

# Student Employment Handbook

*FEBRUARY 2012*



**ANDERSON UNIVERSITY**

*Academic and Christian Discovery*

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## Introduction

Welcome to student employment at Anderson University! You are a valued part of our workforce and a critical link in the services provided. In addition to providing needed income, student employment is a part of the Anderson University educational experience. It is our hope your employment will provide work and life skills that will be useful to you in the future.

The staff of Human Resources will help you with any questions or concerns you may have while a student employee at Anderson University. Feel free to drop by Decker Hall 10 or telephone extension 4132 to ask questions or schedule an appointment.

Best wishes for a productive and enjoyable work experience.

### Office of Human Resources

Decker Hall Room 10

765-641-4132

<http://www.anderson.edu/humres/student/>

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*Anderson University is an equal-opportunity employer and as such, ensures that both applicants for employment and employees are treated in compliance with applicable laws and regulations governing equal-employment opportunity and non-discrimination in employment on the basis of race, color, national origin, disability, age, gender, or veteran status.*

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## Student Employment Guidelines

**Enrollment** — Students must be enrolled at least six credit hours during the semester to qualify for student employment. For summer employment, students must be enrolled for fall semester at least six credit hours. The minimum enrollment for international students is 12 credit hours.

**Financial Aid** — A student must have Federal Work Student (FWS) or Anderson University Employment (AUE) in their financial aid package to be eligible for student jobs. Student employment eligibility is determined each year by the Office of Student Financial Services.

**Types of Jobs** — The majority of student jobs such as office, maintenance, and tutoring are paid hourly. A limited number of positions such as resident assistants and elected and appointed student leaders are paid a stipend. Some student jobs are called “designated” positions and require a specific certification, skill, class, or other previous experience/qualification.

**Federal Work Study Employment** — FWS awards may be used only for hourly paid positions either on-campus or with an off-campus agency having an agreement with the university. FWS earnings are paid bi-weekly and are subject to federal, state, and local tax withholding. We cannot credit student accounts directly with wages earned, and FWS does not carry over from one academic year to the next.

Students may work in an off-campus FWS job until their maximum FWS allocation is earned. To continue working the off-campus employment, the off-campus FWS employer must pay students directly.

**Maximum Hours** — Students may work a maximum of 15 hours per week in one or a combination of hourly and/or stipend positions. International students may work a maximum of 20 hours per week in one or a combination of hourly and/or stipend positions.

During academic breaks (Christmas, Thanksgiving, spring break) and over the summer, all students meeting the minimum credit hour enrollment are eligible to work up to but not exceeding 40 hours per week. Students must be asked or scheduled to work additional hours during breaks and/or over the summer.

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**Student Employment Application** — Students seeking on-campus or off-campus FWS employment must complete a student employment application, available in Human Resources or on the university Web site (see page 9).

**Required Forms** — Students are required to complete four employment-related forms for payroll processing. The Bureau of Citizenship and Immigration Services requires completion of a *Form I-9* within three business days of the first day of employment. The form requires presentation of documents that establish identity (such as a driver's license) and employment eligibility in the United States (such as a social security card or birth certificate). Both identity and employment eligibility can be documented with a valid United States passport. Additional information on suitable documents is available in Human Resources.

Student wages or earnings are subject to federal, state, and county income tax. A *W-4 form for federal and state income tax* must be completed before a paycheck can be issued. Please note that students are generally exempt from Social Security (FICA) withholding during the academic year. However, students are subject to FICA withholding during the summer months. International students are exempt from FICA withholding.

All university payrolls are distributed by electronic transfer of funds (EFT). Students complete a form designating the bank to which payroll funds are sent, choosing either a checking or a savings account. A pay advice, or pay stub, is sent electronically or through campus mail.

**School of Adult Learning and Graduate Students** — Adult and graduate students must have a FWS award or qualify for a “designated” job to be eligible for student employment. These students should contact the Office of Student Financial Services for more information.

**Employment of Relatives** — Students may not be employed in the same department in which an immediate family member works (i.e. spouse, parent, grandparent, or sibling).

**Work Permits** — In the State of Indiana, students under the age of 18 must obtain a work permit before being eligible for student employment.

**Exceptions & Appeals** — Exceptions to these guidelines are made by Human Resources on a case-by-case basis. Exceptions are documented and placed in the student's file. A student, along with his/her current or prospective supervisor, may appeal a decision in writing.

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## Finding a Job

**Hiring Periods** — Most open positions occur at the beginning of each semester, but students may look for work at any time. **Closed Hiring Periods** are the time during which students with Federal Work Study and international students are referred to open positions. Closed hiring periods are the first two weeks of semester I and II, the first 2 weeks a position is posted, and after April 30 for the following fall semester. *Exception:* During closed hiring periods a student meeting the position qualifications may be referred to a *designated job* regardless of Federal Work Study eligibility.

The **open hiring periods** are the time periods during which any student meeting the criteria described in the preceding guidelines may be referred to open positions.

### Getting Job Referrals:

1. Complete a Student Employment Application and other applicable paperwork in Human Resources.
2. Check the AU Web site for student job openings (see page 9 for Web site), and make a list of possible jobs. Consider qualifications and interests. Keep an open mind.
3. Bring the list from #2 to Human Resources, Decker Hall, Room 10, to confirm your employment eligibility and get a referral form.
4. Schedule interview appointments with the supervisors listed on the referral form. Don't expect to just "walk in" for an interview unless it is otherwise instructed on the referral.
5. Go to the interview and take the Job Referral Form. Be sure the supervisor sees the form before the end of the interview.
6. Follow-up after the interview by sending a thank you note; telephone a few days later if you have not heard from the supervisor.
7. After being hired, the supervisor will notify Human Resources with a Student Employment Requisition that includes the rate of pay, hours of work per week, position, hire date, and the department budget number.
8. Ask for more job referrals in Human Resources if not hired after the interviews.

**Community Job Postings** — As a service to students and the community, Human Resources maintains a list of community job opportunities on RaveNet at <http://ravenet.anderson.edu/>. These job opportunities are also posted on the Job Board in the bottom of Decker Hall. The university is not responsible for the safety, wages, or working conditions of these positions. Federal Work Study allocations are not applicable to community jobs and international students are not typically eligible.

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## Student Employment Wages & Benefits

**Wages** — The minimum hourly wage for Anderson University student employees will be no less than federal and state minimum wages. The hourly wage is based on the type of position (see page 2) and the number of semesters worked in the same department and position. Rates are established each year for stipend jobs such as resident assistant.

**Timecards** — Student employee timecards are cream or buff color and are available in Human Resources. An accurately completed timecard includes the payroll period end date, the student's ID number and printed name, and signature of the student worker and supervisor. For timely payment, timecards must be submitted according to the deadline listed on the Bi-Weekly Payroll Schedule available in Human Resources or the university Web site. Students should receive instructions from their supervisor about the department's internal procedure for turning in timecards on time. Please contact Human Resources with questions about this process.

**Time Clocks** — Students are expected to use the time clock reasonably close to their work locations to record the time reporting to and leaving work. Time clocks are displayed in public places; therefore, *timecards kept in the rack beside a time clock should not be completed with ID number and signature until the timecard is given to the supervisor for approval at the end of the payroll period.*

If a time clock is not located reasonably close, students are permitted to record time beginning and ending work. Real time worked must be reported in increments of tenths of hours. The date should be circled on the left edge of the timecard and that line used to record time in and time out.

**Pay Days** — Dates are available on the Bi-Weekly Payroll Schedule available in Human Resources or on the Web site. This schedule details when timecards are to be received by Human Resources for processing. Payroll is direct deposited and pay advices, or check stubs, are distributed electronically or in campus mail. If an actual pay check is issued, it will be available at the Mail Center Cashier window in the lower level of Decker Hall. Questions or concerns about pay checks should be directed to Human Resources.

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**Break Periods** — A 15-minute rest period is allowed during each four-hour work period. A rest period may be taken at the assigned time or with the approval of the supervisor. A lunch break of at least 30 minutes but no more than one hour is to be taken near the middle of each eight-hour period worked. Supervisors may determine the exact time and length of rest and lunch breaks for convenience of the department. Federal law does not require employers to offer a rest period or lunch break during the work day. Therefore, depending on department circumstances, students may periodically be asked to work without a rest period or lunch break. Concerns regarding rest periods or lunch breaks should be discussed with the assistant director of Human Resources.

**Overtime** — Students are not authorized to work more than 40 hours in a work week (Sunday-Saturday) due to limitations of department budgets. In rare circumstances, a supervisor may ask and expect students to work overtime. Students must request and/or receive advanced approval from their supervisor to be paid for overtime work. If approved in advance, student employees will receive overtime pay at the rate of time and one-half for hours worked in excess of 40 hours per week.

**Worker's Compensation** — As required by the State of Indiana, all university employees, including student employees, are covered by Worker's Compensation during the time they are carrying out any part of their employment responsibilities. If an accidental injury occurs while at work the supervisor should be notified immediately. The supervisor will complete an Employer's First Report of Injury, available from Human Resources, within 48 hours. Student employees must also complete required forms.

All work-related illness or injury medical expenses are paid by Worker's Compensation. Human Resources will provide forms, instructions, and processing information for Worker's Compensation treatment and claims.

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## Employment Expectations

Student employees are expected to follow these basic employment expectations. Departments may communicate additional work-related expectations.

**Attendance & Punctuality** — Students are expected to report to work promptly or call in if unable to report to work due to illness or other emergency. Supervisors attempt to work with student class schedules, academic, and other scheduling demands. However, student jobs are important in each department, and an unplanned absence places a greater burden on others in the department.

**Work Activity** — Student employees are not to have visitors during assigned work periods with the exception of brief visits from parents and faculty members if authorized by the supervisor. Supervisors may expect students to engage in only work-related activities during the work period and refrain from non-work related activities such as personal phone calls, e-mail, and homework assignments.

**Attitude** — Students are expected to be interested, enthusiastic, and motivated about their work assignment. Students are expected to be pleasant when performing assigned tasks and be adaptable to changes and/or suggestions as needed.

**Authority** — Students are expected to be respectful toward their immediate supervisor. Be attentive and cooperative when receiving instructions or feedback. Conflicts and work-related concerns should be addressed directly with the immediate supervisor. If resolution is not reached, the concern should be discussed with the next level of supervisory authority. If the concern remains unresolved it should be discussed with Human Resources.

**Cooperation** — Students are expected to work cooperatively with others, treating students, staff, faculty, and visitors respectfully. Students are expected to comply with all work guidelines and safety standards. Safety concerns should be reported immediately to a supervisor.

**Dependability** — Students are expected to be dependable and follow instructions and fulfill work responsibilities. They should consistently strive to complete assigned tasks accurately, completely, and on time.

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**Integrity** — Students are expected to be honest at all times and in regard to all matters. In the course of their work, students may have access to or awareness of confidential information. This information should not be discussed outside of work and may not be used in an inappropriate, unethical, or illegal manner. Students violating this trust may be terminated.

**Learning** — Students are expected to be open to learning new concepts, skills, and methods. Habits of working or thinking may be required to change.

**Professionalism** — Departments may establish dress standards appropriate for the location, season, and type of work performed using the Staff Dress Code as a guideline. Students may be required to dress or act more formally than in a social or other work setting.

**Quality of Work** — Following an appropriate training period, students are expected to perform their assigned tasks accurately and thoroughly. It is important to recognize errors and problems with tasks and correct them. Students should ask questions and use good judgment.

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## Supervisor Expectations

Supervisors of student employees are expected to follow all university policies and procedures and provide a quality work-learning experience.

**University Policies and Procedures** — Supervisors will respect and adhere to all university policies and procedures, including student employment procedures.

**Posting Jobs** — Supervisors will post all open positions. By posting job openings, a broader audience of qualified student applicants will be reached, and all university students are provided equal employment opportunities as required by law. A position should not be promised to a student prior to the job being posted.

**Interviewing** — Interview qualified students to clearly explain the essential functions, responsibilities, performance expectations, and work schedule associated with the student position.

**Student Employment Requisition Forms** — These forms are submitted according to the deadlines on the bi-weekly payroll schedule. (This schedule is available on the Human Resources page of the Anderson University Web site and the Human Resources Office.) Requisition forms are submitted for returning/rehired students at the beginning of each new academic year and summer.

**Student Timecards** — Timecards are submitted in the bi-weekly payroll period in which the student worked the hours. Do not allow students to hold on to timecards until the end of an academic term, placing the university at risk of violating Indiana Wage Statutes. Be aware of the times a student is scheduled to work and the times the student misses work so that you are correctly authorizing payment for hours worked. Do not sign timecards in advance of the scheduled hours being worked.

**Building Community** — Build community by assisting students in settling into the campus community and by integrating them into your office or department structure as a student employee. Value your student employees and their contribution to your office/department.

**Structured Work Experiences** — Assist students in developing a greater sense of responsibility to the university and to future employers by providing structured work experiences which have specific and measurable responsibilities.

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**Educational Goals of Students** — Assist students in meeting their educational goals. Maintain a positive and encouraging attitude toward the academic demands of your student employees. While it is necessary for offices/departments to meet their work goals daily, you should remember that your student employee's first responsibility is to their academic program. Part of the educational process relating to work is to help your student employees to establish good time management skills, thereby reducing the occasions that a student may need to miss work to accomplish educational goals. This can be accomplished by establishing deadline structures within their work assignments and holding them accountable to meeting those deadlines.

Develop an ongoing rapport with your student employees, thus becoming aware of difficulties with classes, finances, or anything that may jeopardize their academic goals. Notify appropriate offices which may intervene to assist the student, such as the Educational Support Services, Counseling Services, and Department of Student Life.

**Employment Goals and Expectations** — Identify and help develop specific work skills that are necessary to the satisfactory completion of your students' work assignments, thereby preparing them for future work. For some students, this is their first job. You may need to adjust your employment goals and expectations for each individual student employee.

**Christian Work Ethic** — Instill a solid, Christian work ethic within your student employees, thereby preparing them to become community and world leaders with a solid foundation of respect and responsibility with regard to employment.

**Work Related Problems/Disciplinary Issues** — Make an earnest effort to resolve a performance concern or dissatisfaction as promptly as possible by immediately informing the student of your dissatisfaction with his/her job performance. Clearly define for the student the particulars of the problem. Restate the responsibilities and expectations associated with the position. Offer the student suggestions on how he/she may improve performance and establish a fair and equitable time period for improving performance. Document all discussions, terms of agreement, outcome, etc. Work in tandem with Human Resources at all times with regard to employment disciplinary issues that might arise, realizing that the university is an at-will employer and legally responsible for its action in all employment relationships.



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