

THE STUDENT HANDBOOK FOR STUDENT EMPLOYMENT

Each year there are some 1500 student positions administered by the Student Employment Office and students earn over \$4 million in wages. Likewise, the CSU student staff generates over \$4 million in services to the University. The Financial Aid Office administers the Student Employment Program, which is designed to assist matriculating students in financing their education, developing essential job skills, and enhancing their University experience and success at CSU.

This manual and the terms Student Employee/Employment refer to those student employees who are paid hourly, and receive a check bi-weekly, using a student employment budget line, and observing the student employment guidelines. Graduate assistantships and tuition waivers are handled through the College of Graduate Studies. Other part-time, temporary positions may be administered through Human Resources.

This manual was created to provide general information on student employment at CSU and make the student employment process more efficient and effective. Student employees are responsible for understanding and abiding by both the general student employment regulations set forth in this manual, as well as the specific expectations and guidelines of the employing department.

WHAT IS THE DIFFERENCE BETWEEN A FEDERAL WORK STUDY and NON WORK STUDY JOB

What Is Federal Work-Study (FWS)?

Federal Work-Study (FWS) is a federal financial aid program designed to help U.S. citizen/students meet educational expenses. Students earn this award by working in the student employment program.

Only students who are citizens or resident aliens should apply for student positions requiring FWS.

What Is A Non-Work-Study Job (NWS)?

All students are eligible to apply for jobs listed as Non-Work-Study.

If I Receive A FWS Award, Am I Obligated To Participate In The Work-Study Program?

No, students who receive a FWS award are not obligated to participate in the student employment program. However, if you have a FWS award and work in a student employment position, the award will automatically be utilized. Please note that the Financial Aid Office may adjust or cancel a student's FWS award if it is not being utilized.

Why Is FWS Important To Me?

- Wages paid to students with a FWS award are reimbursed to the University by the Federal Government up to the full amount of the award.
- FWS reduces reliance on student loans and helps to reduce debt upon graduation.
- FWS earnings do not increase taxable income which could reduce future student aid or other assistance which may be received.

What Is A Non-FWS Student Job?

A non-FWS job is any hourly student employment position for which wages paid to that student from the department's non-work study budget. The Federal Government does not reimburse wages for a non-FWS job.

STUDENT EMPLOYMENT ESSENTIALS

What Are The Basic Rules Of Student Employment?

In order to be eligible to participate in the CSU Student Employment Program, students must observe the following basic guidelines:

- All student employment positions must be posted by the Student Employment Office.
- No student may work until all hiring paperwork has been accurately completed and forwarded to the Student Employment Office. The only exception is that students have up to 3 days to provide the I-9 documents.
- All student employees must be paid following the University's bi-weekly pay periods, except those student employees with board-approved stipend positions.
- Students are eligible to work as student employees when they are enrolled for at least 6 credit hours* in a degree seeking program at Cleveland State University during the regular academic semesters.
- Student workers must be provided with at least a half-hour unpaid meal break after 6 hours of work.
- Student employees may not work more than 20 hours per week during regular academic terms. This includes a combination of hours for all CSU positions.
- Students generally may work up to 40 hours a week during breaks between semesters, if they did not violate the student employment regulations during the preceding semester, if they intend to return to CSU in the next term, and if they have their supervisor's approval.
- Student employees may never work more than 40 hours in a week or 10 hours in a day.
- Student employees may not work during their scheduled class times, including during finals week.
- Newly admitted students may begin work during the break before their first semester, including during the summer prior to their first fall semester of classes, if they have registered for at least 6 credit hours for the upcoming term.
- Graduating students must stop working on the last day of the term, unless they are accepted in a degree-seeking program for the upcoming academic term and register for not less than 6 credit hours. An exemption is allowed, if the student is taking classes required to be accepted into a degree-granting program.

- See the Summer Semester Guidelines for special guidelines about working during the summer.
- It is the student's responsibility to understand and abide by the student employment regulations and the policies of the employing department.
- Violation of the student employment rules will result in termination of the student job.
- If you need more information ask your direct supervisor, the departmental student employment designee, or contact the Student Employment Office at studentemploy@csuohio.edu.

Exemptions to the Basic Rules Of Student Employment?

A one-time exemption is allowed if less than 6 credit hours are needed to graduate and the student is taking the credit hours needed to complete the program of study. This applies to NWS positions only. A memo (or email) of documentation from the student's academic office is required before this exemption can be awarded.

Graduate students conducting thesis or dissertation research may be granted an additional exemption. This applies to NWS positions only. The student will need to confer with the Student Employment Office to discuss any further exemptions on a case-by-case basis.

If a student drops to below six credits after add/drop ends, he/she may continue working as a non-work study student. To do so, the student must be enrolled in not less than 6 credits in the next academic term.

What Happens If the Student Employment guidelines are violated?

Students who violate the student employment regulations

- may be terminated or lose their tax advantage of being exempt from OPERS deduction.
- will not be permitted to participate in the student employment program during breaks; including the entire summer semester (unless enrolled).
- decisions are based on additional guidelines and a determination by the Student Employment Program Manager.

Why Work On-Campus?

Research shows that students who work on-campus:

- enjoy greater academic success,
- are more connected to the University,
- develop strong relationships with members of the University community who can help them deal with a variety of questions and concerns,
- Have employers who support their educational endeavors and coordinate work schedules with academic schedules.

Participants in the student employment program have the opportunity to develop essential career skills including:

- technical skills,
- communication and decision making skills,
- team building and interpersonal skills,
- personal responsibility and professional maturity.

All student positions are posted .on the web at <http://www.csuohio.edu/fao/jobpostings.htm>, or search under “Employment Opportunities”.

- Check the jobs frequently as these are updated regularly.
- Apply directly to the hiring department and following their application guidelines.
- You will be contacted if an interview is to be scheduled.

THE HIRING PROCESS

Surviving The Interview

Student employment job interviews are often fairly informal. However, while on an interview, you should always:

- Dress appropriately.
- Conduct yourself in a professional manner.
- Provide accurate information regarding your skills and past work experiences.

Supervisors usually address the following topics during a student job interview:

- Responsibilities of the job
- Skills required (communications skills, computer skills, etc.)
- Start date, length of employment, and hours needed
- Pay rate for the job.

What Do I Need To Do To Complete The Hiring Process?

Once you are hired for a student job, you and your supervisor will complete your Student Employment Form (SEF).

If you have not worked on campus, you will need to complete an I-9 Form and provide the required original documents.

New international student employees, please see “International Students, Please Note...”

- Students have the option of participating in or being exempted from participating in the Ohio Public Employees Retirement System (OPERS). Both the enrollment and exemption forms will be provided. Students should complete only one of the OPERS forms. (See Summer Semester Guidelines and What happens if I Violate Student Employment Regulations? for additional information on OPERS regulations)

- The Affirmative Action Office invites all students with disabilities, Vietnam-era or other protected Veterans to be included in the University's Affirmative Action Program. If you are interested in self-identifying, please complete the invitation to self identify located at: http://www.csuohio.edu/affirmative_action/index.htm

Below is a list of forms which may need to be completed.

- DMA form
- Federal tax form (W4)
- State tax form
- I-9 form
- Payroll direct deposit form or payroll card form
- OPERS Exempt or OPERS Enrollment
- Employment in a job not covered by Social Security
- Invitation to self-identify
- Confidentiality form

Students with Disabilities: In the event that you need an accommodation due to a physical or mental impairment and you are otherwise qualified to complete the essential duties of the job, contact the office of Disability Services, MC 147 216-687-2015, for assistance.

INTERNATIONAL STUDENTS PLEASE NOTE...

To avoid any conflicts, international students should confirm permission to work through the Center for International Services and Programs.

216-687-3910
intadvisor@csuohio.edu

While most of the student employment regulations are not different for national and international students, there are some differences:

- International students are mandated by their visa status to maintain full-time enrollment each academic semester. Student employees must get approval for any exemption to this regulation from both the Center for International Services and the Student Employment Office.
- International students need to apply for a U.S. Social Security number in order to begin your employment. The closest office to apply is at the Federal Building, located at 1240 East Ninth Street in Downtown Cleveland. It is suggested that you take the following with you:
 - Passport,
 - I-20,
 - Work authorization letter from Center for International Services and Programs
- Ask the social security administrator for a letter stating that you have applied for your number. Keep a copy of the letter and give the original to your employer to

attach to your hiring information that will be sent to the Student Employment Office.

- Make an appointment with the Payroll Office (687-3611) to complete tax forms required of international students.
- All new International student employees are required to complete an I-9. It is also important that you be able to verify eligibility to work by providing information relative to the following:

I attest, under penalty of perjury, that I am (check one of the following):

A citizen or national of the United States

A Lawful Permanent Resident (Alien # A_____)

An alien (Alien or admission #) _____
authorized to work until (expiration date)___/___/_____

ON-THE-JOB ISSUES AND CONCERNS

Very Important Student Employment Issues

Confidentiality - The Family Educational Rights and Privacy Act (FERPA) is a federal law that guarantees the confidentiality of student records. As a student employee of Cleveland State University, FERPA violations may result in disciplinary action including, but not limited to, the loss of your job. You must not, under any circumstances, release student information to anyone (including parents and employers), unless your position specifically requires you to do so and you have been instructed to do so by your supervisor. Otherwise, refer any requests for information about a student to your supervisor. All student employees who work on campus must read and sign an agreement not to violate the confidentiality of any student or the University. Your supervisor will ask you to sign this agreement when you begin working.

Additionally, do not discuss student information with family or friends and never check into student records as a favor.

Discrimination - As a member of the student employment program, it is essential that you respect the diversity that every individual brings to the University. Cleveland State University is committed to the principle of equal opportunity in employment and education. No person at the university will be denied opportunity for employment or education or be subject to discrimination in any project, program, or activity because of race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, disabled veteran, Vietnam era veteran or protected veteran status. If you encounter such treatment, contact the Affirmative Action Office at 687-2223 for additional information.

Sexual Harassment Policy- As a member of the student employment program, it is essential that you understand this sensitive issue. Sexual harassment is a form of sex discrimination that is both reprehensible and unlawful. It is the policy of Cleveland State University that no member of the university community shall engage in sexual harassment. The university community will not tolerate sexual harassment because it creates an unacceptable or injurious working or educational environment. Members of the

university community who believe that they have been sexually harassed should seek resolution of the problem through the University's informal and formal grievance procedures. If you encounter such treatment, contact the Affirmative Action Office at 687-2223.

Student Conduct Code- All students should be familiar with the Student Conduct Code which can be found at http://www.csuohio.edu/student-life/student_handbook/index.html

What Are The Basic Responsibilities Of Student Employees?

Student employees are responsible to:

- Keep all student, department, and University information confidential.
 - Adhere to all Student Employment guidelines
- Notify their supervisor immediately when enrollment drops to below 6 credit hours.
- Accurately maintain time worked using the myTime electronic time reporting system.
 - Take the job seriously and perform at the highest level of their ability.
 - Treat their supervisor and fellow employees with respect.
 - Dress appropriately for the job location.
 - Limit personal conversations and phone calls.
 - Do homework, studying, and any other non-work or personal activities on their own time.
 - Consult their supervisor for their next assignment, when assigned tasks are completed.
 - Help keep the desk and work area safe and free of clutter.
 - Return equipment and supplies to their proper place after use.
 - Notify their supervisor before leaving the work area.
 - Not eat or drink beverages in work areas, unless permitted by their supervisor.
 - Use computers, copiers, and other office equipment and supplies for work assignments only and not for personal use.
 - Provide their own reliable childcare and transportation.

What About Work Schedules?

- Establish a work schedule with your supervisor that does not interfere with your classes and one that you can commit to keep.
- If for any reason you cannot work your scheduled shift, you must notify your supervisor before your work shift begins.
- Regulations prohibit students from working during their scheduled class times.
- Students can work their normal schedule (up to 20 hours) during finals week. Please see your supervisor about any schedule changes you may need to make during this week to study for exams.
- Student employees in good standing may be scheduled to work up to 40 hours per week between semesters. Your supervisor will decide on times and hours needed.

What About Breaks?

Meal breaks - Student workers must be provided with at least a half-hour unpaid meal break after 5.5 hours of work.

Comfort breaks - Most students work in areas where they are free to use restroom facilities at their convenience. In situations where students aren't free to take periodic comfort breaks without some work coverage being provided, supervisors will arrange such coverage.

What If Problems Arise Between My Supervisor And Me?

You should first attempt to discuss your concerns with your supervisor and try to mutually agree on a resolution of any problem(s). If this approach does not work, you may contact the student employment department for additional assistance.

MYTIME AND MYPAY

How Do I Maintain myTime Records?

Your supervisor will instruct you on how to clock in and out, using the myTime or Kronos system.

Fraudulent reporting of hours worked is will result in termination of your student position; this includes misreporting your own time or that of another.

When And How Will I Receive myPay?

The University does not issue paper paychecks. All student workers must have pay directly deposited in their bank account or sign up for the pay card option.

Compensation is issued every other Friday. You should begin receiving your compensation no later than the Friday of your fourth week of work.

Your pay detail can be found on MyPay.

Are Taxes Withheld From My Earnings?

Yes, student employment earnings are subject to federal and state income taxes.

Each January, the University Payroll Office mails to all employees a W-2 form, which details earnings from the previous calendar year. Your W-2 will be sent to the address that appears on your paycheck, so it is essential that you keep your address updated with the Registrar's Office.

During the academic year, students who are enrolled for six or more credits and who are working on campus are exempt from FICA (Social Security and Medicare). See Summer Semester Guidelines and What Happens If I Violate Student Employment Regulations? for additional information.

How Much Will I Earn As A Student Employee?

Your earnings will depend on the number of hours you work each week and your hourly rate. Supervisors are asked to rate jobs based on the complexity and responsibilities of the job and the skills and experience required to perform the job. Student employees are paid on an hourly basis.

Holidays, snow days, sick days, break periods do not count as hours worked and are not compensated.

If a student's position is upgraded or responsibilities increased, a student may receive a pay rate increase.

For more information you should contact your supervisor.

TERMINATION OF THE STUDENT JOB

Do I Have To Reapply For My Student Job Every Semester?

Your supervisor is the person who can approve your continued employment. Be sure you have a clear understanding about your status.

Can I Quit My Student Job?

Most supervisors hope that student workers will remain throughout the academic year or summer term. However, changes in class schedule, academic pressures, or other factors may make such a commitment impossible. If you must terminate your employment, discuss this decision with your supervisor. Whenever possible, give your supervisor at least two weeks' notice.

Can I Be Terminated From My Student Job?

Student employment positions are considered "at-will" employment. However, most student positions are terminated for:

- poor performance,
- violation of student employment guidelines and/or responsibilities,
- graduation or academic dismissal,
- budgetary reasons

If your supervisor is not satisfied with your performance, he or she is encouraged to discuss the concerns with you and to specify a period of time in which you are expected to improve. If you are unable to meet the supervisor's expectations, you may anticipate being terminated.

In extreme cases--such as gross misconduct--your supervisor may terminate your employment immediately. Gross misconduct includes, but is not limited to, theft of University property, harassment, violation of computer security policies, violation of confidentiality, and fraudulent reporting of hours worked.

OF SPECIAL CONSIDERATION

Student Conduct Code

All students should be familiar with the Student Conduct Code. If a student employee is found to be in violation of the Student Conduct Code, the supervisor and/or Student Employment Office may file a complaint.

Maintaining Accurate Time Sheets

Willful falsification of entries on MyTime constitutes grounds for immediate termination and may result in other consequences, including referral to the Office of Judicial Affairs.

The Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that guarantees the confidentiality of student records. Student employees shall not check into student records, unless required as a function of their job, and must not release student information to anyone (including parents and employers) unless they have been instructed to do so by their supervisor. Any student employee who violates any portion of this policy will be subject to disciplinary action, including termination.

Discrimination

As a member of the Student Employment Program, it is essential that you respect the diversity that every individual brings to Cleveland State University. CSU is committed to equal opportunity in employment and education. No person at the University will be denied opportunity for employment or education or be subject to discrimination in any project, program, or activity because of race, color, religion, national origin, sex, age, sexual orientation, disability, or veteran status. Any student employee who violates any portion of this policy will be subject to disciplinary action, including termination.

Sexual Harassment Policy

Sexual harassment is a form of discrimination. It is the policy of Cleveland State University that no member of the university community shall engage in sexual harassment. Any student employee who violates any portion of this policy will be subject to disciplinary action, including termination.

Providing A Safe and Healthy Workplace

Cleveland State University is dedicated to providing a safe and healthy campus. Illegal use or influence of drugs/alcohol is prohibited on CSU property. The unlawful manufacturing, distribution, dispensation, possession or use of controlled substances is strictly prohibited. Any student employee who violates any portion of this policy will be subject to disciplinary action, including termination.

WHAT ARE THE GUIDELINES FOR SUMMER SEMESTER EMPLOYMENT?

Eligibility

Students in good standing, who completed at least 6 credit hours in spring term and who intends to return in the fall for at least 6 credit hours, may work during the summer term without taking any classes.

Student employees who did not complete at least 6 credit hours in the spring term may not work after the last day of classes unless enrolled in summer classes.

Work limitations

Due to accelerated summer schedules, the summer work schedule is based on contact hours of enrollment and is not based on credit hours of enrollment.

Below is a chart to help you calculate your student worker's contact hours:

6 week session...multiply 2.2 x the number of credit hours = Total contact hours

8 week session...multiply 1.3 x the number of credit hours = Total contact hours

10 week session...multiply 1.1 x the number of credit hours = Total contact hours

12 week session...multiply .8 x the number of credit hours = Total contact hours

Example 1:

The student worker is enrolled in a 6 week session, taking a 3 credit hour course: 2.2×3 credit hours = 6.6 contact hours.

Example 2:

The student worker is enrolled in a 12 week session, taking a 3 credit hour course: $.8 \times 3$ credit hours = 2.4 contact hours

- When a student worker exceeds six contact hours of enrollment, he/she can work up to 20 hours per week for the duration of that session.
- When a student worker is enrolled for less than six contact hours he/she can work up to 40 hours per week for the duration of that session.
- Student workers who work more than 20 hours per week when they are not eligible to do so may lose their right to work on campus until the beginning of fall term or the student's next term of enrollment.
- Student workers registered for less than 6 credit hours during any summer term will be enrolled in OPERS. For information on obtaining a refund of the OPERS deduction, students may contact the Payroll Office (216-687-3611) at the end of the summer break.