Supervisor's Guide for On-Campus Student Employees

Career Services/Student Employment
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TABLE OF CONTENTS

Overview of Student Employment 3

STUDENT EMPLOYMENT CLASSIFICATIONS 4-5
61308 - Federal Work Study
61308 - EXEMPT Student Employee
61311 - NON-EXEMPT Student Employee
61321 - Intern Student Employee
61904 - Stipend Student Employee

ELIGIBILITY REQUIREMENTS AND RESTRICTIONS OF STUDENT EMPLOYMENT 5-9
Student Pay Scale
Academic Eligibility
Loss of Student Employment Eligibility
Enrollment Exceptions
Summer Enrollment Guidelines
Federal Work Study (FWS)
Student Athletes
Accommodation Policies and Procedures
International Students
Graduate Assistants

THE HIRING PROCESS 9-11
Advertising a Job
Prior to Interviewing the Student
Hiring the Student
Verifying the Student
Background Checks

WAGES, BREAKS and LEAVES 11-13
Wages
Work Breaks

TIME OFF POLICIES 12-13
Sick/Emergency
Severe Weather
Vacation
Legal Holidays
Religious Observances or Holidays
Maternity/Paternity Leave
Voting
Military Leave
Jury Duty

STUDENT EMPLOYEE JOB PERFORMANCE 13-14
Evaluating the Student's Performance
Terminating a Student's Employment
Grounds for Immediate Dismissal
Resignation

STUDENT GRIEVANCE PROCEDURES 15
Nepotism 15
Phone Numbers 16
OVERVIEW OF STUDENT EMPLOYMENT

Who We Are
The University of Toledo houses Student Employment in the Center for Experiential Learning and Career Services. This partnership allows us to offer our students many wonderful opportunities to gain valuable work experience. Our students now have a single location to find campus and volunteer positions in the community. A position on campus or with our community partners for students with Federal Work Study awards not only provide financial assistance but allows them to gain career related skills.

Our staff is also available to help our students develop many additional skills required for gaining employment. The University provides the students with the proper education for entering the job market. Our office helps prepare students to deliver their education and skills to employers in a complete package. We offer one-on-one assistance with job search strategies, resume development, mock interviews, cover letters and thank you letters.

Benefits of Student Employment

Benefits for students:
• Working in a supportive environment with supervisors who take an interest in students' well-being.
• Obtaining valuable work experience and professional references for resume development.
• Making friends with fellow staff and increasing engagement with campus life.
• Working close to class locations and benefiting from flexible hours.
• Developing critical skills employers seek.
• Clarifying academic and career goals.

Benefits for departments include:
• Gaining fresh perspectives from students' diverse experiences, academic knowledge, and enthusiasm for learning. Often students can provide new insights into work processes and suggest ways of improving services.
• Developing more meaningful relationships with your student workers and a stronger sense of community within the department can increase student employee retention and enhance the department's reputation and visibility among students for being a great place to work.
• Accomplishing short-term, special projects that existing staff may not have the time or specialized skills to complete (i.e. help with marketing efforts requiring graphic design or computer software skills, student outreach activities, etc.).
CLASSIFICATIONS
All student employment positions at UT are hired into one of three categories. Student Employee Exempt (includes Federal Work Study), Student Employee Non-Exempt and Student Intern (Exempt and Non-Exempt). These categories are in reference to a student’s status in the Ohio Public Employee Retirement System. A student is exempt from paying into OPERS when he/she is actively enrolled and will work no more than 28 hours per week.

Our student employees are considered part-time and are not allowed to work over the 28 hours per week at any time during their employment. If the student exceeds these hours they will be provided one written warning. If a second occurrence happens the student will be terminated from their position. Due to new federal regulation on Employer Shared Responsibility provisions this policy is across the board for students working in any department. http://www.irs.gov/Affordable-Care-Act/Employers/Questions-and-Answers-on-Employer-Shared-Responsibility-Provisions-Under-the-Affordable-Care-Act

61308 - EXEMPT Federal Work Study (FWS) Student Employee
- The student has received and accepted an award letter for the current award year from the Office of Student Financial Aid indicating a college work study award.
- A federal grant pays 75% of the student's wages while the University pays the remaining 25%.
- The student should be actively enrolled taking at least 6 credit hours.
- The student may work up to, but not more than, 20 hours per week throughout the semester.
- The student will be paid the minimum hourly wage established by the Federal Government. As of January 1, 2015 the State of Ohio minimum wage is $8.10 per hour. UT students are paid according to the higher State of Ohio minimum wage.
- Wages are paid directly to the student through the University payroll office.

61308 - EXEMPT (NON-FWS) Student Employee
- As an undergraduate, the student should be actively enrolled in classes taking at least 6 credit hours.
- Graduate students who have completed all required course work and are enrolled for thesis/dissertation credit may work as exempt student employees.
- While classes are in session, the student may work up to, but no more than, 28 hours per week. During breaks, student workers will not be able to work more than the 28 hours a week.

61311 - NON-EXEMPT Student Employee (summer positions)
- Non-exempt student employees who are not registered for classes may work up to 28 hours per week, not to exceed 1000 hours per calendar year. Students will pay into
OPER. Departments hiring non-exempt student employees will be charged for OPERS contribution.

- The student must be enrolled in both the previous and subsequent semesters.
- A student employee may work as a non-exempt student worker for not more than one academic semester per academic year.
- An OPERS Enrollment form (Personal History Record) and SSA-1945 (Social Security Statement) must be submitted to Payroll.
- A new EPAF and OPERS exemption certificate must be completed to change non-exempt (61311) student employee to an exempt (61308) status for the next semester.

61321 - INTERN Student Employee

- The student works in an area directly related to his/her academic program, receives course credit and compensation for employment. The internship is coordinated by the student’s academic advisor.
- A student intern may not work on-campus as an Exempt Student Employee (61308) or Non-Exempt Student Employee (61311) during the internship.
- As an undergraduate, the student should be currently enrolled.
- Payment is stated in a lump sum on the SEPA.

61904 – Stipend Student Employee

- Students are no longer eligible for stipends with the exception of student government positions.

Student Employment Pay Scale

**Basic Level: $8.10 - $9.50 per hour**

Basic level positions cover the majority of the work our students perform. These positions involve students assisting staff in offices, grounds and customer services duties.

- Work performed typically includes:
  - Minimal prior knowledge
  - Training is provided
  - Follows well defined policies or procedures
  - May have access to confidential information
  - Close and direct supervision

**Intermediate Level: $8.10 – $10.50 per hour**

The intermediate level positions are differentiated from the Basic Level positions because these positions require students to perform 4 or more of the duties listed below.

- Work performed typically includes:
  - Prior relevant course and/or work experience
  - Assignments require special skills or knowledge
  - Technical or research skills maybe required
o Moderate supervision
o Requires students to use limited amount of independent judgment
o May require students to work in adverse conditions, unique hours or significant amount of physical exertion is required

**Advanced Level: $10.00 - $12.00**

Positions in this category are extremely rare as they require a highly specialized skill held by a very small percentage of the student body. These positions require a 3.0 GPA and must meet the following requirements below.

- Work performed requires:
  - Specific and unique competitive job market skills
  - Completion of specific relevant courses and/or work experience required
  - Assignments require advanced knowledge, skills or experience
  - Extensive problem solving; independent judgment and decision making; makes formal recommendations
  - Limited supervision
  - A special certification may also be required

- In addition to meeting the above requirements and advanced position still must meet the other requirements of Student Employment.

- If you have a position that you want to pay higher than $12.00 an hour please submit a job description and detailed explanation for the pay rate. Student Employment and compensation will review to ensure it is a student position and not a professional position.

**ELIGIBILITY REQUIREMENTS TO WORK ON-CAMPUS**

**Academic Eligibility**

In addition to enrollment specifications, the following grade point average requirements were established to enable students to meet their academic goals while being able to work part-time positions on campus. If a student does not meet these minimum academic requirements, the student will not be able to hold a job on campus.

- Grade Point Average for UT Students earning an Associates or Bachelor’s degree.
  - 1.5 After attempting between 0-29 credit hours
  - 2.0 After attempting 30 + credit hours
    - Note: A student may be suspended if the student falls below a cumulative GPA of 2.0 for 2 consecutive semesters.

- Grade Point Average for Graduate Students.
  - Must maintain a minimum GPA of 3.0 to continue being employed on campus.

- Grade Point Average for International Students.
  - Both graduate and undergraduate students are required to maintain a minimum GPA of 3.0 to be eligible to work only on campus.
Loss of Student Employment Eligibility
A student employee whose hourly wages are paid from the 61308 (exempt) or 61311 (non-exempt) account, is no longer eligible to be paid from these accounts when that student:

- graduates from the university
- is on academic or non-academic suspension
- fails to meet enrollment requirements

To be paid on student payroll, individuals may not hold a concurrent administrative, classified, faculty, or temporary (served by an off-campus agency) staff position.

Summer Enrollment and Employment Guidelines
The summer semester is considered and treated as a separate term of employment. A new EPAF is required to initiate a summer assignment. In addition, a new EPAF is required to return to a regular assignment at the start of the fall semester. An undergraduate student employee must be enrolled during the summer semester for at least one (1) credit hour in order to be hired as a 61308 exempt student. During the summer only, a 61308 Exempt, Non-FWS employee may work up to twenty eight (28) hours per week.

An undergraduate student employee must have completed the spring semester and be registered for the Fall Semester in order to be hired as a 61311. During the summer a 61311 Non-Exempt, Non-FWS employee may work up to twenty eight (28) hours per week.

Federal Work Study (FWS)
Federal Work Study is a federally funded, need-based student aid program. Students, who file a Free Application for Federal Student Aid (FAFSA) on an annual basis, demonstrate financial need, adhere to the Standards of Satisfactory Academic Progress, and are awarded Federal Work Study eligibility by the Office of Student Financial Aid can work as part of the Federal Work Study program. Students are notified of their eligibility in an award letter issued by the Office of Student Financial Aid. A federal grant pays the student's wages.

If the student receives Federal Work Study (FWS) as part of his/her financial aid package, the maximum earnings limit will be listed on the student's award letter. This figure is the limit of FWS the student may earn during the period indicated on the eligibility letter. If a student receives additional financial aid during the year, Student Financial Aid may adjust the earnings maximum.

The student employee and the hiring department hold primary responsibility for monitoring the work hours and eligibility pay from the FWS account (61308). The hiring department's budget will be charged for hours worked if the student earns more than his/her Federal Work Study eligibility for the term.
**Student Athletes**
Compensation may be paid to a student-athlete: (a) Only for work actually performed; and (b) At a rate commensurate with the going rate in that locality for similar services. Additionally such compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability.

**Accommodation Policy and Procedures**
The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 provide that no otherwise qualified disabled individual shall receive unequal treatment or be discriminated against under any program or activity receiving federal financial assistance.

If a student employee has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment, the student should take the following steps:

**Step 1:** The student should speak with the supervisor and/or the Director of Student Disability Services to make them aware of the perceived disabling condition.

**Step 2:** The student should meet with the Director, supervisor, and any other appropriate personnel representatives to discuss employment concerns and clarify procedures.

**Step 3:** The student must complete and review a job analysis form with the supervisor. With the student employee’s permission, correspondence will be sent to his/her attending physician requesting that the job analysis form be reviewed and an opinion provided on his/her ability to perform the job duties outlined. The physician will also be asked to complete a physical capacity form and make comments. In some cases, an independent physician may be asked to perform these evaluations.

**Step 4** The student should schedule another meeting with the supervisor and the Director upon receipt of the physician’s responses to review, discuss, and determine what reasonable accommodation will be made that will permit the student employee to perform the "essential functions" of the job.
**International Students**
The hiring department will complete the "Verification of Employment" form and give it to the student to take to the Office of International Student & Scholar Services (OISSS). OISSS will verify employment eligibility and complete the I-9 form with the student, retaining the original and giving a copy to the student.

If an international student does not have an existing social security number at the time of employment, then he/she should be referred to the Office of International Student & Scholar Services. OISSS will provide the student with a letter written to the Social Security Administration. The student will take the Social Security letter, their Passport, Visa, I-20, I-94 and Verification of Employment form to the Social Security Administration office to apply for a Social Security Number.

The Office of International Student & Scholar Services will provide the student with written instructions regarding the procedure. The instructions will also indicate the importance of taking their Social Security Card to either Career Services or the Graduate School as soon as it is received (depending on the types of employment).

At the time of application, the Social Security Administration will provide the student with a receipt as proof that they have applied. The student will take the receipt, the certified true copy of their I-9 form, and the department's cover letter to the hiring department (this process is included in the written instructions given to the student by the OISSS).

The hiring department will then forward the receipt issued by the Social Security Administration and copy of the I-9 form along with the tax forms/supporting documents and fraud form to Career Services/Student Employment for processing.

Upon completion of these steps, the student may begin working. Hourly students should submit their hours in accordance with the University procedures. The Immigration and Customs Enforcement (ICWE) limits international students with F-1 and J-1 visas to 20 hours work per week while school is in session. During official school break periods, students with F-1 and J-1 visas may work 28 hours (C.F.R. 2(f)(9)(0))). For specific eligibility information, contact International Student & Scholar Services.

**Graduate Assistant**
A graduate student who has been granted an assistantship must apply to the Graduate School for approval to work outside the assistantship prior to accepting additional duties. A graduate student on an assistantship may exceed 20 hours of work or service per week while on contract as a graduate assistant, with permission from the Graduate School, as indicated in the chart below. However, there are certain limits for international students. The following summarizes hour per week restrictions for both U.S. citizen student employees and international student employees.
<table>
<thead>
<tr>
<th>Residency Status</th>
<th>Fall &amp; Spring Semesters</th>
<th>Summer Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>US citizens, nationals and lawful permanent residents of the US</td>
<td>As a 61308 they can work additional hours in addition to their GA position. They must get approval from Graduate College.</td>
<td>As a 61311, students can work up 28 hours per week, but not while serving as a 61308 or in GA role.</td>
</tr>
<tr>
<td>International Students</td>
<td>Limited to 20 hours per week, per INS regulations</td>
<td>As a 61311, students can work up 28 hours per week, but not while serving as a 61308 or in GA role.</td>
</tr>
</tbody>
</table>

**THE HIRING PROCESS**

**Advertising a Job**
All departments are required to post their open positions for a minimum of 7 days on Rocket Jobs, prior to interviewing. This will help ensure reasonable access for all students to all on-campus student employment opportunities. Career Services maintains Rocket Jobs (job database) which is available through the Career Services' website. Postings are automatically deactivated after eight weeks. If the position is filled before the posting is terminated, please log into your Rocket Jobs account and deactivate the posting.

Rocket Jobs can be accessed on the Career Services’ website or by using the following link.

http://www.utoledo.edu/success/career/employers/index.html

The University of Toledo is required to comply with Equal Employment Opportunity laws and the Fair Labor Standards Act. Failure to comply could result in charges of discriminatory hiring practices and liability assessed to the University.

**Prior to Interviewing the Student**
Verify eligibility of the candidate
- Ensure the student is currently enrolled with at least six (6) credit hours in the spring/fall or one (1) in the summer.
- Obtain information regarding prior on-campus employment to help determine employment status and required paperwork.
- Request to see a copy of the Work Study Award if you are offering a work study position.
- Check the student’s GPA.
Hiring the Student

Once you have made your choice, offer the position to the selected candidate and notify the other applicants (by telephone or email) that the position has been filled. The hiring department will pay students the normal rate for training required for the job (e.g., orientation, customer service training).

Before a student can start working all required paperwork and an EPAF must be completed and submitted to Student Employment/Career Services office for approval. After you have completed everything the student still cannot start until you see their EPAF has been approved in the system. Failure to comply will lead to potential federal fines against the university. The student’s pay may also be delayed.

The following forms are required the first time a student is hired. All forms can be found on the Career Service website under the Student Employment Tab. The lists below indicate the correct forms to send each department.

**Student Employment Forms: Mailstop 112**

Forms can be found on Student Employment website or at the link below:

[https://www.utoledo.edu/success/career/studentemployment/student_employment.html#forms-both](https://www.utoledo.edu/success/career/studentemployment/student_employment.html#forms-both)

- Personal Information Form
- I-9 Employment Eligibility - The list of acceptable documentation must appear on the reverse side of the form, SEND COPIES OF THE IDs OR PASSPORTS.
- Fraud Acknowledgement Form

**Payroll Forms: Mailstop 459**

Forms can be found on the Payroll website or at the link below:

[https://www.utoledo.edu/offices/controller/payroll/forms.html](https://www.utoledo.edu/offices/controller/payroll/forms.html)

- W4 (Federal Income Tax Withholding) – complete through employee tab
- Individual state tax forms
- OPERS Request for Optional Exemption as a Student (61308)
- OPERS Enrollment form aka Personal History Record (61311)
- SSA-1945, Social Security Statement (61311)
- Direct Deposit (complete through the employee tab)

**Financial Aid Forms: Mailstop 314**

- Federal Work Study Contract – This is only for students who are working through a FWS.

A SEPA form should also be completed for Grants and Stipends. The SEPA takes the place of the EPAF and must be sent to Student Employment/Career Services.
The hiring department is responsible for providing the student with the tax forms and ensuring all documents are completed properly. All SEPAs must have at least two different approval signatures.

**Verifying the Students**

**SEPA's and EPAF’s:** Must be approved by Student Employment before a student may begin working. It is a violation of the Fair Labor Standards Act to allow an individual to work without compensation. If a problem exists with the SEPA & EPAF documentation, Student Employment will inform the department of the problem via email or phone call.

If the student has not worked on the student payroll for at least one year, he/she must be recertified eligible to work in the United States by completing Immigration and Naturalization Service's I-9 form, and complete income tax withholding forms.

If a student withdraws from the university, graduates, or is academically dismissed contact HR to start the termination EPAF. In the event the student’s assignment ends before their scheduled date you will need to contact HR to open the original EPAF in order to process the End Job. The hiring department should process a Removal for Payroll form if the assignment is terminated prior to the end date on the EPAF termination online.

**Background Checks**

Departments may choose to have background checks conducted on student employees prior to hiring them. Background checks can be requested through campus police; a fee will be charged (Please note Students working on the Health Science Campus are subject to background checks and fingerprinting.)

**Minimum Wage**

As of January 1, 2015 the State of Ohio minimum wage is $8.10 per hour. The minimum wage is expected to increase at periodic intervals. Supervisors will be notified via email of minimum wage changes. All on-campus student employees shall earn not less than the State of Ohio minimum hourly rate. PLEASE NOTE: Hourly pay must be indicated on timecards.

**WORK BREAKS**

Students are entitled to a:
- 15-minute paid break if working three (3) hours.
- 30-minute unpaid break if working six (6) hours.
- 30-60 minute unpaid break if working eight (8) hours.

Breaks can be taken only during the work period not at the beginning or end of the work period. Unpaid breaks must be recorded on the timecard.
Federal law does not require lunch or coffee breaks. However, when employers do offer short breaks (usually lasting about 5 to 20 minutes), federal law considers the breaks as compensable work hours that would be included in the sum of hours worked during the work week and considered in determining if overtime was worked. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time, that any extension of the break is contrary to the employer’s rules, and any extension of the break will be punished.

Bona fide meal periods (typically lasting at least 30 minutes), serve a different purpose than coffee or snack breaks and, thus, are not work time and are not compensable.

http://www.dol.gov/dol/topic/workhours/breaks.htm

**Dress Code**

Included in the student handbook is a list of clothing deemed inappropriate. Each department is responsible for informing students of the dress code for their office/department.

**TIME OFF POLICIES**

**Sick/Emergency Leave**

Student employees are not entitled to sick pay. Students who are ill or have an emergency should call their supervisors prior to their scheduled shift.

**Severe Weather**

If University classes are canceled due to severe weather, students are not expected to work their regular work shifts, nor will they be paid for the work they miss. If students work in a department or facility that remains open even if classes are canceled, students should be instructed to phone their supervisors to check on work schedules for the day. If the student is unable to make it to work (e.g., his/her vehicle will not start or roads are impassible), he/she should contact their supervisor as soon as possible prior to the start of the shift.

**Vacation Pay**

Student employees are not entitled to vacation pay.

**Legal Holidays**

Student employees are not required to work on legal holidays and official University holidays, and are not entitled to special holiday pay. However, many University departments do remain open on certain holidays, and consequently you may need to schedule students to work. You must notify the student in advance when he or she is scheduled to work on a legal or University holiday. The student has the option to decline to work on designated holidays. Students who choose to work on legal or University holidays are paid their normal hourly rate.
Religious Observances or Holidays
If a student requests time off in advance for a religious holiday or observance, you must accommodate the student’s right to observe the holiday. Students should not be penalized for missing work for their religious observances, but cannot be paid for time missed to attend religious observances.

Maternity/Paternity Leave
Student employees are not entitled to be paid while on maternity or paternity leave.

Voting
Students are urged to make provisions to vote on their own time. However, if their class and work schedules make it inconvenient, up to one hour of unpaid release time may be allowed, authorized at the supervisor’s discretion.

Military Leave
Students are not entitled to military leave pay. If a student is called for active military duty, assess the situation on an individual basis and make arrangements with the student. Every effort should be made to ensure the student a position upon return from military duties. The student will still be required to meet standard requirements for Student Employment upon their return. They will need to be enrolled for a minimum of 6 credit hours and have the minimum required GPA.

On October 13, 1994, President Clinton signed the Uniformed Services Employment and Reemployment Rights Act -- a comprehensive revision of the VRR, USERRA became fully effective December 12, 1994, and is contained in Title 38, United States Code, at chapter 43. (Sections 4301 through 4333.)

http://www.dol.gov/vets/programs/userra/userra_fs.htm

The USERRA Act applies to all employers, regardless of size, and to every employee, regardless of length of service or part-time status (with the exception of workers employed for brief, non-recurrent periods).

Jury Duty
If summoned, student employees are not automatically exempted from jury duty. Trials are not always short in their duration, and every effort should be made to accommodate students' work and class schedules. Student employees cannot be paid UT wages for time served on jury duty.

STUDENT EMPLOYEE JOB PERFORMANCE
Evaluating the Student’s Job Performance
Student Employment recommends that students' performance be evaluated on a regular basis. Continuous training and feedback are optimal, with written evaluations provided each semester.
This not only documents students' professional performance and provides them with valuable feedback, but ensures that accurate records are kept at the department level. Should concerns arise have a verbal conversation with the student. Be sure that you document the conversation with the student. If the conversation does not resolve the issue you should provide the student with written documentation. There is an example of the form in the appendix of this manual and Student Employment can provide you with a digital copy. This documentation should include the concerns the employer has about the student’s performance, a corrective plan of action. You need to have a formal meeting with the student and both parties need to sign the documentation at the end of the meeting.

If a student is not meeting expected performance standards, you are responsible for addressing your specific concerns with the student, initiating a conference, and recording the problem and results. Progressive discipline should be used where applicable, including verbal warning, written warning, and finally termination if the seriousness of the offense warrants it.

**Terminating a Student’s Employment**
If a student's position is eliminated due to budget constraints, lack of work, or any other valid reason unrelated to job performance, the employer should give the student a two week written notice with an explanation. You must contact HRDT for the proper end date to complete a removal from Payroll form and begin the End Job EPAF.

If the supervisor determines that the student employee is not performing satisfactorily, the following process is required. **Before step three is reached Student Employment must be called in to discuss the situation with the supervisor and review all documentation the department has captured.**

- **Step 1:** Verbally discuss the necessary changes needed with the student employee and provide training, if required.
- **Step 2:** Provide a written notification to the student employee of the poor behavior/performance. Written notification should also include a performance action plan. After discussing the plan with the student both parties should sign and date the plan. **A copy also needs to be sent to Joshua Vail in Student Employment.**
- **Step 3:** Terminate, in writing, the student’s employment stating what specific behaviors/performance issues were not corrected. Both parties need to sign off on the termination letter. – **This step cannot occur until Student Employment & Director of Career Services have reviewed documentation.**

**Grounds for Immediate Dismissal**
Supervisors have the right to terminate the student’s employment if he/she has been found in extreme violation of University policies, including the student code of conduct. Examples of extreme violation include, but are not limited to:
- Misuse of office/department equipment.
• Theft or gross negligence resulting in serious injury to property, person or public relations.
• Time sheet falsification (intentionally or repeatedly entering incorrect hours or signing another student’s card).
• Violation of any serious infraction of the University Student Code of Conduct.
• Use of or under the influence of drugs or alcohol immediately prior to or during a scheduled work shift.
• Physical violence or obscene language when dealing with the public or other staff.
• Breach of confidentiality.

Resignation
Student employees may terminate their employment at their own discretion. A two-week notice is suggested.

STUDENT EMPLOYEE GRIEVANCE PROCEDURE
  Step 1: The student requests a meeting with his/her supervisor regarding the issue.
  Step 2: If the issue is not resolved by speaking to the supervisor, the student employee may submit a written appeal to the Director of Career Services. At that time, the Director of Career Services will meet with the student and supervisor separately, then the student and his/her supervisor together, if necessary, to resolve the student’s issue. The Director of Career Services gives a decision on the issue.
  Step 3: The student may appeal the Director of Career Services decision to a Student Employment Hearing Committee. This committee consists of the Student Employment Specialist (Committee Chair), representatives from Payroll, Financial Aid/Registrar, Human Resources and two students. The student submitting the written grievance would need to appear before a quorum of the committee. A two-thirds majority of those present is needed for each decision; this committee’s decision is binding.

NEPOTISM
Exempt and Non-Exempt student employees may not be hired for or promoted to positions in which they would supervise directly, indirectly (with one level between) or be subject to the immediate supervisor by a member of his/her immediate family. Immediate family is defined as spouse, mother, father, son, daughter, brother, sister, half-brother, half-sister, aunt, uncle, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, stepparent, and legal guardian or other person who stands in place of a parent. Supervisor is defined as responsibility for the following areas hiring, job performance evaluation, scheduling work hours, assigning job duties, discipline, censure, demotions, promotions, awarding rate increases and/or substantially influencing such actions for or against student staff.
### Frequently Contacted Phone Numbers

<table>
<thead>
<tr>
<th>Career Services</th>
<th>Student Disability Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>419-530-4341</td>
<td>419-530-4981</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td><strong>Office of International Student &amp; Scholar Services</strong></td>
</tr>
<tr>
<td>419-530-8700</td>
<td>419-530-4229</td>
</tr>
<tr>
<td><strong>Graduate Studies</strong></td>
<td><strong>Payroll</strong></td>
</tr>
<tr>
<td>419-530-4723</td>
<td>419-530-8780</td>
</tr>
<tr>
<td><strong>Student Employment</strong></td>
<td><strong>Human Resources – EPAF Questions</strong></td>
</tr>
<tr>
<td>419-530-8553</td>
<td>419-530-1402</td>
</tr>
<tr>
<td><strong>Military Service Center</strong></td>
<td></td>
</tr>
<tr>
<td>419-530-1392</td>
<td></td>
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</tbody>
</table>
Appendences

Student Performance Documentation Materials
## Employee Corrective Action Form

### Employee Information

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID:</td>
<td>Job Title:</td>
</tr>
<tr>
<td>Superv:</td>
<td>Department:</td>
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</tbody>
</table>

### Type of Warning

<table>
<thead>
<tr>
<th>Verbal Warning (previously issued)</th>
<th>Written and Final Warning</th>
<th>Immediate Termination</th>
</tr>
</thead>
</table>

### Type of Offense

<table>
<thead>
<tr>
<th>Tardiness/Leaving Early</th>
<th>Absenteeism (previous verbal)</th>
<th>Violation of Office Policies</th>
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</thead>
<tbody>
<tr>
<td>Substandard Work</td>
<td>Violation of Safety Rules</td>
<td>Rudeness to Customers/Coworkers</td>
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<tr>
<td>Other:</td>
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### Details

**Description of Infraction:**

**Plan for Improvement:**

**Consequences of Further Infractions:**

### Acknowledgement of Receipt of Action

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Manager Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Witness Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Date</td>
<td>Reason for Conversation</td>
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