Student Employee Handbook

**To begin working at Augustana all Student Employees must submit all required paperwork to HR/Payroll.**

**Career Development (C.O.R.E.) Olin-1st Floor 309-794-7339**

**Augustana College 639 38th Street Rock Island, IL 61201**

[**www.augustana.edu/careers**](http://www.augustana.edu/careers)

**careerdevelopment@augustana.edu**

To begin working on campus you must read and sign the forms included in this document and submit all required paperwork to HR/Payroll.

Table of Contents

[Mission Statement 3](#_Toc465170095)

[Purpose 3](#_Toc465170096)

[Who can be a Student Employee? 3](#_Toc465170097)

[Where do I go if I want to find a job on campus? 3](#_Toc465170098)

Where do I go if I want assistance of guidance?...........................................................................................3

[Student Employment Options 4](#_Toc465170103)

[Student Employment and Financial Assistance 5](#_Toc465170103)

[Federal Work Study 5](#_Toc465170104)

[Non-federal Work Study 5](#_Toc465170105)

[Payroll 5](#_Toc465170106)

[Required Forms for Domestic Student](#_Toc465170107) 5

[Required Forms for International Students 6](#_Toc465170108)

[Direct Deposit 6](#_Toc465170109)

[Hours 6](#_Toc465170110)

[Time Clock Plus 7](#_Toc465170111)

[Developing a Work Schedule 8](#_Toc465170112)

[Dual Positions 8](#_Toc465170113)

[Earnings 8](#_Toc465170114)

[Benefits and Leave 8](#_Toc465170115)

[GPA 8](#_Toc465170116)

[Professionalism 8](#_Toc465170117)

[Confidentiality 8](#_Toc465170118)

[Student Responsibilities 9](#_Toc465170119)

[Dress 9](#_Toc465170120)

[Business-Casual Attire 9](file:///O%3A%5CStudent%20Employment%5CStudent%20Employee%20Handbook%5CStudentEmployeeHandbook%28edits%20KMP%29.docx#_Toc465170121)

[Business-Professional Attire 9](file:///O%3A%5CStudent%20Employment%5CStudent%20Employee%20Handbook%5CStudentEmployeeHandbook%28edits%20KMP%29.docx#_Toc465170122)

[Homework 10](#_Toc465170123)

[Student Employee Feedback 10](#_Toc465170124)

[Evaluations 10](#_Toc465170125)

[Learning Outcomes 10](#_Toc465170126)

[Breaks 10](#_Toc465170127)

[Training 10](#_Toc465170128)

[Summer/Breaks Employment 10](#_Toc465170129)

[Disciplinary Action 11](#_Toc465170130)

[Warning Notice 11](#_Toc465170131)

[Terminations 11](#_Toc465170132)

[Contacts 11](#_Toc465170134)

[Student Employee Evaluation 12](#_Toc465170135)

[Authorization Agreement for Automatic Deposits (ACH Credits) 13](#_Toc465170137)

[Student Employee Code of Conduct Acknowledgement Agreement 14](#_Toc465170137)

[Student Employee Handbook Agreement 15](file:///O%3A%5CStudent%20Employment%5CStudent%20Employee%20Handbook%5CStudentEmployeeHandbook%28edits%20KMP%29.docx#_Toc465170139)

Mission Statement

**Augustana College promotes the development of the whole student by providing meaningful work experiences on-campus aimed at enhancing college and career goals through experiential learning opportunities.**

Purpose
The purpose of the Augustana College Student Employee Handbook is to provide students with a guide for on-campus student employment. Augustana College employs students on campus both during the academic year and in the summer. This handbook will provide students with the necessary information needed to begin working on campus, checklists, and links to relevant sites.

# Who can be a Student Employee?

All degree seeking students registered at Augustana at least half-time (4 credits) may apply to work on campus.

**\*\*International students please refer to page 6 for additional requirements\*\***

Where do I go if I want to find a job on campus?

Look for a job on HandshakeHandshake is Augustana’s job and opportunity database. It includes: employment, internships, volunteering, job shadowing, both on and off campus; and part-time and full-time positions.

**To create a Handshake account, please follow this link:** [**http://www.augustana.joinhandshake.com**](http://www.augustana.joinhandshake.com) **and use your Augustana email address to create an account.**

Students are encouraged to pursue employment that matches their skills and interests but understand there will be limited spots that can be filled. However the hope is to help the department to find the ideal student employee and the student to find a satisfying work environment.

Where do I go if I want assistance or guidance?

Career Development Office - CORE
The Career Development Office is a resource within CORE (Careers, Opportunities, Research, Exploration) located on the first floor of Olin Center. The office provides multiple resources and services to students from their first year through graduation, and even after. Taking Augustana’s tradition of strong advising to the next level, CORE staff work side-by-side with students to maximize and leverage their academic and co-curricular experiences, for their next steps in college and after graduation.

Career Development Services

A few of the career services that CORE offers include:

* Information on employment and internship opportunities
* Career counseling
* Resume and cover letter building
* Mock interviews
* Graduate school preparation
* Alumni connections and resources
* Advising
* Entrepreneurship
* Vocational reflection
* Professional development training

## Student Employment Options

# Student Worker

Students perform variety of work in support of a supervisor or department. Student work hours are scheduled by supervisor.

*This is an example listing of the jobs offered on campus at Augustana:*

* Residence hall desk assistants
* General office assistant
* Departmental Assignments
* Life-guards at Carver Athletic Center Pool
* Centennial Hall performance staff
* Dining Service employees & Catering
* Library assistants
* Information Technology Systems assistants
* PepsiCo Intramural assistants
* Augustana Bookstore employees
* Facilities-grounds, general student assistant, summer paint crew, etc.

# On-Campus Internships

Student work is specialized, closely supervised, and registered. Internships are a minimum of 40 hours of work over the course of a term. An internship is the practical application of the skills, knowledge, and talents that students gain at Augustana.

# Flexible Employment Program

The Flexible Employment Program allows students that wish to diversify their work experience, need extra hours, or prefer to not have a set schedule, the opportunity to fill in as a temporary worker for departments on an ‘as needed’ basis.

Student Employment and Financial Assistance

Federal Work Study
<http://www.augustana.edu/admissions/financial-assistance/prospective-students/student-employment>

As a part of the financial assistance package, students may receive a Federal Work Study award. Federal Work Study (FWS) is a need-based financial aid program that allows a student to work on campus to earn money for college expenses. Every effort is made to assist eligible students in finding employment; however **Augustana does not place students in jobs.**

**Should you have questions regarding Federal Work Study eligibility please contact the Office of Financial Assistance (309)794-7680, or email,** **financialassistance@augustana.edu**

Non-federal Work StudyStudents who do not qualify for Federal Work Study, based on eligibility determined by completion of the FAFSA, have the opportunity to work on campus through general employment. Non-Federal Work Study students are encouraged to apply for openings in their areas of interest.

PayrollBefore students can begin to work on campus, they must complete certain documents that establish work eligibility, and comply with state and federal regulation.

Those students who did not complete their employment documentation at the time of registration during the summer before their First Year must do so at the Student Payroll Office located on the second floor of Sorensen Hall.

**If you have any questions regarding any of the required forms, please contact the Payroll Office at (309)794-7353**

Required Forms for Domestic Students

**Students must complete:**

1. Federal I-9 form
2. Federal W4 form
3. Relevant State Tax Form

**Students must also show:**

1. Valid US Passport, or
2. Picture ID (driver’s license or school), and either an **original** Social Security card or an **original** birth certificate.

For a list of acceptable documents please visit: <http://www.augustana.edu/student-life/employment>

International StudentsInternational students can work in any department on campus, if they are a degree-seeking full-time student, and have good academic standing. International students need to go to Payroll to sign up to be paid. The office is located on the second floor of Sorenson Hall. Students must tell the Payroll office where they are working on campus and who their supervisor will be. At that time students must also bring their passport, I-9 form, and bank account information.

**Before an international student can work on campus they will need:**

1. Social Security card
2. American bank account
3. Passport
4. Federal I-9 form
5. Letter of support from the office of International Student Life – 4th floor CSL

See the Guide for International Students for additional information: <http://www.augustana.edu/student-life/international-student-life>

Earnings
All student employment positions will be paid hourly at the current Illinois minimum wage. Students will be paid on a biweekly schedule. To find out more about the pay schedule use this link: <http://campus.augustana.edu/documents/students/student_pay_schedule.pdf>

Direct DepositAugustana College recommends that students working on campus sign up for Direct Deposit. This way the student’s pay will be directly deposited into his/her checking or savings bank account. Students can view and print their pay stubs from Arches.

**The advantages of Direct Deposit are:**

* The paycheck is wired to your bank automatically on payday
* If a paper paycheck is lost or stolen, there is a $25.00 fee for replacement of lost checks.
* If a student does not sign up for direct deposit, he/she must open a campus mailbox for receiving paychecks.
* Paper paychecks are not mailed home during breaks.

*A direct deposit form is attached at the back of this packet for a student to fill out and return to Payroll*

HoursStudents can work up to 10 hours total per week based on the student's availability and the needs of the employing office. International student can work up to 20 hours per week. **This total number applies even if a student has multiple jobs.**

*There are certain jobs on campus, such as Community Advisors (CA) where having a second job is prohibited.*

**\*\*Students are expected to inform all supervisors of other jobs** **they may already have on campus\*\***

Time Clock Plus
Time Clock Plus (TCP) is the system used to record work hours. When students turn in the necessary paperwork to work on campus, they will be set up with a TCP login. Their ID number is the same as the student’s 6-digit school ID number, and the pin is the last 4 digits of the student’s social security number. Students need to log in and track their work hours by clocking in and out from their shifts.

**Always remember to PUNCH IN & PUNCH OUT at the beginning and end of your shift!** ***The only exception to this is if you are working a Flexible Employment Program (FEP) position. All FEP hours are manually added in by the Student Employment Coordinator.***

The supervisor will view, manage, and approve the student’s work hours.

If a student is working more than one job, students must select the correct job code to clock in and out for each specific job. Below is a screen shot of what a “Clock In” screen would look like for a student with multiple jobs and job codes.

In order to get paid, students need to make sure that they are clocking in with the correct job code if they are working in multiple departments. Failure to do this can result in the student not getting paid because the supervisor cannot see their punches, and cannot approve their hours for that week. If a student does not see their job code listed, they must inform their supervisor of the problem so the new job code can be added.

Developing a Work ScheduleThe student, together with the supervisor, should plan a work schedule that is compatible with the student’s class and activity schedule, and the work office hours. Any request for time off must be approved at least 24 hours in advance by the supervisor. As schedules change with the academic term changes in a student’s work schedule will be negotiated.

##

## Dual Positions

Students may be employed at more than one location on campus. **However, this requires disclosure to all supervisors so the student does not exceed 10 hours of work per week.**

## Benefits and Leave

Student employment positions are not considered permanent employment and are not eligible for unemployment compensation benefits upon discontinued employment. Student employees are not eligible to receive paid vacation, holiday, leave, or medical insurance programs, retirement benefits, or payment for working during a school closure. Students are covered by Worker’s Compensation insurance for on-the-job injuries. Supervisors must be informed immediately about any on-the-job injuries.

##

## GPA

In some departments students may be required to maintain a specific Cumulative Grade Point Average to remain employed in that department. If this is the case the department should make the student aware of that requirement. If the student’s GPA changes while they are employed with the department and they no longer meet the department’s standard it is up to the department to take action at that time with regards to a warning or termination.

# Professionalism

Confidentiality
Student employees who work in offices where they will handle sensitive information **MUST** read and sign the Code of Conduct at the end of this document. Please print & bring in to have your supervisor witness your signature. Confidentiality is an important aspect of any employment. Being given a responsibility to access or witness sensitive or private information or conversations is a privilege that must be respected. **A breach of the Code of Conduct can be grounds for immediate dismissal from employment.**

## Student Responsibilities

In preparing for your interview, adhere to the following guidelines . If you need assistance, CORE Career Coaches offer mock interview training.

Resumes:

* Bring copies of your resume and other supporting documents to the interview in a folder.

Interviews/Appointments:

* Be on-time for appointments, interviews, and employment opportunities.
* Research the position prior to an interview if applicable.
* Dress professionally for the interview, dress appropriately for the job.
* Turn off your cell phone at an appointment or interview.
* Follow-through with a written thank you note after an interview.

Professionalism:

* Make good/appropriate eye contact.
* Remember your manners at all times. Shake hands & thank people for their time.
* Have a good attitude.
* First impressions whether in person, via phone or email make a difference.
* Remember that other people are busy so be considerate of others’ time.

## Dress

Dress appropriately for the job. Unacceptable dress generally includes: sweat pants, yoga pants, athletic shorts, jeans with holes, short skirts, short shorts, low cut tops, spaghetti straps. If there is a uniform for your job, adhere to the requirements of the dress code. Information regarding dress will be provided to the student employee before their first shift.

### Business-Professional Attire

Men:

Two-piece suit in grey, navy, or black

Button-down shirt in solid neutral color

Necktie

Matching dress shoes and belt

Dress socks that match the pants

Women:

Two-piece suit in dark or neutral color

Tailored shirt with conservative neckline

Closed-toe shoes with low to moderate heel

Dress or skirt to the knee or below

Keep accessories to a minimum

### Business-Casual Attire

**Men:**

Black or khaki pants, no “carpenter” pants or denim

Jackets or sweaters

Polo-type shirt

Keep jewelry to a minimum

Everything should be pressed, clean, and tailored to fit

**Women:**

Dress or khaki pants, or skirts/dresses to knee

Jackets or sweaters

Keep accessories to a minimum

Everything should be pressed, clean, and tailored to fit

## Homework

During work hours student employees are required to perform their work assignments. Homework reading and other personal work are not generally permitted during work hours. Your supervisor will provide information on what is allowable during “slow” work situations.

#

# Student Employee Feedback

## Evaluations

Augustana values its student employees and a written evaluation is expected to take place for any student who has worked 90 days or more. The student will receive a copy, and a copy should be kept on file in the department employing the student. Exit evaluations should be given upon the completion of the student’s work experience.

## Learning Outcomes

Each job on campus should have a job description with a section that relates to the Augustana Learning Outcomes developed in the 2020 Strategic Plan. Students should expect to cultivate those learning outcomes throughout their employment and supervisors will be expected to ensure they are met.

## Breaks

**Illinois law requires an unpaid 30 minute break for any shift over 7.5 hours.** This is not just an Augustana College policy; this is also an Illinois state employment law.

# Training

It is recommended that supervisors spend time during the first few weeks of a job training the students for the work in their department. This may include training on machinery or equipment, databases or spreadsheets, filing or working a calendar. The training should be inclusive of all possible responsibilities a student may be asked to complete. Due to the secure nature of their work some offices may require additional layers of privacy training and may not employ students with an honor code violation. Such additional training may include Federal Education Rights and Privacy Act (FERPA) training, Health Insurance Portability and Accountability Act (HIPAA), or any other additional privacy training required by their office.

# Summer/Breaks Employment

Work during the summer or academic break is dependent upon the individual department or office. Each office should know what they have available in their budget and will staff accordingly to their needs. During these times a student may not work over 40 hours a week as they are eligible for over time. If a student is planning to stay over the summer they should visit with their department about whether or not work is available.

# Disciplinary Action

## Warning Notice

Disciplinary action is a constructive means of handling unacceptable behavior or performance deficiencies on the part of a student employee. If disciplinary action needs to be taken the supervisor should meet with the student employee about any aspects of work performance that fail to meet standards and provide an opportunity for improvement. Supervisors are encouraged to use progressive discipline to assist and encourage student employees to correct their conduct and to achieve satisfactory work performance.

## Terminations

* **Voluntary Termination**: A student employee may resign from their position. A resignation should be submitted in writing to the supervisor no less than a week prior to their last day of work.
* **Administrative/Layoff**: A student employee may be laid off for reasons other than unsatisfactory performance or behavior within their job. A student’s dismissal may be the result of a lack of department funding.
* **Involuntary Termination**: Student employees may be terminated from their position if they:
	+ Do not possess the qualifications, skills, and ability to meet the requirements of their job.
	+ Do not adhere to office policies concerning work schedule, excessive absences, tardiness, unacceptable work performance, failure to adhere to dress requirements.

Supervisors have the right to terminate student employees for insubordination or any other justifiable cause such as an Honor Code Violation or breach of the Confidentiality Agreement. Upon termination, the supervisor is required to notify Student Payroll Office or Student Employment and Campus Internships Office.

# Contacts

If you have questions regarding student employment please contact:

Human Resources Generalist

Sorensen Hall, (309)794-7141

Assistant Director, Financial Assistance Office

Seminary 129, (309)794-7680

Student Employment Coordinator

Olin 116, (309)794-7470

Payroll Assistant, Payroll Office

Sorensen Hall, (309)794-7353

# Student Employee Evaluation

#

# Authorization Agreement for Automatic Deposits (ACH Credits)

Student Employee Information/Authorization

Student Employee Name (please print) Augustana ID Number

I authorize and request my employer to deposit my pay automatically to my account identified below each payday. This authorization will remain in effect unless canceled in writing. I understand that a pre-note must be initiated at least ten (10) days in advance of my first payroll deposit.

Purpose of Authorization (Check One) (Select One)

[ ]  New Authorization [ ]  Checking
[ ]  Changes to Authorization [ ]  Savings
[ ]  Cancellation

Name of Financial Institution

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Bank Routing Number Bank Account Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Student Employee signature Date

**\*Please attach a voided check or a copy of a voided check.\***

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Cancellation Statement:**

I request that my employer terminate my authorized direct deposit of new amount due from payroll to my account. I allow a reasonable time for my employer to act upon my request to terminate this agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Student Employee signature Date

**Return to:**

**Augustana College**

**Student Payroll**

**639 38th Street**



# Student Employee Code of Conduct Acknowledgement Agreement

**Introduction**

A faithful commitment to the mission of Augustana College requires ethical conduct and decision-making. This Code of Conduct sets out basic principles to guide us in achieving this. Student Employees who violate the standards in this Code will be subject to disciplinary consequences.

**Confidentiality:**

1. I shall treat **ALL** information accessible to me in the performance of my duties as protected and sensitive Information, regardless of its format (e.g., electronic, paper, oral).
2. I agree to not access Confidential Information unless I am authorized to do so, and I agree to maintain the confidentiality and privacy of protected and sensitive information during and after my period of student employment with the College.
3. I shall not, directly or indirectly, communicate orally, in writing, or by e-mail, social medial, or through any other means, any Confidential Information to any unauthorized person, including, without limitation, other students, work colleagues, family members, etc.
4. As a student worker, I may gain access to sensitive or confidential information and records that may be protected from disclosure by federal and state law. Examples include education records protected under the Family Education Rights and Privacy Act of 1974 (FERPA) and employee (faculty and staff) records that are protected from disclosure under the Federal and State law. I understand that unauthorized disclosure of such information can adversely impact the College, individual persons, or affiliated organizations.
5. I shall not permit myself or any other person to copy, reproduce, alter, delete or enter any information other than what is required in the regular performance of my job duties.
6. I shall not use my student worker access permissions to alter, delete, or enter fraudulent information into any academic, financial, or other educational records pertaining to me or my peers. I will keep secure and not share with any other person my login credentials assigned for my student employment use at Augustana.

I am aware that the release of protected or sensitive information, or any abuse of my position, may result in disciplinary action.

**Work Conduct and Communication:**

1. I understand that I am not allowed work on homework/school projects during work hours ***without*** supervisor approval.
2. I will use good judgment and common sense when using email and social media for work-related matters.
3. I understand that I must show up on time for my assigned shift. If I am unable to work I understand that I must notify my supervisor in advance.
4. I will dress in a manner that is appropriate for my job. If I have any questions regarding attire, I will contact my supervisor for clarification.

**Work Hours:**

1. As a **Student Worker** at Augustana I understand that I can work up to 10 hours total per week. The total number applies even if I have multiple campus jobs.
2. As an **International Student Worker** I understand that I can work up to 20 hours total per week.The total number applies even if I have multiple campus jobs.

**Acknowledgement**

As a condition of my employment as a student worker I acknowledge that I have read and understand this Code of Conduct and agree to adhere to the conditions and responsibilities outlined. I also understand and acknowledge other rules and policies will be applicable to my student employment in addition to those outlined in this document.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Employing Student Signature of Supervisor date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Printed name Student Signature date