

Dominican University

Student Employee Handbook

Ange L. Reda, HR Generalist

708/524-6984

studentjobs@dom.edu

Version Spring 2018

Introduction

Student employees at Dominican are an important part of the university work force. With approximately 600 students working on campus, student employees play a significant role in the day-to-day functioning of Dominican University. Student employees perform a wide range of duties from general office assistance to positions that require specialized training.

Dominican University Human Resources Office created this manual to answer any questions students may have about working as a student employee at Dominican University. Since enrollment as a student at Dominican University is a condition of student employment, all student employees are expected to be aware of and follow the Student Code of Conduct, as outlined in the Student Handbook, which defines standards of behaviors and students' rights and responsibilities. The Student Code of Conduct applies to all students working in any capacity on campus. All policies and guidelines in this handbook are subject to change.

Dominican University's student employment program is managed by Human Resources. Contact the HR Generalist at (708) 524-6984 or studentjobs@dom.edu with any questions, comments or concerns.

Non-Discrimination Policy

It is the policy and practice of Dominican University ("the University") to provide and promote employment and academic opportunities for all students, faculty and staff members without regard to race, color, gender, age, marital status, religion, sexual orientation, medical condition, national origin, veteran status or disability unrelated to the ability to perform a job (collectively, the Bases for Unlawful Discrimination). It is the responsibility of all faculty and staff members and students to ensure that the concepts of equal employment opportunity/academic opportunity and non-discrimination are understood, abided by and carried out by everyone at the University.

It is the policy of the University to hire, accept, train, educate, promote, compensate and/or administer all employment and/or academic practices, as the case may be, without regard to any of the Bases for Unlawful Discrimination. Harassment of staff members, students or faculty members because they are members of any of the forgoing protected groups is strictly prohibited and will not be tolerated. In addition, sexual harassment or harassment on any of the grounds stated in this policy is strictly prohibited and will not be tolerated. The University will endeavor to undertake good faith efforts to fulfill the objectives of this policy. To that end, the University will take all appropriate measures in response to any such incidents, which come to the attention of the administration.

The University believes that every staff member, student or faculty member has the right to work and/or study in an environment totally free of sexual harassment and ethnic, racial, discriminatory or gender- or sexually-oriented joking, harassment or epithets. Such conduct does not advance the academic goals of the University, and may subject the University to legal exposure. Consequently, any student, faculty member or staff member who engages in such prohibited conduct will be subject to appropriate disciplinary action, up to and including termination, depending on the seriousness of the conduct in question and surrounding circumstances.

For all policies related to non-discrimination, please visit the University's Diversity web page.

Statement on a Drug-Free Workplace

It is a condition of employment that all university employees, including student employees, refrain from reporting to work or working while being under the influence alcohol or drugs. Under the influence means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that a student employee is impaired because of alcohol/drug use. This includes operating any University vehicle or conducting university-related business off campus. Student employees are prohibited from possessing alcohol while at work.

Dominican is committed to maintaining a drug-free workplace in compliance with applicable laws. The unlawful possession, use, distribution, sale or manufacture of controlled substances is prohibited on university premises. Violation of this policy may result in disciplinary action up to and including termination of employment, expulsion or dismissal from the university.

Student employees with lawful possession of prescribed medications must consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and should promptly disclose any work restrictions to their supervisor. Student employees should not be required to disclose underlying medical conditions. Medication must be carried in a container labeled by a licensed pharmacist. A copy of the University Drug and Alcohol policy is included in the Student Handbook.

Dominican's Student Employment Program

The student employment program provides jobs that give students the opportunity to gain more than just financial assistance to pay for their college education. It offers valuable work experience meant to enrich the college experience. In an increasingly competitive job market, employers seek applicants who have quality work experience in addition to a strong academic record. Student employment positions are available in a variety of campus departments, including the library, administrative offices, research centers and laboratories.

In order for students to work on campus, they must be enrolled at least part-time (1/2 time) as defined by the Office of the Registrar in a degree-seeking program at Dominican University and be eligible for legal employment in the United States. Students attending Dominican as a student-at-large or in another non-degree-seeking capacity are ineligible for student employment.

Students who drop below part-time enrollment, have graduated, are on a leave of absence, have withdrawn from the University or have been administratively withdrawn are not eligible to participate in the Program.

Dominican does not place students into positions; students must apply for and be hired into a position by a supervisor. Student employees are employees of Dominican University and are required to abide by all federal and state employment policies.

The period of Student Employment is from the first week of class in the fall through May graduation. Work-study awards are applied to any earnings during that period. Summer employment is not considered part of the work-study period; there are no work-study awards applied to summer employment earnings.

Student employees cannot be used to displace regular, non-student employees. Student employees are considered temporary, restricted, part-time employees of the university and are not eligible for university benefits, including sick or vacation time or group insurance.

Illinois is an at-will employment state; therefore supervisors retain the right to terminate a student employee at any time. Supervisors should send Human Resources a termination form indicating the end date of employment for the student employees. Likewise, a student can end his/her employment with a position at any time.

Undergraduate Work Study Awards

Though any eligible student can work on campus, federal and institutional awards are used to provide employment opportunities to students with proven financial need. Students with proven financial need are given first priority to on-campus employment. In order to determine individual need, students must submit a Free Application for Federal Student Aid (FAFSA). Dominican University Financial Aid Office uses the information provided in this application to assess needs and assign awards (grants, loans, etc.). Students will not receive student employment award unless they complete the FAFSA and indicate that they are interested in working on campus.

Dominican does not place students into positions; students apply for a position through the normal hiring process. Although having a work-study award gives a student priority in obtaining on-campus employment, it does not guarantee a student employee position with the university.

The Financial Aid Office sends an award letter to each student prior to the start of the academic year providing him or her with information about the financial aid package. If a student has been awarded Federal Work Study (FWS) or Dominican Employment (DE), the award letter will include this information. A student can also determine his/her award status by logging onto myDU. The award provides a total amount of earnings eligible toward the award.

Student employment awards are not guaranteed and award status may change from year to year because of additional grants/scholarships received, unused work-study awards from previous years, failure to file a FAFSA or removal due to disciplinary procedures. In addition, employment awards can be increased, reduced or removed by Financial Aid without student consent if other additional aid is needed, eligibility status is changed or if the award is not being used. Usually, a currently employed student is still eligible to work even if work-study status changes unless employed in a community-service program.

Work-study awards are not automatically applied towards the student's tuition bill, nor is the amount of the award guaranteed. An award simply authorizes a student to participate in the Program, provides first priority for hiring and sets a limit as to the amount of income a student can earn during the academic year. It is the student's responsibility to work enough hours to reach the earnings limit and to budget the money wisely throughout the year to manage necessary college costs.

Undergraduate students are classified in one of the following award status:

STUDENTS WHO RECEIVE A WORK-STUDY AWARD

- **Federal Work Study (FWS):**

Students who receive a FWS award with their financial aid package receive at least 75% of their earnings through the federal government. FWS student employees are limited to up to 10 hours of work per week and must earn an hourly wage (no stipends). FWS student employees are eligible to participate in community-service, off-campus work-study programs. They are not eligible to work in a position that involves the operation, constructing or maintenance of a religious worship area.

- **Dominican Employment (DE):**
Students with a DE award have 100% of their earnings funded by Dominican University. DE student employees are limited to up to 10 hours of work per week and can earn an hourly wage or a stipend. They are eligible to work in any building or department. They are not eligible to participate in community-service, off-campus work-study programs.
- **No Award:**
Students who are not eligible to receive any work-study can still work on campus. Students who do not have a work-study award are still limited to up to 10 hours of work per week and can earn an hourly wage or stipend. They are eligible to work in any building or department. They are not eligible to participate in community-service, off-campus work-study programs.

Graduate Students

Graduate student employees working for a position that requires a bachelor's degree are eligible to work up to 20 hours per week during the academic year. Post-bacc students are classified as graduate students.

Graduate students are eligible to work in an undergraduate position but can only work up to 10 hours per week.

International Students

Students who are attending Dominican full-time on a Student Visa do not receive a work-study award but are eligible to work on campus. If necessary, Human Resources will provide the international student with instructions on how to apply for a social security number. International student employees who have completed their paperwork can begin working on campus but will not be entered into payroll nor receive any compensation until they present the social security card to Human Resources. The supervisor will need to keep track of the international student employee's time and enter it into payroll once notified by Human Resources that the process has been complete. It usually takes six weeks from the date of hire to complete the process.

International students cannot work at the university past their date of graduation or upon completion in a certification program.

International students who resign or cease reporting to work before completing one full semester of employment will be reported to Human Resources and the Director of International Students. Additional sanctions may be applied if it is determined that the student obtained the social security number for purposes other than working on campus.

Notice about Students Ineligible to Work in the United States

Students who are not authorized to work in the United States are ineligible for participation in the traditional student employment program. However if a student wishes to work in a department closely related to the field of study, special permission will be granted to receive tuition credit. This exception is taken on an as-needed basis.

How to Find a Job

Positions are posted on the University's on-line job page. Students should read the position's job requirements and expectations closely to determine if they meet the requirements. The application will appropriately emphasize their ability to do the job or highlight specific skills that meet the requirements of the job. Some positions may require additional documents such as a resume or letter of recommendation. Undergraduate students should not apply for positions that require a bachelor's degree. Nor should graduate students and other non-work-study students apply for positions that require a work-study award. Such applications will be automatically marked as not meeting qualifications.

Supervisors manage the selection and hiring of student employees. Students could be interviewed over the phone or in person. For face-to-face interviews, students should present themselves in a professional manner; business casual attire is encouraged. During the interview, students should be prepared to answer work related questions and elaborate on how he/she is the best candidate for the position. In addition, students should research the department by checking the myDU website and preparing questions to ask about the position. Career Development can assist students with building a strong application or practicing interview techniques. These services are offered to current Dominican students at no charge.

In the fall semester, the University focuses on hiring in-coming students with work-study (FWS/DE). Those students are eligible to begin applying and working on campus after August 1. Other in-coming students who are not eligible for work-study can start applying after September 1. All other students must wait until October 1, before seeking on-campus employment. This includes graduate students seeking undergraduate positions and international students.

Certain positions that have an educational component required for employment are eligible to start working before the October 1, waiting period. These positions include Lab assistants, Tutors, Positions requiring a bachelor's degree (Graduate students), and positions that pay stipends.

After October 1, students can be hired at any time during the academic year.

Note: Student employees returning to their position for the new academic year can begin working immediately with or without a financial aid award. They do not have to wait until October 1. However, students who do not have a financial aid award and are seeking a different position from the prior year must wait until October 1, before applying/working on campus.

Employment Paperwork

Work Authorizations

Any position on campus requires a signed work authorization. The work authorization provides the hourly rate, number of hours per week and job title. A work authorization is required whenever any

student begins working on campus, whether or not it is a new hire. Supervisors are asked to complete a work authorization for every student employee when:

- A position is offered to a new hire
- At the beginning of the fall semester for *every* student employee (new or returning)
- At the beginning of the summer term for *every* student employee (new or returning)
- If a student is returning from a leave of absence due to study abroad or internships.

Both the supervisor and student sign a work authorization and return it to Human Resources. The student will be contacted by Human Resources when the payroll profile is updated to reflect active status.

New Hires

New student employees (i.e., have not worked on campus before) complete all necessary new hire paperwork. Human Resources will provide a link to the onboarding/payroll website. Student employees must complete the new hire process within three days from date of hire. Student employees cannot be compensated until the new hire process is complete. Student employees who do not complete the new hire process in a timely manner will be suspended from employment until the requirement is met. All information should be completed with the student's legal name as it appears on the I-9 verification documents. These forms are only required upon original date of hire at Dominican and will not be requested again as long the student has no employment gaps of a year or more.

Preferred Name Policy

Dominican recognizes that some members of the campus community prefer to use names other than their legal names to identify themselves. Students need to provide the legal name as it appears on the I-9 verification documents when enrolling in Paycor. Students may use the first name field to enter the name that better aligns with their identity. The preferred name will be displayed in employee lists visible by the student employee and supervisor. For a legal name change, the student needs to complete a new I-9 document and provide identification verifying the change (i.e., social security card or picture ID).

The new hire process contains the following:

- **Federal W-4 Withholding form:** All employees are required to report how much of their earnings go to supporting themselves and others. Many student employees receive the bulk of their financial assistance from parents or guardians and are already claimed as dependents. Therefore, the student usually claims "0" deductions on the form. Independent student employees need to consider whether they hold another position off-campus and how much is being earned throughout the year. Students should ask their parents, tax professionals or consult the IRS website (www.irs.gov) for assistance in completing this form. International student employees will be instructed to enter an exemption of at least "1".
- **Illinois W-4 Withholding form:** The Illinois W-4 is similar to the Federal form and should be completed similarly. It is required for all employees working in the state of Illinois even if a student's permanent address is not in Illinois. The University is required to withhold Illinois state tax since the student will be living in the state of Illinois while they work for Dominican University. International student employees will be instructed to enter an exemption of at least "1".

- **DHS Employment Eligibility form (I-9):** The I-9 form is used to confirm a person's eligibility to work in the United States by providing proof that the employee is a citizen of the United States, or has received authorization to obtain temporary or permanent employment in the United States. Acceptable forms of identification are listed in the I-9 section. Students must present the original ID's in person to a representative of Human Resources. Faxes, scans or copies (whether or not notarized) are not acceptable. For international students, the I-9 document requirement is typically met by presenting the following: valid passport, I-94, and I-20. If a student is unable to work in the United States, they are unable to work at Dominican University.

The I-9 form requires an actual signature. The student employee will be asked to sign a printed copy of the document when presenting the eligibility documents to Human Resources.

- **Department of Children and Family Services (DCFS) Mandated Reporter Form:** Employees of colleges and universities in the state of Illinois are federally required to report any suspicion or witnessing of the abuse or neglect of a minor (persons under the age of 18). In addition to signing the form acknowledging their mandated reporter status, student employees are required to participate in the on-line training through the State of Illinois DCFS website at <http://mr.dcfstraining.org>. A certificate of completion must be turned into Human Resources within one month from the date of hire.
- **Confidentiality Agreement:** All student employees are required to acknowledge that the work performed on campus is to be kept confidential and abide by the Federal Education Rights and Privacy Act (FERPA).

Once the process is complete, Human Resources will notify both the student and supervisor that the account has been activated. Further instructions may be included in the email.

If a student employee does not work for a period of approximately one year, he/she may be terminated from the payroll system. If the student employee later returns to work in a position on-campus, he/she may be asked to complete employment process again.

Working on Campus

Student employees at Dominican University are employees of the university. Students are hired to perform duties that are integral to the operation of a university. Supervisors expect their student employees to consider their on-campus position a real job. That means showing up for work on time, following the policies and procedures for the positions and presenting a professional image to anyone requiring the student employee's assistance.

As each position is different, it is up to the student employee to learn what the policies and procedures are when starting a new position. The student employee should inquire about the department's policies on breaks, absences, studying on the job, dress code, visitors and any other questions that should arise. Student employees receive an annual evaluation from their supervisor at the end of spring semester. However, a student employee should request feedback from their supervisor throughout his/her employment in order to ensure understanding of the position and display interest, if not enthusiasm, toward the work.

Each department will determine the student employee dress code based on what the student employee's duties will be. Supervisors are responsible for setting the dress code guidelines upon hire. In all positions, student employees are expected to dress neatly and in good taste. Clothing with offensive sayings or that promote drugs or alcohol slogans are never allowed. Clothing that promotes other colleges/universities should be discouraged.

Student employees should always conduct themselves in a manner befitting a place of employment. Joking and teasing may be seen as unwelcome or offensive and be interpreted as harassment. Horseplay, practical jokes or other unsafe actions can lead to injury of oneself and others and should not be allowed. Student employees are required to follow the Student Code of Conduct in regard to behavior that undermines the academic or social purposes, safety or order of a campus community.

Student Employment Training

All student employees are required to attend a student employment orientation session. This requirement is typically due within the first few weeks of employment. Human Resources will communicate a due date to both the student and supervisor. The orientation session covers general student employment information, such as employee responsibilities and receiving paychecks, as well as detailed information about the Federal Education Rights and Privacy Act (FERPA). Students who fail to complete the orientation requirement in the time allocated will have their employment suspended until the requirement is met.

Student Employees as Mandated Reporters

Student employees are required by law to report the knowledge or suspicion of harassment, code of conduct violations, discrimination or other prohibitive behaviors that are witnessed in the course of their campus job. Student employees must report if they are aware that someone is a victim or a perpetrator of any prohibitive behaviors. Types of prohibitive behaviors are defined in the Student Code of Conduct. Every student is required to participate in the "Think About It" training as administered by the Dean of Students.

In addition, student employees are required by the state of Illinois to report the knowledge or suspicion of the neglect or abuse of minors. Student employees must make a report to the Illinois Department of Child and Family Services (DCFS). The state of Illinois provides online training at <http://mr.dcfstraining.org>. All student employees are required to complete the online training and return the certificate of completion to Human Resources within one month from the date of hire.

Student employees are reminded that the duty to report is absolute when experiencing, witnessing or aware of prohibitive behaviors in the course of their on campus jobs. Student employees cannot be harassed, sued or terminated if making the report in good faith. The obligation is to report the instances only; the appropriate offices will proceed with investigation and management of the violations.

Federal Education Rights and Privacy Act (FERPA)/Confidentiality

The Family Educational Rights and Privacy Act of 1974 helps to protect the privacy of student education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education

records. The Act applies to all institutions that are the recipients of federal aid administered by the Secretary of Education, including Dominican University.

More information on student rights can be found on the Registrar's MyDU Page under FERPA.

In addition to following FERPA, student employees are required to keep confidential any information used or learned through the on campus position. Student employees should not share, distribute or discuss any information that is considered department privileged knowledge. This includes emails, conversations or work-related texts.

Maximum Hours per Week

Undergraduate students are limited to 10 hours of work per week during the academic year. If a student holds more than one job on campus, he/she must split the ten hours between the positions. Occasionally students may be offered upper-level student employment positions; these positions may allow a student to work over 10 hours per week during the academic year upon approval from Human Resources.

Graduate students employed in a graduate student position may work up to 20 hours per week. If a graduate student holds more than one job on campus, he/she must split the 20 hours between the positions. If a graduate student is employed in a position normally held by an undergraduate student, then he/she can only work up to 10 hours at that position.

Though students are given a maximum number of hours of work per week, the supervisor will indicate how many hours the position will require on the job description and work authorization form. Some positions may not require the full 10 or 20 hours of work.

In order to provide flexibility, student employees are allowed to exceed the hours per week limit with the understanding that the hours may be lowered the following week (i.e., a student employee works 15 hours in Week 1 and 5 hours in Week 2). However, at no point should any student employee exceed more than 20 hours of work in a week while classes are in session.

During university break periods including winter break, spring break and summer break, all student employees may work up to, but not over, 29 hours of work per week. At no point should any student employee work more than 29 hours during the break periods.

Student employees who violate the hours per week limits will be subject to disciplinary actions up to termination from employment.

Paycor/Recording Time

Paycor is an online personnel management system. New hires are sent an email that will allow them access to create an account and enter personal information. Student employees use this system to record hours worked, view pay statements and W-2 summaries. Levels of access are determined by whether or not a student receives an hourly wage or a stipend.

It is the expectation that the majority of student employees record all their work hours in real time through the Paycor Time and Attendance portal. It is the expectation that student employees log onto Paycor at the beginning of the shift and click the punch button to start clocking hours. The system will

continue to count the hours, even after the student employee logs off, until the process is repeated and the punch button is click again to stop clocking hours.

Student employees should only punch in when at work (i.e., actually in the office and on duty or actively working on an assigned task). Student employees should not punch in while in route to work or from other locations not associated with their duties. Student employees must punch out as soon as the shift has ended or the duties are complete. Any errors in the timecard need to be reported to the supervisor.

In order to capture actual worked hours, the supervisor should not enter time for student employees unless correcting a missed punch or updating hours before full activation (for new hires). Student employees who receive a stipend or salary as opposed to an hourly wage do not record any hours. Release of payment information will be arranged by the supervisor as per the work authorization. Some supervisors will ask student employees to use the time & attendance portal to log hours for recording purposes, but the hours will not transfer to payroll. The student employee will receive the agreed upon stipend.

A student employee's Paycor login is confidential. Student employees should never give out their username or password to anyone. Paycor and Human Resources will never ask for this information. Student employees should contact Human Resources immediately if they believe their account security is compromised.

Student employees should not ask another employee to punch in/out on their behalf. "Buddy punching" is a violation of employee policies and subject to disciplinary action.

Student employees are unable to correct their timesheets; they must contact the appropriate supervisor for assistance. If a student forgets to clock in or out, he/she should contact his/her supervisor to correct the error.

If Human Resources receives notice that employment has ended, the student's access to the time and attendance portal will be deactivated, but access to pay statements and W-2s will remain for up to 3 years. The portal will be reactivated upon receipt of a work authorization form to indicate a new start date. Human Resources will also deactivate access at the end of spring semester and at the end of the summer break unless otherwise informed of continuation of employment.

Multiple Campus Positions

Students may hold more than one position on campus provided that the total hours worked per week do not exceed the limit as designated by the student's status. When a student is hired for a second position, the new supervisor should complete a work authorization form and submit the form to Human Resources. Students should tell their current supervisor that they have been hired at a second position. Upon receipt, Human Resources will update the student employee's payroll and time & attendance accounts and provide instructions to assist the employee with punching in for the second position. Student employees should not punch in for the second job until they receive the updated instructions from Human Resources. This information is generally sent via email.

Wages

Most student employees receive an hourly wage of at least \$10.00/hour. Any student employee stipends need to calculate to an hourly rate of at least \$10.00/hour. The rate of pay can increase based on years of service, specialized skills or prerequisite knowledge. There is no guarantee that the hourly rate will increase each year, except as mandated by local or federal minimum wage requirements.

Some positions will provide tuition credit as part or all of the compensation. Those positions eligible for tuition credit are clearly marked in the job description. The credit is arranged by the hiring department through Financial Aid. No other tuition remission benefits are available and hours worked under student employment do not count toward tuition remission benefits should the student later be hired as an adjunct or part-time employee.

For accounting and taxation purposes, student employees must receive any compensation for any duties performed, either through the regular on campus job or one-time stipends for services outside the department, through payroll or financial aid. Upon special circumstances, other compensation can include room and board or tuition credit. Student employees should not receive cash or personal checks from their supervisors as compensation.

Getting Paid

The student pay period is on a monthly schedule and begins on the first of each month until the last day of the month. Supervisors are asked to review and approve the timecards for each student employee by the end of the payroll period. On the first business day following the end of the payroll period, Human Resources will process payroll. Any hours listed on a student employee's timecard will be transferred into the payroll system, resulting in a paycheck for hours worked. Any errors on a timecard may result in delayed payment. Students are encouraged to review their timecards regularly to check for errors. Students should report errors to the appropriate supervisor for correction.

Note: timecards will show an error if an employee is currently punched in; when the employee punches out, the error message will disappear.

Student employee payday is the 6th of the month. Should the 6th be a weekend or holiday, student employees will receive payment on the last business day before the weekend or holiday. Paychecks are available for pick up in the Student Accounts office. Any unclaimed checks are mailed after 48 hours. Student employees with direct deposit should see a deposit to their bank account on payday; paystubs are available by logging on to the Paycor portal.

Student employees are also given the option to sign their check over to their student account to be used towards tuition or other university expenses. Student Accounts will cash paychecks that are \$50 or less; or Student Accounts will deposit all but \$50 of a student paycheck into the student's tuition account and give the student the remaining \$50.

Understanding Your Paystub

Student employees have on-line access to their paystubs and payment information for each pay period through Paycor Pay & Taxes tab. A paystub shows payments and deductions received for that pay period as well as the gross accumulations of earnings for the year. Paystubs also display the student's tax status, the number of federal and state exemptions/allowances, the last 4 digits of the social security number and student's name and address as it appears on file in Human Resources.

Earnings: The earnings section will display the hourly rate and number of hours recorded in the month and the gross payment for those hours. For students with more than one position at different rates, the paystub will provide a separate line detailing the amount of hours worked at each rate. For students with more than one position but paid at the same rate, the hours will be combined.

Any overtime, shift premium or holiday hours will be calculated on a separate line. These hours are not included with the regular hours.

Any stipends, miscellaneous earnings or payroll corrections will be listed on a separate line.

Deductions: Federal and state income tax deductions are calculated based on the gross monthly wages. Income tax withholding is calculated per pay period and not based on cumulative earnings within a taxable year. Students should check with their parents/guardians, tax professionals or the IRS website (www.irs.gov) to double check if they need to decrease allowances or deduct an additional dollar amount for income tax. A student can complete a new federal or state W-4 form at any time to adjust future deductions.

Other deductions may include: overpayments or charges due to lost/damaged work-related items such as keys and uniforms. Deposits into checking or savings accounts will also appear as a deduction.

Student employees do not have social security or Medicare tax (FICA) deducted from their monthly paychecks during the academic year. Student employees working over the summer who are currently enrolled in classes are exempt from FICA.

Lost Paychecks

Lost, stolen or damaged checks must be reported to Human Resources so that a stop payment is made and the check reissued. In most cases, stop payment requests take about 48 hours to process and a manual check replacing the earnings will be issued on the next available University check run day.

Stale dated checks (checks not cashed after 180 days) will be automatically reissued and sent to the student employee's address on file. If the student employee has a student account balance, the net amount of the paycheck will be credited to the student's tuition account.

Direct Deposit

Students employees have the option to enroll in direct deposit using a bank's routing and account number. The information can be found on a personal check or via the bank's website. Debit or credit card numbers do not work for direct deposit. Payment can be split between multiple accounts. Student employees use Paycor to enroll or manage direct deposit accounts. For security purposes, any changes initiated by the employee will be verified by Human Resources. Changes will be reflected on the next payday.

Student employees need to update their direct deposit information any time the bank information has changed or the account is closed.

If a bank account is closed or information was not entered correctly, it can take at least 48 hours after payday for the money to be returned to the University and payment reissued to the employee.

Breaks

Student employees earn a 15-minute paid break for every four consecutive hours of work within a department. Breaks should be scheduled ahead of time with the supervisor. The student employee does not clock in/out for the paid breaks.

All paid breaks should be documented by the supervisor either by using the Note button in the time and attendance portal or in writing (i.e., by maintaining a break schedule in or near student employees' shared workspace). Supervisors should retain any written paid break schedules to prove compliance with this regulation.

An unpaid, half-hour lunch is given to any student employee scheduled for at least 7.50 consecutive hours in one department. The student employee should clock in/out during the unpaid lunch. The paid and unpaid breaks cannot be combined into a one-hour break.

No breaks are awarded if the work hours are not within the same department or are not consecutive.

University Drug and Alcohol Policy

It is a condition of employment that all university employees, including student employees, refrain from reporting to work or working while being under the influence alcohol or drugs. Under the influence means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that a student employee is impaired because of alcohol/drug use. This includes operating any University vehicle or conducting university-related business off campus. Student employees are prohibited from possessing alcohol while at work.

Dominican is committed to maintaining a drug-free workplace in compliance with applicable laws. The unlawful possession, use, distribution, sale or manufacture of controlled substances is prohibited on university premises. Violation of this policy may result in disciplinary action up to and including termination of employment, expulsion or dismissal from the university.

Student employees with lawful possession of prescribed medications must consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and should promptly disclose any work restrictions to their supervisor. Student employees should not be required to disclose underlying medical conditions. Medication must be carried in a container labeled by a licensed pharmacist. A copy of the University Drug and Alcohol policy is included in the Student Handbook.

Holiday and Emergency Closures

Student employees do not accrue sick or vacation time or receive any other paid time off (i.e., jury duty, bereavement, etc.). Student employees are paid for university holidays only when they actually work on the designated holiday. Student employees that work on a university holiday receive 1.5 times their hourly rate. Holidays are days when the university is closed, not when school is not in session. Supervisors who schedule student employees to work on a university holiday must have prior approval from Human Resources. Only student employees with positions that are vital to the safe operation of the university should be scheduled to work on a holiday (ex: Security dispatchers). Supervisors can arrange make up hours for student employees who are not authorized to work during closures.

Student employees do not receive pay for school closings (i.e., snow days, power outages). The supervisor can arrange make up hours at another time. Students who are required to work during school

closings (i.e., snow days) will be paid 1.5 times their hourly rate. Only student employees with positions that are vital to the safe operation of the university should be allowed to work during school closings (ex: Security dispatchers).

Volunteering

The Fair Labor Standards Act of 1938, as amended, prohibits employers from accepting voluntary services from any paid employee. All student employees must be paid for all hours worked, even if the hours violate the weekly hourly limit or place the student into overtime. The student employee may be asked to adjust his/her schedule to offset any extra time from the previous pay period.

In addition, no student, including those not eligible to work in the United States, can volunteer for a position that would normally receive compensation.

Injuries at Work

Supervisors should provide a safe, healthy work environment for their student employees. Student employees should not be allowed to perform any duties without the appropriate equipment and training. Supervisors should be aware of dangerous weather situations (i.e., storm or heat advisories) and instruct student employees on proper protocol for dealing with such circumstances (i.e., when to seek shelter or provide hydration stations).

Any injury to a student employee while at work needs to be reported to Human Resources as soon after the occurrence as possible. Human Resources will file a workers' compensation claim and the insurance carrier will follow up with the student employee regarding the claim.

Computer Access/University Equipment

For security reasons student employees who need access to a Dominican computer, department shared drives and/or department specific programs must be provided with a student employee login. Supervisors must submit a Non-Affiliated Peron Form (available on-line) to the IT department for each student employee who requires access.

Supervisors should provide the student employees with their own, unique login and password for every program they are required to use in the capacity of their employment. Supervisors should never allow a student employee to login under anyone else's user name and password.

If the position requires that the student employee be given any university property such as a uniform, name badge or keys, the supervisor will provide the student employee a written agreement that must be signed regarding damage or lose of university property. Human Resources should be notified prior to next payday if the student employee needs to have his/her paycheck withheld or deducted because of missing or damaged items.

Student Employee Appreciation

Supervisors may give student employees gifts to celebrate events, such as holidays, birthdays or end of year appreciation. The gifts should be in a reasonable price range and should not be items that can be perceived as favoritism or inappropriate for a supervisor/student employee relationship. The University also participates in the National Student Employee Appreciation week, held the first full week in April.

Supervisors' Responsibilities

Supervisors should not ask student employees to perform tasks for the personal benefit of the supervisor (ex: babysit, pick up groceries) or perform duties for organizations or businesses to which the supervisor has an interest in but is unrelated to Dominican University (ex: work for a political constituent, sell raffle tickets for a benefit, develop a web page for a home business).

Student employees cannot work in the same department of a relative even if the relative is not the immediate supervisor of the student position. Please refer to the Nepotism Policy in the Staff Handbook (Sec. 5.1.7) for definition of relative.

Supervisors should provide a safe, healthy work environment for their student employees. Student employees should not be allowed to perform any duties without the appropriate equipment and training. Supervisors should be aware of dangerous weather situations (i.e., storm or heat advisories) and instruct student employees on proper protocol for dealing with such circumstances (i.e., when to seek shelter or provide hydration stations).

Verification of employment requests for student employees are handled by Human Resources. Student employment is considered part of the student's file and is covered by FERPA. No information can be released by the institution without the student's signed permission. In general, Human Resources will only verify dates, title and wages for student employees; HR does not release information on job performance, personality or reason for leaving.

However, a student employee can request a letter of reference from the supervisor; the request should include a written consent from student employee to release the information.

Changes to Personal Information

The Paycor system is not integrated with the University's student management system. Any changes to a student profile need to be made with the Office of the Registrar as well as with Human Resources so that Paycor can be updated.

Address changes can be made by submitting a "Change of Contact" form to HR. The form is available in the Human Resources.

For name changes, the student employee needs to bring a document showing the new name. Acceptable documents are a driver's license, state ID, passport, social security card or student ID. Once submitted, the Paycor account will be updated to display the new name, though the login credentials will not change.

General Student Employment Policies

The following policies apply to all student employees (FWS, DE, Undergraduate and Graduate):

1. The period of Student Employment is from the first week of class in the fall through May graduation. Work-study awards are applied to any earnings during that period. Summer employment is not considered part of the work-study period; there are no work-study awards applied to summer employment earnings.

2. Violations in the work place are subject to the policies and procedures listed in the Student Code of Conduct. Any violations, including theft, harassment, or falsification of records, should be reported to the Dean of Students and Human Resources as soon as possible. Unless stated otherwise, all sections of this *Handbook* apply to all student employees employed by the university at all locations.
3. Student employees must be enrolled at least part-time (1/2 time) as defined by the Office of the Registrar in a degree-seeking program at Dominican University and be eligible for legal employment in the United States. If a student employee leaves the university, ends student status or graduates, then the student employee will be removed from the student payroll. It is the student's responsibility to inform their supervisor of change of enrollment status.
4. Student employees cannot be used to displace regular, non-student employees. Student employees are considered temporary, restricted, part-time employees of the university and are not eligible for university benefits, including sick or vacation time or group insurance.
5. Some positions will provide tuition credit as part or all of the compensation. Those positions eligible for tuition credit are clearly marked in the job description. The credit is arranged by the hiring department through Financial Aid. No other tuition remission benefits are available and hours worked under student employment do not count toward tuition remission benefits should the student later be hired as an adjunct or part-time employee.
6. Work-study awards are not automatically renewed each academic year. Student employees should make sure they request a work-study award each time they file the FAFSA. Student employees returning to their position for the new academic year can begin working immediately with or without a financial aid award. They do not have to wait until October 1st. However, students who do not have a financial aid award and are seeking a different position from the prior year must wait until October 1st, before applying/working on campus.
7. Student employees do not accrue sick or vacation time or receive any other paid time off (i.e., jury duty, bereavement, etc.). Student employees do not receive pay for school closings (i.e., snow days, power outages). The supervisor can arrange make up hours at another time. Students who are required to work during school closings (i.e., snow days) will be paid 1.5 times their hourly rate. Only student employees with positions that are vital to the safe operation of the university should be allowed to work during school closings (ex: Security dispatchers).
8. Student employees are expected to work during exam weeks, though the supervisor can adjust the hours to accommodate tests and studying.
9. For accounting and taxation purposes, student employees must receive all compensation for duties performed through payroll or financial aid. Upon special circumstances, other compensation can include room and board or tuition credit. Student employees should not receive cash or personal checks from their supervisors as compensation.
10. Each department will determine the student employee dress code based on what the student employee's duties will be. Supervisors are responsible for setting the dress code guidelines upon hire. In all positions, student employees are expected to dress neatly and in good taste. Revealing clothing and/or clothing with offensive sayings or that promote drugs or alcohol slogans are never allowed. Clothing that promotes other colleges/universities should be discouraged.

11. Illinois is an at-will employment state; therefore supervisors retain the right to terminate a student employee at any time. Supervisors should send Human Resources a work authorization indicating the end date of employment for the student employees. Likewise, a student can end his/her employment with a position at any time.

Resignation/Termination

As with any employment, student employees are encouraged to provide as much notice as possible when resigning from a position. Two weeks notice is the generally accepted standard. Some supervisors may request that resignations be submitted in writing. Students are encouraged to communicate hardships to supervisors, as they may be able to offer a reduced work schedule or additional assistance.

At times, it may be necessary to end a student employment position due to budgetary or other constraints. Supervisors are encouraged to share this information with student employees with as much notice as possible. In these cases, students are encouraged to seek other employment on-campus. If a student fails to meet the expectations for a position, a supervisor may terminate the student's employment. Depending on the nature of the termination, Human Resources may determine that the student is no longer eligible for employment on-campus for a period of time or indefinitely. If a student is no longer eligible for employment on-campus, Human Resources will communicate this information to the student.

Student employees must be enrolled at least part-time in a degree-seeking program to be eligible for on-campus student employment (part-time enrollment is based on the Registrar's definition of full-time enrollment). Therefore, students who withdraw from classes or graduate are no longer eligible to work as student employees. In addition, students who are eligible to work for a limited time period, such as international students or those who hold an employment authorization card, must end employment upon expiration of their work eligibility. If a student's work eligibility ends, his/her employment will be terminated by Human Resources.

In all cases, supervisors should submit a form to Human Resources to indicate the student's last day of work. Upon receipt, Human Resources will update Paycor; the employee will no longer be able to clock in and out for work in that department. Final payment will be processed with the regularly scheduled student payroll.

Student Employment Grievance Procedure

Student employees may experience problems related to their employment situation. The Student Employment Grievance Procedure is designed to resolve such problems as quickly and fairly as possible. Supervisors should ensure that student employees are familiar with this process.

1. If a student has a grievance, he/she should meet with his/her immediate supervisor and a good faith attempt should be made to reach mutual agreement. The immediate supervisor will give a response to the student as soon as possible after their meeting.
2. If the student does not feel that the situation has been satisfactorily resolved, he/she should request a meeting with the department head, unit manager, or designated representative of the department in which the student is employed in a good faith attempt to resolve the issue. The department head, unit manager or designated representative shall meet with the student

employee as soon as possible to discuss the employee's concern. The department head/unit supervisor's decision shall be final, exclusive and binding on the university and the student.

3. Human Resources has no authority to change an employment-related decision by any university department, but are available to discuss a student employee's concerns once the student employee has met with their immediate supervisor.

Summer Employment

The summer employment term, which begins the day after graduation and ends the day before the start of school, is not part of the normal student employment program. There are no work study awards for summer employment and many of the restrictions of hours and wages are lifted.

Supervisors with open positions for the summer post the positions on the jobs website. Students who are hired into these positions are considered temporary, part-time, summer employees. Students who wish to work over the summer do not need to be enrolled in a summer session at Dominican in order to qualify for summer employment. However, they must be planning on returning to Dominican in the fall. Summer employees will be paid through the student employment payroll on a monthly basis.

Students who recently graduated may continue to work over the summer but must end employment before the first day of the fall semester.

A summer work authorization is required for all those scheduled to work as temporary employees during the summer, including those earning a stipend. Even if a current student employee is continuing in the same position, a summer work authorization is required.

International students who graduate in the spring become ineligible for continued employment at Dominican effective on graduation day. International students who are not graduating are eligible for summer employment.

Any new hires will be required to complete a new student employee packet and confidentiality agreement. New summer employees are not required to view an orientation session.

All summer employees (grad and undergrad) can work up to 29 hours of work per week which can be split over multiple departments. Overtime should be avoided and supervisors should ensure that a summer employee does not exceed the 29 hours of work week limit.

Though summer employees do not need to be enrolled in a summer session in order to be eligible for employment, those not enrolled for the summer will have social security and Medicare (FICA) deducted from their paycheck. For students enrolled in one summer session (with the exception of summer III, which covers the entire summer) FICA will be deducted in the months that the student is not enrolled.

Dominican matches the summer employees FICA contributions as part of the federal regulations. The matched portion is charged to the department budget.

Any summer employees who will continue as student employees for the following academic year will require a new work authorization by the first day of classes in order to continue working even if they are continuing on in the same position.

There is no evaluation of summer employees, though positive and constructive feedback is encouraged.