



**DIVISION OF STUDENT AFFAIRS**  
THE UNIVERSITY OF TOLEDO  
*Career Services*

# **Student Employee Guide For On-Campus Employment**

**Career Services/Student Employment**  
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# 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.

## Looking for a job:

- All departments are required to post job openings on Handshake for 7 days.
- To review job openings on hand shake you can sign in 3 different ways
  1. The Handshake link in the University Career Services section on your student tab.
  2. The Handshake link on the Career Services webpage.
  3. <https://utoledo.joinhandshake.com/>
- Students are automatically loaded in Handshake and your UTAD and password will be sign in credentials. The first time you sign in you will need to complete your account.
  - Be sure to upload a resume as this will be used to apply for jobs on campus.
- Job listings are updated on a regular basis.

## Applying for a job:

- 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 a specific description and qualifications needed. If you are required to forward a resume to an employer, Career Services can help you develop one or help strengthen your existing one.
- Your references will be checked by the hiring department. Be sure to use professional references, rather than a friend, neighbor or relative.

## International Students:

### **International students are allowed to work on campus only!**

- The hiring department will complete a "Verification of Employment" form and give it to you to take to the Office of International Student & Scholar Services (OISSS) in Room 1000, Snyder Memorial.
- The Office of International Student & Scholar Services will verify employment eligibility and complete the I-9 form with you; you will take this back to your supervisor.
- OISSS will provide you a letter written to the Social Security Administration. You will take the Social Security letter, 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 you with written instructions regarding the procedure. The instructions will also indicate the importance

of taking your Social Security Card to either Student Employment or the Graduate School as soon as it is received (depending on the types of employment).

- The Office of International Student & Scholar Services will retain the original I-9 form.
- At the time of application, the Social Security Administration will provide you with a receipt as proof you have applied. You will take the receipt, the certified true copy of your I-9 form to the hiring department (this process is included in the written instruction given to the student by the Office of International Student & Scholar Services).
- Upon completion of these steps, you can start working if all of the other hiring requirements have been completed. Hourly students should submit their hours in accordance with the University procedures. The Immigration and Customs Enforcement (ICE) limits international students with F-1 visas to 20 hours 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.3(f)(9)(i)j). For specific eligibility information contact international Student & Scholar Services.

### **Accommodations Policy and Procedures:**

- The Rehabilitation Act of 1973 (Section 504) and the American 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 assistance. This legislation applies to UT Faculty, Classified Staff, Administrative Staff and Students.
- Questions regarding this legislation should be directed to the Student Disabilities Services Office 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 an employee with a disability 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, such impairments or is regarded as having such impairment, the student should take the following steps:
  1. You should speak with your supervisor and/or the Director of Student Disabilities Services to make them aware of the perceived disabling condition. Everyone should also discuss employment concerns and clarify procedures.
  2. You must complete and review a job analysis form with your supervisor. With your 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 duties outlined. The physician will also be asked to complete a physical capacity form and make comments. In some instances, an independent physician may be asked to perform these evaluations.
  3. You should schedule another meeting with your supervisor and the Director of Student Disability Services upon receipt of the physician’s responses to review, discuss and determine what reasonable accommodation’s will be made that will permit you to perform the essential functions of the job.

### Example Hourly Conversion Chart for Federal Work Study Award:

The chart below provides examples of how a work study award is spread out per semester. This chart uses the different examples of semester awards of \$1800 and \$1250. If your award is for a different dollar amount, the hours you work per week will be different. As of January 1, 2016 the minimum wage is \$8.15 per hour in the state of Ohio.

Award	Weeks per Semester	Earnings per week	Hourly Wage	Hours per Week
\$1800/Sem.	15	\$123.97	\$8..55	14.5
\$1250/Sem.	15	\$85.50	\$8..55	10.0

### GPA Requirements:

The university expects students to demonstrate satisfactory academic progress towards degree completion. Academic good standing requires a student to maintain a cumulative grade point average of 2.0 or higher on a 4.0 scale each term.

- Note: A student may be suspended if the student falls below a cumulative GPA of 2.0 for two consecutive semesters after attempting more than 60 semester hours

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 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 29 + credit hours
- Grade Point Average for Graduate Students.
  - Must maintain a minimum GPA of 3.0 to continue being employed on campus.
- Readmitted Students from Academic Suspension
  - Students who are successfully readmitted to the university after an academic suspension may be eligible for student employment.

### Credit Hour Requirements:

- Undergraduate Students must be enrolled for at least six (6) credit hours the entire time they are employed. If a student's hour's drop below the six hour minimum required, their employment must be terminated immediately.
  - In the summer session only one (1) credit hour is required.
- International Undergraduate Students must be enrolled full-time twelve (12) credit hours.
- Graduate Students must be enrolled at least part-time six (6) 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 (1) credit hour to remain eligible to work on campus as a student employee.

- Graduate Students on Assistantships are only eligible to hold a student employment position with prior approval from the graduate college. They will determine how many hours of student employment you are allowed.
- International Graduate Students must be enrolled in nine (9) credit hours.
  - The only exception to this rule is when the only class left is their thesis research. In this case you must be enrolled in thesis research with the university.

**Nepotism Policy:**

- 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 their 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 gender of the relatives involved or the classification or rank of supervisor.
- Immediate family is described 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 parent.

**Appropriate Office Attire:**

A professional attitude is required of all student workers and appropriate dress will be specific to your department/role. You may also be required to wear a uniform. Remember you represent your department and The University of Toledo.

- Inappropriate Attire:**
- Tube tops
  - Slippers
  - Flip flops
  - Short shorts
  - Pajamas/Pajama Pants
  - Clothes that show off your midriff area
  - Miniskirts/short dresses
  - No tongue studs or excessive piercings
  - Any article of clothing perceived as vulgar/obscene/profane/offensive
  - Yoga pants

**Work Schedules:**

- Each student employee and his/her immediate supervisor will schedule the appropriate work hours. A student’s schedule must meet the needs of the student and the department. Unless some unforeseen emergency or illness occurs, scheduled hours must be kept.

- When enough “lead time” is provided, and the Call-In Policy (outline below) is followed, supervisors will try to honor flexible work hours. It is very important to follow all procedures and cooperate fully 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 sign-out and leave work early. Permission to leave early is at the sole discretion of your supervisor and the 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 scheduling during the week of final exams. As with other schedule modifications, you MUST make arrangements in advance. If no arrangements are made, you are expected to report to work at your regularly scheduled time(s).

#### **Call-In Policy:**

- 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 another student employee unless told to do so. Give the nature of the emergency, and the date and time when you will next report to work.
- If we are experiencing inclement weather, you may call 530-SNOW to see if the university has closed down. If you work in a department which is required to remain open, you must call and speak to your supervisor about your schedule while the university is closed.

#### **Time Cards and Paycheck:**

- Students are responsible for completing and submitting their time cards electronically. Time cards are due on the Friday preceding a pay week.
- Do not sign in before your work has begun or sign out before your workday has ended. When entering the time, please round to the nearest fifteen (15) minutes. Student employees are responsible for filling out their timecards.
- If the time card 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 timecard 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. All checks are paid through direct deposit.

#### **Breaks/Lunch Period:**

All student employees are entitled to breaks according to the following guidelines: NOTE.

**You must notify your supervisor when taking a break** and indicate it on your timecard.

- Paid Breaks - One 15-minute break for a 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.
  - This break is considered your lunch break.
- All breaks must be accurately recorded on the time card. For example:

Date	Work Type	Time In	Time Out	Time In	Time Out	Hours	Appr
10/25	Office	8:30 am	12:30 pm	1:00 pm	3:00pm	6	
10/26	Job Fair	10:00 am	2:00 pm			4	
10/27	Office	1:00 pm	3:00pm	3:15 pm	5:00 pm	4	

## Americans with Disabilities Act

### Accommodation Policy

UT is committed to providing reasonable accommodations that will permit the employee to perform the “essential functions” of the job. The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA) demands equal access and Requires that facilities, goods, programming, and services be made accessible to people with disabilities by removing barriers and providing reasonable accommodations.

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:

1. The student should inform the Employee Group Supervisor and/or the ADA Compliance Officer by email and disclose that he/she is an individual with a disability and is therefore, requesting work accommodations.
2. The student should meet with the Employee Group Supervisor and any other appropriate personnel representatives to discuss employment concerns and clarify procedures.
3. The student must complete and submit the request for accommodations form and include necessary supporting medical documentation to the ADA Compliance Officer.
4. The ADA Compliance Officer will determine reasonable accommodations and communicate the information via email to the student, supervisor, and Student Employment Specialist in the Office of Experiential Learning and Career Services.

The ADA Compliance Officer can be reach by email [at Enjie.hall@utoledo.edu](mailto:at.Enjie.hall@utoledo.edu) or by phone at **419-530-5792**.

### Evaluation Process:

- 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.

### **Resignation and Termination:**

- Please provide your supervisor at least two weeks' notice if you wish to resign from your position.
- Student employees are hired for one semester at a time. 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.
- Student employment can be ended before the end of the semester if the position is determined to no longer be necessary.
- 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:
  - Absent from work without approval or calling-in
  - Repeated absences from work and/or training sessions
  - Repeated tardiness
  - Failure to comply with the policies 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 – intentionally or repeated (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

Depending on the severity and frequency of the misconduct, one or more of the following steps may be taken:



- **Step 1:** The student employee and the supervisor will meet privately to discuss the problem with the students' performance. This action will 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, please request it from your supervisor.
- **Step 2:** A written warning will be issued to the student employee detailing the misconduct, and a copy of the written warning will be held on to during the student's employment.
- **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".

**Grievance Policy:**

**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.

**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)

Student Union Room 1533

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