

Student Employee Handbook



2020-2021



UNIVERSITY OF
RIO GRANDE
AND RIO GRANDE COMMUNITY COLLEGE



Student Employment Introduction

Student employees play a vital role in filling employment needs in many areas of the university and are an integral part in the success of the University of Rio Grande and Rio Grande Community College. Student employees are those whose major efforts are directed toward receiving a formal education and are employed part-time. The following document outlines the policies and procedures, which govern student employment at the University of Rio Grande and Rio Grande Community College. Please review it carefully.

Although students work for a variety of reasons, many students need the earnings to help finance their education. Others recognize that the skills and work habits gained on the job will benefit them when they seek full-time employment. Students can complement their academic studies by gaining real world experience.

Student employment at RIO has three primary purposes:

1. To provide students with a source of financial support
2. To furnish valuable work experience to complement their academic pursuits
3. To help carry out the daily operations of the university

Equal Opportunity Policy and Student Employment

The University of Rio Grande is an equal opportunity employer. All employment decisions shall be made on the basis of individual qualifications and merit, and where appropriate with seniority being considered as one factor, without regard to race, color, sexual orientation, gender, gender identity, religion, disability, age, marital status, national or ethnic origin, ancestry, socioeconomic status, military or veteran status, political affiliation, or other characteristics protected by federal, state, or local law. All recruitment and hiring of student employees must support this policy statement.

Student Employment Definitions

Student employment at the University of Rio Grande / Rio Grande Community College is designed to augment student educational goals with work experience. These programs aim to increase student skills while strengthening student connections to the campus and civic communities.

A student employee is a student who is enrolled in classes at the University of Rio Grande / Rio Grande Community College and is either: (A) awarded **Federal Work-Study** as part of a financial aid package; (B) has been hired directly by a department and whose earnings are charged to that department's budget ("**Student Labor**"); or (C) awarded a **Graduate Assistantship**. All positions are eligible for hire through the Office of Human Resources located in Bob Evans Farms Hall, Room 238.

All student employees are considered "at-will" employees. Their employment is interim or temporary and is contingent upon satisfactory performance in the pursuit of the academic degree. Student employment terminates upon withdrawal or graduation from Rio, or upon depletion of federal work study monies. **Students who have a halt of any kind are not eligible for student employment.**

Federal Work-Study Employment

Federal Work-Study programs are funded by federal funds and are packaged as a part of the student's award by the Financial Aid Office, located in Florence Evans Hall, Reardon One Stop Center.

Students are awarded federal work-study based primarily on need and on availability of funds through the application process of the Free Application for Federal Student Aid (FAFSA). The Human Resource Office maintains a list of approved employment sites at the University of Rio Grande and Rio Grande Community College. There are also designated off-campus organizations approved to employ Title IV Federal Work Study students that are approved by the Financial Aid Office as work sites.

For students who are awarded Federal Work-Study, keep in mind that funds are limited. Therefore, you have a limited amount of time to secure employment through the Federal Work-Study program. Typically, awards are cancelled for students who do not begin by October. Students who have been awarded Federal Work-Study and secure a position are not allowed to earn more than the awarded amount from the Financial Aid Office. **Once a student has received the full amount of the award, the student must resign and STOP working.**

Retention of incumbents in positions from year to year is encouraged as a means of increasing student skills and abilities and deepening the relationships that encourage student retention and academic pursuits. Some students work in full-time work-study positions during the summer that further enhance their experience.

Student Labor

Student labor employment positions are available in selected university departments. Student labor employment differs from the Federal Work-Study Program in that students do not need to qualify on the basis of financial need. The employing department is also responsible for 100 percent of the student employee's wage.

A student labor employee must be registered for at least 6 (six) credit hours to be considered for student employment. If the individual was enrolled for the required 6 or more credit hours during the spring semester and/or is enrolled for at least 6 credits for fall semester, but is not enrolled for summer classes, he/she may still be classified as a student labor employee during the summer semester.

Graduate Assistant

A graduate assistant (GA) is a person who serves in a support role (assistantship) at Rio, while completing post-graduate education. Rather than receiving hourly wages, GAs are paid in the form of tuition and room & board. Assistantships provide much needed experience for graduate students, increasing their future employment opportunities.

A GA may work a maximum of 27.5 hours per week or 900 hours per year in *any* capacity for the University.

Eligibility

In order to qualify for any student employment position, a student must be accepted for enrollment as an undergraduate, post-baccalaureate, or graduate program leading to a degree or certificate, carrying at least six (6) credit hours and must be in good academic standing.

Any student who fails to maintain the required minimum 6 credit hours during any academic-year semester may not continue to work as a student employee and must stop work immediately. A student cannot be employed as a student employee upon graduating.

Regarding summer employment, if the student was enrolled for the required 6 or more credit hours during the spring semester and/or is enrolled for at least 6 credit hours for fall semester, but is not enrolled for summer classes, he/she may still be qualified as a student employee during the summer semester if the funds have not been exhausted.

Students who have any type of hold/halt on their record are not eligible for student employment positions.

Students in the College Credit Plus (CCP) program and are not eligible for student employment.

In addition to student status, student employees must be eligible to work in the United States in accordance with federal I-9 requirements.

Hiring Process

The following steps outline the student employment process:

1. Student completes the Student Employment Application via the Rio Job Opportunities web page: at <https://www.rio.edu/job-opportunities>
2. Financial Aid verifies if the student is eligible for student employment (according to FASFA and full-time student status) and indicates work study or student labor eligibility on the student's electronic application for hiring managers to view.
3. Human Resources manages all open student positions within the hiring pool

located within Paycor Recruiting to ensure Hiring Departments have easy access to eligible students AND all students have a fair opportunity to be considered.

When an open position is available, the Hiring Department will access the student applicant pool and may select students to interview and/or hire.

- ☑ Once a selection is made, the Hiring Department will select the request review green thumbs up button on the student's electronic application. This notifies Human Resources of their intent to hire a ☑ student.
- ☑ Each hired student will be contacted by Human Resources to complete the required hiring documents. The hired student MUST come to Human Resources, BEF Room 238, before their first day of work to provide copies of the required identification for I-9 approval. A complete list of approved documents is included within the online hiring process. Human Resources will have a computer available and can provide help completing the forms if needed. Help can also be provided by contacting Human Resources at 740-245-7170 or hr@rio.edu.
- ☑ Human Resources will email the Hiring Manager when the selected student has completed their required paperwork and can begin working. Human Resources must provide clearance before student employment can begin.

Work Limitations

Students are limited to working sixteen (16) hours per week and/or the amount of federal work study funds awarded. Students may work in the summer only if funds remain.

Students are prohibited from working during scheduled class times.

A student may not be employed in a department that establishes an immediate supervisor/employee relationship between two individuals who are related by blood, adoption, or marriage.

There are no exceptions to these limitations, without prior approval from the Director of Human Resources.

Pay

All student employees are paid an hourly wage rate equivalent to the minimum wage rate in effect at the time.

Student employees are paid on a semi-monthly basis on the 15th and 30th of each month. In cases of weekends and holidays, the pay dates may be adjusted.

Timecards

Students are responsible for keeping accurate time records through Paycor, our online payroll software. Each student will be assigned a Paycor account where they can clock in/out, view time cards, and access their paycheck stubs. All time cards are to be reviewed by the department supervisor prior to pay period deadlines.

Supervisors are responsible for approving student timecards to verify and authorize payment of the actual hours worked by the student employee.

Supervisors must approve timecards by the third working day after the last pay day. If timecards are not submitted on time and correct, paychecks will be delayed.

Please note: Only timecards approved by supervisors will be processed for payroll.

The Human Resources/Payroll Office processes student employee payroll, provides hiring documents, student compensation administration, payroll verification, and policy interpretation.

Direct Deposit

For secure and timely payment, student employees must sign up for direct deposit to receive their paychecks. Direct Deposit Authorization must be completed as a part of the electronic employment process that each new student will complete upon hire. Changes to direct deposit accounts can be submitted to the Office of Human Resources in Bob Evans Farms Hall, Room

238 for verification purposes. Changes made via email will not be accepted.

Benefits

Benefits including, but not limited to, annual leave, sick leave, holiday pay, health insurance coverage, and other benefits for which regular employees of The University of Rio Grande and Rio Grande Community College are eligible, shall not apply to student employees.

Students employees, over the age of 21, who work more than 1,000 in an employment year may become eligible for the University's 401k retirement savings plan.

Overtime

Student employees are ineligible to have a work schedule that would result in overtime compensation.

Rest Periods/Breaks

Student employees who work a four-hour block shall be allowed to take a fifteen-minute break (with pay) near the middle of their work period. Breaks cannot be deferred to a later work period and breaks are not cumulative.

Absences

A student employee must notify his or her supervisor in advance if he/she is not going to work their regularly scheduled work hours. In case of illness, the supervisor should be notified as soon as reasonably possible, before the start of the scheduled shift.

Supervisors recognize that academics should be a top priority for the students, and the time required to study will be taken into consideration when the student employees are expected to be on time and present during scheduled work hours.

Excessive absences, tardiness, leaving work early, long breaks or absence without duly notifying the appropriate supervisor is just cause for disciplinary action, up to and including termination, and may jeopardize a student from receiving an assignment in following semesters.

Safety

Student employees must comply with all safety rules posted within the campus and the individual departments.

Conduct

Student employees shall extend courteous and professional behavior to supervisors, coworkers, other students, and guests. All student employees should observe appropriate workplace behaviors, keeping in mind that he or she represents his or her department and Rio as a whole.

Personal Appearance and Dress

Student employees are expected to adhere to appropriate standards of personal appearance and hygiene.

Each department will determine the student employee dress code based on the student's duties. Some areas may require the student to dress more formally than others (i.e. a student working in a receptionist position would dress differently than a groundskeeping worker).

In all positions, a student is expected to dress neatly and in good taste. A student should remember that he or she is a representative of the University and will often cross paths with the public in the course of his/her duties. A student should always strive to project the best image possible for Rio. For this reason, student employees shall refrain from wearing apparel advertising other colleges and universities (while on duty).

Confidentiality

Student employees shall maintain confidentiality regarding workplace issues. The release or sharing of information revealed in the workplace is prohibited. The removal of files or other materials from the workplace is prohibited. Any breach in confidentiality is grounds for immediate dismissal.

The student employee will sign a Confidentiality Agreement upon securing on-campus employment. The original copy shall be retained in the student's file in the Office of Human Resources.

Termination/Resignation

Student employment can be a valuable learning experience. The student employee is expected to perform and meet the standards outlined by their employing department, remain productive, and follow all University rules and

policies.

Student employees are employed at the discretion of the hiring department. A student's employment may be discontinued at any time notwithstanding the term for which the student was hired.

Supervisors should, in most cases, provide verbal counseling and a written warning before releasing a student from employment. Serious violations, however, may result in immediate termination. Student employees may be terminated for theft, falsification of timesheets, violation of policy, general misconduct on the job or unsatisfactory job performance. Student employees terminated from a position will not be assigned to another department.

Appeal Procedure: Any student employee who feels that he or she has been unfairly terminated or dismissed may appeal his/her supervisor's decision by submitting a written statement to the HR Director. The Director's decision is final and not subject to any further appeal and/or modification. The appeal request should address the allegations, specify why the decision was unfair and provide evidence to support the appeal request. The HR Director will consider the current allegations, past performance and rationale for the decision.

A notice of termination should be issued in writing and a copy sent to the Human Resources Department.



