Student Employee Handbook
2014-2015
STUDENT EMPLOYEE HANDBOOK

Congratulations! You are now eligible to participate in the Concordia Student Employment Program.

As a student employee at Concordia University, you will gain valuable job experience while working with the dedicated staff and faculty of your university. This experience will become part of your employment record while having the benefit of flexible working hours at a convenient location.

If you have questions concerning:

- the Federal Work-Study (FWS) Program award amount, please contact the Financial Aid office located in Grimm Hall 1st Floor ext. 3071
- Account balance, please contact the Bursar’s office located in Grimm Hall 1st Floor ext. 3072
- Payroll questions, please contact the Payroll office located in the Administration Building, Room 212A, ext. 3120
**STUDENT OBJECTIVES**

All student employees should strive to: give the best effort on the job, develop good work habits, and be of service. There are two ways to work on campus:

1. Federal Work-Study (FWS)—as part of the Financial Aid Package
2. Non-awarded—without the award from Financial Aid

Those who are part of the FWS Program have ample opportunities to find employment on campus. Campus departments which hire students are expected to hire work study recipients.

Students without FWS should apply for jobs during or before SOAR or the first week of school.

All students who work on campus, regardless of FWS status, are employees of the university. As a Concordia University employee, you will have the same obligations that other employees have. Here is a list of expectations supervisors have for their employee:

- Understand and follow written and verbal instructions
- Maintain confidentiality
- Work safely at all times and abide by safety procedures
- Work according to scheduled hours
- Work diligently
- Be attentive to details
- Achieve high levels of accuracy and quality of work
- Maintain personal appearance and personal hygiene
- Dress appropriately for the job

Your job at CUI is a part of your overall education experience. As a successful employee, you will do more than just earn money; you will learn positive work experiences and habits that you will carry into your future.

**Work Attendance**

As is the case with faculty and staff, punctual and consistent work attendance is a necessary part of student employment. You need to be mindful that your department depends on you to report to work as scheduled. Repeated absences or tardiness can result in disciplinary action up to and including termination of employment.

**Dress Code**

Work attire should be clean and in good taste at all times.

Christian values dictate modest and appropriate business attire. Student employees’ appearance, grooming, and dress should be appropriate for their role at CUI. Clothing should be clean, modest, in good taste, safe, and suitable for the work place. Generally, attire should be related to the job function. Employees who report to work in attire that is inconsistent with this policy will be dismissed from work and asked to return in more appropriate dress.

If you have any doubt as to the appropriateness of an outfit, please check with your immediate supervisor. CUI student employees represent the church at large.

**Computer and Internet Usage**

The only websites that student employees may use during work hours are work related sites. Student employees may not download anything that is inappropriate according to the supervisor. Student employees may not visit any sites that would result in charges to the university. Violation of these policies would result in disciplinary action and/or possible dismissal.
SAFETY FOR STUDENT EMPLOYEES

All Concordia University student employees should be concerned about safety. They should practice safe work habits in order to avoid injury on the job. Whenever an item of concern relative to the safety or health of others needs to be corrected, it should be reported to the employee’s immediate supervisor or the Director of Human Resources, preferably in writing. Student employees are expected to obey safety rules, follow established codes of safe practice and exercise caution in their work activities. Student employees are required to report illnesses or injuries occurring on the job to their supervisor immediately after the injury or illness.

Drugs and Alcohol
- Concordia University prohibits the possession, use, manufacture, dispensing, and/or distribution of alcohol and illegal drugs including medicinal marijuana, or being impaired by or under the influence of alcohol or illegal drugs, during work time or on university-owned property. As part of the larger community, CUI is subject to, abides by, and supports local ordinances and state and federal laws.
- In the event of a violation of this policy by a member of the university community, including CUI student employees, CUI will take action consistent with state and federal laws, and with its policies governing its relationships with students, faculty, and staff. Violation of this policy will result in disciplinary actions up to and including termination of employment and may include referral to authorities for civil or criminal prosecution. HR will review the nature of the violation and will determine the particular action to be taken.
- Student employees who are or will be using legal drugs that may affect their performance or impair their judgment should immediately inform their supervisor. CUI may consult with the prescribing physician or another qualified medical professional to learn the expected effect of the drug and/or require a written statement from the physician or medical professional confirming that continued working would be safe and efficient. A student employee may continue to work if CUI determines that the employee does not pose a safety threat and/or that job performance is not affected by use of the drug. Otherwise, the student employee may be required to take a leave of absence or comply with other appropriate measures.

Safety
- In an emergency:
  ✓ Remain calm
  ✓ Dial 9-1-1
- In a non-emergency:
  ✓ Call Campus Safety at extension 3000, describe your situation and location

In Case of Emergencies
- Fire alarms:
  ✓ Remain calm
  ✓ Never assume a false alarm; treat all alarms as legitimate
  ✓ Assist others in leaving the building
  ✓ Do not re-enter the building until authorized by Campus Safety
  ✓ Become familiar with the proper evacuation procedure for your specific building or area before an emergency occurs
- Emergency exits:
  ✓ Be familiar with all the emergency exits at or near your workplace and have an escape plan in the event of a fire
- Fire safety:
  ✓ Know where the fire extinguishers are located in your area and be familiar with how to use them
  ✓ In the event of a fire, always use the stairwells to exit the building, never use an elevator

Injuries
✓ Workplace injuries should be immediately reported to your supervisor
✓ If the injury is serious, call 9-1-1 or immediately notify Campus Safety
If the injury is not serious, minor medical aid is available for students at the campus nurse’s office in SU 107.

Remember – “if you can’t move it, get help.”

Vehicle Safety
The safe use of university vehicles is basic to any safety program. Only properly licensed and certified persons may operate university vehicles. Concordia University maintains a “Certified Driver” program through the Department of Campus Safety. Contact your supervisor if you are interested in becoming a certified driver.

- Immediately report any accidents or injury involving a university vehicle. For injuries, accidents, and/or damages that occur on campus while using a university-rented vehicle, contact Campus Safety immediately.
- University vehicles may be used for university business only. Unauthorized trips for personal reasons or transporting unauthorized persons in a university vehicle is a misuse of university property which may lead to disciplinary action, up to and including termination of employment.

Violence in the Workplace
Concordia University is concerned with the safety and security of its students, staff and faculty, as well as guests and visitors on our campus. If you see or hear any threat, it is imperative that you immediately report it to your supervisor. Contact Campus Safety or 9-1-1 for severe threats. The intent of this notice is to remind persons of the university’s policies regarding safety and violence and provide guidance for persons who perceive that someone has made a threat. The appropriate university administrators will deal with actions or statements (including notifying local law enforcement officials) that a reasonable person could interpret as leading to an act of possible violence. Comments such as a statement to “get even” with someone, a threat to kill or injure someone, or to blow up the building are examples of threatening or intimidating language. The comment does not need to be made directly to the potential victim. Individuals who express violent words or behaviors should be reported to the Dean of Students or the Director of Human Resources. Remember, violence never solves anything.

- Student workers are expected to conduct themselves in a respectful manner at all times.
- Try to resolve your differences through open lines of communication.
- If you are unable to resolve a problem with another person, contact your supervisor and request that he or she mediate the situation.
- Report all instances of workplace violence or assaults to your immediate supervisor.

Injury and Illness Prevention Program (IIPP)
In order to promote the concept of a safe workplace, Concordia University maintains an Injury and Illness Prevention Program. In compliance with this program, the university maintains a regular inspection schedule to promote safe working conditions.
STUDENT AND SUPERVISOR OBLIGATIONS

Objectives
The primary objective of student employment is to enhance the students’ education by nurturing strong work habits and Christian ethics. Part of Concordia’s mission is to empower students to become individuals of lifelong learning and service. This takes place in the work place as much as it does in the classroom. The objective of the student employee is to afford the best and most effective efforts on the job, develop good work habits and to be of service. These guidelines are designed to help ensure that a student employee’s work experience at Concordia provides excellent opportunities to practice and develop strong work habits.

Arrangements that differ from the following guidelines will need to be approved in advance by the Human Resource Department. These guidelines are geared toward students working part-time during the school year. Arrangements for summer employment should be made with the Human Resources Department.

Pay
Aside from some prearranged exceptions, student employees are paid by the hour. Students will be paid a minimum of $9.05 per hour. Raises in student employee pay can only be made at semester breaks. This is determined by the employee’s immediate supervisor contingent on performance and only within the guideline of the student employee pay schedule (see Student Employee Hourly Rates on page 9). Students opting for direct deposit may fill-out the Direct Deposit form (found in the 2014-2015 Student Worker Contract on cuicareers.com) and bring it to Admin 200. Paychecks are available by the 5th and 20th of each month and can be picked up in the Finance Department in Admin 208. Please check the Finance Department for business hours.

Recording Hours Worked
Students will use MyRecords Time Entry for recording hours worked. Supervisors will be responsible for training student employees on how to enter hours worked. Students must submit hours with supervisor’s approval no later than scheduled submitted dates.

Hiring Student Employees
Hired student workers must provide two (2) appropriate forms of identification in order to complete the I-9 form. Necessary paperwork includes:
- Student Contract signed by the supervisor
  (Supervisor fills in Department/Org# information.)
- W-4
- I-9
- Two (2) forms of identification

Supervisors are responsible for collecting all necessary paperwork from student employees. All paperwork must be turned in together to the Human Resources Department (Admin. 200) before the student employee can start working or receiving a paycheck.

At the beginning of each academic year, students sign contracts with their supervisor(s) indicating that they will work a certain schedule for the year. Students are discouraged from changing jobs during the semester. If it is beneficial for a student to move from one job to another, the change should be made only at the semester break.

If a student is contemplating a change of jobs, the supervisor in the office into which the student wishes to transfer is expected to contact the student’s current supervisor, complete a new student employment contract and contact the Human Resources Department immediately. The student is expected to provide a two weeks notice to the current supervisor when changing jobs.
Training
Although new students are given a tour of the campus during orientation, supervisors will need to familiarize their employees with the locations and functions of various offices on campus; especially those related to the student’s job responsibilities.

Job training and employee satisfaction are closely tied. Supervisors should pay close attention to the training of student employees for their specific duties. A well-trained employee is very likely to succeed and excel on the job.

Job Descriptions
Supervisors should develop job descriptions for the positions held by students. A job description should include a list of qualifications, a list of responsibilities and the name and the role of the supervisor.

Performance Assessment
Supervisors are encouraged to complete a Student Employee Evaluation at the end of the each semester. The evaluation form can be found on pages 11 and 12 or obtained from the Human Resources Department.

Discipline
From time to time, student employees do not live up to the responsibilities as stated in the job description and employment contract. In such cases, the following disciplinary steps will ensure that the student is given every opportunity to improve. Please note that the Human Resources Department should be kept informed of any disciplinary action taken beyond verbal warnings.

If acceptable improvements are not made after documented verbal warnings, a Supervisor/Employee Meeting Documentation form should be completed. This form can be found on page 13, as well as the HR Portal under the “Recruitment and Employment” tab. This form should include four items:

1. A reference to the verbal warnings
2. A description of the problem
3. An explanation of corrections to be made and a reasonable time frame for making changes
4. An explanation of the consequences if improvements are not made

The notice should be dated and signed by the supervisor and student and the original should be sent to the Human Resources Department.

If appropriate corrections are not made after documented verbal warnings and a Supervisor/Student Employee Meeting Documentation, the student should be placed on probation for a “reasonable time.” If a student continues with inappropriate behavior, he/she may be terminated from the job and/or the Student Employment program. The student’s employment can only be terminated by Human Resources with the recommendation of the supervisor, or the student may be transferred to another, more suitable job on campus.
CONFIDENTIALITY AGREEMENT FORM

INSTRUCTIONS: This form only needs to be completed ONCE per academic year, or if you change supervisors during the year.

Confidentiality Policy Statement

Employees of Concordia University Irvine may come in contact with confidential information or sensitive matters. This knowledge is regarded as highly classified and is not to be discussed with anyone outside of this department or with unauthorized persons without direct permission of a supervisor. Violation of this policy may result in disciplinary action, up to and including termination.

All employees are expected to manage records in their custody in accordance with all Federal Regulations, specifically not releasing student or employee information to third parties without the written consent of the student or employee unless specifically allowed according to Federal guidelines. Any employee failing to provide necessary security of University records as stipulated may be denied further access to University records.

Proper custody of University records includes but is not limited to:

1. Keeping all University records in a secure environment when the student or employee is not present.
2. Keeping all University records inaccessible when accessing records on a laptop outside the work area by using a secure network and being highly aware of your surroundings.

Confidentiality Best Practices

Do not talk about sensitive information regarding students or anyone else in hallways, elevators, the cafeteria or other places where an outsider or another student might overhear. Someone may not know the person being talked about, but will assume that all information is treated in such a loose and insensitive way. His or her confidence in the University and the University’s employees will weaken.

Do not share any personal or confidential information outside the University with family, friends or business associates. The University has policies which require getting written permission from students before giving certain types of information to others. Some of these policies are required by State and Federal laws. (FERPA: Family Educational Rights & Privacy Act)

Statement of Employee:

I understand by virtue of my being defined as a “Employee” at Concordia University, Irvine I may have access to records, which contain individually identifiable information, the disclosure of which is prohibited by the federal Regulations including Family Educational Rights and Privacy act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to ant unauthorized person could subject me to criminal and civil penalties imposed by law. If it is found that I violated this statement, I understand that I may be dismissed from my position regardless of whether criminal or civil penalties are imposed.

By signing this statement I agree to abide by this standard.

_________________________________  ________________________________
Date  Employee Printed Name  Employee Signature

_________________________________  ________________________________
Date  Supervisor Printed Name  Supervisor Signature
## Student Employees Hourly Rates

<table>
<thead>
<tr>
<th>Year</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>First year/Freshman</td>
<td>9.05</td>
</tr>
<tr>
<td>Second year/Sophomore</td>
<td>9.35</td>
</tr>
<tr>
<td>Third year/Junior</td>
<td>9.65</td>
</tr>
<tr>
<td>Fourth year/Senior</td>
<td>9.95</td>
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</tbody>
</table>
**Holiday Schedule**

All offices will be closed on the following holidays. **These are unpaid days off for student employees.**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
<th>Day of the Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>September 1</td>
<td>Monday</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 27</td>
<td>Thursday</td>
</tr>
<tr>
<td></td>
<td>November 28</td>
<td>Friday</td>
</tr>
<tr>
<td>Christmas and New Year Holiday</td>
<td>December 24</td>
<td>Wednesday</td>
</tr>
<tr>
<td></td>
<td>December 25</td>
<td>Thursday</td>
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<tr>
<td></td>
<td>December 26</td>
<td>Friday</td>
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<tr>
<td></td>
<td>December 27</td>
<td>Monday</td>
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<tr>
<td></td>
<td>December 30</td>
<td>Tuesday</td>
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<tr>
<td></td>
<td>December 31</td>
<td>Wednesday</td>
</tr>
<tr>
<td></td>
<td>January 1, 2014</td>
<td>Thursday</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>January 19</td>
<td>Monday</td>
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<tr>
<td>Good Friday</td>
<td>April 3</td>
<td>Friday</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>April 6</td>
<td>Monday</td>
</tr>
</tbody>
</table>
Evaluation of Student Employee

Student Name: ___________________________ Evaluation Date: ___________________________

Job Title: ___________________________ Fall □ Spring □ Summer □ Summer

Department: ___________________________

Please rate the categories listed below according to the following scale:

<table>
<thead>
<tr>
<th>EXCEEDS</th>
<th>SATISFACTORY</th>
<th>BELOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXCEPTIONAL 1</td>
<td>MORE THAN SATISFACTORY 2</td>
<td>SATISFACTORY 3</td>
</tr>
</tbody>
</table>

1 EXCEPTIONAL — Performance is outstanding. Employee makes unique and significant contributions to the department through superior performance.

2 MORE THAN SATISFACTORY — Performance of the job duties and responsibilities is highly effective. Employee consistently exceeds the requirements of the position.

3 SATISFACTORY — A competent employee who consistently and effectively performs job duties and responsibilities.

4 LESS THAN SATISFACTORY — Employee sometimes fails to perform job duties and responsibilities. Employee must improve performance.

5 UNACCEPTABLE — Performance is consistently unsatisfactory in critical areas. Marked improvement is necessary for continued employment.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Category</th>
<th>Supervisor Comments</th>
<th>Student Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Attendance, Punctuality and Reliability</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>Interpersonal Skills</td>
<td></td>
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<tr>
<td>3.</td>
<td>Going the Extra Mile</td>
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<tr>
<td>4.</td>
<td>Communication and Telephone Skills</td>
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<tr>
<td>5.</td>
<td>Quality of Work</td>
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<tr>
<td>6.</td>
<td>Ability to Follow Instructions</td>
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<tr>
<td>7.</td>
<td>Taking Initiative/Self Starter</td>
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<td></td>
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<tr>
<td>8.</td>
<td>Appearance</td>
<td></td>
<td></td>
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<tr>
<td>9.</td>
<td>Observing Confidentiality</td>
<td></td>
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<tr>
<td>10.</td>
<td>Student Goals</td>
<td></td>
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</tbody>
</table>

Completed by: ____________________________ Date: __________

Supervisor’s Signature

Reviewed by: ____________________________ Date: __________

Student’s Signature

Overall Comments:

Student Comments:
Supervisor/Student Employee Meeting Documentation Form

Date: __________________________

Name: ______________________________________________________

Reason for Meeting:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Supervisor Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Employee Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Ways to Remedy the Situation:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Consequences if Situation is not Remedied:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Supervisor’s Signature: ___________________________ Date: ________________

Student Employee’s Signature: ___________________________ Date: ________________