

**ST. LAWRENCE UNIVERSITY**

**STUDENT EMPLOYMENT PROGRAM**

**STUDENT EMPLOYEE HANDBOOK**

**2005 – 2006 ACADEMIC YEAR**

**FINANCIAL AID OFFICE**  
**ST. LAWRENCE UNIVERSITY**

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## **PREFACE**

The employment of students at St. Lawrence University is intended to be mutually beneficial to both the students who desire campus employment, and members of the campus community who need a wide range of duties performed. Student employment is a necessary service, but at the same time it must remain a complementary part of a student's educational process. The objectives of this handbook are:

- To provide students and employers with an overview of student employment opportunities, programs, policies and procedures.
- To familiarize employers with procedures for listing job vacancies.
- To describe how students find positions that meet their needs.

## **STUDENT EMPLOYMENT PHILOSOPHY**

A student desiring to meet educational expenses through part-time campus employment should be encouraged and assisted in locating employment opportunities. In addition to being a financial resource, campus employment can serve as an educational tool to increase the student's job skills and enhance future career opportunities. Campus employment is meant to complement the student academic experience.

The Financial Aid Office is responsible for the administration of the student employment program on campus. St. Lawrence University's campus employment program is subject to and will be administered in accordance with all Federal and State laws and statutes governing employment practices.

## **NONDISCRIMINATION POLICY**

All members of the St. Lawrence community are valued equally. We are committed to multicultural diversity in our faculty, staff, student body and curriculum. Awareness training for students, faculty and staff is designed to eliminate all forms of discrimination. St. Lawrence University subscribes fully to all federal and state legislation and regulations (including the 1964 Civil Rights Act; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Civil Rights Restoration Act of 1987; the Americans with Disabilities Act, the Age Discrimination in Employment Act; New York State Human Rights Law; and Part 53, Section 607 of the New York State Educational Law) regarding discrimination, as well as the Drug Free Workplace Act of 1988. The University does not discriminate against students, faculty, staff, or other beneficiaries on the basis of race, color, gender, religion, age, disability, marital status, sexual orientation, or national or ethnic origin in admission to, or access to, or treatment, or employment in its programs and activities. St. Lawrence University is an Affirmative Action/Equal Opportunity Employer. For further information contact St. Lawrence University's Age Act, Title IX, and Section 504 Coordinator, Susan M. Cypert, Special Assistant for Equity Programs, Vilas Hall Room 121, St. Lawrence University, Canton NY 13617, 315-229-5584.

## **SEXUAL HARASSMENT POLICY**

It is the policy of St. Lawrence University that all our employees and students should be able to enjoy a work and educational environment free from all forms of discrimination, including sexual harassment.

It is expressly against University policy for any employee or student to engage in sexual harassment. Sexual harassment is defined as any unwelcome sexual advancement, request for sexual favors, or other physical or verbal conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, education, or living environment.

Conduct that is harassing to students or employees will not be tolerated. Any employee or student will be subject to disciplinary action for violation of this policy, up to and including termination or expulsion. Sexual harassment is illegal under both state and federal law. In some cases, it may be susceptible to prosecution under criminal sexual law.

Any St. Lawrence University employee having a complaint of sexual harassment is urged to notify his or her immediate supervisor at once. If the complaint is against the immediate supervisor, or if the complainant for any other reason is not comfortable with or is unable to contact his or her supervisor, the University's Office of Equity Programs or the Personnel Office should be consulted. A student should notify the University's Office of Equity Programs for information on the complaint procedure and advice.

The Equity Programs Office will investigate the allegations and recommend the necessary corrective action. No employee or student shall be subjected to any discipline or adverse treatment because the employee or student made a complaint of sexual harassment. All appropriate confidences shall be maintained.

## **DRUG-FREE WORKPLACE POLICY**

The following policy was established in 1990, and re-issued in 2001, in accordance with the federal Drug-Free Workplace Act (Pub. L. No. 100-690, 5151-5160). This policy applies to all St. Lawrence University employees.

### **BACKGROUND**

As St. Lawrence University is a federal grant recipient and/or a federal contractor within the meaning of the Drug-Free Workplace Act (The Act), the University is required to take steps toward maintaining, and to certify to contracting and granting federal agencies that it maintains, a drug-free workplace. In compliance with "The Act," the University adopts the following plan.

- I. **Policy:** The University is committed to the development and maintenance of a drug-free environment. In accordance with the Drug-Free Workplace Act, the University will not tolerate the unlawful possession and use of controlled substances \* (drugs) on its premises. The University prohibits all employees including employees engaged in the performance of work under the provisions of a federal grant or federal contract, from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace.
- II. **Guidelines:**
  - A. **Compliance as a Condition of Employment:** Compliance with the provisions of this policy shall be a condition of employment at St. Lawrence University.
  - B. **Penalties for Non-Compliance:** Any employee engaged in such prohibited conduct, or convicted of a workplace drug violation, shall be subject to discipline up to and including discharge in accordance with existing laws, including where applicable under collective bargaining agreements. The University will weigh all relevant facts and circumstances in reaching a decision to discipline. The University shall retain, without regard to and independent of its decision to impose discipline, the right to require such employee to participate in and successfully complete a drug abuse assistance

or rehabilitation program. Refusal to participate in, or failure to successfully complete the program, may itself be grounds for discipline.

- C. Employee Obligation for Notification of Conviction: In compliance with, and as a condition of continued employment under federal contract or federal grant, any faculty, administrative, secretarial/clerkical, support or service employee convicted of any criminal drug statute violation is required to notify the University within five (5) calendar days following such violation. (The term "conviction" means a finding of guilt, including a plea of nolo contendere, or imposition of sentence or both, by any judicial body charged with responsibility to determine violations of state or federal criminal drug statutes).
- D. Establishment and Maintenance of a Drug-Free Workplace: Good faith efforts on the part of the University to establish and maintain a drug-free workplace will include making drug awareness educational programs available and dissemination of drug awareness information for all members of the University community, as well as implementation and enforcement of this policy. In addition, the University will apprise and review with covered employees relevant services available through the University's Employee Assistance Program (EAP).

III. Procedures:

- A. All employees, including faculty, administrative, secretarial/clerkical, support, and service employees, will be notified of this policy with emphasis on the obligation for compliance as a condition of employment.
  - B. Application of the University's corrective discipline policy for violations of this policy and any other related questions should be directed to the Associate Vice President for Human Resources.
  - C. All employees, including faculty, administrative, secretarial/clerkical, support, or service employees, convicted of any criminal drug statute violation shall provide his or her supervisor, in writing, notice of such conviction within five (5) days of conviction.
  - D. The supervisor having knowledge or receiving notification of a conviction shall immediately provide, in writing, notice to the Associate Vice President of Human Resources, so that proper notice can be sent to appropriate federal contracting agencies.
  - E. The University's Office of Human Resources through the Employee Assistance Program Office will provide assistance for employees regarding drug education and drug information.
- **Controlled substance** as defined in 21U.S.C. Sec. 812, Schedules I-V, a copy of which is available in the Human Resources Office, Vilas G6.

## ELIGIBILITY REQUIREMENTS

To qualify for participation in St. Lawrence University's campus employment program, students must meet the following criteria:

1. Be an undergraduate student
2. Be matriculated in a degree program
3. Be enrolled at least half-time (2 units)
4. Be making satisfactory progress toward the completion of a degree (as prescribed by the Academic Standing policy)

## HIRING AND PAYROLL PROCEDURES

### **I-9 and W-4 Forms:**

Prior to being hired, each student is required to complete an I-9 form. Students who are U.S. citizens or permanent residents must also complete a W-4 form and may complete both forms in the Financial Aid Office. International students must also complete a I-9 and may be required to complete a W-4 or 8233 form, depending on their country of residency prior to coming to St. Lawrence University. International students should go to the Business Office in Vilas to complete these forms.

#### *I-9: Verification Of Eligibility For Employment*

The Immigration Reform and Control Act require that verification of employment eligibility be documented. The Control Act applies to all persons hired, including Federal Work Study and Institutional Work Study student employees. Students who are U.S. citizens or permanent residents must present the required documents to the Financial Aid Office prior to being hired. International Students should go to the Business Office to complete the I-9 form and bring their U.S. Passport.

Acceptable documents that a student will be required to present are:

<b>WE MUST SEE (1) ORIGINAL DOCUMENT FROM LIST A, OR (1) FROM B AND C EACH.</b>		
<b>List A</b>	<b>List B</b>	<b>List C</b>
Documents that Establish Identity and Employment Eligibility -----	Documents that Establish Identity -----	Documents that Establish Employment Eligibility -----
<ol style="list-style-type: none"> <li>1. United States Passport</li> <li>2. Certificate of United States Citizenship</li> <li>3. Certificate of Naturalization</li> <li>4. Unexpired foreign passport with attached Employment Authorization</li> <li>5. Alien Registration Card with photograph</li> </ol>	<ol style="list-style-type: none"> <li>1. A State-issued driver's license or a State-issued I.D. card with a photo or information including name, sex, date of birth, height, weight and color of eyes.</li> <li>2. U.S. Military card other certification</li> <li>3. School I.D. card with photo</li> </ol>	<ol style="list-style-type: none"> <li>1. Original Social Security Card (other than a card stating it is not valid for employment)</li> <li>2. A birth certificate issued by State, County or municipal authority bearing a seal or</li> <li>3. Unexpired INS Employment Authorization</li> </ol>
<p><b>* Please note:</b> This is not a complete list of acceptable identification. For a complete list contact the Financial Aid Office, or Business Office.</p>		

*W-4: Federal Income Tax Withholding*

A W-4 form is required for all new employees, or any student wishing to change withholdings. Students who are U.S. citizens or permanent residents and have not been employed at the university before may complete this form in the Financial Aid Office. International students should go to the Business Office to complete their W-4 or 8233 form and bring a copy of their social security card. Students must have a social security number before they can be paid. All students may change their withholdings at any time by going to the Business Office and completing a revised W-4 form.

**Student Payroll Schedule**

Student payroll is processed on a biweekly basis and students may be paid by direct deposit or paycheck. Students may enroll in direct deposit by completing an enrollment form and submitting it to the Business Office in Vilas Hall. Enrollment forms may be printed from the Business Office web site at any time or picked up at the Business Office between 8:30 and 4:00 p.m., Monday through Friday. Students enrolled in direct deposit may have their funds directly deposited to more than one bank account and to any bank in the country.

All students are paid every other Friday and direct deposit pay stubs and payroll checks are delivered to the student CMR boxes on Friday morning. Paychecks may be cashed at the North Country Savings Bank branch located on the second floor of the Student Center. Their hours are Monday through Friday from 12 p.m. to 4p.m.

Below is a schedule of pay periods and pay dates for students through the current academic year.

Fall Semester

Spring Semester

<b>Start Date</b>	<b>End Date</b>	<b>Check Date</b>	<b>Start Date</b>	<b>End Date</b>	<b>Check Date</b>
08/01/05	08/14/05	08/19/05	01/02/06	01/15/06	01/20/06
08/15/05	08/28/05	09/02/05	01/16/06	01/29/06	02/03/06
08/29/05	09/11/05	09/16/05	01/30/06	02/12/06	02/17/06
09/12/05	09/25/05	09/30/05	02/13/06	02/26/06	03/03/06
09/26/05	10/09/05	10/14/05	02/27/06	03/12/06	03/27/06
10/10/05	10/23/05	10/28/05	03/13/06	03/26/06	03/31/06
10/24/05	11/06/05	11/11/05	03/27/06	04/09/06	04/14/06
11/07/05	11/20/05	11/23/05	04/10/06	04/23/06	04/28/06
11/21/05	12/04/05	12/09/05	04/24/06	05/07/06	05/21/06
12/05/05	12/18/05	12/21/05	05/08/06	05/21/06	05/26/06
12/19/05	01/01/06	01/06/06	05/22/06	06/04/06	06/09/06

### **Applying For A Campus Job:**

- Students interested in applying for campus employment may do so by checking with the Financial Aid Office to learn about open positions. The Financial Aid Office keeps an up to date list of postings of campus departments that are seeking student workers.
- Student should contact departments in which they are interested, and follow the application instructions indicated by each department. Students should be prepared to complete an application, and/or an interview.
- The prospective campus employer will make the hiring decision. Students should treat the process as seriously as they would for an off-campus job. The employer will notify the student of the results of the application and/or interview and, in the case of a hire, submit a Personnel Action Form to the Financial Aid Office.
- The employing department makes all hiring decisions. Open position listings are posted in the Financial Aid Office on a rolling basis; students not hired after the first interview are encouraged to check the postings in the Financial Aid Office frequently for new job opportunities.

## **STUDENT EMPLOYMENT POLICIES**

### **Job Postings:**

Job Openings will be posted in the Financial Aid Office. Employers may not discriminate in their hiring, working conditions, promotion, or termination practices on the basis of race, color, gender, religion, age, disability, marital status, sexual orientation, or national or ethnic origin, or other factors specified by law and the University Affirmative Action Policy. Each job will remain posted until the position is filled. The hiring department should notify the Financial Aid Office when the position is filled, and the posting will be removed.

### **Job Descriptions:**

The hiring department must have on file with the Financial Aid Office a current job description for each type of student position in their department. The job description must include, but is not limited to, the following minimum components:

1. A clear and concise description of the duties to be performed, including a statement of the approximate number of hours that the student can expect to work each week.

2. A clear and concise description of the minimum qualifications required for the duties to be performed.
3. An estimate of the amount of skill required, level of effort, responsibility, and stress level of the position.

### **Maximum Hours of Work:**

Student employees may not work more than a total of 20 hours per week while classes are in session (including finals week) during fall and spring semesters. In exceptional circumstances, a supervisor may appeal to the Director of Financial Aid to permit a student to work in excess of 20 hours per week during fall or spring semesters, provided the student is enrolled in and maintains enrollment in at least 4 units. The Director's decision will be based on the student's academic record, progress, and job availability for students that are currently without campus employment and are actively seeking a position. Student employees may work up to 40 hours per week during official break weeks if their employer is in need of additional help.

No student employee may be required to work more than eight hours in a given day. Students may elect to work more than eight hours in a given day if the department makes this request.

### ***International Students:***

International students are permitted to work no more than a maximum of 20 hours per week as per the U.S. Citizenship and Immigration Services Federal Register Sec. 214.2(f). Failure to adhere to this regulation may result in the Financial Aid Office notifying the USCIS that you are out of status.

### **Dress Code:**

Employers may require dress codes when they are reasonable and rationally related to the purpose or function of the employing department.

## **STUDENT AND EMPLOYER RESPONSIBILITIES**

### **Student Responsibilities**

- ***Absences:*** Notify your supervisor in a timely manner whenever it is necessary to be absent from work. Students should establish a record of their supervisor's name and phone number for that purpose.
- ***Adhere to Policies:*** Abide by the policies and guidelines of your employing department and observe appropriate workplace behaviors. Remember, you

represent your department's interests to other students, faculty, and visitors to the University.

- ***Perform Work Duties:*** Students should learn through departmental training and their own initiative the responsibilities required of their position and satisfactorily perform these job duties.
- ***Maintain Confidentiality:*** Students should maintain confidentiality regarding workplace issues and information including, but not limited to, releasing or sharing information about other students. Students should not remove files or any materials from the workplace.
- ***Follow Safety Rules:*** Follow all departmental and campus rules concerning safety. Safety is paramount at every campus work site.

### **Employer Responsibilities**

- ***Posting Jobs:*** Post all job vacancies in the Financial Aid Office to assure equal access as required by Federal law.
- ***Paperwork:*** Complete all student employment documents (including Job Descriptions, Personnel Action Forms, etc.) carefully and in a timely manner.
- ***Orientation and Training:*** Provide the student employee with an orientation or training session so those tasks to be performed are understood and clearly defined. The best method of empowering students is to provide a written list of job expectations. Give the student employee information on the mission/purpose of the department. Inform the student of the standard of dress.
- ***Supervision:*** Provide a reasonable amount of supervision and offer constructive criticism to assist the student employee in performing assigned tasks and developing skills. Clearly define whom the student should report. Conduct a written job performance evaluation periodically during the course of employment.
- ***Work Performance:*** Counsel the student employee if work performed is unsatisfactory. Provide constructive criticism and positive re-enforcement. Stress the importance of good attendance and punctuality.
- ***Timesheets:*** Verify and sign timesheets and forward to the Business Office by 12:00 p.m. in accordance with the student payroll schedule. A non-exempt, or exempt university employee not a student employee, must sign timesheets.
- ***Break & Meal Periods:*** It is recognized and customary for supervisors to grant student employees meal and break periods. Breaks are provided to

increase productivity and reduce fatigue and the risk of injury. Breaks are generally 15 minutes in length and are paid as time worked. Meal periods are generally 30 minutes in length and are unpaid and not counted as time worked. Employees must be relieved of all duties and be free to leave their assigned work area during meals and breaks.

Supervisors may schedule meal and break periods so as not to interfere with the department's normal work routine. Supervisors should make certain that staffing patterns are such that all eligible students are afforded meal and break periods. Supervisors are encouraged to schedule breaks as frequently as necessary. Employees who work under excessively strenuous, hot, or cold conditions may require more frequent breaks.

The following recommendations are made in an attempt to standardize meal periods and breaks among employing departments.

- Student employees who work a shift of four or five consecutive hours should be permitted one 15 minute paid break during that shift. Breaks should not be taken at the beginning or end of a shift and are not cumulative.
- Student employees who work a shift of six or seven consecutive hours should be permitted one, 30 minute unpaid meal period and one 15-minute paid break during that shift.
- Student employees who work an eight consecutive hour shift should be provided no fewer than two 15 minute paid breaks and one 30 minute unpaid meal period.
- ***Disciplinary Procedures:*** Communicate disciplinary concerns early. First, give a verbal warning regarding the nature of the complaint(s) and the appropriate behavior expected. Second, provide a written warning for similar or more severe behavior. A third complaint may result in terminating the student's employment. The employing office will inform the student of the reasons for termination, supported by documentation, and the effective date of termination. The employing office will also notify the Financial Aid Office when a student is terminated in order to remove the student from student payroll
- ***Terminations:*** A student employee can be terminated by a department supervisor, providing that good cause for the termination exists and can be documented (See Disciplinary Procedures above). If a student is terminated, the employing department should forward the pink copy of the student Personnel Action Form to the Financial Aid Office in order to remove the student from payroll.

## **JOB CLASSIFICATIONS AND PAY RATES**

### **Criteria Used in Creating a Wage Scale:**

Nature of the work performed  
Major duties and responsibilities  
Skill level of tasks and duties  
Distinguishing characteristics  
Judgment required  
Skills and knowledge required to perform the job

### **Description of Position Levels:**

Level D - unskilled or trainee  
Level C - semi-skilled  
Level B - skilled  
Level A - highly skilled

### **LEVEL D POSITIONS**

This level describes unskilled positions. Employees at this level will be trained to perform the duties of the position. Duties are routine, simple and governed by standardized procedures. These positions are closely supervised and make no decisions. Very specific written and oral instructions in procedures are readily available. Work is reviewed in progress to ensure understanding and accuracy. No previous experience is required. Specific skills and/or education is not required.

### **LEVEL C POSITIONS**

This level describes semiskilled positions. Duties are less routine and more varied. These positions require the performance of responsible tasks and require the employee to begin to make some decisions. Employees at this level are given general instructions as necessary and are expected to begin to use judgment and latitude in choosing alternatives from a standardized set of methods and procedures. Skills obtained through prior training or education are required.

**LEVEL B POSITIONS**

This level describes skilled positions. Duties are moderately complex and involve a substantial degree of responsibility and independent judgment. Employees at this level must be capable of performing their duties with minimal supervision. Employees must take initiative regularly and frequently and must be able to provide information regarding unit procedures, rules, and regulations. Possible responsibility of training students in lower level positions and acting in the role of the lead worker. Average job skills and the ability to maintain performance at a standard level.

**LEVEL A POSITIONS**

This level describes highly skilled advanced level positions. Duties are highly complex and can be highly specialized or varied. Employees at this level will be given very general instruction and will be expected to establish own work priorities based on unit or departmental goals, procedures, and timetables. Positions at this level require employees to make recommendations, act independently, use initiative, and make decisions regarding work assignments. Experience and ability to establish and maintain effective working relationships with college personnel and the public the college serves are required.

**Student Employment Pay Scale:**

Semesters of Experience	D		C		B		A		Calling All Saints	
	Fall 05	Spr. 06	Fall 05	Spr. 06	Fall 05	Spr. 06	Fall 05	Spr. 06	Fall 05	Spr. 06
0	\$6.00	\$6.75	\$6.20	\$6.95	\$6.40	\$7.15	\$6.60	\$7.35	\$6.80	\$7.55
1 - 2	\$6.30	\$7.05	\$6.50	\$7.25	\$6.70	\$7.45	\$6.90	\$7.65	\$7.10	\$7.85
3 - 4	\$6.60	\$7.35	\$6.80	\$7.55	\$7.00	\$7.75	\$7.20	\$7.95	\$7.40	\$8.15
5 +	\$6.90	\$7.65	\$7.10	\$7.85	\$7.30	\$8.05	\$7.50	\$8.25	\$7.70	\$8.45

Please Note: Beginning January 1, 2006 NY state law sets minimum wage at \$6.75 per hour.

**Flat Rates of Pay:**

Please contact the Financial Aid Office for information regarding policies and procedures on flat rates.