

# Lawrence University

2011-2012

## 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 Financial Aid Office at 832-6583 or by email at [financial.aid@lawrence.edu](mailto:financial.aid@lawrence.edu). Payroll questions can be referred to [payroll@lawrence.edu](mailto:payroll@lawrence.edu) or 832-6544.

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**Important Notice:** Throughout this handbook you will see † next to some topics. The † lets you know that the topic applies to academic year student employment only. All other topics apply to both summer and academic year student employment.

## **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 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 administered by the university. Student earnings are subsidized by the federal government.

### **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.

## **Types of Student Employment**

Students may be awarded Federal Work-Study (FWS) or Campus Employment (CE) as part of their financial aid award. The amount of the FWS or CE award represents a student's *maximum* earnings potential while employed under the FWS or CE program. These awards are not deducted from the student's University tuition bill. The student is paid biweekly for those hours actually worked.

### **Federal Work-Study †**

The Federal Work-Study Program (FWS) is a federally subsidized work program which provides on-campus and off-campus employment opportunities to eligible students with financial need. 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.

Earnings from a FWS position are excluded from the needs analysis calculation when applying for financial aid in the following year. In addition, FWS earnings are not subject to FICA tax.

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.

### **FWS Community Service †**

Lawrence University partners with a number of organizations in the area to provide FWS employment that offers community service opportunities. Students eligible for FWS are encouraged to take advantage of one of the many FWS Community Service positions.

### **Campus Employment**

The Campus Employment program is a Lawrence University funded work program which provides on-campus employment opportunities to students.

## **Student Employment Opportunities †**

- It is the student's responsibility to secure a job. Jobs are not assigned.
- Student employment opportunities are posted on the Lawrence University website at [www.lawrence.edu/dept/finaid/work.shtml](http://www.lawrence.edu/dept/finaid/work.shtml).
- Students interested in any of the positions posted on the website should contact the supervisor listed on the posting.
- Students interested in working within specific departments on campus may also contact those departments directly.
- Student employment opportunities are on a first come, first serve basis. A FWS or CE award offers the opportunity to secure a job, but does not guarantee employment.

## **Salary Guidelines**

- Starting pay for most position is the federal minimum wage rate. Pay above the minimum rate may be adjusted based upon working conditions, prior experience with the university, or extraordinary skills possessed by the student.
- 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.

## **Hours and Scheduling**

- Students may not work during the hours they are expected to be in class.
- Students may work a maximum of 20 hours per week while classes are in session; however they may not exceed their FWS or CE award. Students who exceed 20 hours per week while classes are in session will be subject to the following:
  1. First Violation: Student will be issued a written(via email) warning. All supervisors will be copied on the email.
  2. Second Violation: Student will be terminated from their current student employment position(s) for the remainder of the term. If the second violation occurs at the end of an academic term, the termination will carry into the following term.
  3. Third Violation: Student will be terminated from their current student employment position(s) for the remainder of the academic year.
- When the university is not in academic session (during winter, spring, and summer breaks) students may work up to 40 hours per week, subject to availability of work, supervisor approval, and eligibility of funds.
- Student employees shall be given a 15 minute paid rest period during each 4 hours of work.
- Student employees shall be given a 30 minute unpaid lunch period if they work an 8 hour shift.
- Student employees receive no paid sick leave, vacation leave, or holidays.

## **Leave of Absence/Graduation**

A student must be removed from the student employment payroll for any of the following reasons:

- Graduates
- Withdraws from the University
- On a leave of absence
- Dismissed or suspended for academic or conduct reasons

## **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.

## **Hiring Guidelines for Employers**

- Compare the student's qualifications and experience with departmental needs to determine an adequate match between student and position.
- Departments may require testing of an applicant's job skills. Applicant testing is the department's right and responsibility.
- 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.
- Review the student's availability and determine how many hours a week the student can work.
- On at least an annual basis, review performance standards and expectations and discuss them with the student.
- 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.*

## Hiring Guidelines for Student Employees

- 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.

## Time Reporting

- Students will complete an 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.
- Students are not paid for travel time (Example: student tutors taking the bus to a local elementary school, student team managers or student athletic trainers traveling to an event, etc.) unless it is mandatory travel required for the position.
- 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.
- The gross pay will include:
  - Hours actually worked or paid during the work week up to and including forty (40) hours at regular pay rate.
  - Hours actually worked or paid during the work week beyond forty (40) hours at 1-1/2 times regular hourly rate.

Note: All overtime must be authorized in advance by the supervisor.

All biweekly paycheck information is available for viewing on Voyager on the Friday morning following the end of the two-week pay period.

## **Payroll Process**

- A payroll schedule will be available online at [www.lawrence.edu/dept/finaid/campusemployment/forms.shtml](http://www.lawrence.edu/dept/finaid/campusemployment/forms.shtml).

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 **\$25 service fee** charged to the student to cover related costs. This fee can be waived if the student enrolls in direct deposit.

Refer your payroll questions to: [payroll@lawrence.edu](mailto:payroll@lawrence.edu)  
Accounts Payable ext. 6544

- **Students:** Completed timesheets are due to your supervisor(s) at the end of a pay period.
- **Supervisors:** Completed timesheets are due to payroll on the Monday following the end of a pay period.

Lost payroll checks should be reported to the Payroll Office. A stop payment will be issued and a new check

## **Supervisor Responsibilities**

- 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).
- During the academic year, 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**

- Students should work with supervisors to arrange work schedules that are mutually beneficial to both the student and the department. It is the student's responsibility not to exceed the weekly hour restrictions (20 hours during class sessions and 40 hours during breaks).
- Students are expected to be reliable, punctual, and dependable in attendance and should notify their supervisor if circumstances cause them to be late.
- On an occasion where absence from work cannot be avoided, the supervisor should be notified with as much advance notice as possible given. If the supervisor is not available, the student should contact the individual designated as the department head. Two weeks notice should be given when leaving a job.
- Extensive absenteeism and tardiness may be reason for disciplinary action, up to and including termination.
- All student employees must deal with some level of confidential information in the performance of their duties. This information cannot be discussed or made available to anyone without the proper approval of your supervisor. Unauthorized sharing of confidential information is grounds for immediate termination. Some offices will require the signing of a confidentiality agreement.
- Proper manners and courtesy are expected when dealing with both the internal and external contacts of the university.
- When you are at work, you are a representative of the university and are expected to present a positive and professional image. Your dress and appearance should not be a distraction to those with whom you work. Your dress and appearance should be within acceptable standards of health, safety and public contact set by your supervisor. Some departments or areas have dress and appearance standards consistent with their function. Your supervisor will inform you about the specific requirement, if any, for your department standard of dress.

- It is the dual responsibility of the student and supervisor to submit hours worked each pay period. If the time report does not arrive on schedule in the Payroll Office at the close of the pay period, the student's pay will be delayed until the next pay period. Falsified time entry will lead to immediate dismissal and may result in Judicial Board review.
- During the academic year, the student's primary role is as a student. If conflicts arise between employment and academics, the student should discuss the situation with their employer.
- 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.
- Lawrence University is committed to providing a safe and healthy work environment free from threats or acts of violence. Lawrence University will not tolerate threats or acts of violence directed by an employee toward others. Violence is defined to include, but is not limited to, physical assault, aggressive behavior (either physical or verbal) directed at another individual, intentional destruction of Lawrence University property, intimidation through verbalized or implied threats, and destruction of another's property. Any reported act or threat will be investigated as a potential violation of this policy. Any confirmed act or threat is grounds for disciplinary action, up to and including immediate termination of employment.

Any employee who has witnessed or experienced a threat or act of violence is expected to make a report to their supervisor or to the Director of Human Resources. Such report will be kept confidential to the extent possible. Lawrence University will investigate such reports and take action appropriate to the situation. When necessary, Lawrence University will cooperate with local law enforcement agencies.

- [Employee Standard of Conduct and Discipline](#)

## **Safety**

- The University endeavors to provide a safe environment for all. Therefore, it provides training covering safe work methods and makes available, where appropriate, equipment required to protect against particular hazards. Lawrence will comply with regulations affecting the safety and well-being of employees.
- It is the obligation of each employee to observe the safety regulations to use the safety equipment provided and to demonstrate good safety behavior at all times.
- In the event of any injury, it is the responsibility of the employee to complete an Employee Accident/Injury Report the same day of the incident.

## **Worker's Compensation**

- See [policy](#) for details

## **Sexual Assault and Sexual Violence Policy**

- See [policy](#) for details

## **Sexual Harassment Policy**

- See [policy](#) for details

## **Harassment Policy**

- See [policy](#) for details

## **Substance Abuse Policy**

- See [policy](#) for details

## **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 as a result of exceeding 20 hours per week while classes are in session.* See "Hours and Scheduling" for more information.

## **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.

## **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 Director of Financial Aid, the Director of Human Resources, and the Director of Finance. The committee meets to review and consider 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.

**i** *Applies to academic year only*