



FINANCIAL AID
OFFICE
ST. CLOUD STATE UNIVERSITY
Student Employment Handbook

DISCLAIMER

This edition supersedes all previous editions of the St. Cloud State University Student Employment Handbook, both printed and online. Every effort was made to ensure 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 Resources 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 their 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 program¹ 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. The 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 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) 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 schools. 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 to be paid through the 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 the 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 eligibility status (e.g., dropping below the minimum credits or being out of compliance with a student visa) must stop working immediately. The 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 the “[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 6 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 in 6 credits during the summer term, **OR** are already registered for at least 6 credits for the upcoming fall semester. A student who graduated after the spring semester can work during the summer term without summer enrollment.
- Salaries must be paid through University salaries; work-study funds **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.
- International students graduating spring semester and not enrolled for the minimum number of credits fall semester will have their employment end on the last day of the spring semester.

Please refer to [APPENDIX B](#) for specific guidelines for summer employment.

Questions about summer employment may be directed to Anita Binnie, SCSU Payroll, (320) 308-3941, ambinnie@stcloudstate.edu.

Questions about international student employment may be directed to the Center for International Studies (CIS), (320) 308-4287, isss@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. Therefore, students’ profiles and resumes should be 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 in 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 several 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 regarding 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.

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 an object code that will be used in creating a work authorization for a student employee. 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 the on-campus hiring supervisor), object code (from the Financial Aid Office), 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 or 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 [the 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 complete and approved by SCSU Payroll (Business Services Office).**

- *Form I-9 Employment Eligibility Verification* (DHS-U.S. Citizenship 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 before their first day of work. The most commonly used documents for this verification are a 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 receipt² 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.

Student employees are expected to give careful and conscientious service to the department or agency in which they are hired. Student employees need 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. The following are rules and tips to assist with successful scheduling:

- Students should provide the hiring supervisor with 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. 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 in 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 satisfactorily perform their job duties. 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.

The 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 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 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 the 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 the time reported.
- E-timesheets are due on Wednesdays by 4:00 pm, one week before 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 Community Standards. See "Prohibited Conduct" in the [Student Handbook: Student Code of Community Standards](#). See [APPENDIX G](#) for the 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 [the 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 least 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.²

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 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 a minimum, receive a formal, written evaluation at least once per year. 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)

The supervisor should meet and discuss the evaluation with the student employee. Both the supervisor and the student employee should sign and receive a copy of the completed evaluation. Ongoing, informal

² Federal Study Aid Handbook <https://fsapartners.ed.gov/knowledge-center/fsa-handbook>

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™ Feedback Model³ can help the student get back on track with job performance and the supervisor get back on track with the departmental needs. For more tips on improving performance and developing performance action plans, see [APPENDIX H](#).

(C)ontext: clarify the performance the supervisor expects to see

(E)xamples: explain to the employee how s/he is performing

(D)iagnosis: explore the difference between expectations (C) and current performance (E)

(A)ction: implement an action plan together to gain meaningful outcomes

(R)evue: review the outcomes at a specified future time and date

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

The supervisor should systematically address the poor performance or unsatisfactory work with the student employee to improve job performance in a supportive, educational manner. When the CEDAR™ Feedback Model (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 the supervisor. The student employee's refusal or failure to sign the written warning after at

³ Wildman, Anna. "CEDAR Feedback Model." *Annawildman.com*, Oil in the Engine, 2003, annawildman.com/cedar-feedback-model/. Accessed 23 Apr. 2025.

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 that 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, budget constraints, or misconduct. In addition to the performance issues addressed in the previous section, the 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's notice to the department or agency supervisor 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: Some specific behaviors or offenses may result in termination. See the "[Poor Performance](#)" section regarding the steps for progressive discipline that should be followed before 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 had 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 the University system
- Falsification of documents or other forms of misrepresentation

- Theft
- Vandalism of University property
- Violation of SCSU's Drug Free Workplace 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 the 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 a 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 Division of Student Affairs). 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 Community Standards 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 Community Standards](#). Violations of this code may impact a student's employment.

Sexual Harassment and Workplace Violence: While violence, sexual violence, and harassment are prohibited in the Student Code of Community Standards, 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 Community Standards. 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 the [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 Code of Community Standards Program](#).

The 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 workstation so it cannot be read by others.
- 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.

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. The 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 workplace.
- *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 factors are 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 the 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 or vacation pay. Students are not paid for shifts not worked because of school closings (i.e., weather-related closures/building closures). 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.
- *Student Worker Earned Sick and Safe Time (ESST).* Student employees in Minnesota, including student employees of St. Cloud State University, are entitled to earned sick and safe time, a form of paid leave. Student employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is the State of Minnesota fiscal year, July 1st – June 30th. Please refer to [APPENDIX M](#) for more details.
- *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, which 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 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. The 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 piercings.
- 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, they may be required for certain positions. Head covers required for religious purposes or to honor cultural traditions 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 N](#) for a list of helpful Campus Resource Contacts.

HANDBOOK INSET FOR SUPERVISORS/EMPLOYERS

A supervisor has a challenging yet rewarding job. Supervisors are charged with supporting 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 at 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 O](#) 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, but it also helps departments reach a wider 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. However, job posting descriptions must indicate objectives that are in compliance with the "[Mission and Purpose](#)" of the student employment program, as found in the [St. Cloud State University Student Employment Handbook](#).

Postings for student employee positions should remain **online for 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. The 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 in 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.

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 an 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 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 P](#)).

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 the 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. The 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, and upcoming campus or office events.
- **Phones:** Preferred greeting, transferring calls, how to take messages, phone etiquette, and personal phone use.
- **Computers:** Security procedures, acceptable software, and personal use.
- **Files or Databases:** Appropriate access, security, procedures, log-in information, and 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 Q](#) 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 partners) 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, community improvement, and emergency preparedness and response.*³
- 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 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 by 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.
- 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.

³ Federal Study Aid Handbook <https://fsapartners.ed.gov/knowledge-center/fsa-handbook>

APPENDIX B: Summer Employment Guidelines (Example Template)

20XX SUMMER EMPLOYMENT GUIDELINES

STUDENT PAYCHECKS

Students are encouraged to enroll in direct deposit of student payroll checks via the SCSU student e-services website. Direct deposit is faster, easier, and safer than paper checks. Students who do not enroll in direct deposit will result in a paper check being mailed to the student's local address on file with the Department of Records and Registration.

SUMMER EMPLOYMENT:

U.S. CITIZENS AND RESIDENT ALIEN STUDENTS

- Undergrad students may work during summer, provided they are enrolled at least half-time: 6 credits during the summer term, OR are already registered for at least 6 credits for the upcoming fall semester.
- Graduate students may work during summer, provided they are enrolled at least half-time: 3 credits during the summer term, OR are already registered for at least 3 credits for the upcoming fall semester.
- A U.S. Citizen and Resident Alien Student who graduated after the spring semester can work during the summer term without summer enrollment.

INTERNATIONAL STUDENTS:

- Must be enrolled full-time (12 credits for undergrad and 6 credits for grad) for the spring term AND be enrolled at least half-time in the summer or full-time in the fall semester.
- If an international student is graduating on MM/DD/YY, and is not enrolled for the minimum number of credits for the summer or fall semester, employment ceases effective MM/DD/YY.
- International students with an approved RCL (Reduced Course Load) for a semester through CIS (Center for International Students) must be enrolled for at least 1 credit for that semester.
- Students not meeting the minimum enrollment requirement for summer and/or the upcoming fall semester (as stated above) are not allowed to work over summer on student payroll.
- Salaries must be paid through University salaries since work study cannot be used for summer employment.
- Students not enrolled for 6 credits will be subject to FICA/Medicare tax.
- Student employees who have a work schedule of 60+ hours per pay period will be subject to FICA and Medicare even if they are enrolled for 6 credits or more.
- Supervisors are required to check the enrollment status for their students.

Fall/spring semester minimum enrollment requirements for student workers to be employed are:

- U.S. citizen and eligible non-citizen (undergrad): 6 credits
- U.S. citizen and eligible non-citizen (graduate): 3 credits
- International (undergrad): 12 credits
- International (graduate): 6 credits

APPENDIX C: (Sample) Notification of Hiring (NOH) (highlights are required)

NOH Instructions

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. The supervisor must complete and submit this NOH form at least 3 days before the start of employment.
2. **ENROLLMENT:** Students must be enrolled at least 6 credits (U.S citizen/resident alien) OR full-time (international students).
3. **WORK AUTHORIZATION:** The St. Cloud State University Financial Aid Office (FAO) will email a work authorization to the 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.
4. **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.
5. **E-TIMESHEETS:** Generated after all of the above listed items are completed.
6. **EARNINGS:** Direct deposit is recommended. See [direct deposit](#) in student e-Services under the "Financial Aid" link.

Student Information

Student TechID:

Enter student's TechID.

12345678

Find Student

First Name	Last Name	
Student's First Name	Student's Last Name	
Phone	Email	
Student's Phone Number	Student's School Email Address	
Address		
Student's Permanent Address		
City	State	Zip
City	State	Zip Code

Hiring Information

Supervisor

Supervisor's First and Last Name

☐ I am submitting this NOH on behalf of the supervisor. If checked, select the supervisor above.

Department/Agency:

Hiring Department's Name

Cost Center:

Hiring Department's Cost Center

Student Job Title:

Student's Job Title

Number of Hours per Week:

Student's Preferred Hours

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/Year

- ☐ Single semester
☐ Academic year

Check either "Single Semester" or "Academic Year"



Submit



Cancel Changes

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 the ISRS payroll screen “Student Employee Work Authorization Entry” (PR0024UG). See the 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).

The screenshot shows the 'Student Employee Work Authorization Entry' form for PR0024UG at St Cloud State University, dated 02/18/2015. The form is divided into several sections:

- Header:** PR0024UG 1.71 St Cloud State University 02/18/2015
- Form Fields:**
 - Auth Nbr: 108548, SSN: [blank], ID: [blank], Student Name: [blank]
 - Authorization Details:**
 - Type: Standard ☒ eTime
 - Auth Status: ☒ Active ☐ Inactive ☐ Audit
 - Title: Data Processing
 - Start date: Aug 13, 2014 to Dec 19, 2014
 - Pay Code: [blank] Pay Rate: 9.50
 - Max/Exp Amt: 3000.00 / 2624.40
 - Comments: [text area]
 - Approved By: 10114864 Bauer, Simon J
 - Account Details:**
 - FY: 2015
 - Primary CC: 213005 FIN AID OFFI
 - Object Code: 0960 State Wksty
 - Match CC: 213005 FIN AID OFFI
 - Match Pct: 25.00
 - Report CC: 213005 FIN AID OFFI
 - Routing ID: FINAID Financial Aid
 - Supervisor: 10114864 Bauer, Simon
 - Workers' Comp: ☒ Prof/Clerical ☐ All Other
 - Encumber: ☐
 - FISAP/MHESO: On-campus
- Buttons:** Approve: Gkp1, Max Earnings: Gkp2, Audit: Gkp3

A red arrow points to the 'Max/Exp Amt' field, and a black arrow points to the 'Object Code' field.

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 of days' delay in sending the funds to your new bank account.

With direct deposit, all student payroll checks, refunds, and financial aid overage amounts are automatically deposited into 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 at 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 123 or call (320) 308-4012.

ST. CLOUD STATE UNIVERSITY

Student e-services Logout

Student Employment

Options

- [Enter Time Worked](#) - Add or change the time you worked within a pay period.
- [Earnings](#) - View your earnings.
- [Direct Deposit Setup](#) - Enroll in direct deposit. Make changes to your direct deposit account.
- [W-2 Tax Form](#) - View/Download your W-2 tax forms.
- [Student Employee Wage Notice](#) - Review and acknowledge Student Employee Wage Notice information.
- [Payroll Calendar](#) - View payroll calendars for pay period end dates and paydays.
- [ESST Notice Student Workers](#) - View ESST notice information for student workers.

Direct Deposit Setup

- Enter Time Worked
- Earnings
- Direct Deposit Setup**
- W-2 Tax Form
- Wage Notice
- Payroll Calendar
- ESST Notice Student Workers
- Contact Us

+ Login to Student e-Services with ID and password
+ Select either "Student Employment" or "Financial Aid"
+ Select "Direct Deposit Setup"

Student e-services Logout

Direct Deposit Account

[Add Direct Deposit Account](#)

Account Type	Routing Number Account Number	Effective Date	Expiration Date	Status	Last Updated
No records found.					

Select "Add Direct Deposit Account"

[Dashboard](#)[Home](#)[Account Management](#)[Courses & Registration](#)[Academic Records](#)[Financial Aid](#)[Housing and Dining](#)[Bills and Payment](#)[Student Employment](#)[Enter Time Worked](#)[Earnings](#)[Direct Deposit Setup](#)[W-2 Tax Form](#)[Wage Notice](#)[Payroll Calendar](#)[ESST Notice Student
Workers](#)[Contact Us](#)

New Direct Deposit Account

Account Type Routing Number Account Number Re-enter Account Number

01234567890 Bank Routing Number	12345678 Bank Account Number	1234 Check Number (not required)
---------------------------------------	---------------------------------------	---

This must be a checking or savings bank account number. It cannot be a credit or debit card number.

Payment(s) to be Direct Deposited

☐ Financial Aid/Refunds☐ Student Payroll

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

- + 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, it 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 Community Standards. See "Community Standards" in the [Student Handbook: Student Code of Community Standards](#).

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 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 more than the 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 that 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 consequences 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 Supervisors⁴

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 the Financial Aid Office or another management representative.

⁴ 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_checklist.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's 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, laptop 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 the final timesheet and paycheck.

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

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

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

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

APPENDIX J: Student Employee Corrective Action Notice



<u>Employee Name:</u>	<u>Student Tech ID #:</u>	<u>Date of Incident:</u>
<u>Position:</u>	<u>Department:</u>	<u>Supervisor:</u>
Describe Policy Violation or Performance Issue: (Cite the specific policy that was violated and identify the impact on the department; if the violation was not meeting a standard of performance or absenteeism, list specific dates for this discipline. Attach additional documentation as necessary.)		
Disciplinary Steps Taken (Current and Previous)		
Disciplinary Action	Date	Details (for suspension, include number of days)
☐ 1 st : Verbal		
☐ 2 nd : Written		
☐ 3 rd : Suspension or Termination*		
* Suspension: Student may be eligible to work in other on-campus departments. Department must consult with the Financial Aid Office. * Termination: Student is not eligible to work for the remainder of the semester and may be subject to termination of all future campus employment. Department must consult with the Financial Aid Office and the Division of Student Affairs.		
Action Plan for Improvement: (include timeframe, action steps, and expectations. Attach additional documentation as necessary.)		
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. <i>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 corrective action and plan.</i>		
_____ Employee Signature	_____ Date	
_____ Supervisor Signature	_____ Date	

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 their duties. Data may include, but is not limited to: written, verbal, electronic (email, text, social media), and any conversations overheard in the course of employment.

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 of the Division of Student Affairs. See also the [U.S. Department of Education](#).

HIPAA (HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT): HIPAA 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 illnesses and to provide sufficient training on equipment and procedures that employees must use to reduce hazards and perform jobs safely. Student 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 Agreement Statement (Example)



AGREEMENT BY STUDENT EMPLOYEE TO MAINTAIN CONFIDENTIALITY AND PRIVACY OF RECORDS PERTAINING TO STUDENTS, FACULTY, STAFF, AND ST. CLOUD STATE UNIVERSITY

I, _____
(Print name)

understand that in my capacity as an employee at St. Cloud State University, whether as a full-time, part-time, work-study or otherwise, may have access, for work-related purposes, to non-public records of others students, faculty, staff and/or pertaining to the university, 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.

I agree to maintain the confidentiality and privacy of all non-public records during and after my period of employment at St. Cloud State University. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such records, or make any unauthorized alterations to such records. I understand that any such disclosure or alteration may be grounds for termination, prohibition from future employment, and/or disciplinary action, including dismissal from St. Cloud State University.

Signature

Date

Print Name

SCSU ID

APPENDIX M: Student Worker Earned Sick and Safe Time Law (ESST)

Student employees in Minnesota, including student employees of St. Cloud State University, are entitled to earned sick and safe time, a form of paid leave. Student employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is the State of Minnesota fiscal year, July 1st – June 30th.

At the end of each pay period, employers must provide employees with the number of earned sick and safe time hours used by the employee during the pay period and available for future use. Earned sick and safe time must be paid at the same base rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment, or preventive care;
- the mental or physical illness, treatment, or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault, or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency, or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.
- making funeral arrangements, attending a funeral service or memorial, or addressing financial or legal matters that arise after the death of a family member.

Notifying the employer, documentation

An employer can require their employees to provide up to seven days of advance notice, when possible (for example, when an employee has a medical appointment scheduled in advance), before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive scheduled workdays.

Retaliation, right to file a complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or esst.dli@state.mn.us or visit the department's earned sick and safe time webpage at sickleave.mn.gov

APPENDIX N: Campus Resource Contacts

[Advising and Student Transitions Office](#)

(320) 308-6075
210 Centennial Hall

[*Business Services Office – Payroll](#)

(320) 308-4012
123 Administrative Services Building

[*Career Center](#)

(320) 308-2151
215 Centennial Hall

[*Center for International Studies](#)

(320) 308-4287
Centennial Hall, First Floor

[Counseling and Psychological Services \(CAPS\)](#)

(320) 308-3171
306 Eastman Hall

[*Human Resources Office](#)

(320) 308-3203
204 Administrative Services Building

[Lesbian, Gay, Bisexual, & Transgender Center](#)

(320) 308-5166
218 Atwood Memorial Center

[St. Cloud Technical and Community College](#)

(320) 308-5000
1540 Northway Dr.
St. Cloud, MN 56303

[± Student Legal Services Program](#)

(320) 308-3111
110 Atwood Memorial Center

[Veterans Resource Center](#)

(320) 308-2185
100 Administrative Services Building

[American Indian Center](#)

(320) 308-5447
219 Atwood Memorial Center

[Business Services Office – Cashier](#)

(320) 308-4012
123 Administrative Services Building

[Center for Holocaust and Genocide Education](#)

(320) 308-4205
235 Miller Center

[Community Anti-Racism Education \(C.A.R.E.\)](#)

(320) 308-2214
212 Miller Center

[*Financial Aid Office](#)

(320) 308-2047
106 Administrative Services Building

[*Institutional Equity & Access, Office of](#)

(320) 308-5123
121 Administrative Services Building

[Multicultural Student Services](#)

(320) 308-3003
141 Atwood Memorial Center

[Student Accessibility Services](#)

(320) 308-4080
202 Centennial Hall

[*Student Affairs, Division of](#)

(320) 308-3111
110 Atwood Memorial Center

[Women's Center](#)

(320) 308-4958
218 Atwood Memorial Center

* Offices offering specific student employment services.

± Cannot address issues that include the University as a respondent.

APPENDIX O: 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 whether 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.

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 P: 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 meet your department's expectations, they can answer some of the generic emails.
- **FAQs list.** Do you have these listed on the [Knowledge Base](#) database? Please refer to your office manager to find out who has access to update and edit these.
- **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 those 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 departmental). 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 create 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, but they also learn more about other departments and the University as a whole, thus making them more informed employees for the students and families we serve.

APPENDIX Q: 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 to gain working in the _____ (department):

Skills I can offer while working in the _____ (department):