



Student Employee Handbook

STUDENT EMPLOYEE HANDBOOK

Congratulations and welcome to the Concordia Student Employment Program!

As a student employee at Concordia University, you will gain valuable work 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 - contact the Financial Aid office located in Grimm Hall 2nd Floor ext. 3066
- Account balance - contact the Bursar's office located in Grimm Hall 1st Floor ext. 3072
- Payroll questions - contact payroll@cui.edu
- All other questions - contact hr@cui.edu

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 student employment is funded on campus:

1. Federal Work-Study (FWS)—as part of the student Financial Aid Package
2. Non Work Study – from CUI student employment budget

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.

Employment

You can only work up to a maximum of 19 hours per week for all jobs combined during the school year and up to a maximum of 40 hours per week for all jobs combined during the summer.

Work Attendance

As is the case with faculty and staff, punctuality 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 & Behavior

Work attire should be clean and appropriately modest in keeping with CUI's Christian values.

Workplace professionalism requires modest and appropriate business attire. Student employees' appearance, grooming, and dress should be appropriate for their role at CUI. Clothing should be clean, modest, free of inappropriate images or logos, 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 dress code will be dismissed from work and asked to return in more appropriate dress. Your actions, words, and interactions with others are a reflection on the university. Student employees are required to behave in a manner that positively represents CUI.

If you have any doubt as to the appropriateness of an outfit or your behavior, please check with your immediate supervisor.

Computer, Cell Phone, 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 termination of employment. Student employees should not be using their personal cell phones during working hours.

STUDENT 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.

Recording Hours Worked

Students will use MyRecords Time Entry for recording hours worked. Please refer to the instructions in the end of this packet for how to record hours, and please refer to the Biweekly Payroll Calendar for time sheet submission deadlines.

Pay

Aside from some prearranged exceptions, student employees are paid by the hour at no less than minimum wage. Supervisors may assign pay rates above minimum wage at their discretion. Raises in student employee pay can only be made at semester breaks. This is determined by the employee's immediate supervisor contingent on performance, seniority, and experience. Paychecks are available on a bi-weekly basis (every other Friday) and will be placed in your student mailbox in the Mail Room, located in Grimm Student Union Lower Level. Please see the Bi-Weekly Payroll Schedule for a list of payday. Direct Deposit is highly encouraged.

Paid Sick Leave

Student employees are considered Part Time – Temporary workers (1-19 hrs/week). When needing time off from work for reasons of illness or illness prevention, students must notify their work supervisor a minimum of two (2) hours prior to any needed absence. In compliance with the Healthy Workplaces, Healthy Families Act of 2014, *students will accrue 1 hour of paid sick leave for every 30 hours worked*, with accrual capped at 48 hours and usage capped at 24 hours per year. Students may begin using this paid sick leave beginning on the 90th day of employment at CUI. Sick leave time is to be logged in the 'Sick Pay' line of their timesheet. Sick leave should be used for legitimate non-work related personal illness, injury or medical appointments. If you anticipate the need to use sick time, please notify your supervisor as far in advance as possible. Students are not required to provide a doctor's note when using available sick time. Students may also take unpaid sick leave with supervisor approval. Sick leave does not get paid out at the end of a student's employment at CUI.

*** If you would like to sign up for direct deposit, update your tax forms, need assistance with your timesheet or have questions about your sick leave, please contact payroll@cui.edu ***

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 occurs.

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 judgement 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
 - ✓ Call Campus Safety at extension 3000, describe your situation and location
- 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
 - ✓ Leave 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

- ✓ If the injury is an emergency, immediately call 911 and then notify your supervisor and the Department of Campus Safety at (949) 214-3000.
- ✓ Workplace injuries should be immediately reported to Campus Safety at (949) 214-3000, and then to your supervisor.
- ✓ If the injury is not serious, minor medical aid is available for student at the Wellness Center 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.

SUPERVISOR OBLIGATIONS

At the beginning of each academic year, students sign forms 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 agreement and contact the Human Resources Department immediately.

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.

Email Use

Students who send or receive email for work related purposes should not use their *eagles.cui.edu* address to send and receive email. If your student will be using email for work, please email its@cui.edu to request an employee email address for the student.

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.

Discipline

If performance standards are not met, 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 in this packet, 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 the supervisor if prior approval is received from Human Resources, or the student may be transferred to another, more suitable job on campus

Hiring Student Employees

1. First, the Hiring Manager verifies they have available budget to hire a student worker and then they confirm the eligibility of a specific student worker they would like to hire.
2. Second, the Hiring Manager fills out the HR “Student Worker Activation Form” [located on the MYCUI app](#). HR verifies that the student worker has the right to work in the United States by completing form I-9 and then activates the student in the HR system. **Note: this step activates the student worker for any future department and only needs to be completed once. If a student worker has already been previously activated, this step can be skipped.**
3. Third, once the student worker has been activated by HR, the Hiring Manager contacts Payroll to turn on the student worker’s timesheet(s).
4. Lastly, Payroll makes changes to the student worker’s setup as needed for taxes, direct deposit, and other deductions.

If you have any questions about the steps above, please don't hesitate to reach out to the department that is responsible for the duties (HR@cui.edu and/or Payroll@cui.edu).

Flowchart of the 4-Step Process of How to Hire a Student Worker

