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STUDENT HANDBOOK

GENERAL INFORMATION

WHO IS ELIGIBLE

A student employee is a part-time employee who is concurrently enrolled at Washburn University with the primary goal of achieving a degree. Thus, the employment is interim or temporary in nature and is incidental to the pursuit of an academic program. There is no guarantee of permanent employment implied or otherwise.

Students on financial aid who accepted federal work-study (FWS) have been offered a work-study opportunity by the college to meet their need for aid (as determined by the Financial Aid Office). In an effort to offer students a wide range of options, employers are asked to advertise any available student jobs with the Work Study Coordinator located in the Financial Aid Office and the Career Services office.

Any student who obtains a job on-campus must obtain a Student Contract in Financial Aid Office (FAO), have it completed and signed by their supervisor and returned to the FAO Morgan Hall, Room 267. This creates a record of where a student is employed and also allows the student employment office to verify work-study status.

ON CAMPUS EMPLOYMENT

There is a tremendous variety of jobs available on campus. Nearly every department on campus utilizes student assistance in some manner and rely upon them as they would any full-time staff member in many cases. Levels of responsibility are dependent on the type of position, some require your signature on a confidentiality statement and some entail a great deal of training. It may be possible to find work in your field of study or choose something completely different to allow for variety.

OFF-CAMPUS EMPLOYMENT

A limited number of Off-Campus Work-Study jobs are available each year, depending on funding. These are positions in approved non-profit, non-sectarian agencies or for –profit corporations which may advertise a job through the Student Job Openings. If you are interested in Off-Campus Employment check with the student employment office or the Career Services office.

COMMUNITY SERVICE

Community Service Work Study is a program that offers students the chance to earn wages while helping a local non-profit organization. These positions typically allow students to come into direct contact with the people they are serving. This program is beneficial in that it offers students the opportunity to learn about the community in which they live, provide much needed service, and earn wages while gaining relevant work experience.

SUMMER EMPLOYMENT OPPORTUNITIES

Washburn University hires a certain number of students during the summer. There may or may not be Federal work-study (FWS) funding during the summer. Summer employment begins the first day after the end of the spring semester and ends the day prior to the beginning of fall semester. New payroll forms are required of all students. Check with the Departments and Financial Aid Office. To be eligible for hiring, a student must be enrolled in any summer session or be registered for the fall term. Any student enrolled in less than 6 hours will not be FICA exempt.

INTERNATIONAL STUDENTS

Foreign students (with F-1 Visa) are eligible to work on campus. They can work up to 20 hours per week while classes are in session and 40 hours per week during authorized vacation periods. Students must complete a full time course load the previous semester and be enrolled full time the current semester. For undergraduates this means 12 hours and for graduate students this means 9 hours. Students must be making satisfactory progress on their degree. This is defined as a GPA of 2.0 for undergraduates. After a foreign student employee has received a job offer, the student must obtain the Employment Clearance form from the International Studies Office in the International House, apply for a Social Security card, and then report to the Financial Aid Office, Morgan Hall, Room 267.

FINANCIAL AID

CAMPUS EMPLOYMENT AND THE FINANCIAL AID AWARD

The Federal Work-Study (FWS) Program is a need-based program awarded to full-time undergraduate students who exhibit financial need as determined by the Free Application for Federal Aid (FAFSA). Washburn University receives an allocation from the federal government each fiscal year which is used in combination with University funds to provide part-time employment for students. The Financial Aid Office is responsible for budgeting the FWS allocation from the federal government to departments on-campus and community service agencies off campus.

Students must apply for financial aid and receive a FWS award from the Financial Aid Office, Morgan Hall, Room 267 in order to work under this program. Students who demonstrate financial need are awarded FWS funds on a first-come, first serve basis until funds are exhausted. Therefore, it is very important for students to be aware of and adhere to application priority dates. Students who file for financial aid too late in the year may not receive a FWS award due to lack of funding, whether they have financial need or have a special FWS job arranged. To ensure consideration for a FWS award, students should file the FAFSA as soon after January 1 as possible.

Students who accept their offer of FWS **are not guaranteed a job**. All students are given access to available FWS job descriptions in order to apply for the job that interests them.

NOTE: During the academic year, any work done on campus during breaks will be counted as work-study, and students working during those time periods should be aware that they may reach their FWS limits earlier, requiring them to stop working under FWS. Students may also be hired directly by the Department.

JOB RESPONSIBILITIES

Student help is very important to the operation of nearly all areas of the college, and the work experience students gain can be invaluable as well. Reliability, promptness, and a strong sense of responsibility are highly valued qualities in a student assistant. Student employment jobs can prove to be a worthwhile experience, as they are useful in demonstrating career level qualities such as honesty, diligence, and ambition. Employers considering the application of a Washburn University graduate consistently contact the student employment office regarding employment records. They recognize the transferable skills students obtain while working in college.

Your position, whether it is on or off-campus, should be approached with the same respect and responsibility as any professional position you might enter after graduation. Your performance at work will reflect on your record and, like your education, be valuable toward your future.

Just as student employers will recognize good work, they will also note shortcomings and failures. Expectations include that a student will call if unable to make a scheduled shift, that students will not abuse any privileges within the department for which they work (such as phone access, computer access, etc.), that students will take their responsibility and commitment to the job seriously. Employment may be terminated if a student fails to meet these expectations. A student may be terminated at any time.

Students are also strongly encouraged to work out a solution to any unhappy job situation. The student employment coordinator, located in the Financial Aid Office, Morgan Hall room 267, is available for discussion and advice.

Do not allow a situation to deteriorate before seeking assistance. The Student Employment Office is there for the support of the student as well as the employer. Your options include seeing the Student Employment Coordinator in person, by appointment or contact via phone, letter, or e-mail.

CONFIDENTIALITY AND LOGINS – See Appendix II

Confidentiality:

If a student has access to confidential information as part of their job, it is very important to have an understanding that this information will not be shared with anyone outside the department. Failure to comply would result in termination of employment.

Your department may wish to have a student sign a statement showing that the student understands the responsibility of handling confidential material, and the manner in which it must be handled, and agrees on paper to those terms of employment.

Log-ins:

Student employees who need administrative access must be approved by the Director and attend training for Banner log-ins.

GETTING PAID

I-9 AND W-4 FORMS

Before you begin to work, you must complete an I-9 form and a W-4 form. Both forms are required by the federal government within 3 working days, and no employee can work or be paid until these forms are on file with the Financial Aid Office. Both forms are available in the Financial Aid Office and must be returned to our office.

The I-9 is an employment eligibility verification form, and proper identification must be shown to a staff member of the Financial Aid Office at the time of completion. Acceptable identification is listed on the form, but an example of such would be either a passport or a combination of a photo ID and a birth certificate or social security card. International students must have an unexpired passport with I-551 stamp or attached INS Form I-94 and I-20 or an Alien Registration Receipt Card with photograph. The form has very concise directions and requirements and should be read carefully. The Financial Aid Office cannot accept any document not specifically listed as acceptable by the government. All forms must be originals.

The W-4 is an Employee's Withholding Allowance Certificate. It must also be read carefully, filled out completely, and signed by the student. Any questions on completing the W-4, beyond the instructions given, should be referred to a parent, guardian, or the payroll office, Morgan Hall, room 204.

Once the necessary paperwork is completed, a student may begin working, and submitting web based time sheets.

To further insure payment, students should be sure that their correct social security number is on file with the payroll office. Students with name changes should do the same.

SOCIAL SECURITY AND MEDICARE EXEMPTION FORMS

The Internal Revenue Service has issued guidelines governing the exemption of taxes from wages. The rule states that all students who are at least half-time undergraduate or graduate will qualify for the exemption, regardless of the number of hours worked. Students who are classified as "Career Employees" are not eligible for the exemption. The definition of a "Career Employee" is essentially an individual who is eligible to participate in a section 401 or 403(b) retirement plan, (ii) eligible for reduced tuition reduction or (iii) classified as a career employee by the University.

TIME SHEETS

Time sheets are web based and are submitted through your MyWashburn account. Using your username and password, log into your MyWashburn account. Select the Employees Tab. Under Employee Self-Service, select Submit/Approve Time Sheets. Choose the correct pay period and status; then select Time Sheet. Fill in hours and Save. When hours are filled in for the entire Pay Period, press Submit. Enter time in the CURRENT period, not previous. Enter your times daily. The program is date and time sensitive. Confirm and submit to your supervisor at the end of pay the period.

Paychecks are distributed after 8 a.m. on paydays (see pay schedule). Checks may be picked up in the Business Office, Morgan Hall, Room 204. You must show your student ID or drivers license to pick up your check. A student interested in having their check direct deposited to their checking or savings account, must complete a Direct Deposit Authorization Form supplied by Payroll.

HOURS A STUDENT CAN WORK

In the fall and spring semester, student employees of the University should be restricted to no more than 20 hours of work per week, unless approved by the Student Worker Coordinator. FWS students should be careful not to exceed the amount awarded (check earnings via your MyWashburn account under Financial Aid History). During semester breaks, and the summer session, students may work more hours.

Students are NOT eligible to work overtime hours. NO student can work more than 40 hours per week.

PAY RATES

The following constitute the categories and salary rates for Federal Work Study and regular student payroll for Fall and Spring semesters. These rates were effective August 8, 2002 and apply to all Federal Work Study and regular student employees.

Employment Category

General Office, Labor and Service Pay Rate \$6.55 per hour

Pay rate starts as of July Students in this employment category who have satisfactorily completed one year of service receive an \$.35 an hour raise (\$7.15 per hour) for the second year and an additional \$.25 per hour for each succeeding year.

Skilled Workers, Heavy Labor and Telecounselors Pay Rate \$7.00 per hour

Students in this employment category receive an additional \$.25 an hour after each year of satisfactory service.

Tutors Up to \$7.00 per hour

Students in this category receive an addition \$.25 per hour after each year of satisfactory service.

Student Supervisors Pay Rate \$7.50 per hour

Students in this category receive an additional \$.25 per hour after each year of satisfactory service. Please contact the Student Employment Coordinator if you have questions.

ON THE JOB PERFORMANCE

You will be expected to maintain punctuality as scheduled for your job, present a neat appearance, and work efficiently and cooperatively. When illness or emergency prevents you from working, be sure to notify your supervisor well in advance of your usual reporting time. Never just fail to show up. Doing so will put your job in jeopardy, in addition to creating a hardship for your supervisor and co-workers. Departments and professors rely upon students and value their work, and a student employment position should be treated exactly like any other job. Students very often gain valuable experience in their jobs and enjoy the responsibilities given to them. Future employers also view student employment jobs as valid experience, and will check references.

First Job DO's and DON'Ts:

Use these tips to help you develop a professional attitude and make a good impression:

PUNCTUALITY
DO submit projects by deadline or before. Missing an important deadline may mean you won't be trusted with additional responsibility in the future.
APPEARANCE
DO make sure that your appearance fits the environment. Ask others about the appropriate dress. DON'T wear clothes or accessories that draw too much attention to themselves. Avoid excessive amounts of cologne/perfume and jewelry that is distracting.
COMMUNICATION
DO use proper written and spoken language. DO have a co-worker proofread important documents. DON'T use foul or profane language.
INTERNET ETIQUETTE
DO proofread and spell check before you send an e-mail. Have you included all attachments? Are you sending to the correct address? DON'T send e-mail messages that include anything you would not want anyone else to read. DON'T abuse your access to the Internet. Limit personal Web surfing.
KEEP THE UNIVERSITY IN MIND
DO maintain a positive attitude at work. Your demeanor reflects on both you and the University. DON'T abuse University resources. The fax machine, printer and office supplies are for office use only.

POLICIES AND PROCEDURES

ACCOMODATIONS FOR DISABLED EMPLOYEES

Washburn University recognizes the wide variation in the needs of student employees with disabilities. When needs arise, employees should discuss needed accommodations with their supervisors. It is appropriate and responsible for you as a supervisor to refer requests for accommodations and any other concerns to Human Resources, Morgan Hall

NON-DISCRIMINATION POLICY

Washburn University is committed to a policy of equal educational and employment opportunity without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, or sexual orientation. At the same time, Washburn University reserves the right and duty to seek and retain personnel who will make a positive contribution to its goals, and mission.

DRUG-FREE SCHOOLS AND COMMUNITY ACT

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in all workspaces of the University. Disciplinary proceedings, which may include termination will be taken against any employee found to have violated the policy statement, or who has been convicted for violation of a criminal drug statute for a violation occurring on University property. The University's Drug Free Workplace Act of 1988 is found in the Appendices as Appendix E.

SEXUAL HARASSMENT & HARASSMENT POLICY – See Appendix I

ON-THE-JOB INJURIES

Washburn University employees are covered by Workers' Compensation for physical injuries and occupational diseases that arise out of an injury in the course and scope of employment. Workers' Compensation was not designed to cover all of the workers' health problems; it does, however, provide a wide range of benefits for work related injuries and illnesses.

The employee has definite legal responsibilities that are required to establish a claim for compensation. Please contact Human Resources if you are injured on the job to complete forms.

COMPLAINTS

All complaints involving such matters as work schedules, performance standards, job assignments, separation of service, and other similar matters are to be settled by you and your supervisor. If a satisfactory solution cannot be reached, then either party may bring the issue to the attention of the Student Employment Coordinator.

TERMINATION AND RESIGNATION

Termination

Student employees are "at will" employees. The supervisor can terminate a student at any time. Problems should, whenever possible, be resolved between the supervisor and the student employee before the situation deteriorates to the point that termination is required.

When a student leaves their position, all keys or codes released to the student are required to be returned to the supervisor. All computer access must be terminated. The Supervisor is to contact Computer Services for guidance.

Resignation

A student employee may resign from a job at any given point, but a student should notify his/her work supervisor to provide sufficient notice of leaving a current position. All duties should be satisfactorily completed, and any work in process should be documented and explained. Procedures for return of keys and codes, as explained above, should be followed.

ABSENCES

Student employees should notify their supervisor as soon as possible, but no later than the beginning of the scheduled work period when they are unable to work. In case of an extended absence, the student should inform the supervisor of the anticipated length of absence. A student may not be paid for hours that were not actually worked.

REST PERIOD

Student employees may be provided a 15 minute rest period during a continuous four hour work segment. Rest periods are scheduled by the supervisor to maintain efficiency of the work unit. Rest periods must be preceded and followed by work and should not be used to cover a student's late arrival or early departure. Time designated for rest periods cannot be accumulated. Please note that breaks are a privilege, not a right.

JOB SAFETY

All employees have a responsibility to promote safety in the workplace.