Evangel University

STUDENT EMPLOYEE MANUAL

Foreword

The purpose of this handbook is to provide policies and guidelines relative to the student employee program at Evangel University. It is to be a reference for all those involved – administration, faculty, staff, and students. Efficient and effective operation is our goal. While adherence to the policies within this manual are expected, it should not supersede good, professional judgment and common sense; nor should any part be taken as implied contract.

The supportive attitudes and the spirit of cooperation evident throughout the participants of our program is one of the program's greatest assets. It is truly appreciated by the Human Resources Department and the staff responsible for the operation and administration of student employment at Evangel University.

Program description

The Student Employee program fosters diverse employment opportunities, leadership development, transferable life skills, and personal career development of student employees. It is aimed at providing students financial support while complimenting their college and career goals at Evangel University. It is the responsibility of the student to attain a job since jobs are not assigned.

Types of Student Employment

On-Campus:

Students interested in working on-campus may select a job opening with one of our participating departments. Available job opportunities include office and clerical support, student services, research and laboratory support, computers, accounting, tutoring, and various specialized positions that may correlate with a student's chosen degree. On-campus employment serves as a great opportunity to become involved in the campus community while gaining work experience at a close convenient location. International students with an F-1 or J-1 visa are limited to on-campus jobs.

Community Service:

Students interested in this option may select a job placement off-campus in an approved, local non-profit community service organization. Students employed in this area perform direct service to our surrounding communities and citizens in need. Available job opportunities include tutoring, disability support services, social services, recreation, and more. Participating students are given the unique opportunity to make a positive difference in their own community while enjoying a rewarding and challenging work experience. All positions offer a flexible work schedule to accommodate students' course schedule.

Eligibility requirements

Students who are enrolled at Evangel University for at least 6 semester hours and seeking a degree are eligible for student employment. Students are allowed to work in the summer between semesters and up to three months following graduation. Only International Student Employees must terminate employment when classes end.

Securing a Job

Students:

Jobs are not assigned to you, but rather employment requires your own initiative to obtain a position. All campus job openings are listed with our Career Services Department at www.HireEvangel.com. Students must register to create a user log-in. Download the Student Employment Application and complete it. Search the posted job openings and contact employers as directed on the job listing. Inquire about the basic terms and conditions of the job, and arrange an informal interview time and date. Please note the date, time, location, name of the person with whom you will be meeting, any required documents (i.e. application, resume, class schedule), and a contact name and phone number in case you are unable to attend the scheduled interview.

Employers:

When students make initial contact, please discuss the basic terms and conditions of the job and arrange an informal interview date and time. During this meeting, all formalities should be discussed. Students cannot work without the completion of an online student employment contract.

Students and Employers:

During the interviews, students and employers should discuss job duties pertaining to the possible position, days and hours needed to work, as well as the educational and professional development opportunities available. After completing the interview process, students and employers must determine if the job placement and student employment meet the needs of all involved. If the student changes job positions at any time, a new contract must be completed by the new supervisor online and notify Human Resources of necessary changes.

Starting employment

Setting Work Schedules:

Students and Employers: Create a mutually agreeable work schedule that accommodates academic requirements. Scheduled work hours should not conflict with the student's scheduled classes and exams or academic progress. Student employees are classified as part-time temporary employees. Students are not allowed to work more than twenty (20) hours per week or more than two campus jobs during the academic year. Student are not allowed to work more than eight hours per day. If they work eight hours on a given day, they must be given an unpaid half-hour lunch break.

Personnel Files:

Departments must maintain a personnel file on each student employee that contains all performance-related documentation. Upon termination of employee, forward personnel file to Human Resources.

Payroll procedures

Students and Employers:

Students must show Human Resources unexpired, official, original identification that verifies two separate things: identification and citizenship. Both are required BEFORE beginning employment. Contact Human Resources for examples of accepted ID.

The payroll office must obtain the following documentation for each student:

I-9 Employment Eligibility Form

W-4 Tax Withholding Certificates, Federal and State

Department issued online Student Employment Contract

Job classification and Pay wage guidelines

In accordance with FWS program regulations, all employers must establish a job description, job classification level, and pay rate for each position offered. While employers may determine the specific job title and duties for each position offered, all student positions must be classified in accordance with the FWS Job Classification and Pay Wage Guidelines. These guidelines are intended to insure pay equity among all, and should be used to establish hourly wages comparable to all other students employed by the hiring department. Federal regulations require that students be paid at least the federal minimum wage of $7.25 per hour. State minimum wage is $7.50 per hour; because it is higher, it must be met.

Students and Employers:

All wages are paid through Evangel University's payroll which issues pay checks bi-weekly. All paychecks are based on an hourly wage and include only hours worked. Earnings are not credited to a student's account, but they are paid directly to the student unless otherwise authorized by the student through the completion of a request form from payroll. This authorization makes it possible to have the student's earnings directly deposited to his/her school account. Hours worked must be logged on the day they are worked. They must be approved each week by the supervisor and each time card must be totally complete with the dates and times worked. Students are not allowed to log hours away from work; they are to be logged on the work computer that is provided by the department.

Employers:

All student employees must be entered into the university's payroll system and their contract submitted prior to the start of employment. All student paychecks must be picked up at Evangel's Post Office in Riggs Hall during operating business hours. Students must present their ID and sign out their paycheck.

If a student wants their paycheck mailed, they must provide a stamp and leave instructions with the Post Office. We highly recommend direct deposit for all employees.

Students:

Paychecks may be directly deposited into the student's account or a bank account of your choice. Any checking or savings account anywhere in the United States. After you register with payroll, ADP, you enter your bank information into the ADP Self-Service Portal to process your direct deposit. For your student account, you must contact Human Resources.

May I volunteer in a department?

You are not eligible to volunteer in a position that normally receives monetary compensation. This restriction includes students whose semester has ended or have graduated.

Performance appraisals

Employers must evaluate all of their departmental student employees at the end of each semester. Please discuss the appraisals with the students and give them feedback on their performance. The evaluation forms are available online through the Employee Portal. Please keep a copy in the employee's personnel file. Evaluations are required and must be handed in to Human Resources with the personnel file upon completion of services.

Resignation/Termination

Students and Employers:

While a student may discontinue employment at any time without penalty, a minimum of two week notice is requested when resigning from any position.

Students:

Employees should submit such notice in writing directly to their supervisors and include a specified final date of employment. Students who wish to transfer to a new job after the semester has begun must notify the Human Resources Department and a new contract must be submitted.

Employers:

Student Employees may be terminated in writing with documentation to support the termination at any time for unsatisfactory performance. However, a written warning to the student is preferred prior to termination. Insubordination is grounds for immediate termination. If no improvement has been resolved after a warning, then the supervisor may resort to termination provided that the written termination is completed/reviewed with the student worker and is submitted to Human Resources.

It is an automatic and immediate termination if a student is caught stealing, falsifying time cards, releasing confidential information, and insubordination or if suspended/withdrawn from school.

Sexual Harassment

Evangel University is committed to fostering a positive learning, working, and living environment. The university will not condone sexual harassment or related retaliation of or by any employee or student.

Grievance procedures

•For discussion and resolution of problems that exist in the work place, students should always go to their immediate supervisor.

•If the problem is not resolved to the student's satisfaction after working with the immediate supervisor, they should contact the Human Resources Department.

Inclement weather

Students and Employers:

In the case of inclement weather, the campus or a portion of the campus may be closed for normal business operations either prior to or during a work shift. If this should occur prior to a work shift, dial "0" and say "snow" (or dial 7669) to check on the business operations for the day.

Students:

Please be aware that you will NOT be paid for hours you cannot work because the university is closed, even if you were scheduled to work that day. Most hours may be made up at a later time if needed and agreed upon with the supervisor.

Student Employee Rights and Responsibilities

Each Student has the Right to:

•The right to expect Evangel University to provide equal opportunities in employment without regard to sex, race, creed, national origin, age, or handicap.

•The right to work free of the threat or actual incidence of either racism or sexual harassment.

•Obtain information regarding the award amount, rate of pay, average number of hours per week, and general Federal Work Study policies.

•A specific job description including supervisor's expectations and standards.

•A clearly defined work schedule that accommodates the student's course schedule and academic requirements.

•Adequate training to perform assigned tasks.

•A safe, clean, and professional working environment.

•Supervision and direction from Evangel staff or faculty.

•Clear explanation of the procedures for recording hours worked, as well as information regarding the university's payroll procedures and payroll calendar.

•Instructions regarding procedures to be followed if the student cannot report for a scheduled work period.

•A grievance procedure for stating concerns related to the award, the job, or the supervisor.

•Confidentiality of all sensitive, work related information that the work-study student comes into contact with must remain private within that department.

Each Student has the Responsibility to:

•Become familiar with information provided regarding the terms of the Federal Work Study program policies and procedures.

•Understand the specific job responsibilities, including the supervisor's expectations and standards.

•Arrange a mutually agreeable work schedule with the supervisor prior to the period of employment. Students must adhere to this schedule and notify the supervisor of any subsequent changes.

•Adhere to stated procedures and advise the supervisor and/or Human Resources of any grievances, concerns, or problems regarding employment.

•Record only hours worked and receive payment in accordance with employer and Evangel payroll procedures and calendar.

•Perform assigned tasks in an efficient and timely manner.

•All sensitive, work related information that the work-study student comes into contact with must remain confidential within that department.

•Report any incident of sexual or other harassment in the workplace that is witnessed or experienced.

The Employer has the Responsibility to:

•Ensure that the hiring of students will not result in the replacement of permanent, full-time staff or the impairment of existing contracts for services.

•Ensure that student employees are supervised at all times by full-time university staff and that all work performed by students is consistent with the purposes and intent of regulations and guidelines.

•Pay students only for hours actually worked, and not pay students for lunch, sick days, holidays or other hours not actually worked. Banking hours is prohibited.

•Comply with the Standardized Wage Scale set by Evangel's Administration when completing the student's contract.

- Comply with all Payroll Department procedures including but not limited to the submission of all payroll forms by the deadlines.
- Comply with all Federal Work Study regulations, and all federal, state, and local labor laws and regulations.
- Advise students on procedures to follow for reporting emergencies, accidents, problems, or potential hazards in the work environment.
- Comply with the Title IV Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1983 and not discriminate on the grounds of sex, race, color, national origin, or disability.
- Provide proper and safe working conditions.