

STUDENT EMPLOYEE GUIDE
THE UNIVERSITY OF TOLEDO

On-Campus Employment Handbook

Revised 09/08

WELCOME STUDENT EMPLOYEE!

As a student employee at The University of Toledo, you represent one of the finest student bodies and institutions of higher education in Ohio. While reading the following student manual, keep in mind that your department has specific needs, rules, and regulations that they will provide to you. The following text includes general university information about student employment.

	Procedure	For Help, Contact:
Job Postings	<ul style="list-style-type: none"> • All departments are required to post job openings through Career Services for one week. • To review job openings, register with Career Services by going to www.utoledo.edu/studentaffairs/career, click on "RocketJobs", and follow the instructions on applying for a position in which you are interested. • Job listings are updated Monday-Friday. 	Career Services 419-530-4341 SU 1532
Applying for a Job	<ul style="list-style-type: none"> • Each job posting will explain how to apply for the position. You may be requested to appear in person, call for an appointment, or Email a resume. If you are given an application, be sure to complete it accurately. • Each job will have specific descriptions and qualifications needed. If you are required to forward a resume to an employer; Career Services can help you develop one. • Your references will be checked by the hiring department. Be sure to use professional references...rather than a friend, neighbor, or relative. 	Career Services 419-530-4341 SU 1532

<p>International Students</p>	<p>INTERNATIONAL STUDENTS ARE ALLOWED TO WORK ON CAMPUS ONLY!</p> <ul style="list-style-type: none"> • The hiring department will complete a "Verification of Employment" form and give it to you to take to the Office of International Student Services. • The Office of International Student Services will verify employment eligibility and complete the I-9 form for you; then give it to your supervisor. • A cover letter written to the hiring department and a letter written to the Social Security Administration will be given to the student. The student will take the Social Security letter and the Verification of Employment form to the Social Security Administration office to apply for a Social Security Number. Please check with the International Student Services Office. • The Office of International Student Services will provide the student with written instructions regarding this procedure. The instructions will also indicate the importance of taking their Social Security card to either Career Services or to the Graduate School as soon as it is received (depending on the type of employment). • The Office of International Student Services will retain the original I-9 form. • 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 cover letter to the hiring department (this process is included in the written instructions given to the student by the Office of International Student Services). • 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 (ICE) 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 full-time (C.F.R.2(f)(9)(i)J. For specific eligibility information, contact International Student Services. 	<p>International Student Services 419-530-4229</p>
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<p>Accommodation Policy and Procedures</p>	<ul style="list-style-type: none"> • 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. This legislation applies to UT faculty, classified staff, administrative staff, and students. • Questions regarding this legislation should be directed to the Office of Accessibility or Human Resources. Determining that an individual is disabled within the applicable federal or state law is only the first step to establishing whether he or she is protected under the law. Section 504 protects individuals who are “otherwise qualified”. This means that a handicapped employee must be able to perform the “essential functions” of his/her job with or without reasonable accommodation. • 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: <ol style="list-style-type: none"> 1. The student should speak with you and/or the Director of Accessibility to make you and them aware of the perceived disabling condition. 2. The student should meet with the Director, you, and any other appropriate personnel representatives to discuss employment concerns and clarify procedures. 3. The student must complete and review a job analysis form with you. 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 instance, an independent physician may be asked to perform these evaluations. 4. The student should schedule another meeting with you and the Director of the Office of Accessibility upon receipt of the physician’s responses to review, discuss, and determine what reasonable accommodations will be made that will permit the employee to perform the “essential functions” of the job. 	<p>Office of Accessibility 419-530-4981</p>
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<p>Example Hourly Conversion Chart For Work-Study Award</p>	<p>The chart below gives an example of a work study award spread per semester. This chart uses the examples of semester awards of \$1800 and \$1250. If your award is for a different dollar amount, the hours you may work per week will be different. As of January 1, 2008, minimum wage is \$7.00 per hour in the State of Ohio.</p> <p style="text-align: center;">Work Study Conversion Chart (per Semester)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Award</th> <th>Weeks per Semester</th> <th>Earnings per Week</th> <th>Hourly Wage</th> <th>Hours per Week</th> </tr> </thead> <tbody> <tr> <td>\$1800/sem.</td> <td>16</td> <td>= \$112.50</td> <td>\$7.00</td> <td>16</td> </tr> <tr> <td>\$1250/sem.</td> <td>16</td> <td>= 78.13</td> <td>\$7.00</td> <td>11</td> </tr> </tbody> </table>	Award	Weeks per Semester	Earnings per Week	Hourly Wage	Hours per Week	\$1800/sem.	16	= \$112.50	\$7.00	16	\$1250/sem.	16	= 78.13	\$7.00	11	<p>Student Employment 419-530-8553</p>
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<p>GPA Requirements</p>	<p>The following grade point average requirements were established to enable students to meet their academic goals while being able to work at part-time positions on campus. If a student does not meet these minimum academic requirements, the student will be not be able to hold a job on campus.</p> <ul style="list-style-type: none"> • Grade point average minimums for U.S. students earning a Baccalaureate degree, whether work-study or non work-study, are: <ul style="list-style-type: none"> -Attempted 0-29 credits must have a minimum cumulative GPA of 1.5 -Attempted 30-45 credits must have a minimum cumulative GPA of 1.7 -Attempted 46-59 credits must have a minimum cumulative GPA of 1.8 -Attempted 60+ credits must have a minimum cumulative GPA of 2.0 • Grade point average minimums for students earning an Associate degree are: <ul style="list-style-type: none"> -Attempted 0-15 credits must have a minimum cumulative GPA of 1.0 -Attempted 16-29 credits must have a minimum cumulative GPA of 1.5 -Attempted 30+ credits must have a minimum cumulative GPA of 2.0 • Graduate students must maintain a minimum GPA of 3.0 to continue being employed in an on-campus job. • International students, whether undergraduate or graduate, must maintain a minimum GPA of 3.0 to continue being employed and are eligible to work ONLY on-campus. 																

<p>Credit Hour Requirements</p>	<ul style="list-style-type: none"> • Undergraduate students must be enrolled for at least six credit hours (part-time) the entire time they are employed. If a student's hours drop below the six-hour minimum required, their employment must be terminated immediately. • International undergraduate students must be enrolled full-time (twelve credit hours). • Graduate students must be enrolled at least part-time (six credit hours). An exception to this rule is if a graduate student is finishing a thesis...then he/she is required to be registered for only one credit hour to remain eligible to work on-campus as a student employee. • Graduate students on assistantships are no longer limited to 20 hours of work or service while on contract as a graduate assistant. However, there are certain limits for international students. • International graduate students must be enrolled nine credit hours. 	<p>Student Employment 419-530-8553</p>
<p>Nepotism Policy</p>	<ul style="list-style-type: none"> • 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 supervision by a member of her immediate family. • Supervision 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. • This policy will be upheld regardless of the gender of the relatives involved or the classification or rank of the supervisor. • 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. 	

Appropriate Office Attire	<p>A professional attitude and appropriate dress are required in many offices. You may also be required to wear a uniform. Remember that you represent your department and The University of Toledo.</p> <ul style="list-style-type: none">• Appropriate attire: Presentable slacks/pants Skirts/dresses Walking shorts Sandals or Tennis shoes Jeans (without tears/holes/severely frayed edges) T-shirts• Inappropriate attire: Tube tops Slippers Short shorts Pajamas/Pajama pants Hats Clothes that show your midriff area Mini skirts/dresses No tongue studs or excessive piercings Any article of clothing perceived as vulgar/obscene/ profane/offensive	
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<p>Work Schedules</p>	<ul style="list-style-type: none"> • Each student employee and his/her immediate supervisor will schedule appropriate work hours. A student’s schedule must meet the needs of the student and the office, and unless some unforeseen emergency or illness occurs, scheduled hours must be kept. • When enough “lead time” is provided, and the Call-In Policy (outlined below) is followed, supervisors will try to honor flexible work hours. It is very important to follow all procedures and cooperate fully in order to take advantage of flexibility. • Alternatively, when you are finished with all of your assignments, and you have checked with your supervisor to make certain there are no other tasks to be completed, you may request to sign-out and leave work early. Permission to leave early is at the sole discretion of your supervisor and needs of the department. You will not be compensated for the hours you do not work. • EXAM WEEK: Your supervisor is prepared to work with you to adjust your work schedule during the week of final exams. As with any other schedule modification, you MUST make arrangements in advance. If no arrangements are made, you are expected to report to work at your regularly scheduled time(s). 	
<p>Call-In Policy</p>	<ul style="list-style-type: none"> • If you must miss work for an emergency (illness, family commitment, personal emergency, etc.), call your supervisor immediately. If your supervisor cannot be reached, speak with another full-time staff member. • Do not call in and leave a message with other student employees unless told to do so. Give the nature of the emergency, and the date and time when you will next report to work. 	

<p>Time Cards and Paycheck</p>	<ul style="list-style-type: none">• At the beginning of each pay period, please sign your time card immediately. You cannot be paid without your signature and your supervisor's signature! Time cards must be completed by 9:00 am on the day that they are due. Each work day, you must sign in upon arrival and sign out after completing your work day. Time worked is to be recorded daily. You will need to know your Rocket Number (R.....) Please use <u>black</u> or <u>blue</u> ink only (Payroll cannot accept timecards completed in pencil.)• Do not sign in before your work has begun or sign out before your work day has ended. When entering the time, please round to the nearest fifteen (15) minutes. Student employees are responsible for filling out their own timecards.• If the signature is missing or hours are not properly recorded, you will not receive a paycheck or you may not be paid for all the hours worked.• Be sure to complete your time card promptly and accurately. Falsifying time cards can result in termination. Do not let another student mark down or change your time card. You are responsible for the information on your card.• You will not be paid for errands or projects completed out of the office unless the assignment is approved by a supervisor.• Your supervisor will tell you when time cards are due.• You will be paid every other Friday. Your supervisor will distribute your paycheck to you. You may pick up your paycheck anytime after 8:30 a.m. on payday. Paychecks will not be distributed earlier than designated payday.	
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<p>Breaks/Lunch Period</p>	<p>All student employees are entitled to breaks according to the following guidelines: NOTE: <u>You must notify your supervisor when taking a break</u> and indicate it on your timecard.</p> <ul style="list-style-type: none"> • Paid Breaks - One 15-minute break for every three (3) hours worked. You may leave the office during your break. • Unpaid Breaks - One 30-minute break when working six (6) hours, or one 30-60 minute break (your choice with the approval of your supervisor) when working eight (8) hours. <ul style="list-style-type: none"> ○ This break is considered your lunch break. • Breaks must be accurately recorded on the time card. For example: <table border="1" data-bbox="468 737 1703 865"> <thead> <tr> <th>Date</th> <th>Brief Description of Work</th> <th>Time In</th> <th>Time Out</th> <th>Time In</th> <th>Time Out</th> <th>Hours</th> <th>Appr.</th> </tr> </thead> <tbody> <tr> <td>10/25</td> <td>Office work</td> <td>8:30am</td> <td>12:30pm</td> <td>1:00pm</td> <td>3:00pm</td> <td></td> <td></td> </tr> <tr> <td>10/26</td> <td>Job fair assistance</td> <td>10:00am</td> <td>4:00pm</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/27</td> <td>Office work</td> <td>1:00pm</td> <td>3:00pm</td> <td>3:15pm</td> <td>5:00pm</td> <td></td> <td></td> </tr> </tbody> </table>	Date	Brief Description of Work	Time In	Time Out	Time In	Time Out	Hours	Appr.	10/25	Office work	8:30am	12:30pm	1:00pm	3:00pm			10/26	Job fair assistance	10:00am	4:00pm					10/27	Office work	1:00pm	3:00pm	3:15pm	5:00pm			
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<p>Evaluation Process</p>	<ul style="list-style-type: none"> • Formal evaluations may be given at the end of each semester or academic year. However, you should receive informal feedback throughout the semester from department staff. • Evaluations should not be a surprise or a one-sided conversation. Instead, your evaluation at the end of the semester/year can be a time for you to openly discuss, with your supervisor, your challenges and strengths as they relate directly to your position. Your supervisor will recommend areas of improvement and give suggestions on how you can enhance your professional skills. • At the close of your evaluation session, you may be asked to sign your evaluation as a commitment that you have reviewed the document and will work toward identified areas of improvement. You should be supplied a copy of the evaluation for your personal records. 																																	

<p>Resignation and Termination</p>	<ul style="list-style-type: none"> • Please provide your supervisor at least two weeks notice if you wish to resign from your position. • Student employees are hired for one or two semesters only. Please note that there is an "end date" for student employment positions. If a student would like to continue to work in a position, he/she should forward a request to the supervisor; continued employment within a department is not guaranteed. • Your supervisor will automatically remove you from payroll when you graduate, leave the University for any reason, fall below the GPA requirements, or fall below the enrollment requirements • If the conduct guidelines in this Student Employee Handbook or The University of Toledo Student Handbook are not followed, consequences will result. Some behaviors that may result in consequences are as follows: <ul style="list-style-type: none"> ▪ Absent from work without approval or calling-in ▪ Repeated absences from work and/or training sessions ▪ Repeated tardiness ▪ Failure to comply with the polices and/or safety procedures outlined in the Student Employee Guide or The University of Toledo Student Handbook ▪ Inappropriate attire ▪ Failure to treat customers respectfully and politely ▪ Dishonesty (on timecards, with customers, with staff members, etc.) ▪ Theft or misappropriation of The University of Toledo property ▪ Insubordination ▪ Failure to comply with instructions, rules, or guidelines as instructed by departmental staff ▪ Repeated failure to complete assignments correctly and on time ▪ Any other behavior deemed serious misconduct 	
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	<p>Depending on the severity and frequency of the misconduct, one or more of the following steps may be taken:</p> <p>Step 1. The student employee and the supervisor will meet privately to discuss the problem – this action should be considered a verbal warning. You should receive additional training or specific information on what improvement is needed. If you do not receive the information you need, request it.</p> <p>Step 2. A written warning will be issued to the student employee detailing the misconduct, and a copy of the written warning will be placed in the student employee’s permanent personnel file.</p> <p>Step 3. The student employee will be released from work assignments upon being informed, in writing, of the reason for the release. The student employee is entitled to respond to the action, as outlined in the next section, “Grievance Policy”.</p> <p>Step 4. The student employee and/or the supervisor may request to meet with the Director of Career Services/Student Employment for an official hearing. The student may, also, request a hearing with Judicial Affairs per the University of Toledo Student Handbook.</p>	
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<p>Grievance Policy</p>	<ul style="list-style-type: none"> • Student employees are encouraged to voice complaints or discuss concerns with their Supervisor as soon as possible. • If resolution cannot be reached by meeting with the Supervisor, it is suggested that a student schedule a meeting with the Director of Career Services – all three (student, supervisor, and Director) may meet separately or together to discuss the concern. The Director of Career Services will interpret student employment policies regarding the complaint. • If the Director of Career Services is not able to resolve the issue to the student's satisfaction, the student may request a hearing before the Student Employee Grievance Board. The Board will hear only those cases dealing with dismissal for cause. The Board will not hear cases when student employment has naturally come to closure at the end of a semester. • To request a hearing before the Student Employee Grievance Board, contact the Director of Career Services and request a grievance form. The grievance form must be completed and returned to the Director of Career Services. The Director of Career Services will set a date to convene the Student Employee Grievance Board. The student will appear before the Board to explain the grievance. The Board's decision is final. 	<p>Career Services 419-530-4341</p>
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PLEASE NOTE: Each department will provide additional training and policies in addition to those stated in this guide. If not provided to you, please ask for your department's guidelines!

Questions??? Contact Student Employment (in Career Services)
SU 1532, 419-530-8553 or 419-530-4341