St. Cloud State University
Student Employment Handbook

DISCLAIMER

This edition supersedes all previous editions of the St. Cloud State University Student Employment Handbook in both printed and on-line formats. Every effort was made to ensure that the information was accurate at the time of publication.

Supervisors and student employees should consider the St. Cloud State University Student Employment Handbook and the St. Cloud State University Human Resource Office as the repositories of the most current and accurate information.

All policies, schedules, and other information are subject to change without notice and do not constitute an irrevocable contract between any student and St. Cloud State University.

EQUAL OPPORTUNITY STATEMENT

St. Cloud State University will provide equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, sexual orientation, national origin, mental or physical disability, status with regard to public assistance or physical disability, gender identity, or gender expression or any other group or class against which discrimination is prohibited by state or federal law. See Minnesota State Board Policy "Equal Opportunity and Nondiscrimination in Employment and Education."

DISABILITY ACCOMMODATION

St. Cloud State University is committed to fully complying with the Americans with Disabilities Act (ADA) for qualified persons with documented disabilities. In general, the SCSU policy calls for reasonable accommodations to be made for employees with disabilities on an individualized and flexible basis. It is the responsibility of the student employee with disabilities to make the need known and seek available assistance. Contact the SCSU Human Resources Office for additional information. Any student employee who believes s/he has been subjected to discrimination should contact the Office for Institutional Equity & Access.

Any student employee or supervisor who violates any portion of this policy may be subject to disciplinary action, including termination.

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MISSION AND PURPOSE

The St. Cloud State University Student Employment Program is designed to develop students' personal and lifelong, transferable career skills through substantive employment. This can be accomplished by providing meaningful learning opportunities along with varied employment options to assist students with their educational expenses and goals.

The student employment program [1] has the following objectives:

- To provide a broad range of job opportunities that provide leadership, career/professional development, transferable life skills and personal growth for student employees.
- To provide employment opportunities in jobs which are vital to the operation of the University.
- To provide, whenever possible, employment that reinforces the student's educational program.
- To provide employment that can assist with educational costs.
- To provide a positive experience that can serve as a favorable future reference.

GENERAL CONDITIONS

This handbook is established to provide a framework for the fair and equitable treatment of all student employees and a greater understanding of the student employment program requirements and expectations. We hope that the guidelines, rules, and policies outlined herein will be of great assistance as you navigate the St. Cloud State University Student Employment Program. This handbook will not cover every employment scenario or policy; therefore, it is up to each student employee and supervisor to be aware of compliance standards or policies specific to the area in which they work.

TYPES OF STUDENT EMPLOYMENT

There are four types of student employment with various funding sources. It should be noted that regardless of the funding source of their wages, all student employees are part-time employees, hired and working under federal and state labor laws and Minnesota State policies. Students may work in a variety of on-campus departments, as well as approved off-campus non-profit partnering agencies and elementary schools. Following are the four types of employment available to students:

1. College Student Employment (on-campus work study): These positions are funded by work study. Since work study funding is a need-based funding source, students must first have applied for financial aid by completing the Free Application for Federal Student Aid (FAFSA) to determine if they qualify. Funds are limited, so students are encouraged to complete their FAFSA early (October) each year. While students may work during the summer (see Eligibility section), work study funding is not available for summer employment. On-campus departments must use their departmental student salaries for summer employment. Off-campus community partners have the option to hire SCSU students directly onto their agency/school payroll during the summer.

   For qualifying students, a work study award is listed on the financial aid award notification and represents the maximum of potential earnings for a specified term. **It is not a grant or a guaranteed amount; students must work the hours to earn the work award**. For example, if a student qualifies for a $1650 work award and works 100 hours at $10.00, the student will only receive $1,000 of the total $1650 award. The remaining $650 will go unearned (unused).

   Work study earnings are considered income earned from work and are reported on the student's year-end W-2. For those filing taxes, these earnings must be reported on federal and state income

[1] Resource: "An Informal History of Student Employment" www.brockport.edu/career01/informal.htm (Rick Kinkaid, SUNY College-Brockport)

tax returns. These earnings are also a credit on the FAFSA and should also be reported as wages when completing the FAFSA for the next year.

Students must maintain minimum requirements of the Satisfactory Academic Progress (SAP) policy to be eligible for federal or state work study funds.

2. Community Service Positions (off-campus work study): These positions are funded in part or whole by work study and require students to complete the FAFSA to determine eligibility. Students must meet all work study eligibility requirements listed under "College Student Employment" (above) in order to be eligible for off-campus work study positions.

   For literacy and mathematics tutors in off-campus approved community schools, the spring work award may be extended to coincide with the completion of the district's academic year for elementary and secondary school. A request to extend a student's work award into the summer must be made by the supervisor to the SCSU Financial Aid Office, which will approve or deny the request. For more information about the Off-campus Work Study Program see APPENDIX A.

3. University student salaries (on-campus, non-work study): This is a non-need based funding source for on-campus positions. Students do not need to complete the FAFSA, have financial need, or be making satisfactory academic progress in order to be paid through University student salaries.

4. Graduate Assistantships (only eligible graduate students): Graduate assistantships are academically-related employment appointments reserved for graduate students and funded through University resources. A student must be admitted to the School of Graduate Studies and be registered each term of the appointment. International students and U.S. citizens and residents are eligible to apply. Fifth-year certificate, graduate certificate and language admission students are not eligible for graduate assistantships.

Sometimes students will seek employment in the community at area businesses. These positions are independent of the University; however, SCSU does allow employers to post jobs on the online recruitment system, Handshake. Information contained in job postings is the sole responsibility of the employer who submits the listing(s). The University makes no representations, endorsements, or guarantees about any positions listed.

ELIGIBILITY

Eligibility to participate in the St. Cloud State University Student Employment Program must be established annually since qualifications for eligibility can vary depending on time of year and student status. It is important for students and hiring supervisors to understand the rules for eligibility so that they can be efficient with the job search and hiring process. A student who falls out of eligible status (e.g. dropping below the minimum credits or being out of compliance on a student visa), must stop working immediately. Following are standard eligibility rules along with specific qualifiers for international students and summer sessions.

Students:

- working during the academic year and who have earnings as of April 1st of each year will receive priority hiring for the subsequent academic year.
- must be admitted to St. Cloud State University as a regular degree-seeking student or with documented intent to enroll for the subsequent term.
- must be authorized to work in the United States.

- must be enrolled in at least 6 credits (U.S. citizen/resident alien). See "International Students" section for specific requirements for international students.
- must make satisfactory academic progress if employed in work study funded positions.
- are limited to working 20 hours per week when school is in session
- attending St. Cloud Technical and Community College (SCTCC) are not eligible for student employment at SCSU. These students should contact the SCTCC Financial Aid Office about student employment opportunities.

International Students (non-resident alien):

- are not eligible for federal or state work study funding and therefore, cannot be hired in positions that have this as a requirement.
- are not permitted to work off-campus without **prior written** approval of the St. Cloud State University Designated School Official.
- must meet visa requirements.
- are limited to working 20 hours per week when school is in session because of visa regulations.
- are not eligible to work upon graduation.
- must be enrolled full-time during spring and fall semesters – 12 credits (undergraduate) and 8 credits (graduate).
- may work during the summer – see next section "Summer Employment" for requirements.

Summer Employment:

- U.S. citizens and resident alien students may work during summer provided they are enrolled 6 credits during the summer term **OR** are already registered at least 6 credits for the upcoming fall semester. A student who graduated after spring semester can work during the summer term without summer enrollment.
- Salaries must be paid through University salaries since work study cannot be used for summer employment.
- International students must be enrolled full-time for the spring semester **AND** be enrolled full-time for the upcoming fall semester. See "Financial Aid Enrollment Requirements" at https://www.stcloudstate.edu/srfs/policies/default.aspx.
- International students graduating spring semester and not enrolled for the minimum number of credits fall semester have their employment end on the last day of the spring semester.
- Work study funds **cannot be used** for summer employment.

Questions about summer or international student employment may be directed to Dan Swan, SCSU Payroll, (320) 308-4005, dwswan@stcloudstate.edu.

APPLYING FOR STUDENT EMPLOYMENT

Students can create a profile, upload their resume, and review job opportunities online at Handshake. Many employers use Handshake to recruit for their open positions so it is important that students' profiles and resumes are kept current. When seeking employment, students are encouraged to carefully read each job posting to find positions that best match their interests, skills, abilities, and schedule. The application and hiring process can be competitive, especially for positions that are in high demand (e.g., academic offices, library, computing services). It is therefore advantageous to apply for multiple positions and follow up with the hiring supervisor within one week of application.

Application Timelines: From July 1st through September 30th, most on-campus and off-campus approved partnering schools or agency positions are restricted to students who received work study on their financial aid award notification. For students who were awarded work study as part of their financial aid package, complete instructions about how to find a job will be included on the their financial aid award notification. By October 1st, all open positions will be available to all eligible students online at Handshake.

Job Fairs and Mock Interviews: In addition to the online job system, SCSU offers a number of job fairs, career events, and student employment services to help in the employment search. The SCSU Career Center provides students with opportunities to meet employers, gain knowledge about job search etiquette, write or review their resume, learn about dress codes, and prepare for jobs or internships. Students can also participate in mock interview sessions, on-campus recruiting events, and interviews offered by various employers throughout the year. Students are encouraged to visit the Career Center for more information and interview schedules.

Nepotism: Applicants for employment cannot be denied employment opportunities because of their status as a family or household member of another employee. However, employees cannot directly select, hire, supervise, review employment performance, or make decisions of compensation for any member of their immediate family or household. This does not limit an employee from making a recommendation on personnel matters concerning a family or household member. For more details about the nepotism policy, procedure, and exceptions, see Minnesota State Board Policy 4.10 and Procedure 4.10.1. The Minnesota State procedure states that any exceptions granted under this procedure need to be documented and kept in the Human Resources Office. The approved form for this documentation can be found in APPENDIX B.

GETTING HIRED IN STUDENT EMPLOYMENT

Students cannot be issued an e-timesheet, begin working, or receive pay without the properly completed documentation including:

NOH (Notification of Hiring): Whether renewing employment in the spring or being hired for the first time, students (except Graduate Assistants or Community Advisors) must complete a Notification of Hiring (NOH) form with the hiring supervisor and return the signed NOH to the Financial Aid Office. Information from the NOH will be used to prepare a work authorization for the student. The Financial Aid Office will email a link to the NOH form to supervisors in the spring of each year. A sample NOH can be found in APPENDIX C.

Work Authorization: Using the submitted NOH, the Financial Aid Office will prepare a work authorization. Work authorizations are initially emailed in late July - one copy to the student and one copy to the hiring supervisor. Work authorizations are prepared on a rolling basis throughout the year as students are hired. The work authorization includes the department, supervisor contact information, pay rate, maximum work award for the student (actual amount earned will be determined by on-campus hiring supervisor), object code, and employment period for the student for the particular position. The supervisor (on-campus positions) and SCSU Business Services (off-campus positions) will enter the Work Authorizations in the ISRS database. See "Entering Work Authorizations" APPENDIX D.

Payroll: Students working on-campus on in an approved off-campus partnering community agency/school will complete their e-timesheet, available on the student's e-Services account.

Payroll forms: Students must have completed payroll forms (see below) before an e-timesheet will be available in their e-Services account. See SCSU Business Services Office for forms and instructions.

Payroll forms must be completed within three (3) days of hire. Employment forms without the correct supporting documentation will be returned to the department (on-campus) or held until the required information is received (off-campus community partners). **Students may not begin working until these payroll forms and supporting documentation are accurate and complete**.

- *Form I-9 Employment Eligibility Verification* (DHS-U.S. Citizen and Immigration Services) with supporting documents. All employees (citizens and non-citizens) hired after November 1, 1986 and working in the United States must complete Form I-9. Students must provide **original** documentation to verify employment eligibility and proof of identity on or prior to their first day of work. The most commonly used documents for this verification are driver's license and a social security card or original birth certificate.

- *Form W-4 Withholding Certificate* (Internal Revenue Service). Student earnings are subject to federal and state income tax withholding, and therefore students are required to complete a Form W-4.

- *Tax Reciprocity* (optional). Minnesota has income tax reciprocity agreements with Michigan and North Dakota. This means that students who return to their residence in Michigan or North Dakota at least once a month do not have to pay Minnesota income tax on their wages earned in Minnesota, but rather pay tax on those wages to their state of residence. To take advantage of tax reciprocity, a Reciprocity Exemption/Affidavit of Residency (MWR) form must be completed by February 28th of each year to keep Minnesota tax from being withheld from your wages.

- *Direct Deposit* (optional). Students may opt to have their payroll earnings deposited directly into a checking or savings account at a bank or credit union of their choice. Students sign up for Direct Deposit through their SCSU e-Services account. See APPENDIX E.

Students must have a valid social security number (SSN) to complete the employment forms. A receipt [2] from the Social Security Administration stating that the student has applied for the SSN is acceptable documentation. A copy of the receipt must be submitted along with the I-9.

Verification of F-1: Departments that employ international students who do not yet have a social security number must complete the "Verification of F-1 Student's Employment on Campus" (APPENDIX F) This form is approved for use by the Social Security Administration and must be printed on the hiring department's letterhead. The hiring supervisor should complete section 1 and the student should return it to the Center for International Studies – International Student and Scholar Services.

WORK SCHEDULES

Student employees are expected to contact the supervisor listed on the Work Authorization to establish a mutually agreed upon work schedule and to discuss details of the position. If a student has a work study award, it becomes even more important to coordinate the schedule to ensure every effort is made to earn the full work award since any remaining award not earned through worked hours is forfeited. The hiring supervisor for an on-campus department will determine how many hours a student can work during a semester based on its budget.

[2] The SSN receipt expires 90 days from the date of hire. (http://www.uscis.gov/sites/default/files/files/form/m-274.pdf)

Student employees are expected to give careful and conscientious service to the department or agency in which they are hired. It is important for student employees to remember that the supervisor and department are counting on them to be reliable and dependable to work the scheduled hours. It is equally important for supervisors to schedule in such a way as to promote student success. Following are rules and tips to assist with successful scheduling:

- Students should provide the hiring supervisor their class schedule to ensure that the student employee is not scheduled to work during class time.
- Supervisors should be as consistent as possible so students can plan accordingly, yet also as flexible as possible when it comes to students' academic commitments.
- International students are limited to 20 hours per week per visa regulations. International students are responsible for monitoring their hours, but supervisors can help through proper scheduling. **Non-compliance with visa regulations can be quite serious and may result in termination of employment or exposure to possible deportation for the student.**
- Limit work to 20 hours per week while classes (including finals week) are in session and not more than 8 hours in one day. Students may be employed in more than one position, but may still only work a combined total of 20 hours per week across all positions. The Financial Aid Office will need to know the hours worked in each position to allocate the work award accordingly.
- During semester breaks, when classes are not in session, and during the summer months, eligible students may work up to 40 hours per week. For those in work study, there must be unearned work award remaining in the term. A "Full-Time Student Employee" hire form, available in the Business Services Office, must be completed and returned to the SCSU Payroll Office. Supervisors should keep in mind that students working more than 30 hours per week (or 60 hours per pay period) and/or who are enrolled fewer than six credits during summer, are subject to FICA and Medicare. Departments and off-campus community partners are responsible for the employer match portion of FICA and Medicare tax.
- Maintain a system for scheduling and verifying hours that can be used to track attendance for performance evaluation purposes.

Work study regulations do not allow a student to work during the time s/he should be in class. If classes are cancelled (e.g., inclement weather) and it is documented, it is permissible for the student to work during what would have been class time.

WORK ASSIGNMENTS

Student employees should be provided a thorough and current job description to set expectations. This, along with instruction and training, will help them perform their job duties in a satisfactory manner. Job descriptions should include:

- Job title, department/agency, and contact person or supervisor
- Length of the position and expected work schedule
- Description of the position along with specific duties and responsibilities
- Minimum qualifications, skills, or requirements
- Evaluation process and frequency

Federal work study regulations only allow students to be paid for time **actually worked**; therefore, students should not be studying or doing personal activities while signed in for their shift. Student employees should check with their immediate supervisor for their work assignments each day.

Work assignments must be job-related to the University or the off-campus community partnering agency/school and should not be duties unrelated to their written job description (e.g., non-college business projects of the supervisor, running personal errands, or completing personal tasks of the

supervisor). If there is not sufficient substantive employment to do during the scheduled shift, the supervisor may ask student employees to leave early.

Additionally, students may not volunteer in a paid position once they have earned their work award. **Violation may jeopardize future approval of work study funding for the supervisor, the department, or both.**

TIMESHEETS

Student employees will track their work hours online through an electronic timesheet (e-timesheet), available on the student e-Services account, after they have completed the required forms (I-9 and W-4) and have a work authorization. The department (on-campus positions only) or the St. Cloud State Business Services Office (approved off-campus positions only) will create the work authorization activating an e-timesheet.

Supervisors must verify hours worked via the e-timesheet system before hours can be processed for payment. Students and supervisors in off-campus positions will work with the SCSU Business Services Office to activate the e-timesheets.

Following are rules and tips to assist with successful e-timesheet processing:

- Students are expected to log in at the beginning and end of each work shift on the e-timesheet system. Hours must be recorded daily and to the nearest quarter of an hour.
- Work study e-timesheets and payroll records are subject to audits and program reviews for compliance so student employees and supervisors are expected to ensure that **students are only paid for hours actually worked** (no sick leave, vacation, or holiday pay**)**.
- Students must record only their own hours worked. They should not record hours, punch in/out, or sign another employee's e-timesheet. Doing so may result in termination.
- All hours worked during a pay period must be processed for that pay period. It is not legal to hold back hours until a following pay period to keep total reported hours at or under 40 hours.
- Every effort should be made to complete e-timesheets accurately, but occasionally errors may occur. Refer to the Minnesota State Student Payroll Supervisor Train the Trainer Guide (PDF) for assistance if modifications or corrections need to be made to time reported.
- E-timesheets are due on Wednesdays by 4:00PM one week prior to the pay date. See the State of Minnesota payroll calendar for pay dates. Missing the deadline dates and times may require a written justification from the supervisor and those e-timesheets will be processed the following pay period. **TIP:** Processing multiple e-timesheets in one pay period will result in higher gross earnings thus more in taxes withheld from the student's payroll.
- Fiscal year-end e-timesheets submitted late cannot be charged to the work study account and will be charged to the individual department account.

Falsification of e-timesheet records: Falsification of hours, padding an e-timesheet, or forgery of a supervisor's signature is theft and grounds for immediate dismissal and could also jeopardize future approval for the student to receive work study. In addition, students may be subject to conduct review under the University's Student Code of Conduct. See "Prohibited Conduct" in the Student Handbook: Student Code of Conduct. See APPENDIX G for Falsification of Timesheet Record procedure.

PAYROLL

Students are paid every two weeks (generally every other Friday) on the same payroll schedule as all State of Minnesota employees. Payroll is processed every other Wednesday for the pay period ending on the preceding Tuesday. Students may opt to have their pay direct deposited through an electronic funds transfer (EFT) (recommended) or mailed as a paper check to the address listed in their SCSU e-Services

profile. Addresses and other profile information can be updated in e-Services under the "Address Management" tab. Pay statements for direct deposit may be viewed and printed from the student's e-Services account as well.

Unclaimed Paychecks: Under the Minnesota State Work Study Program, if SCSU attempts to disburse a state work study payroll check or EFT transaction and the check is returned to the institution or the EFT transaction is rejected, the institution may make additional attempts to disburse the funds to the student. If the payroll check or EFT transaction is not claimed by the student within one year of the date it was issued, it can be presumed to be abandoned and must be reported and turned over as abandoned property in compliance with Minnesota Statutes 345.39 Subd. 3 and 345.41. If the student cannot be located and the student's state work study payroll check or EFT transaction is reported and turned over to the Minnesota Department of Commerce as abandoned property, the Minnesota State Work Study Program requires that the funds remain in the state's general fund if they are not claimed by the student.

WAGE RATES AND WORK AWARDS

Students must be paid at least the Minnesota minimum wage rate.

- The base rate of pay for *on-campus positions* is Minnesota minimum wage. Contact the SCSU Business Services Office for exceptions to this policy or to document justifications for wage increases due to additional job duties, licensure, or supervision.

- The base rate of pay for *off-campus positions in approved partnering schools and agencies* must be at last the Minnesota minimum wage rate and can be higher than the minimum based on prevailing industry wages and in consultation with the Financial Aid Office.

In general, lump sum payments are not allowed. **NOTE:** Undergraduate students paid through federal work study funds must be paid on an hourly basis only. Graduate students may be paid hourly or a salary. [3]

IMPORTANT: Federal regulations do not allow pay rates to be based on need or any other factor not related to the student's skills or job description. In other words, a pay rate cannot be established in order for the student to earn his/her work award.

PERFORMANCE

Performance Evaluations: After the student is given initial orientation and training, it is important to assess the student's understanding and performance of the position. This evaluation will also help determine whether the orientation and training provided were sufficient to clearly communicate and demonstrate the expectations.

Students should at minimum receive a formal, written evaluation at least once per year. Departments may choose to use their own evaluation format as long as it sufficiently addresses the same minimum evaluation components as the Financial Aid Office's evaluation form. It is recommended that supervisors complete a written evaluation of the student's performance at the following time intervals:

- within 30 days of hire (informal with documentation or formal evaluation form)
- at the time of any pay increases and/or promotions (written)
- at the end of each semester (written)
- at the time the position is terminated (written)

[3] Federal Study Aid Handbook https://ifap.ed.gov/fsahandbook/attachments/1819FSAHdbkVol6Ch2.pdf

The supervisor should meet and discuss the evaluation with the student employee. Both the supervisor and student employee should sign and receive a copy of the completed evaluation. Ongoing, informal evaluations should be done occasionally to ensure that students are being appropriately mentored in their position and are abiding by the expectations of the position and department.

Issues and Concerns: Upon completion of an evaluation, whether formal or informal, a supervisor may identify issues or areas of concern. These can be addressed by taking these steps:

1) identify the concern or problem;
2) ask for and listen to the student employee's perspective of the situation;
3) ask how you can help the student employee successfully correct the issue;
4) ask about any roadblocks preventing him/her from achieving the expectation;
5) establish a time frame for review of the expected performance; and
6) document in writing the conversation and plan.

Poor Performance: When job performance does not meet job expectations, using the CEDAR method [4] can help the student get back on track with job performance and the supervisor back on track with the departmental needs. For more tips on improving performance and developing performance action plans, see APPENDIX H.

C: clarify the performance the supervisor expects to see
E: explain to the employee how s/he is actually performing
D: the difference between the two (C and E)
A: agree on steps to fix the problem
R: review the outcomes

Poor or unsatisfactory work performance may be grounds for discharging a student employee and may include, but not be limited to:

- Failure to report to work without notifying supervisor
- Continual absences from work
- Tardiness without notifying supervisor
- Failure to perform job duties or to follow reasonable requests by supervisor

The supervisor should systematically address the poor performance or unsatisfactory work with the student employee in an effort to improve job performance in a supportive, educative manger. When the CEDAR method (above) has been unsuccessful, the supervisor should conduct and document a thorough investigation before implementing any disciplinary action or terminating a student's employment (see APPENDIX I "Disciplinary Action Checklist for Supervisors"). The following are suggested progressive disciplinary steps to address and correct poor performance:

- *Verbal warning*. The supervisor will provide the student employee a verbal warning of what expectations of the position are not being met, what the expected job performance behavior is, and a minimum of one week of scheduled shifts to correct the behavior. Verbal should be written and documented, and preferably signed by the supervisor and employee.
- *Written warning*: If the performance issue persists, the supervisor will provide the student employee a written warning of the job expectations that are not being met, the expected job performance behavior, and a minimum of one week of scheduled shifts to correct the behavior. A written performance plan should be developed and signed by both the student employee and

[4] www.serviceskills.com October 15, 2014 http://www.telephonedoctor.com/management-development-library/fixing-performance-problems/

the supervisor. The student employee's refusal or failure to sign the written warning after at least two attempts are made and documented by the supervisor, may still result in termination of the student employee from the department.

- *Termination*: If the verbal warning, performance plan, and written warning(s) fail to produce improved performance, the supervisor may choose to terminate the employee. The supervisor is encouraged to notify and consult with the Financial Aid Office if there are student job performance issues which might lead to termination. The supervisor should document the results of this consultation on the student's evaluation.

TERMINATION OF EMPLOYMENT

Termination of Employment Assignments: Termination of work assignments may be voluntary or involuntary based on fulfilling the terms of the work authorization, job satisfaction or job performance, or budget constraints or misconduct. In addition to the performance issues addressed in the previous section, following are some other reasons for termination.

Work Authorization: Once the student has completed the work authorization either because it is the end of the term or because the full work award has been earned, the work assignment is terminated. If the department has additional University student salaries in the department budget, the student may be able to move to the department's main payroll. The same is true for students working in off-campus community partnering agencies/schools. If the off-campus community partner would like to transfer the student to its main payroll, that is an option with the pre-approval of the site supervisor. The student would then become an employee of the off-campus site.

Changing Work Assignments: Students generally work in a department or agency for at least one semester. Students are allowed to transfer to another department or agency if the position proves unworkable due to schedule conflicts, departmental needs, or availability of the student based on academic commitments. A student may terminate a particular employment assignment or request a different position by providing a minimum of one week notice to the department or agency supervisor in order to allow ample time to secure a replacement. The student should also notify the Financial Aid Office and the Business Services Office so employment assignments can be updated. A new NOH form must be completed and submitted to the Financial Aid Office if the student is hired in another position.

Misconduct: There are some specific behaviors or offenses that may result in termination. See "Poor Performance" section regarding the steps for progressive discipline that should be followed prior to termination of a student employee due to performance.

Of particular concern is objectionable or willful misconduct in the workplace and not merely a mistake or an act of negligence. Student employees may be dismissed upon a review to determine that the accusations are accurate and after the student has an opportunity to respond to the accusation(s) with the supervisor. Serious misconduct includes, but is not limited to:

- Wanton, malicious, or excessive disregard for the safety of others
- Attempts to financially defraud, including: falsifying timesheets for hours not actually worked; altering a timesheet already signed by a supervisor; or forgery of a supervisor's signature
- Unauthorized release of confidential information/breach of confidentiality, including tests, grades, phone numbers, and addresses
- Unauthorized access to data or University system
- Falsification of documents or other forms of misrepresentation

- Theft
- Vandalism of University property
- Violation of SCSU's Drug Free Work place policy
- Significant levels of insubordination or continued insubordination after the supervisor has addressed it to the student employee
- Verbal abuse or intimidation/threatening behavior or harassment
- Harassment or violence against others in the workplace

Written notification will be provided to the student employee in the case of discharge from employment. See APPENDIX J for a sample of a Corrective Action Notice.

Dismissal for misconduct carries a minimum penalty of the loss of student employment eligibility for one semester. Students have a right to appeal the termination. If the appeal indicates that termination is not an appropriate consequence for the misconduct, a written warning, performance plan, or other requirements may be assigned.

Right to Appeal: The student employee may appeal the supervisor's decision to terminate by providing clear written explanation and documentation of the circumstances leading to the termination. The appeal may be submitted either to the direct supervisor, the supervisor's manager, or to the Financial Aid Office and must be submitted within three (3) business days of the termination. Failure to file an appeal within three (3) business days constitutes a waiver of any right to appeal.

The student employee will receive a written response to the appeal within six (6) business days of its submission. If the appeal is denied, the student employee may file a second appeal, which must contain new information (not repeated or rephrased information of what was provided in the original appeal) to be reviewed by a committee, which may include representatives of other offices (e.g. Human Resources or Student Life and Development). Student employees may request a personal meeting with members of the review committee, and may have an advisor of their choice attend this meeting. Student employees will receive a written response within six (6) business days. The decision of the second appeal is final.

STUDENT EMPLOYEE RESPONSIBILITIES

Code of Conduct and Professionalism: Accuracy, confidentiality, professionalism, and positivity are all highly valued both with the public and our campus community. Thus, student employees are expected to exhibit these values as representatives of the University in the department or partnering community agency/school in which they work.

All students must abide by St. Cloud State University (SCSU) Student Code of Conduct. Violations of this code may impact a student's employment. Another great resource for understanding conduct is the Minnesota State Code of Conduct training module. Instructions for accessing this training can be found on D2L Brightspace under "My Courses > Semesterless" and also under "Required Training" at SCSU Human Resources New Employee. Students are encouraged to complete the online "Private Data" course available on D2L Brightspace.

Sexual Harassment and Workplace Violence**:** While violence, sexual violence, and harassment are prohibited in the Student Code of Conduct, SCSU has a goal of achieving a work environment free from threats and acts of violence of any type, from any source. This includes threatening or violent actions by: employees directed against other employees, employees directed against students or visitors, or students or visitors directed against employees.

A person found responsible for sexual harassment, discrimination and related behaviors, and/or assault may be subject to complaints and disciplinary sanctions under SCSU's established procedures or the University Student Code of Conduct. Disciplinary action may include but not be limited to: probation, suspension, expulsion, or discharge. Since these are also criminal behaviors, the individual may have consequences within the criminal justice system.

Confidentiality: No matter what department or work area in which a student is employed, *all* student employees must protect the confidentiality of what is seen, read, or heard while performing their duties.

Some directory data is public and may be shared openly unless a student has "opted out" by completing a Request to Restrict Directory Information Disclosure form. Items defined as directory information are listed at SCSU Office of Records and Registration. Opt-out data and other data that are not directory information may be sensitive, private, and/or confidential such as dates of birth, campus ID numbers, grades, and social security numbers. These data must not be discussed outside the office or with anyone who does not have a legitimate need to have the data. Students and supervisors must work together to ensure there is a complete understanding of the confidential data specific to their work area and who should have access to that data. See APPENDIX K for more information. Supervisors may also require employees to sign a confidentiality statement as an additional measure to ensure this mutual understanding. For a sample confidentiality statement see APPENDIX L.

A violation of confidentiality may be grounds for immediate dismissal and may result in a referral to the SCSU Student Conduct Program.

Following are some best practices to help employees protect sensitive, private, and confidential data:

- Never leave items face up on desks, work stations, or front counters.
- What you see, hear, or overhear stays in the department unless there is a need to share with others in serving the student, staff/faculty, or campus guests.
- Minimize your computer screen when you leave your work station so it cannot be read by others. (A simple way to minimize all windows is to click on the vertical bar in the lower right hand corner of your screen.)
- As much as possible, do not use a student's name or identifying information when discussing a student's situation when non-staff members are present.
- Complete the D2L Brightspace training entitled "Public Jobs—Private Data."

Workplace Rules and Policies: Departments and/or off-campus partnering agencies/schools may have different protocols when it comes to workplace expectations. These rules and policies will likely be covered during orientation and training, but student employees should not hesitate to ask if they are unsure about the expectations in their specific work areas. Following are rules specific to most SCSU positions:

- *Personal Interactions:* Visiting with friends during work hours should be kept to a minimum and employees should discourage friends from lingering around their work place.

- *Computer Use:* Department e-mail accounts are limited to work related duties. Facebook and other similar social networking programs are not to be accessed from office computers. Personal use (homework, email, etc.) of office computers will only be permitted after all work assignments have been completed and with prior approval of the student employee's immediate supervisor. See Minnesota State Board Procedure 5.22.1 "Acceptable Use of Computers and Information Technology Resources."

- *Telephone Use:* Limited phone calls from department telephone lines are permitted only if necessary and with the prior approval of your immediate supervisor. Personal cell phone calls and texting are not permitted during your time at work. Cell phones and other electronic devices should be placed on silent mode and stored during your shift. In cases of a personal emergency where it is necessary to have access to your cell phone, please notify your supervisor in advance.

- *Attendance and Absences*: Employees are expected to be signed in or punched in (departments using a time clock) and ready to begin their shift on time. If there are factors preventing a student employee from making it to the scheduled shift on time (e.g., a flat tire or lost keys) or at all (e.g., a legitimate illness or death in the immediate family), the immediate supervisor must be notified as much in advance as possible using the communication methods utilized by the department. Events such as study groups, mid-term or final exams, or absence during breaks are considered foreseeable events; the student employee should give adequate advance notice to the supervisor for these events. Accommodations or schedule changes may be made, and while a supervisor may attempt to do so, there is no guarantee of the opportunity to make up missed hours. Abuse of absence policy and excessive lateness may result in dismissal from the work assignment. Frequent absences or tardiness can result in the student not earning his/her full work award since students may only be paid for hours actually worked.

- *Time Off*: Students are not eligible for holiday, vacation, or sick pay. Students are not paid for shifts not worked because of school closings (i.e. weather-related closing/building closing). If a student employee knows in advance of a need for time off work, the student may request it with the supervisor. Departments may require that the request be done in writing. They may also expect the student to find a replacement for a missed work shift. Students should become familiar with the time off policies in their specific work area.

- *Religious Observances*: The department will make a good faith effort to accommodate work schedules for student employees' religious observances. Student employees should communicate with their supervisor about any potential scheduling conflicts due to religious holidays or other observances (e.g., Shabbat, Good Friday, daily prayer, etc.) See SCSU's Religious Observances Policy and Procedure for more information.

- *Breaks*: A fifteen (15) minute **paid** break is permitted for every four (4) hours of continuous employment. Each break period should be preceded and followed by an extended employment period. A thirty-minute (30 minute) **unpaid** break is permitted for every eight (8) hours of continuous work. Student employees are permitted two, 15-minute paid breaks if they work a continuous eight (8) hour shift.

  Breaks may not be saved or "banked" to be used at a later time or be added to or subtracted from the student's scheduled work period. This would constitute padding a timesheet, is not permitted, and may result in termination of the student employee or loss of department allocation of student employment funds.

- *Dress Code:* Customers (students, families, guests, other University personnel) form impressions of the University and the department based on their experiences with services provided and how we present ourselves. An employee's dress or attire is an important part of these impressions.

  Clothing should be tasteful and appropriate for the position. Some departments may require uniforms, specific clothing (long pants, close-toed shoes), or specialized attire (e.g., steel-toed

boots, safety glasses, lab coats) for the position. Some departments may also allow for or even encourage showing Husky Pride through the wearing of SCSU apparel. If an employee is unsure of the dress code standards, s/he should consult the supervisor for guidance.

Dress codes may vary from department to department. Following is a sample dress code of generally accepted standards that will apply to most job positions:

- Apparel promoting other universities should be avoided.
- Shirts should be long enough to touch pants and have appropriate necklines. Underwear of all types should not be showing and visible cleavage is not acceptable.
- Shorts and skirts need to be of appropriate length (just above the knee or longer).
- Pajamas are not acceptable work attire.
- Text or graphics must be appropriate with final approval by the direct supervisor.
- Tank tops (e.g., spaghetti straps, muscle shirts, halter tops) are not acceptable attire. This includes strapless tops as well as dresses with spaghetti straps or no straps.
- Jewelry should be in good taste with limited visible body piercing.
- Some people (customers and co-workers) are allergic to chemicals in perfumes, colognes, and lotions so wear these substances with restraint.
- Hats may not be appropriate in an office; however, may be required for certain positions. Head covers required for religious purposes or to honor cultural tradition are allowed.
- Further dress codes may be required for specific positions or events.

- *Inclement Weather*: If classes are cancelled due to inclement weather, students may still report to work if the work site is operating. If the University is closed due to inclement weather, the student would ordinarily not report to work unless employed in an area that remains open (e.g., food service, residential life, and grounds/maintenance). In such cases, the student should contact the supervisor to find out if s/he should still report to work. See the University policy for Severe Winter Weather/School Closing.

- *Vehicle Use*: Some student employees, in the course of their work, may be required to drive SCSU vehicles. The State of Minnesota policy requires anyone driving on state business is to receive prior authorization of Eligible or Conditional rating. See Vehicle User Agreement.

GETTING HELP

The contents of this handbook are to provide a greater understanding of the SCSU Student Employment Program requirements and expectations; however, it may not be able to answer every question for every employment scenario. There are many other available resources on campus for further guidance on topics related to student employment, including but not limited to: Business Services Office, Career Center, Center for International Studies, Financial Aid Office, and the Human Resources Office. See APPENDIX M for a list of helpful Campus Resource Contacts.

HANDBOOK INSET FOR SUPERVISORS/EMPLOYERS

A supervisor has a challenging yet rewarding job. Supervisors are charged to support legal and ethical hiring practices, which include posting open positions, screening applications, interviewing applicants, and making hiring decisions. They may also be actively involved in the orientation, training, and mentoring processes of their work area or department. Generally, it falls within a supervisor's role to provide feedback, evaluations, and disciplinary actions in a fair and equitable manner to the students they employ. Ultimately, a supervisor should serve as a role model for good work habits such as punctuality, dependability, cooperation, honesty, professional communication, and efficiency.

Information is provided in the Student Employment Handbook that is relevant to both supervisors and student employees so it is important that supervisors read and understand the entire contents of the handbook. This inset provides information specific to supervisors/employers and is intended to be a quick guide for future reference.

Student Allocation

Each on-campus department has a student employment budget that determines how many student employees it may hire and how many hours each student can work each week. The Office of Finance and Administration will determine the fiscal year student employment allocation for each department in early July. The availability of positions in off-campus community partnering agencies/schools is determined each year based on previous hiring and availability of funds. It is important to calculate your student employment needs for the entire year so there is enough money remaining to pay students during the end of May and June if you anticipate summer employment. Student employees cannot be hired to displace main payroll staff members or to reduce personnel costs. For more information on student employment budgets or calculations, see APPENDIX N or contact the Office of Finance and Administration.

Job Postings

St. Cloud State University is committed to open, fair, and legal employment practices, and expects that all open positions are posted. SCSU on-campus positions, approved off-campus community partner positions, and positions in the St. Cloud and surrounding areas are posted at Handshake.

Posting open positions through the online job system is not only a great way for students to learn how to apply for positions, it also helps departments reach a wide applicant pool. Before posting a position online, supervisors should have a current job description for the position. Job descriptions should be broad in scope; establish required skills, qualifications, duties, and essential functions; and list the department, supervisor, and rate of pay.

Postings for student employee positions should remain **online a minimum of five (5) days**. Graduate assistantships (GA) may require a longer posting period. Departments should verify with the Graduate Studies Office the minimum length of time that a GA position must be posted. Length of time to post an open position may differ in the case of an emergency hire.

Hiring

Hiring requires time and thoughtful preparation. Making a poor hiring choice can create problems down the road so it is important to have a clear job description (with specific duties and qualifications), an application screening process, and interview questions that relate back to the job description.

Hiring managers are encouraged to conduct reference checks prior to offering a position to a student. Reference checks are a good way to verify what the applicant provides in the application, what you've learned in the interview, and to find out if there are any previous employment issues. Knowing this information can help hiring managers make informed decisions and hire the right person for the job.

On-Campus Hiring Timelines:

1. Priority Hiring: When considering hires for the next academic year, priority will be given to a student if a supervisor requests that student to return to a previously held position. This student must have worked prior to April 1st and had earnings of more than $400 to be eligible. A Notification of Hiring (NOH) form must be submitted to the Financial Aid Office between April 1st and May 1st for these priority hires.

2. Work Study Funded Hiring: Students who were awarded student employment through the financial aid process will apply to open positions July 1st – September 30th. The Financial Aid Office will send an NOH form by email to students upon being hired in a position.

3. All other Hiring: Any unfilled SCSU positions will be available to all eligible students beginning October 1st.

Regular, off-campus positions in the community (not funded by SCSU or through the approved community partnership) may be posted and applied for at any time. Since these are not SCSU jobs there is no restriction or priority on application or hire.

Increase to Wage Rate

Some positions may require that students have specific skills (e.g., licensure, certification), previous experience, or supervisory duties. In these cases, students may be paid higher than the established SCSU minimum wage rates, provided that both the current job description and a new job description that supports the increased rate of pay are on file with the Financial Aid Office. Attach the new job description to the Student Employment Pay Rate Request Form, and return both to the SCSU Financial Aid Office, Administrative Services Building Room 106.

Prior to submitting these job descriptions, the supervisor must first work with the unit vice president (on-campus positions) to ensure that the department requesting an increased pay has adequate budget to cover the proposed increase in student wages.

Increases to Work Award

Before requesting a work award increase for any student employee, the supervisor must first verify that other student employees in the department/agency have an opportunity to earn their full work awards. If this criterion is met and a student is given a wage rate higher than the base $10.08 rate, or is working more hours than on the original work authorization, the supervisor will send a written request to the Financial Aid Office. If the student is eligible for an increase to the work award, the Financial Aid Office will make necessary adjustments and notify both the student employee and the supervisor.

Work Assignments

Federal work study regulations only allow students to be paid for time actually worked. It is the supervisor's responsibility to make sure student employees are engaged in substantive, supportive employment opportunities that will help them develop transferable career skills. For helpful tips on keeping student employees engaged during slow times, see "What to do When There's "Nothing" to do" (APPENDIX O).

Personnel Records

A written record of the student employee application materials, interview questions/responses, interview results, performance evaluations, performance review plans, termination intent letters, and written termination reasons must be maintained in the employee's personnel file in the employing unit. All

documents with identifying and confidential information (social security numbers, dates of birth, performance reviews, etc.) must be maintained in a locked, secure area.

Original employment/hiring forms (e.g. W-4, I-9) for students in on-campus positions are maintained by the SCSU Business Services Office. The Business Services Office is responsible for retention and destruction in accordance with SCSU's approved record retention schedule. **Copies of these employment forms should not be maintained by the department**.

Orientation

Student employees should be given ample tools, resources, and training at the beginning of their employment to better understand the expectations, guidelines, job position, and functional operations of the department to which they are hired. Proper orientation and training can also reduce miscommunications or misinformation and help to improve employee morale and retention.

Orientation topics may include, but are not limited to:

- Policies for the department, SCSU, and Minnesota State.
- Access, data security, and confidentiality practices. Depending upon the department and the nature of the work involved, students may need information on the federal Family Educational Rights and Privacy Act (FERPA), MN Government Data Practices Act (MGDPA), Health Insurance Portability and Accountability Act (HIPPA), the Right to Know Act, Occupational Safety & Health Administration (OSHA), records retention, or other federal and state regulations. See APPENDIX K.
- Department policies or office protocols such as appropriate dress, reporting absences, time sheets, pay procedures, break procedures, appropriate use of office equipment, etc.
- University facilities, security access, and use of department and/or building keys (if applicable).
- Safety information such as emergency procedures; layout/tour of department and building; and location of exits, stairs, and elevators.
- General information to help students get accustomed to their working environment such as location of mailboxes, supply cabinets, office equipment, the nearest bathrooms, break areas, or kitchen facilities.

Training

Training may vary from department to department. Supervisors should analyze the job functions in their work area and develop a training program that works well for the department. Following are some training topics that might be helpful to consider when developing the training program:

- **General Office Information**: Who the clientele are that visit the office, questions and answers they should be familiar with, upcoming campus or office events.
- **Phones**: Preferred greeting, transferring calls, how to take messages, phone etiquette, personal phone use.
- **Computers**: Security procedures, acceptable software, personal use.
- **Files or Databases**: Appropriate access, security, procedures, log-in information, records retention.
- **Communications**: How and what type of media methods (email, instant message, shared calendars etc.) are used by the office to communicate schedule changes, work assignments, expectations, phone messages, and other department operations.
- **Cross-training**: Aspects of other positions could be learned to assist other staff during absences or busy seasons.

Motivation

People are motivated by various things –recognition, money, thank you notes, job promotion, etc. While pay increases and promotions are complicated and not always possible, things such as treats, recognizing

a birthday, or a note of appreciation are simple things supervisors can do to increase motivation in their work area. Supervisors should attempt to discover what motivates employees they supervise to help improve productivity and increase department morale. The easiest way to discover what makes people feel valued and motivated is to ask. See APPENDIX P for some ideas on how to get to know your student employee better.

APPENDICES

APPENDIX A: Off-Campus Work Study Program Guidelines

The federal and state work study programs allow eligible students and not-for-profit agencies (community partner) to participate in the community service component of the work study programs. The community partner must provide a copy of its 501(c) 3 document to verify its not-for-profit status.

- Work performed must be in the public interest, defined as for the welfare of the nation or community rather than for a particular interest or group. Positions may be in the area of: *health care, child care, literacy training, education, welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development*, and *community improvement*.
- Positions do not have to be "direct services" but services must be (a) designed to improve the quality of life for community residents, or (b) to solve particular problems related to those needs, and (c) must benefit the public.
- A job description must be on file for the position. It should include:
    - Job description plus mailing and billing address
    - Fiscal agent (who signs the employment agreement between SCSU and the agency/school)
    - Supervising agent (who signs time sheets, receives work authorization forms and applications, etc. This may be the same as the fiscal agent.)
- 75% of the students' gross wages are paid by work study funds; the community partner pays 25% of gross wages. **Exception**: The federal work study program (FWSP) permits eligible students to work as literacy or mathematics tutors in approved programs. Tutoring may be on one-to-one or in a group setting, during school hours or outside of school hours. Tutoring wages are funded 100% through the FWSP if the tutor (a) works solely as a literacy or mathematics tutor for the identified grade levels, and (b) does not perform other administrative or classroom support services. Tutors may be employed:
        - as a mathematics tutor (K-9 grades);
        - in a literacy or pre-literacy program for children (preK-6 grades);
        - in literacy training for parents of children in the program;
        - in literacy activities between parents and their children; or
        - as an instructional aide who prepares materials for the literacy project.

  Students hired as literacy or mathematics tutors are not permitted to serve as a teacher's aide (photocopying, bulletin board displays), bus or playground monitor, or in any other capacity not directly related to mathematics or literacy tutoring. Duties performed not falling under literacy or mathematics tutoring will be billed to the agency/school at a rate of 25% of the gross wages.
- A Work Study Agreement between SCSU and the agency must be signed by both parties before students may begin working for the agency through the work study program.
- Payroll administration, including mandatory employment forms, W-2s, e-timesheets and invoicing (if applicable), is completed by SCSU. Payroll is processed every two (2) weeks. E-timesheets are activated for the agency supervisor to be completed and electronically signed with the SCSU student employee. If employing a student more than 40 hours per pay period during semester breaks, when classes are not in session, or during the summer months, the agency must withhold FICA and Medicare tax and is responsible for the employee match portion of that tax.
- The approved SCSU minimum wage rate for this program is $10.00 per hour for positions funded at 25%. The community partner may pay at a higher rate but not less than the approved SCSU minimum wage rate. The approved wage rate for qualified literacy/mathematics tutor positions is $10.50 per hour.
- Where applicable, the 25% share will be invoiced within one week of SCSU's processed payroll. Invoices are due and payable within thirty (30) days.
- Costs and scheduling for training, orientation and criminal background checks are the responsibility of the agency and cannot be charged to SCSU or the student employee.

APPENDIX B: Nepotism Documentation Form: Supervisor or Manager

Name:	Title:
Department/Work Unit:	
Relationship to employee:	

Employee or Applicant for employment

Name:	Title:
Department/Work Unit:	

Reason for granting exception under System Procedure 4.10.1 Nepotism, Part 3 General, Subpart B. Exceptions:

What actions have been put in place to ensure that there is no violation of Minnesota Statutes section 43A.38, the Code of Ethics for Employees in the Executive Branch?

Approved by President	Date

THIS FORM IS TO BE KEPT IN THE HUMAN RESOURCES OFFICE.

APPENDIX C: (Sample) Notification of Hiring (NOH) (red boxes are required fields)

St. Cloud State University
Notification of Hiring Form

Student's Full Name (PRINT) Joe Student **Student ID** 12345678

Purpose: The purpose of this Notification of Hiring (NOH) form is to verify that the student and supervisor mutually agree on the student's hiring for the position* listed below.

Instructions:

1. Both the student and supervisor must complete and sign the NOH form. Return the completed and signed NOH form to the St. Cloud State University Financial Aid Office (FAO) at least 3 days before the start of employment.
2. The FAO will email a work authorization to the student and supervisor based on the NOH form information. Students cannot begin working until the FAO has prepared and sent the work authorization AND students have both an I-9 and a W-4 on file with the SCSU Payroll Office.
3. NEW student employees: Complete payroll forms (I-9 Verification of Employment and W-4 Tax Withholding Certificate) before you begin working. NOTE: The I-9 requires original documentation to verify employment eligibility and identity. Forms are at www.stcloudstate.edu/businessservices/accounting/payroll/default.aspx
4. E-TIMESHEETS will be generated after all of the above listed items are completed.
5. EARNINGS may be deposited directly into a bank account of the student's choice. Direct deposit is in student e-Services under "Financial Aid."

Department/Agency: Your Department Name **Supervisor** Great Supervisor

Cost Center *(on-campus departments only - completed by Supervisor)*: 21200

Student Job Title* Tutor - Literacy **Department/Agency Phone** 320.308.0000

Number of hours per week 10-12 . Limit of 20 hours per week (hpw) during periods of enrollment for fall and spring semesters and 40 hpw during non-enrollment (summer and breaks).

Semester (check one) **Fall/Spring** [X] **Fall only** [ ] **Spring only** [ ]

*Subject to departmental funding and confirmation of the student's eligibility for employment by the Financial Aid Office.

_____ **Date** Enter date
Student Signature

_____ **Date** Enter date
Supervisor Signature

Return the completed and signed NOH form to:
St. Cloud State University-Financial Aid Office
106 Administrative Services Building
720 4th Ave South
St. Cloud, MN 56301-4498
Phone: 320-308-2047 Fax: 320-308-5424
financialaid@stcloudstate.edu

Financial Aid Office Use Only
Routing ID _____
Object Code _____
Pay Rate _____
WA

St. Cloud State University values diversity of all kinds, including but not limited to race, religion and ethnicity (full statement at bulletin.stcloudstate.edu/ugb/generalinfo/nondiscrimination.asp). TTY: 1-800-627-3529 SCSU is an affirmative action/equal opportunity educator and employer. This material can be made available in an alternative format. Contact the department/agency listed above. A member of the Minnesota State Colleges and Universities system.

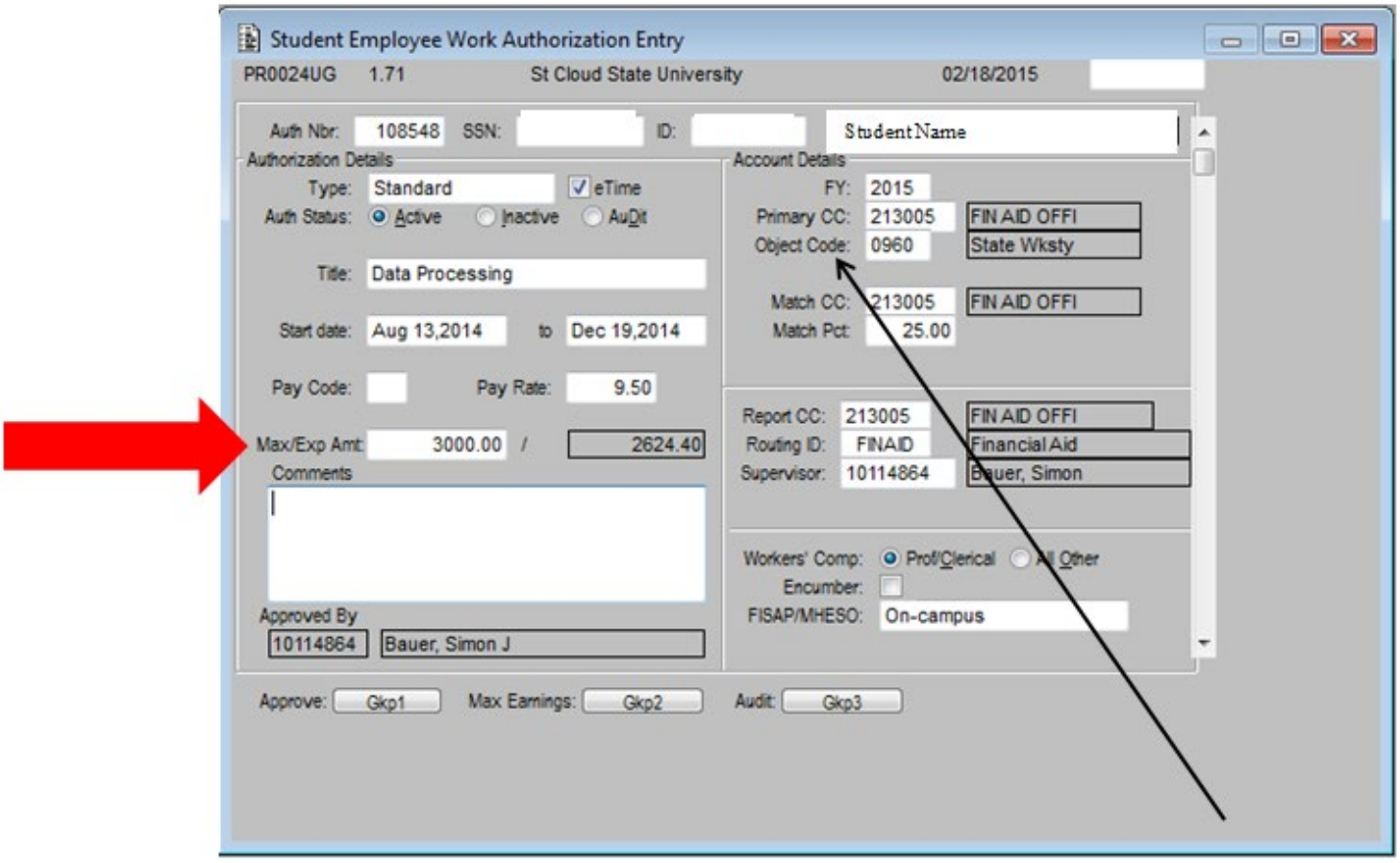
MINNESOTA STATE

APPENDIX D: Entering Work Authorizations

Off-campus community partners: The SCSU Business Services Office will enter the work authorization into the ISRS database.

On-campus positions: The responsible supervisor will enter the work authorization into the ISRS database. The work authorization is entered on ISRS payroll screen "Student Employee Work Authorization Entry" (PR0024UG). See Screenshot below.

- Each student will have an object code listed on the work authorization.
- It is very important that the correct object code is used since this is the only way for SCSU to report the state and federal work study earnings.
- The object code is student-specific and may change from year-to-year.
- See Minnesota State Student Employee Work Authorization Entry (PR0024UG) (PDF).



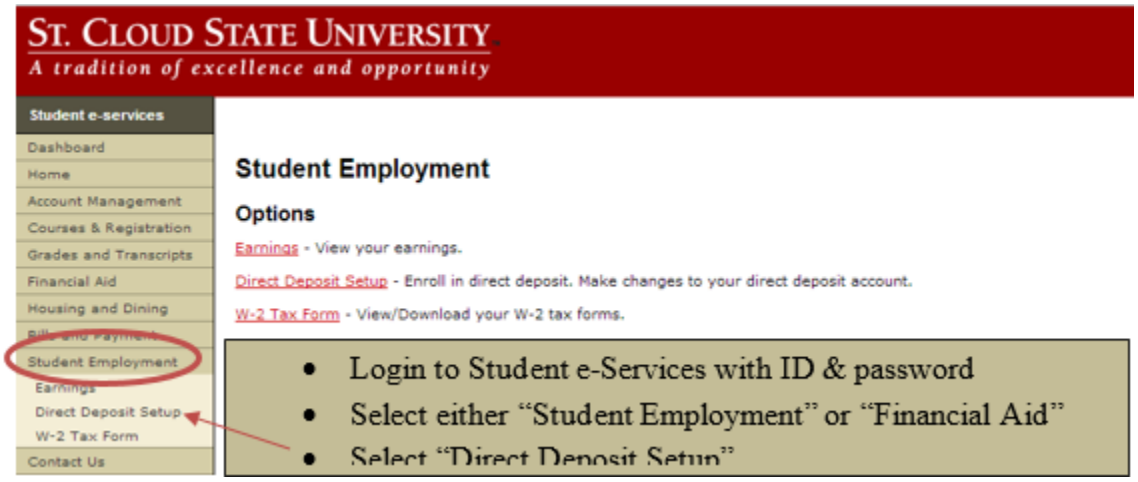
APPENDIX E: Direct Deposit Instructions and Screen Shots

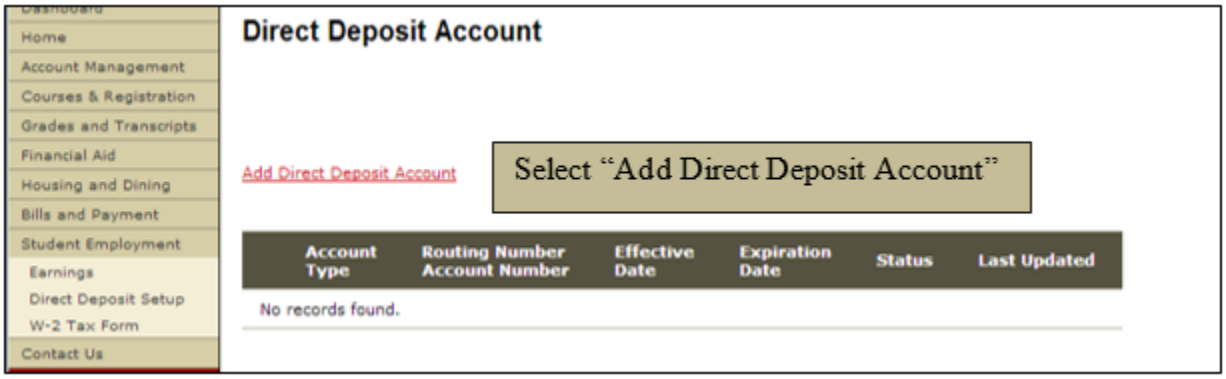
Direct deposit is **faster, easier, and safer** than receiving a paper check. **WHY?** Because funds are available in your bank before paper checks are issued, you don't have to make a trip to the bank to cash the check, and direct deposits rarely get lost in processing. Even if you forget to tell us when you change banks or accounts, there is only a couple days delay to send the funds to your new bank account.

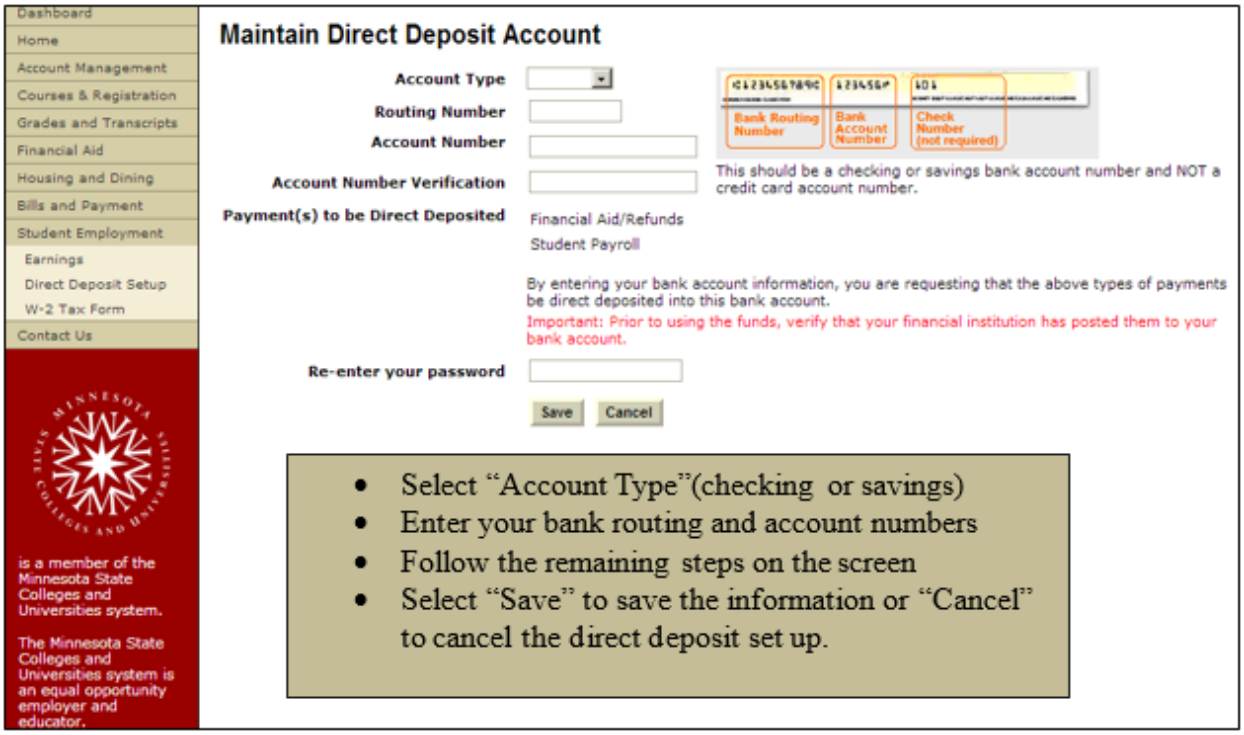
With direct deposit all student payroll checks, refunds, and financial aid overage amounts are automatically deposited to your specified bank account using electronic funds transfer. Students who have signed up for direct deposit will not be issued paper checks. **NOTE:** Students who have previously signed up for direct deposit will not need to complete the process (below) unless or until they want to update their bank account information.

Sign up is easy using your e-Services. A secure, encrypted web form is used to submit your bank account information to the SCSU Business Services Office. The information you provide will not be disclosed to anyone outside the SCSU Business Services Office and your bank.

You will need your bank routing number and account number. You can find this information on the bottom of your check or your savings deposit slip. Follow the step-by-step screenshots below or the Direct Deposit Instructions. Questions about direct deposit - contact the SCSU Business Services Office, Administrative Services 124 or call (320) 308-6461.






Dashboard
Home
Account Management
Courses & Registration
Grades and Transcripts
Financial Aid
Housing and Dining
Bills and Payment
Student Employment
Earnings
Direct Deposit Setup
W-2 Tax Form
Contact Us
is a member of the Minnesota State Colleges and Universities system.
The Minnesota State Colleges and Universities system is an equal opportunity employer and educator.
Maintain Direct Deposit Account
Account Type
Routing Number
Account Number
Account Number Verification
Payment(s) to be Direct Deposited
Financial Aid/Refunds
Student Payroll
Bank Routing Number
Bank Account Number
Check Number (not required)
This should be a checking or savings bank account number and NOT a credit card account number.
By entering your bank account information, you are requesting that the above types of payments be direct deposited into this bank account.
Important: Prior to using the funds, verify that your financial institution has posted them to your bank account.
Re-enter your password
Save
Cancel
Select "Account Type"(checking or savings)
Enter your bank routing and account numbers
Follow the remaining steps on the screen
Select "Save" to save the information or "Cancel" to cancel the direct deposit set up.

APPENDIX F: Verification of F-1 Student Employment

To: Social Security Administration
From: St. Cloud State University
Re: Verification of F-1 Student's Employment on Campus

SECTION 1: Information from Employing Department

This is evidence of on-campus employment for: _____
(Name – F-1 Student)

Employing department:_____

Nature of student's job (e.g., wait staff, library aide, research assistant, etc.):
_____

Start Date: _____ Number of Hours/Week: _____

Employer contact information: _____
(Employer Identification Number (EIN))

_____
(Employer Telephone Number)

_____
(Student's Immediate Supervisor)

Employer Signature (Original): _____

Employer Name (Print clearly): _____

Signatory's Title: _____

Date: _____

SECTION 2: Verification of employment from International Student and Scholar Services

_____
Date Student can go to Social Security Office

_____
Typed or printed name (Designated School Official) Phone

_____
Designated School Official – Original Signature (no stamps) Date

APPENDIX G: Falsification of Timesheet Record

Falsification of a timesheet record is considered theft; therefore, can be grounds for immediate dismissal from employment and could jeopardize future approval for student employment. Falsification of a timesheet includes, but is not limited to, falsification of hours worked, padding a timesheet to report more hours than actually worked, or forgery of a supervisor's signature. Additionally, students may be subject to conduct review under the SCSU Student Code of Conduct. See "Prohibited Student Conduct" in the Student Handbook: Student Code of Conduct.

When it is discovered that a student may have falsified a timesheet, the supervisor will:

- Meet with the student, preferably in person, as soon as possible to discuss the concern, gather any additional information, and provide the student an opportunity to share the their side of the situation. Pending the outcome of that conversation, the student's work authorization may be temporarily suspended.
- Notify the SCSU Student Payroll Office and Financial Aid Office of the suspension in writing (email or letter) so no additional hours are worked, reported, or paid until the Student Payroll Office, Financial Aid Office, and supervisor review hours reported and paid against hours actually worked.

If it is substantiated that the student has falsified hours, padded a timesheet, or forged a supervisor's signature, typically the student is immediately terminated from all campus employment for one term, regardless of the funding source. See "Termination of Employment" and "Timesheets" in the SCSU Student Employment Handbook. The following steps will be completed to recover any hours overpaid due to falsification of a timesheet:

1. The supervisor, Student Payroll Office, and Financial Aid Office will review hours reported as worked and paid versus hours the student actually worked and should have been paid. If there is a pending timesheet and the hours are correct, an adjustment may be made against those hours to mitigate any difference between what was paid and what should have been paid.

2. If it is determined that the student has been paid in excess of hours actually worked, the student is liable for repayment of the overpayment. Repayment of the overpayment is the gross amount of earnings overpaid. The Student Payroll Office or Financial Aid Office will notify the student of the amount owed to the University.

3. The SCSU Student Services Office will be notified of the amount due and will place a financial hold on the student's account until the overpayment is resolved.

    a. The student will have ten (10) days to pay the amount in full. Failure to make full payment by the due date may result in late charges or the account being sent to collections.
    b. If the overpayment amount is significant, the student may contact the Director of the Students Services Office to determine if a payment plan arrangement might be possible, as well as whether the financial hold might affect course registration.
    c. Payment may be made by check, money order, credit card, or cash (receipt will be provided). NOTE: If payment is made by personal check, the check must clear the bank before the amount is considered paid in full.

4. If correcting entries for the overpayment cross two calendar years, a corrected W-2 will not be issued to the student. The adjustment of the overpayment will not be reflected in the subsequent year's W-2. Per, Ann Page, Tax Specialist, MinnState Tax Service (2013):

a. if the overpaid hours were in one calendar year but repayment is in the next calendar year, the wages paid in error remain taxable to the student employee in the year they were paid; and
b. the student employee may be entitled to a deduction or credit for the repaid wages on the tax return for the year in which the earnings are repaid. The student employee should contact a tax advisor with any questions.

International students should be referred to the Center for International Studies to ensure students remain in compliance with their visa requirements or to determine if they might be eligible for off-campus employment due to possible economic hardship.

Right to Appeal: The student employee has a right to appeal the termination decision. See "Right to Appeal" in the SCSU Student Employment Handbook.

APPENDIX H: Performance Evaluation and Plan Development Tips

When conducting an evaluation, supervisors should consider the employee's dependability, completion of job expectations, attitude, initiative/leadership, quality of work, and other areas. If there are concerns in any of these areas, the student may not even be aware there is a problem.

Problems can generally be addressed and corrected using a verbal warning; however, from time to time more corrective action is needed. In these instances, a supervisor will need to apply a written warning and develop a performance improvement plan. The following process can be used to assist student employees in improving their performance, developing skills, and enhancing learning.

- **Schedule a Meeting:** Discuss the performance issues with the student. This is a good time to review the details of the job description and expectations of the position.
- **Identify Current Strengths**: Start with what the student does well. Offer your perspective about the student's strengths. Ask the student to comment on his/her own perceived strengths.
- **Identify Areas for Improvement:** Explain why improvement in specific areas will benefit the student and the department/agency. As often as possible, use examples that document the need for improvement. Ask the student to share about areas s/he would like to improve or explore, skills to develop, or new responsibilities to assume.
- **Develop an Action Plan**: There may be a variety of reasons a student is not performing at standard. If a student employee is not meeting job expectations, the supervisor should develop a performance review plan, including SMART (Specific, Measurable, Attainable, Time Limited, Results Oriented) goals. Determine two or three objectives that the student will work on in a given time period.
- **Develop a list of attainable goals**: Both the supervisor and student employee will work on these goals during the same time period to assist the student in developing skills, improving work performance, and enhancing learning.
- **Establish the importance of success and the consequence of failure**.
- **Document the meeting:** Use the evaluation form. Provide signed copies of the evaluation and performance improvement plan to the student.
- **Follow-up and Evaluate Progress**: Check with the student periodically to determine progress toward established goals. Revise the action plan, if necessary.

NOTE: The SCSU Counseling and Psychological Services (CAPS) Office is a good resource for supervisors and students who may need additional information about improving employment performance.

APPENDIX I: Disciplinary Action Checklist for Supervisors [5]

A. **Have you, the supervisor, taken the following steps before disciplining the student employee?**

1. ___Determined that the student employee knew of the rule or performance standard.

2. ___Determined that the rule or performance standard is reasonable and that its enforcement is reasonable under the circumstances.

3. ___Reviewed all relevant materials, including University and department student employee handbooks; student's work authorization; University and department policy statements; and the student employee's disciplinary history, evaluations and attendance records.

4. ___Determined that you have followed department and University policies and procedures.

5. ___Interviewed the student employee about the misconduct or poor performance and given the student employee a fair opportunity to explain /deny the misconduct or performance issue.

6. ___Interviewed all employees or third parties who may know of or were involved in the misconduct or poor performance.

8. ___Taken accurate notes from interviews/investigation about who, what, where, when and why. Consider having another manager present to take notes.

9. ___Determined that you are confident based upon your interviews, records, etc., that you know all of the necessary facts (who, what, when where, why and how).

10. ___Determined that the discipline is appropriate. If so, proceed to B.

B. Have you, the supervisor, reviewed the proposed disciplinary action to ensure accuracy, consistency, and completeness?

11. ___Reviewed the student employee's personnel file for any prior discipline.

12. ___Determined that the disciplinary action is consistent with how other student employees have been disciplined for the same or similar misconduct.

13. ___Determined that the disciplinary action is the proper corrective measure under applicable policies and the student employee's disciplinary history.

14. ___The discipline notice/memo is accurate and complete, ensuring that it states the:

a. _____ Date of violation;
b. _____ Specific rule or policy violated;
c. _____ Number and date(s) of prior warning(s);
d. _____ Detailed description of misconduct;
e. _____ Corrective action;
f. _____ Date and signature of supervisor;
g. _____ Acknowledgment by student employee of accuracy of warning;
h. _____ Referral to Counseling and Psychological Services (CAPS), if appropriate.

15. ___The proposed disciplinary action has been approved in advance by Financial Aid Office or another management representative.

[5] Checklist is adapted from a checklist created by John M. Elliott, Popham, Haik, Schobrich & Kaufman, Ltd. for the Minnesota Employment Law CLE, May 1996 and modified from the Minnesota State Disciplinary Action Checklist for Use by Supervisory Personnel http://www.minnstate.edu/system/hr/talent_management/Supv_Toolkit/Supv_Toolkit_docs/discipline_checlist.pdf

16. ___ During a conference between you and the student employee, you have reviewed the disciplinary notice/memorandum with the student employee.

a. If you are concerned about how the employee may react, consult with the Financial Aid Office or another management representative regarding your concern(s).

b. For discipline of a written reprimand or above, have a reliable management witness present.

c. Review the facts with the student employee. Explain:

1. _____The misconduct
2. _____ Why it is unacceptable
3. _____ The consequence given
4. _____ What consequence will result if the misconduct is repeated
5. _____ How to improve performance/conduct

17. If the student employee is to be discharged, have you:

a. ___ Given the student employee written notice (a copy of which should be kept in the student employee's personnel file) of the effective time and date of discharge?
b. ___ Made arrangements for return of Minnesota State (SCSU) property (e.g. keys, access cards, lap-top computers, uniforms, etc.)?
c. ___ Secured department computer from unauthorized entry by former student employee?

C. After the disciplinary conference you, the supervisor, must:

18. ___ Immediately make the necessary entries in the personnel file and other applicable records.

19. ___ Make arrangements for final timesheet and paycheck.

20. ___ Notify the Financial Aid Office and Business Services-Payroll Office of the discharge.

D. Before closing the file, have you, the supervisor:

21 ___ Taken steps to safeguard confidentiality of the student employee?

22. ___ Made arrangements to route requests for references through one person?

APPENDIX J: Student Employee Corrective Action Notice [6]

EMPLOYEE NAME	**ID #**	**DATE OF HIRE**
POSITION	**DEPARTMENT/AGENCY**	**SUPERVISOR**

DESCRIBE VIOLATION AND ATTACH ADDITIONAL DOCUMENTS IF NEEDED: If applicable: 1) identify impact on organization and/or department; 2) cite the specific work rule violated. (If violation is absenteeism, list specific dates for this discipline.)

EMPLOYEE'S RESPONSE TO VIOLATION:

DISCIPLINARY STEPS TAKEN, INCLUDING THIS NOTICE

Disciplinary Action	Date	Details (for suspension include number of days)
☐ 1st: Verbal		
☐ 2nd: Written		
☐ 3rd: Suspension or Termination*		

*** Suspension:** *Student may be eligible to work in other on-campus departments. Department should consult with the Financial Aid Office.*
*** Termination:** *Student is not eligible to work for remainder of the semester and may be subject to termination of all future campus employment. Department should consult with the Financial Aid Office and Student Life and Development Office.*

ACTION PLAN FOR IMPROVEMENT: (include timeframe, action steps, and expectations)

Supervisor and employee agree to meet within one week (or at least 3 regularly scheduled shifts) to review progress toward desired employment expectations. Failure to show improvement could lead to corrective action up to, and including, termination.

The above information has been discussed with me and I have received a copy of this notice. NOTE: Student employee's refusal to sign this document does not invalidate the correction action and plan.

_____ _____
EMPLOYEE SIGNATURE DATE

_____ _____
SUPERVISOR SIGNATURE DATE

Original: Financial Aid Office
Copy: Employee
Copy: Supervisor

[6] Modified from Lakeland College http://lakeland.edu/, June 2013.

APPENDIX K: Access, Data Security, and Confidentiality Practices

DATA SECURITY and AWARENESS: All employees, including students, must protect the data with which they come in contact or have access to during the course of their duties. Data may include, but are not limited to: written, verbal, electronic (email, text, social media), and any conversations overheard in the course of employment. Data Security and Awareness online training is available at St. Cloud State University Human Resources Office and in D2L Brightspace.

CONFIDENTIALITY: Employees are expected to maintain confidentiality of private or individually identifying information such as student IDs or dates of birth, along with private or confidential conversations. Intentional disclosure of this information by the student employee to any unauthorized person could subject the student employee to criminal and civil penalties imposed by law. Furthermore, willful or unauthorized disclosure violates St. Cloud State University's policy and could constitute just cause for disciplinary action including termination of employment or referral to the Student Conduct Board regardless of whether criminal or civil penalties are imposed. See Minnesota State Board Policy 5.23 "Security and Privacy of Information Resources."

FERPA (FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT): The federal Family Educational Rights and Privacy Act (FERPA) of 1974, protects students' educational records. A copy of FERPA and the regulations is available in the following offices: Office of Records and Registration, Vice President of Academic Affairs, and Vice President for Student Life and Development. See also the U.S. Department of Education.

HIPPA (HEALTH INSURANCE PORTABILITY &ACCOUNTABILITYACT): HIPPA protects the privacy of individually identifiable health information. Employees working in areas where medical or health records are kept must be familiar with this act. See also the U.S. Department of Health & Human Services.

OCCUPATIONAL HEALTH AND SAFETY (OSHA): The federal organization OSHA is designed to oversee and monitor work environments to keep them safe and hazard-free. This includes developing and enforcing workplace safety regulations, and maintaining a reporting and recordkeeping system to monitor injuries and illnesses. OSHA requires employers to identify possible causes of job-related injuries or illness and to provide sufficient training on equipment and procedures that employees must use in order to reduce hazards and perform jobs safely. **S**tudent employees who feel that the work environment is unsafe are encouraged to speak to the department supervisor immediately. Student employees may also contact the University Safety Officer at (320) 308-2145.

RIGHT TO KNOW ACT: The Minnesota Employee Right to Know Act requires employers to evaluate their work environments and to provide specific training and information for all employees who may be exposed to any hazardous substances, harmful physical agents, or infectious agents. Employees may, under certain circumstances, refuse to work if they have not been given proper training and information or if they are in immediate danger from hazardous or physical agents.

***Links to other employment policies can be found at SCSU Policies & Procedures. It is the responsibility of every employee to be familiar with applicable SCSU policies and procedures.

For questions about policy, confidentiality, or data best practices, contact the SCSU Data Practice Compliance Official:

Judith Siminoe, Special Advisor to the President
Administrative Services Building, Room 200
(320) 308-2122
jpsiminoe@stcloudstate.edu

APPENDIX L: Confidentiality Statement (Sample)

St. Cloud State University
Student Employee Confidentiality Statement

Prior to signing this form the student employee should complete the D2L training entitled "Public Jobs – Private Data."

I understand that by virtue of my employment with [ENTER OFFICE NAME] at St. Cloud State University, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the federal Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates St. Cloud State University's policy and could constitute just cause for disciplinary action including immediate termination of my employment regardless of whether criminal or civil penalties are imposed.

_____ _____
Signature Date

_____ _____
Print Name SCSU ID

Original: Supervisor
Copy: Student employee

APPENDIX M: Campus Resource Contacts

Advising and Student Transitions Office
(320) 308-6075
366 Centennial Hall

American Indian Center
(320) 308-5449

*Business Services Office – Payroll
(320) 308-6461
124 Administrative Services Building

Business Services Office – Cashier
(320) 308-4012
123 Administrative Services Building

*Career Center
(320) 308-2151
215 Centennial Hall

Center for Holocaust and Genocide Education
(320) 308-4205
235 Miller Center

*Center for International Studies
(320) 308-4287
Lawrence Hall

Community Anti-Racism Education (C.A.R.E.)
(320) 308-2214
212 Miller Center

Counseling and Psychological Services (CAPS)
(320) 308-3171
103 Stewart Hall

*Financial Aid Office
(320) 308-2047
106 Administrative Services Building

*Human Resources Office
(320) 308-3203
204 Administrative Services Building

*Institutional Equity & Access, Office of
(320) 308-5123
102 Administrative Services Building

Lesbian, Gay, Bisexual, & Transgender Center
(320) 308-5166
B105 Atwood Memorial Center

Multicultural Student Services
(320) 308-3003
154 Atwood Memorial Center

St. Cloud Technical and Community College
(320) 308-5961
1540 Northway Dr.
St. Cloud, MN 56303

Student Accessibility Services
(320) 308-4080
202 Centennial Hall

± Student Legal Services Program
(320) 308-2205
134 Atwood Memorial Center

*Student Life and Development
(320) 308-3111
219 Atwood Memorial Center

Veterans Resource Center
(320) 308-4040
100 Administrative Services Building

Women's Center
(320) 308-4958

* Offices offering specific student employment services.
± Cannot address issues that include the University as a respondent.

APPENDIX N: Student Employment Budgets and Cost Centers (On-campus)

The student employment budget will be entered into the department cost center in the 0910 object code (Student Salary- Student Help). **This is the entire student employment budget from July 1 - June 30 for the fiscal year.** It is important to calculate your employment needs for the entire year and anticipate if you will require summer employment so that you can properly allocate your funds. The work study allocation and student salaries are combined into one allocation called "student employment funding." The number of students a department can hire is based on its student employment budget for the entire fiscal year (examples below).

Most employment awards are $3300. The $3300 award is a benchmark if a student works 10-12 hours per week at $9.86 per hour. If the department student employment budget is $10,000, you can hire 3 students to earn $3300 each or any combination.

If a student who has an object code of 0920 or 0960, earns his/her maximum award, the Financial Aid Office will either increase the current work authorization; create a new work authorization with the 0910 object code and notify the department; or notify the student employee that s/he must discontinue working if the student has no remaining eligibility with the financial aid award.

There is no maximum for earnings in the 0910 object code. All of the earnings will come out of the same budget. However, students are limited to the 20 hours per week and 8 hour per day maximums.

APPENDIX O: Work/Project Tips for Student Employees during Slow Times

WHAT TO DO WHEN THERE'S "NOTHING" TO DO

We want to be sure we provide students substantive employment and career development skills, so think of how they can assist you in keeping your department at its best. The following is a list to help with that; it is certainly not exhaustive. **REMEMBER:** The federal work study regulations do not allow students to be paid for hours they do not actually work (this includes doing homework and getting paid for it).

- **Audit your department website**. Student reviews each webpage for: typos, content, outdated documents/PDFs, and verifies that all hyperlinks are active and current.

- **Answer department emails**. Once students are trained to your department expectations, they can answer some of the generic emails.

- **FAQs list**. Do you have these listed on the AskStCloudState database? If not, send to Valerie Knopp to get them populated and activated in the AskStCloudState knowledgebase.

- **General cleaning** not done by the General Maintenance Worker (GMW):
  - Dusting desks and public spaces
  - Straightening and keeping supplies of department resources available in public areas
  - Cleaning computer screens, especially any in a public access area
  - Clean the refrigerator (if your department has one)

- **Create an archives list** of all department publications; purge any no longer used.

- **Bulletin boards (**electronic and department**).** Don't have one? Create one. Students are very creative and know what students want to know and how best to get that message out.

- **Social Media account(s).** Facebook, LinkedIn, Twitter, and other social media sites are used by many departments. Your student employees can help you monitor them and post important department communications.

- **Tabling at events (**Admission, Advising Days, Alumni/Foundation, Graduation, etc.). Students want to hear from students. Have your student employees assist at special events when your department's presence is requested. It's a great way to support your colleagues in other departments as they recruit for the University, as well as to personally interact with new and prospective students.

- **Create a policy and procedure manual.** This is a great tool to help students learn their job (and to verify any training gaps) as well as creates a document for the next student employee you hire.

- **Support other departments.** Sometimes other departments have temporary, one-time projects such as stuffing envelopes, preparing a bulk mailing, running errands, etc. Your student employees might be able to assist with these tasks. Cross-trained employees not only learn more about having a supportive, good working relationship with other departments, they also learn more about other departments and the University as a whole thus making a more informed employee for the students and families we serve.

APPENDIX P: Getting to Know You…

Name:

Birthday:

Favorites:

Cookie or bar:	Candy or candy bar:
Cold Beverage:	Hot Beverage:
Snack:	Color:
Time of Day:	Holiday:
Book, Movie, or TV Show:	Leisure Activity/Hobby:
Quote/Saying:	

My Family:

Pet Peeve(s) (not including surveys ☺):

Hobbies, interests, talents, skills:

If I could travel anywhere, I would go to:

Skills I hope <u>to gain</u> working in the _____ (department):

Skills I <u>can offer</u> while working in the _____ (department):