours to fill necessary "time-slots."
- Students have educational expenses to pay for and, therefore, are motivated to pursue employment.
- Students are eager to learn additional skills and gain work experience.

Definitions

Campus Employment

A non-need based student employment program funded by Lawrence University.

Child Labor Permit (Work Permit)

Required when employee is under the age of 18. Permits are available through the Payroll Office.

Community Service Positions

Federal work study jobs at non-profit agencies that provide a service to the community and are designed to improve the quality of life for community residents.

Direct Deposit

A student's paycheck will be deposited directly into the checking or savings account of their choice.

Federal Work Study

A need-based student employment program sponsored by the federal government which subsidizes wages paid to students.

I-9

Required by the Department of Homeland Security, this form documents that each new employee (both citizen & non-citizen) hired after November 6, 1986 is authorized to work in the United States.

Minimum Wage

Established by the federal government to guarantee a minimum wage paid to employees. Current minimum wage is \$7.25 per hour.

Pay Period

A biweekly or two-week period of employment.

Salary Grade

Used to identify the level of a position and the associated pay range.

Student Employment Program

A program that encompasses Federal Work Study and Campus Employment.

Student Employment Advisory Committee

A committee that oversees the student employment program on campus.

Supervisor

Student's immediate "boss", who generally directs/supervises work process.

Electronic Time Sheet

An online document where the student records their hours of work during a pay period.

W-2

End-of-year earnings statement used for reporting income earned to the government.

W-4

Tax withholding form completed by student upon hire, and updated by student if needed.

Federal Work Study

Federal Work Study (FWS) is a need-based financial aid program subsidized by the federal government. To be considered for FWS, a student must complete the Free Application for Federal Student Aid (FAFSA) and any other documents requested by the Financial Aid Office. A student's award will indicate if he/she is eligible for FWS. When the student accepts a FWS award, he/she agrees to obtain FWS employment and earn the award.

Continuing students who submit their FAFSA by April 1 of each year are given preferential consideration for campus-based aid awards, including FWS awards.

Earnings from a FWS position are excluded from the needs analysis calculation when applying for financial aid for the following year. Annual earnings from campus (non-FWS) employment will not limit the awards authorized in that academic year, but may decrease a student's financial aid eligibility for the next academic year.

Only students who have been awarded FWS are eligible to be employed in one of the off-campus community service positions available through Lawrence's student employment program. Availability for these positions is posted online through Voyager. Students with campus employment are eligible to work on campus, but are not authorized to work in one of the community service positions.

Student Employment Opportunities

- Student employment opportunities are posted in Voyager.
- Employers wanting to post available student employment positions must submit a student employment requisition form to the Financial Aid Office. All jobs will be posted online through Voyager.
- The student is responsible for contacting the supervisor in the given department to arrange for the initial interview.

Grade Level Assignments

- All positions will be assigned to the lowest grade level unless a review of the job is requested by the employing department and meets criteria approved by the Student Employment Advisory Committee.
- To request reassignment to a higher grade level, the supervisor must prepare a job analysis detailing the responsibilities/duties and the qualifications/skills required and forward to the Financial Aid Director for consideration by the Student Employment Advisory Committee. The supervisor will be advised of the determination.
- Positions are assigned to grade levels based upon the job evaluation system which considers the following:
 - Qualifications required to do the job
 - The job environment and working conditions

- Supervision required and/or exercised
 - Difficulty and complexity of assigned responsibilities
 - Level and type of personal contacts required
- Positions are assigned to one of three grade levels with the 2008-2009 pay range shown.

LEVEL	MINIMUM	MAXIMUM
SI	\$7.25	\$8.25
SII	\$7.50	\$8.50
SIII	\$7.75	\$9.00

Salary Guidelines

- Once a job has been classified, students will generally be paid at the minimum for their grade level, subject to federal minimum wage rates. Pay above the minimum rate may be adjusted based upon working conditions, prior experience with the university, or extraordinary skills possessed by the student. *Under no circumstances will the student's pay exceed the maximum of the assigned grade level.*
- Supervisors may issue a pay adjustment for student employees demonstrating superior performance. This increase is intended to recognize services which *consistently exceed job expectations*. Superior work on an individual project is insufficient to warrant an increase. Such requested increases should generally not exceed 5% annually and should be accompanied by a completed performance review form.
- Length of service alone does not warrant an increase. If job responsibilities change, an updated job analysis should be forwarded to the Financial Aid Director for reclassification consideration.

Hiring Guidelines for Employers

- Compare the student's qualifications and experience with departmental needs to determine an adequate match between student and position.
- Review performance standards and expectations and discuss them with the student.
- Departments may require testing of an applicant's job skills. Applicant testing is the department's right and responsibility.
- Supervisors should confirm with the student that an I-9 and a W-4 have been completed. Federal regulations require the I-9 to be completed no later than the first date of employment. The employee then has up to 3 business days to bring documentation to complete section 2. If the employee fails to provide this documentation within 3 days, they will not be allowed to work until this has been submitted.
- Review the student's availability and determine how many hours a week the student can work. Discuss specific requirements of the department to include: attendance, dress code, eating on

the job, phone usage, visits while working, work commitment during final exam week, consequences for violating a confidentiality policy, time sheet procedures, disciplinary processes, and arrangements for specific training.

NOTE: Students cannot exceed a total of 20 hours per week worked in all campus positions combined.

Hiring Guidelines for Student Employees

- Identify potential job opportunities through Voyager. Contact the hiring department(s) directly to confirm that the opening still exists and to arrange for an interview.
- Students must comply with employment eligibility verification requirements.
 - To meet government regulations, all student employees must complete an I-9 form, which includes providing documents supporting the student's ability to legally work in the U.S. **The I-9 form is completed prior to beginning employment and is valid as long as the student is enrolled at the university.**
 - The completed I-9 form, along with the proper documents, should be taken to the Payroll Office for review. **Student employees must submit documentation within 3 business days from the first day of employment. Failure to provide documentation within this timeframe will result in the student not being allowed to work until the documentation has been submitted. STUDENT EMPLOYEES ARE NOT ALLOWED TO WORK WITHOUT COMPLETING THIS FORM AND UNDER NO CIRCUMSTANCES WILL A PAYCHECK BE ISSUED IF THE STUDENT HAS NOT DONE SO.**
 - International students must contact the Payroll Office in Brokaw Hall for additional requirements related to I-9 completion.
- Students must complete a W-4 form. The W-4 form is good for the duration of the student's attendance at Lawrence unless they would like to change their withholdings, at which time a new W-4 should be submitted to payroll.
- International students are required to provide and complete additional documentation.
- Students under the age of 18 must obtain a work permit through the Payroll Office.
- It is the responsibility of the student to determine a mutually acceptable work schedule with the employer.

International Students

- International students must have a Social Security number. This is needed to meet the special year-end reporting requirements for the Internal Revenue Service.
- International students are required to complete a Foreign National Information Form which may be obtained from the International Student Adviser or the Payroll Office. A copy of both

sides of the I-94 Form, "Arrival and Departure Record" (a small white card inside the passport), copy of the U.S. VISA from the passport, and I-20 or IAP66 must be attached to the Foreign National Information Form. This is necessary for Payroll to file the proper paperwork with the U.S. government regarding taxes on scholarships and/or employment. This information is also needed to generate the forms used to complete tax withholding and required reporting on scholarships and/or employment.

- The generated withholding and reporting documents will require the international student's signature prior to employment.

Time Reporting

- Students will complete an electronic on-line timesheet, which is then sent to their supervisor for approval. Each student's timesheet will be accessible through their Voyager account.
- A student cannot accumulate hours over the time span of a month or a term. Hours must be submitted accurately within the designated pay period.
- Falsified time sheets (forgery, recording of hours not actually worked, etc.) will not be tolerated and will lead to immediate dismissal of the student employee and/or other consequences.

Payroll Process

- A payroll schedule will be available online at <http://www.lawrence.edu/dept/finaid/se.shtml> for each academic year at the beginning of Term One. Students must complete their online time sheet by the date listed on the schedule. The supervisor will approve the timesheet by the date listed on the schedule. If the time sheet is late (due to either the fault of the student or the supervisor), the student will not be paid until the following pay period.
- The first payroll check can be expected approximately three weeks after the student employee begins working. This means that a student will work for two weeks, submit his/her time sheet, and, one week later will be paid.
- We highly encourage student employees to have their payroll check direct deposited into a savings or checking account of their choosing. This avoids the problem of lost or misplaced checks and allows the money to be deposited into the students account should they be off campus on a pay date.
- Lost payroll checks should be reported to the Payroll Office. A stop payment will be issued and a new check will be prepared after a 10-day waiting period. There is a \$10 service fee charged to the student to cover related costs.

Refer your payroll questions to: payroll@lawrence.edu
Colleen Borchardt ext 6544

STUDENT PAYROLL SCHEDULE 2009-2010

Pay Period Begin Date	Pay Period End Date	Paycheck Date (Friday)
9/13/09	9/26/09	10/2/09
9/27/09	10/10/09	10/16/09
10/11/09	10/24/09	10/30/09
10/25/09	11/7/09	11/13/09
11/08/09	11/21/09	11/27/09
11/22/09	12/5/09	12/11/09
12/6/09	12/19/09	12/23/09
12/20/09	1/2/10	1/8/10
1/3/10	1/16/10	1/22/10
1/17/10	1/30/10	2/5/10
1/31/10	2/13/10	2/19/10
2/14/10	2/27/10	3/5/10
2/28/10	3/13/10	3/19/10
3/14/10	3/27/10	4/2/10
3/28/10	4/10/10	4/16/10
4/11/10	4/24/10	4/30/10
4/25/10	5/08/10	5/14/10
5/9/10	5/22/10	5/28/10
5/23/10	6/5/10	6/11/10
6/6/10	6/19/10	6/25/10

Students: Completed timesheets are due to your supervisor at the end of a pay period. (Note the schedule above).

Supervisors: Completed timesheets are due to payroll on the **Monday** following the end of a pay period. (Note the schedule above).

Supervisor Responsibilities

- Students are students first and employees second. Both the supervisor and student should be alert to any potentially negative impact the employment is having on the student's academic performance.
- Supervision should be on-going and meaningful.
- Supervisors should clearly identify tasks and projected time frames for completion, where applicable.
- Studying, visiting, etc. should be discouraged by the supervisor unless otherwise authorized in the structure of the job (example: a desk clerk).
- All students should receive periodic performance evaluations to discuss strengths and areas for improvement and, where applicable, establish goals or identify new duties. A supervisor should also provide students with the opportunity to share questions or concerns they may have about the job. This performance evaluation can be used as a basis to request a salary increase, if appropriate.

Student Responsibilities

- *Promptness/Consistency:* Students are expected to arrive on time and maintain a consistent set of hours as agreed upon with the employer.
- *Confidentiality:* All information learned while at the work place must stay at the work place. Disclosure of confidential information is grounds for immediate termination. Some offices will require the signing of a confidentiality agreement.
- *Job Etiquette:* Anticipated absences should be reported to the employer at least a week in advance. Two weeks notice should be given when leaving a job.
- *Courtesy:* Proper manners and courtesy are expected when dealing with both the internal and external contacts of the university.
- *Web Time Entry:* It is the dual responsibility of the student and supervisor to correctly complete web time entry. If the time report does not arrive on schedule in the Payroll Office at the close of the pay period, the check will be delayed two weeks beyond the usual one week waiting period. Falsified time entry will lead to immediate dismissal and may result in Judicial Board review.
- *Hours:* It is the student's responsibility not to exceed the weekly hour restrictions (20 hours during class sessions and 40 hours during breaks).
- *Academics:* The student's primary role is as a student. If conflicts arise between employment and academics, the student should contact the employer to discuss the situation.
- *Drugs/Alcohol:* Use of drugs or alcohol on the job, possession on the job, or coming to work while under the influence of could result in termination. For more information, consult the Lawrence University Alcohol and Other Drugs Policy in the Student Handbook.

Termination of Student Employment

- *Termination as a result of completion of assigned task.* Students are often employed to perform specific tasks for short periods of time. At the time of hire, students should be advised of the approximate length of employment and should be reminded of this as completion of the task nears.
- *Termination because of budget.* At time of hire, students should be informed if departmental budget considerations will affect hours of work or length of employment. Again, reasonable notice should be relayed to the student before funds become depleted.
- *Termination as a result of unsatisfactory performance.* At the time of hire, students should be advised of normal performance expectations. If a student's performance does not meet those expectations after a reasonable time for improvement has elapsed, supervisors may terminate the student.
- *Termination as a result of program abuse.* Situations in which there is abuse of the employment program or fraudulent data is supplied by the student may result in immediate termination of employment. In addition, the details of the circumstances surrounding the incident may be forwarded to the Dean of Students for possible additional university sanctions.

Termination Guidelines:

- Supervisor should allow the student to present his/her version of the situation. Often there is misunderstanding or miscommunication involved.
- Supervisors should keep written notes/evaluations to support disciplinary actions. Evaluations may be formal or informal.
- Students need to be informed if the discussion is a warning and need to clearly understand the behavior change expected of them.
- If the discussion results in termination of the student, the Human Resources Department should be notified in writing. The notification will be placed in the student's file and available to other Lawrence employers upon request.

Complaint Resolution

The university seeks to provide an environment which promotes job satisfaction and personal growth. There may be times when individual work-related problems will arise. When this occurs, the student is encouraged to discuss the situation with his/her supervisor and work toward resolution. When attempts to resolve a problem in this manner have failed or are impractical, students are encouraged to address their complaints in the following manner.

- The complaint should be made in writing and contain: a) a clear statement of the complaint and the facts on which it is based, and b) the remedy or corrective action sought. It should be given to the Director of Human Resources, who will ensure that the student receives a written reply.

- Students should feel free to discuss their concerns with the Director of Human Resources prior to putting them in writing. The purpose of this meeting is to clarify the exact nature of the complaint, to correct any misunderstanding of personnel policies which may be related to the complaint and, if requested, to help the student commit his/her complaint to writing. Requests by students for another student to attend this meeting will be considered on a case-by-case basis.

Substance Abuse

Introduction

As noted in Lucc legislation, Lawrence University is opposed to the use of potentially dangerous drugs. The university expects its students and employees to obey the laws established and enforced by local, state, and federal agencies concerning the possession, use, or distribution of illegal drugs.

The university recognizes that the use of controlled substances and alcohol impairs performance, whether it be academic or work-related, and maintains that the most effective means to deter the abuse of drugs and alcohol is through: a) a continuing program of education emphasizing the facts about drugs and alcohol; b) the availability on a non-punitive basis of support services (medical and counseling); and c) a campus climate where personal influence deters drug abuse. Students who need help in dealing with such problems are encouraged to seek help through the Counseling Center or the Dean of Students Office.

Policies

The manufacture, sale, distribution, possession, or use of controlled substances by students or employees is prohibited at any time:

- in, on, or about the university campus and property;
- at or as a part of any on-campus or off-campus, university- or student sponsored activity;
- during the performance of one's duties as an employee.

The university also is opposed to the illegal or irresponsible use of alcohol and expects its students and employees to obey the university regulations and the local, state, and federal laws concerning the possession, use, or distribution of alcoholic substances.

- With regard to students, possession, use and distribution of alcoholic beverages to a person of legal age are permitted on the campus only by persons of legal age. Anyone distributing alcoholic beverages to a person not of legal age or any person not of legal age possessing or using alcoholic beverages is subject to disciplinary action by the university

Appropriate disciplinary action will be taken in response to violations of these policies in compliance with local, state, and federal laws. Furthermore, the university is not a sanctuary protecting those who violate laws regulating the use of drugs or alcohol, and university officials will cooperate with legal authorities whenever necessary.

Equal Employment Opportunity/Affirmative Action Policy

The administration of Lawrence University is committed to the principles of Equal Employment Opportunity and Affirmative Action as set forth under Title IX of the Education Amendment of 1972 and the regulations issued thereunder. It is the responsibility of every supervisor to ensure that all actions such as recruiting, employment, work assignments, training, promotions to all job titles, compensation, benefits, leaves of absence, transfers, terminations, layoffs, and social and

recreational programs are administered in accordance with the university's Equal Employment Opportunity Policy and without regard to race, color, sex, religion, national origin, age, physical or mental handicap or veteran status, sexual orientation, or arrest or conviction record.

As essential part of the university's programs requires that all employees work together to maintain an environment that fosters mutual employee respect and promotes a harmonious, productive work place free of harassment and intimidation. Any employee who has a question or concern regarding any type of discrimination or harassment is encouraged to bring it to the attention of his or her supervisor or the Director of Human Resources.

Lawrence University does not discriminate on the basis of sex in the educational programs or activities that it operates. Such nondiscrimination is required by Title IX of the education amendment of 1972 and regulations issued thereunder, and extends to employment in and admission to Lawrence's programs and activities. Inquiries concerning the application of these laws should be directed to the Executive Vice President for Business Affairs (920-832-6536) or the Provost (920-832-6528), 711 East Boldt Way, Appleton, WI 54911.

Student Employment Advisory Committee

The Student Employment Advisory Committee oversees the process of Student Employment on campus. Members of the committee include the Vice President of Admissions and Financial Aid, Director of Financial Aid, Director of Human Resources, and the Human Resources Supervisor. The committee meets to review and consider job classification requests, pay rates, and other issues related to student employment.

The following describes the categories available for establishing pay rates:

- a) Job classification requests are **position** classifications based primarily upon the ability to attract and retain appropriate qualified student employees
- b) Requests for pay rate enhancements (**at the time of hire**) above the minimum for the position must be based upon exceptional skill level or experience which the student has acquired prior to hiring.
- c) Requests for pay rate increases based upon performance and length of service must include a recent performance evaluation form as supporting documentation. Factors to consider include level of performance and additional skills acquired while on the job. Length of service itself does not justify a pay increase. The allowable range is 0%-5% per year.

Category (a) applies to the position and is **not** related to the specific individuals filling the position at any given time. Any reclassifications approved by the committee will become effective at the beginning of the next academic term. Categories (b) and (c) relate to the specific student employee and do **not** affect the position classification or pay scale for any other student employee. Any pay rate increases under category (c) become effective at the beginning of the next pay period.