



CENTER FOR STUDENT SUCCESS • OLIVET NAZARENE UNIVERSITY

Career Services

Student Employee Handbook



2012-2013

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SECTION 1 - INTRODUCTION

PURPOSE AND APPLICABILITY

This handbook reflects the human resource policies and procedures of Olivet Nazarene University. The purposes of this handbook are:

- To provide you with information necessary to fulfill your obligations as a student employee
- To provide for fairness and equity in the treatment of student employees
- To explain opportunities that are available to all student employees of the University and certain constraints and limitations we all must observe

The policies stated in this handbook are subject to change at the sole discretion of Olivet Nazarene University, as are all other policies, procedures, benefits and other programs of Olivet Nazarene University. This handbook will be revised from time to time to provide you with up-to-date information resulting from changes in policies and procedures. While we have made every effort to anticipate your questions, it is probable that you may encounter special problems or particular situations that are not thoroughly covered in this document. When such occasions arise, do not hesitate to discuss them with your supervisor or the Director of Career Services.

The organization reserves the right to suspend, revise, or revoke any of its policies and procedures at any time, with or without notice.

SECTION 2 – EMPLOYMENT POLICIES

CONFLICTS WITH STATE AND FEDERAL LAWS

To the extent that the policies in this handbook, other policies, practices and local customs may conflict with federal, state or local laws, the organization will abide by the applicable federal, state or local law.

EMPLOYMENT AT WILL

Nothing contained in this handbook or in any other materials or information distributed by the University creates a contract of employment between a student employee and Olivet Nazarene University. Employment is on an at-will basis. This means that student employees are free to resign their employment at any time, for any reason, with or without notice, and Olivet Nazarene University retains that same right.

Further, any terms and/or conditions of employment may be changed with or without cause and with or without notice at any time by Olivet Nazarene University.

EQUAL EMPLOYMENT OPPORTUNITY

Our goal at Olivet Nazarene University is to recruit, hire and maintain a diverse student workforce. Equal employment opportunity is not only good business—it's the law and applies to all areas of employment.

As an equal employment opportunity employer, Olivet Nazarene University does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, sexual orientation, age, disability, or on any other basis that would be in violation of any applicable federal, state, or local law. Furthermore, Olivet Nazarene University will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

ACCOMMODATIONS OF STUDENTS WITH DISABILITIES

In its hiring and human resources actions, Olivet Nazarene University does not discriminate against individuals who are disabled. The University provides reasonable accommodations (if not an undue burden) for student applicants and student employees with disabilities so they can complete the application process or perform their work.

How to Request Accommodations: Applicants who need an accommodation for a disability should notify the Career Services staff.

Additional Requirements: An individual who requests an accommodation may be asked to provide a statement from a physician or other health care professional explaining the individual's functional limitations. The University at its discretion may require a medical examination or medical inquiry to confirm the individual's functional limitations by a health care professional it chooses.

EMPLOYMENT ELIGIBILITY

In order to participate in student employment programs, you must be an active student. If you cease to be an active student (at any time or for any reason), your student employment status will be terminated. As a student employee, your employment is part-time and temporary.

Some on-campus positions require a Federal Work Study (FWS) award. FWS is a federally-funded program established to promote part-time employment of financially eligible students. Funds are awarded as part of your financial aid package as processed by the Office of Financial Aid located in Miller Business Center.

FWS is awarded to students who have demonstrated financial need through applying for financial assistance. To determine eligibility for FWS, students should apply and indicate a work-study preference on the Free Application for Federal Student Aid (FAFSA) before March 1. Earnings during the academic year vary and are dependent upon maximum earnings level and number of hours worked.

Unused FWS awards will not be carried over to the next academic year. Any money that is not earned from the award is unrecoverable. Students who reach their award limit are encouraged to go to the Financial Aid Office to inquire if their award can be increased.

JOB POSTINGS

All vacant on-campus, off-campus, work-study and non-work-study positions are posted on the MyOLIVET portal: my.olivet.edu/careerServ/. Students are encouraged to monitor postings regularly and apply on-line to the appropriate departments or off-campus employers.

EMPLOYMENT APPLICATIONS

Students seeking on-campus or off-campus employment should access job vacancies and apply for positions per the instructions on My.OLIVET. Some on-campus departments may require you to complete an additional job-specific application to meet their employment needs.

EMPLOYMENT REQUIREMENTS

To comply with Federal and State employment laws, each Student Employee must complete the following required forms:

- Form W-4 – Federal Withholding Tax Form
- Form IL-W-4 – State Withholding Tax Form
or
Form IL-W-5 – Non-Resident (Iowa, Kentucky, Michigan, or Wisconsin)
- Form I-9 – Employment Eligibility Verification Form

In addition, to assure our compliance with the Department of Homeland Security, each student employee must complete Section 1 of the Form I-9 and present identification that establishes identity and employment eligibility. Most ONU students present their Student I.D. and Social Security Card. A list of acceptable documents is as follows:

LIST A: Documents That Establish Both Identity and Employment Authorization

All documents must be unexpired.

- | | |
|---|---|
| 1. U.S. Passport or Passport Card | status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) | |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV) | 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI |
| 4. Employment Authorization Document (Card) that contains a photograph (Form I-766) | |
| 5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant | 7. In the Commonwealth of the Northern Mariana Islands (CNMI) only, a foreign passport along with special documents issued by the CNMI. |

OR

LIST B: Documents That Establish Identity

All documents must be unexpired.

For individuals 18 years of age or older:

1. Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card

5. U.S. military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

AND

LIST C: Documents That Establish Employment Authorization

All documents must be unexpired.

1. U.S. Social Security account number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States.
NOTE: A copy (such as a metal or plastic reproduction) is not acceptable.
2. Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
3. Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen Identification Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by DHS

You are not authorized to begin work or be paid until all employment forms are completed and required identification documents are presented. There are no exceptions!

SECTION 3 - COMPENSATION

PAY PERIODS AND PAY DAYS

Most student employees earn the campus base wage (\$7.80 per hour effective Fall 2012) and are paid on a bi-weekly basis. The payroll period ends every other Sunday at midnight and the compensation for that period is normally distributed 12 days later on Friday. Student employees are paid via direct deposit to their respective bank accounts.

The student employee should discuss questions regarding pay or hours worked with the supervisor. If necessary, Career Services may be consulted for clarification of questions regarding paychecks.

WORKING HOURS

Department work schedules will be announced to give employees as much advance notice as possible. Schedules are subject to change; a given number of hours are not guaranteed. Employees are expected to report to work on time as scheduled and to remain on the job throughout their scheduled work hours. You should never be scheduled to work when you have a class, nor should you miss class to work. ONU student employment is intended to supplement the academic experience, and working during your scheduled class time violates Federal Work Study law.

TIME RECORDS

It is the employee's responsibility to accurately record work time via OASIS Web entry or the electronic time clock system per the instructions of the assigned supervisor or department. You must record or clock your hours daily; adding them later will cause extra work for your supervisor and may not be tolerated. Follow the instructions provided by your supervisor for each position. If your supervisor does not approve your hours on time, you may not be paid on time. Hours recorded properly and approved on time will be paid by electronic deposit 12 days after the end of the pay period. Employees may not work overtime without authorization.

It is Olivet Nazarene University's policy and practice to accurately compensate student employees in compliance with all applicable state and federal laws. Notify your supervisor immediately if you believe your time has been improperly recorded or your pay has been incorrectly calculated.

Olivet Nazarene University makes every effort to ensure our student employees are paid correctly. Occasionally, however, inadvertent errors occur. When mistakes do happen and are called to our attention, we will promptly make any necessary corrections. Pay errors due to a late or incomplete time record will be corrected on the next scheduled student payday. Please review your Pay Advice on OASIS to assure that it is correct. If you believe a mistake has occurred, or if you have any questions, please contact your supervisor or Career Services.

WORKERS' COMPENSATION

All student employees working for Olivet Nazarene University are covered by Workers' Compensation Insurance for injuries or diseases resulting from work-related conditions. The University requires immediate and formal reporting of accidents and injuries on the job. In the event of an accident, the student employee should first secure treatment of any injury; the supervisor must be notified as soon as possible.

SECTION 4 – CONDITIONS OF EMPLOYMENT AND CONDUCT

GUIDELINES FOR APPROPRIATE CONDUCT

Listed below are behaviors that Olivet Nazarene considers inappropriate. This list of inappropriate behavior and conduct is not all-inclusive and could lead to disciplinary action, up to and including termination of employment (without prior warning and at the sole discretion of the University).

A. Employees may be immediately dismissed for:

- Falsification of personnel records, including time records and application for employment
- Incompetence or inefficiency
- Inexcusable neglect of duties, insubordination or disobedience
- Use of alcoholic beverages, tobacco, narcotics, or hallucinogenic drugs on or off the University property
- Unexcused absence for three (3) days without notification or reasonable cause
- Theft or unauthorized use or removal of University property
- Unauthorized alteration of database records or other misuse of technology per the “Computer User Code of Conduct” as defined in the University Life Handbook.
- Unauthorized possession of firearms, knives, or explosives
- Stealing from fellow students, employees or others on University property
- Immoral or indecent conduct
- Threatening, intimidating, coercing or interfering with fellow employees on University property
- Conviction of a criminal offense
- Any act of fighting on University property
- Refusal to perform assigned duties or follow instruction of a supervisor
- Failure to correct conditions covered in warnings
- Release of confidential information to un-authorized persons
- Abusive or threatening language
- Alteration of time records which is not authorized

B. These offenses may result in dismissal for more than one occurrence:

- Wasting time or loitering
- Leaving University premises or work area without permission during working hours
- Tardiness - failure to report to work on time
- Negligence in the performance of duty
- Negligence or abuse in the use of University property or equipment
- Failure to report an incident and/or injury to yourself or others
- Sleeping during working hours
- Violation of or disregard for fire safety or common safety practices

If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of Olivet Nazarene based on violation of any Olivet Nazarene University policy, you will be subject to disciplinary action, up to and including termination.

ATTENDANCE AND PUNCTUALITY

Employees are expected to report to work as scheduled, be prepared to start work, and remain on the job during their assigned work hours. It is your responsibility to notify your employer if you will be absent. If you need to change your work schedule, or if you will be absent for any reason, you must notify your supervisor in advance and make any necessary arrangements. Neither employees nor employers are obligated to make up hours missed for academic reasons, holidays or vacations.

DISCIPLINE AND CORRECTIVE ACTION

Olivet Nazarene University expects that following basic standards of conduct will promote a high quality work environment and ensure responsible behavior. The student employee must, at minimum, adequately perform the job, follow the rules established by the department or supervisor, follow the policies of the University and the law, act with honesty and integrity, and respect the rights of others in the work environment. Violation of University policies and/or procedures may lead to disciplinary action. Any discipline that is imposed is intended to correct or modify an individual's conduct, to deter such conduct on the part of others, and to protect the rights of the University and everyone working at, or associated with, the University.

Discipline may take the form of counseling, verbal or written warnings, or termination of employment. A student employee may also be suspended with or without pay during any investigation of possible misconduct. All disciplinary action is administered with consideration given to the seriousness and frequency of the offense, the student employee's past record (including work history and earlier disciplinary record) and the circumstances surrounding the particular case. Because of the individual nature of each situation, Olivet Nazarene University reserves the right to impose discipline appropriate to the circumstances.

All disciplinary actions should be thoroughly documented. Such documentation should articulate to the disciplined student employee what behavior needs to be corrected, what measures must be taken to correct unacceptable behavior, what opportunities (if any) will be provided to correct the situation and what the consequences are of continued improper conduct or inadequate performance. The student employee should be given a copy of the documentation and should be asked to sign that he or she has received it.

PERSONAL APPEARANCE AND Demeanor

Personal neatness and appropriate attire are expected of all student employees. All office personnel are expected to dress in a business-like manner as directed by the supervisor. All employees are asked to be careful of their personal hygiene, neatness and cleanliness.

TELEPHONE PROTOCOL

Prompt and courteous answers to telephone calls should be a self-imposed rule. All employees (including students) are direct representatives of the University. Be sure to identify yourself when answering or making a call; always be professional and as helpful as possible.

WRITTEN COMMUNICATION

Mail to off-campus addresses represents the University and therefore should always meet the highest standard of quality and appearance. Typographical errors are not acceptable. ONU letterhead is only used for official Olivet business.

UNIVERSITY EQUIPMENT

All employees who handle University equipment are responsible for the care and security of such equipment while it is under their control. Employees are not permitted to use University equipment for personal reasons unless properly authorized. Unauthorized use or removal of University equipment or property may be cause for immediate dismissal. Tools or equipment should never be used except for the specific purposes for which they were designed.

PERSONAL PROPERTY

Personal belongings brought onto Olivet Nazarene University's premises are the student employee's responsibility. While the organization does all it can to protect property, it cannot be held responsible for the loss or theft of personal belongings. If student employees find property missing or damaged, they should report it to their supervisor and the Office of Public Safety.

CONFIDENTIALITY

Student employees may, on occasion, come in contact with personal information or confidential University records. Confidential matters may not be discussed with any unauthorized persons. Violation may be grounds for immediate dismissal.

GRIEVANCE AND DISPUTE RESOLUTION

The University recognizes that student employees may experience problems or concerns related to their employment at Olivet. Any questions regarding conflicts between student employees and supervisors should first be discussed in a personal meeting between the student and the supervisor. If an agreement for resolution cannot be confirmed between the two, the student or supervisor must address the issue in writing to:

Mary D. Anderson, Director of Career Services
Box 6010 or manderso@olivet.edu

SECTION 5 – APPENDIX

CONTACT INFORMATION

Career Services

Center for Student Success (2nd floor)

(815) 939-5243

Regular Hours: 8:00 a.m. to Noon; 1:00 to 4:30 p.m., Monday through Friday

- Interest inventories and vocational planning
- Job-search strategies including networking and web-based services
- Assistance in locating professional employment and graduate school information
- Career information and vocational literature
- Development of personal job-finding techniques
- Assistance with résumé writing, portfolio development, applications, professional credentials, and interview skills
- Prospective employers and job fairs
- On-campus interviews and an annual etiquette dinner
- On-line résumé posting, job listings and interview opportunities

ACKNOWLEDGEMENT OF RECEIPT OF STUDENT EMPLOYEE HANDBOOK

I acknowledge that I have received instructions on how to access the Olivet Nazarene University Student Employee Handbook. I understand that the information contained in the Handbook is subject to change or may be revised based on changes in policies or procedures.

It is understood that the contents of the Handbook do not constitute the terms of a contract of employment. I have entered into employment with Olivet Nazarene University voluntarily, understanding that my employment is on an at-will basis, which means that the employment relationship may be terminated at any time by either the employee or Olivet Nazarene University, with or without cause, and with or without notice.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document, but merely guidelines set by the University.

I understand and agree that I will read and comply with the policies contained in the Handbook and any revisions, am bound by the provisions contained therein, and that my continued employment is contingent upon following those policies.

Student Employee Name (printed)

Student Employee Signature

Date

Updated June 27, 2012