



Student Employment Handbook

2011-2012

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STUDENT EMPLOYMENT POLICIES

Roosevelt University is committed to offering an environment for working and learning in which students are treated with respect, dignity, and equal opportunity. University employment promotes student engagement, strengthens connections to the Roosevelt University community, enhances student life and success, provides professional development and training opportunities, and offers service and experiential learning along with financial support. Student employment positions are available exclusively to current Roosevelt students. **Please refer the supporting policies below. Additional detail on each of these policies is available in the Student Handbook. Student Handbooks are available in the Auditorium Room 124, Schaumburg Room 125, and on the University website at www.roosevelt.edu/currentstudents.**

EQUAL EMPLOYMENT OPPORTUNITIES

No person shall be discriminated against regarding employment because of age, ancestry, citizenship, color, creed, disability, gender, gender identity, marital status, military status, national origin, parental status, race, religion, sexual orientation, source of income, unfavorable discharge from military service, veteran status, or as a result of being the victim of domestic or sexual violence. For the complete policy please visit the Student Handbook.

This policy shall extend to recruitment, hiring, training, compensation, promotion, demotion, transfer, layoff, termination, and other terms and conditions of employment. This policy includes the commitment to maintaining a work environment that is free from unlawful harassment.

STUDENT CODE OF CONDUCT (Complete policy in the Student Handbook)

The Roosevelt University Code of Student Conduct makes explicit those activities which are contrary to the general interest of the Roosevelt community or which threaten to disrupt the teaching and learning which members of the community are engaged. Students enrolled in the University are expected to conduct themselves in a manner compatible with the University's function as an educational institution. Misconduct for which students are subjected to discipline may occur on the university campus or off campus if the misconduct occurs at a university activity or activity related to the university or educational environment.

EMPLOYMENT CODE OF CONDUCT

Roosevelt University strives to create a positive work environment that values employees as individuals, meets their needs, and respects their rights. University employees are expected to meet their responsibilities to be productive contributors to the mission of the University, support the areas in which they work, and conduct themselves in a manner compatible with the University's function as an educational institution.

DRUG AND ALCOHOL-FREE POLICY (Complete policy in the Student Handbook)

University policy prohibits the unlawful manufacture, dispensation, distribution, sale, possession or use of a controlled substance or alcohol by students, faculty and staff in the workplace or

while conducting University business or activities. Consistent with federal, state and local laws, the University will impose disciplinary sanctions upon students and employees who violate this policy.

Students in violation of the policy may be required by the University to receive treatment, change housing assignments, or be suspended or expelled. Faculty and staff in violation of this policy may be required to receive treatment. The University may exercise disciplinary actions against faculty and staff in violation of this policy, up to and including termination.

ANTI- HARRASSMENT POLICY (Complete policy in the Student Handbook)

Roosevelt University is committed to the preservation of the dignity and worth of all members of the University community. To ensure an environment for working and learning in which all individuals (faculty, staff, students, and visitors) are treated with respect, harassment in any form is unacceptable and cannot be tolerated.

Retaliation is also prohibited against persons filing a complaint, reporting a case of harassment, witnessing a case of harassment or cooperating in an investigation. An employee who is found to have engaged in unlawful harassment shall be subject to discipline up to and including termination in accordance with the procedures applicable to such employee.

WHISTLEBLOWER POLICY (Complete policy in the Student Handbook)

Roosevelt University recognizes its obligation to its employees and constituents to maintain the highest ethical standards. To protect the integrity of the University's learning community, and to ensure the highest standards of conduct by and among members of the University community, the University will investigate any alleged *Improper Activity* by its employees or students. Anyone found to have engaged in an *Improper Activity* is subject to disciplinary action by the University up to and including dismissal or expulsion, and civil or criminal prosecution when warranted.

DISPUTE RESOLUTION PROCESS

The student employee should discuss any problems with his or her immediate supervisor. If the supervisor is not available or if the student is not comfortable speaking with the supervisor, the student should submit a brief written summary to address concern to the Office of Human Resources.

SAFETY/ WORKPLACE INJURIES

All injuries that occur on the job, however minor, must be reported on an accident/incident report form immediately or as soon as physically possible. The forms must be completed and signed in the presence of a security guard. The security guards will then hand-deliver the incident report to the Office of Human Resources within 24 hours of the incident. The Human Resources department will then file the report with the University's Workers' Compensation carrier for processing.

TERMINATIONS

Students are at-will employees in the State of Illinois and can have their jobs terminated at any time for any reason without prior notice.

There are broad categories under which a student termination could fall:

- The student may be terminated by the Student Employment and/or Federal Work-Study Program
- The student may voluntarily terminate his or her employment
- The employing department may initiate an involuntary termination
- The student has earned their full FWS award allocation
- The student's enrollment falls below half-time
- The student fails to maintain Satisfactory Academic Progress
- The student has not worked for 3 consecutive pay periods and a leave of absence was not approved
- The student has violated the student code of conduct or has engaged in any other inappropriate conduct.

Both the student and employing department will receive notification in writing of termination when initiated by the Student Employment and/or Federal Work Study Program. Reason for termination and the effective date will be given

Voluntary

A student may discontinue his or her employment at any time without penalty if a two-week courtesy notice is given to the supervisor.

The student should submit a written resignation directly to supervisor, who will then forward the resignation letter to the Office of Human Resources. The written notice must include the last day worked.

Involuntary

A student's employment may be terminated for violations of Roosevelt code of conduct or core values. Serious violations leading to immediate discharge may be disciplinary for review.

If an employee's conduct is disrespectful or harmful to a student, community member, colleague, individual work group, or the University, the supervisor will review the incident with that employee. Pertinent facts and circumstances will be reviewed and, if a problem does exist, coaching or aid as appropriate will be provided to help overcome or resolve the situation. The nature and extent of coaching and aid will vary with individual circumstances.

Note: The Student Employment Handbook pertains to all part-time hourly student positions. The specific guidelines that apply to FWS only are outlined in the appendix this handbook.

ELIGIBILITY

A student who is actively enrolled for six or more credit hours in the current term, degree/certificate-seeking, and in good academic standing (as defined in the Student Handbook) at Roosevelt University is eligible for student employment.

Eligibility may be extended under the following circumstances:

- A new student who is enrolled at Roosevelt University may be employed beginning with the first date of the term immediately preceding the first enrolled term.
- A student at Roosevelt University who has completed courses in the preceding spring term and who is registered for the following fall term may work through the summer term.
- A student graduating from Roosevelt University may be employed through the last date of the term immediately following graduation.

Students may apply for and be awarded Federal Work Study grants through the Office of Financial Aid. Positions available under the FWS program are only available during the academic year.

WORK SCHEDULE

The maximum work schedule per calendar week is 17 hours. This is a cumulative total of hours per calendar week for all positions held by a student employee. (Positions may be available that offer fewer than 17 hours per week). Prior to employment, students must provide their supervisor an official copy of their course schedule in order to create a mutually agreeable work schedule that will accommodate the student's academic needs, as well as the hiring department's need. It is the responsibility of the student to notify supervisor if he/she is unable to meet the agreed work schedule. This notification must be made either before the intended absence or as soon as physically possible if the absence was unexpected. If the student experiences academic difficulties during the semester that may affect his/her work schedule, he/she must notify supervisor so hours may be adjusted accordingly. It is ultimately the supervisor who establishes the work schedule and determines/approves any schedule change.

Students may NEVER work during scheduled class times! Students who choose not to go to class when it is scheduled (not canceled) cannot work their student job during that time.

When establishing work schedules, students and employers are advised to consider:

- Academic requirements and exam schedules
- Scheduled holidays and breaks
- Needs of the office/position

BENEFITS

Student employees are not eligible to receive employment benefits such as overtime pay, paid holidays, vacation, jury duty, sick leave, health plan, retirement benefits or any other benefit provided to regular full-time Roosevelt University employees.

APPLYING FOR STUDENT EMPLOYMENT

STEP-BY-STEP

Eligible students may search for positions using the step-by step process below.

Step 1: Go online to eRecruiting at <http://roosevelt.experience.com> and login.

- In the One-Click Search box select On-Campus Student Jobs and you will be directed to the student job database. If you are having any difficulty logging in, contact Career Development at 312-341-3560

Step 2: Select desired position and review the job requirements

Step 3: Apply for positions of interest following the application instructions at the bottom of the job posting. (Note: Students are responsible for securing their work study jobs. Jobs are not guaranteed. The job search and hiring process may take some time and effort on the student's part and students are encouraged to apply to more than one job.)

Step 4: If qualifications match, students will be contacted for an interview by the hiring manager.

Please note:

Students should note the date, time, location, name and contact information of the person with whom they will be meeting. Additionally, please bring copies of any required documents for reference (i.e. resume, class schedule) to the interview.

Student interviews should always be taken seriously and handled professionally. During the interviews, students and employers should discuss job duties pertaining to each position, days and hours needed to work, as well as the educational and professional development opportunities available. It is important to recognize that the interview is an occasion to impress the supervisor with the students' skills and ability!

Please Note:

A student employee must complete Section 1 of the I-9 form online at www.newi9.com (the Roosevelt University employer code is 13955). The student must also complete the federal and state tax forms (W-4s) and present the Office of Human Resources with proper identification for I-9 verification on your first day of employment. Student employees are also recommended to complete and submit the direct deposit form.

Once all forms have been completed, the student and supervisor will be notified by the Student Employment Specialist that the student may begin work.

WORK EXPECTATIONS

ATTENDANCE AND ABSENCES

A student must notify his or her supervisors no later than the beginning of the scheduled work period when unable to work. In the case of an extended absence, the anticipated duration should be reported to the supervisor. The supervisor is responsible for authorizing all absences and is encouraged to consider that the academic demands of the student should take priority.

BREAKS

- Students who work more than 5 consecutive hours must take a 20-minute unpaid break.
- Student workers should take breaks away from their work stations.
- Students may not opt out of breaks or lunch periods.

DRESS CODE

The University dress code calls for all employees to maintain a professional, well-groomed appearance. Clothing should fit properly and be in well-maintained, clean condition, and respectable in nature. Specific guidelines may be further defined in each department, depending on the nature of the job being performed.

PAY SCHEDULE

Student employees are paid bi-weekly every other Thursday. For example, the first pay date in September is Thursday, September 8, 2011, for hours worked through Friday, September 2 and time submitted no later than Saturday, September 3. All paychecks are based on an hourly wage and include only hours worked. Earnings may be FICA exempt for students, but are also subject to applicable federal and state taxes. Since earnings are taxable, students will receive W-2's at the end of the year. For additional tax filing information, go to www.irs.gov or consult a tax advisor. Employees are paid by either direct deposit or paper paycheck.

Direct deposit

- Pay may be directed into a financial institution account. Direct deposit allocations may be viewed on the Employee Services tab of RU Access.
- Pay will be available on each pay date in the appropriate financial accounts.
- Employees may enroll in, change, or cancel direct deposit allocations by completing and submitting the appropriate form available on-line. A minimum of 7 working days prior to pay date is required to process a direct deposit enrollment, change, or cancellation.
- Employees enrolled in direct deposit will have access to their pay stubs online via RU Access.

Paper paychecks

- Paychecks will be available for pick-up after 9:00AM on each pay date at the Student Accounts cashier window at the Student Accounts office either the Chicago Campus-Auditorium Building or the Schaumburg Campus.

- An employee may pick up his/her own paycheck by showing valid photo identification. Designee or department representative pick-up is not permitted.
- Paychecks will be available for pick-up through the conclusion of the second business day following the pay date (5:00PM). Paychecks not picked up will be mailed on the third business day following pay date to the local mailing address of the employee. If no mailing address is listed, the paycheck will be mailed to the permanent address.
- Pay information may be viewed online via RU Access.

PROCEDURE FOR REPORTING WORKED HOURS (FWS included)

Students are required to submit time for worked hours through web time entry. Students will use RU Access, <https://ruaccess.roosevelt.edu/>, to submit time. Follow steps below: The link to RU Access is available in the top right corner of www.roosevelt.edu.

- Log in with your User ID (Roosevelt Student ID) and PIN.
 - *User ID = Roosevelt ID, nine-digit number beginning with 9.*
 - *PIN = students birth date in MMDDYY format. Students must change this and set a Personal Security Question and Answer during first login to RU Access.*
- Select **Employee Services** tab.
- Select **Time Sheet** from the bullet options.
- Select the correct pay period and click on **Time Sheet**.
- On the page titled, Time and Leave Reporting, click on **Enter Hours** under the correct date.
- Record time at intervals of 15 minutes in the 99:99 formats. For example, 9:00, 9:15, 9:30 or 9:45. Select **Save** to display total hours or **Time Sheet** to return to the Time and Leave Reporting Page.
- *Record actual time rather than scheduled time. For example, if a student is scheduled to arrive at 9:00 but because of train delays, arrive at 9:10; enter time as 9:10.*
- *Hourly employees are allowed 5-minute grace period. It is important to note that the university will not deduct time during the grace period, however students are still tardy. Hourly employees are expected to be at their work stations, ready to work, by their scheduled start time.*
- *Please record time daily. If students take a break or meal period, enter Time Out when students leave and Time In again when students return.*

- At the end of the pay period, confirm that time is recorded accurately and **Submit for Approval**. **Time sheet is due by midnight on the Saturday prior to pay day.**
- Students will be prompted to enter their PIN again. By doing so, students certify that their time, as it is recorded, is accurate.
- The screen will report that the Time Sheet was Submitted Successfully.

LEGAL NOTICE

The policies, benefits and procedures described herein do not constitute an offer of an employment contract or an employment contract. Student employees remain employed at-will. Nothing prevents the staff member or Roosevelt University from terminating employment at any time. These policies, benefits and procedures may be modified without notice at any time at the discretion of Roosevelt University leadership. From time to time sections of this document will be revised and updated and other materials from Human Resources will become natural additions or supplements to it. The current, governing documents can be found on the University website at all times.

FEDERAL WORK STUDY

PROGRAM OVERVIEW

Federal Work-Study (FWS) is a federally funded need-based financial aid program that allows students with financial need to earn FWS funds through employment with authorized FWS employers. The FWS program provides supervisors with vital student support assistance while providing students with valuable employment opportunities and income to use toward educational and living expenses incurred throughout the year. The program is designed to provide students with an opportunity for employment arranged around class schedules. Students must work a minimum of 6 hours per week and can work up to 17 hours per week.

ELIGIBILITY

To be considered for FWS, students must be enrolled at least half-time (6 credit hours), be fully admitted to Roosevelt University and classified as a degree-seeking student who is a U.S. citizen or eligible non-citizen. Students must be in good academic standing as determined by the Office of Financial Aid. Enrollment is continuously monitored and verified by the Office of Financial Aid each semester. Once a student ceases to be enrolled or drops below half-time, employment is immediately terminated and the FWS award will be null and void.

To be eligible for the Federal Work-Study program, students must demonstrate financial need. Normally, students will be awarded Federal Work-Study funds upon completion of the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov, provided students have expressed an interest on their form and there are funds still available. Based on the results of the

FAFSA, eligible students are awarded an allotment that may be earned through part-time employment in a FWS approved position.

Note that funds are limited and awarded on a first- come- first- served basis. Priority is given to students who demonstrate the highest need and who applied for financial aid by the priority deadline of March 1 prior to the upcoming academic year.

Once students are awarded, a Financial Aid Award Notification will be sent to students stating the total FWS gross pay maximum per term. The award on a student's Financial Aid Award Notification simply means that he or she is eligible to hold a position as a Federal Work-Study student. The award will not be applied to the student's charges for tuition, fees, and/or any other charges students may be billed for.

In order to receive the FWS funds, students must work at an hourly wage position in which students are employed in one of Roosevelt University's approved FWS departments. Students will work the hours that are mutually agreed upon between the student and their FWS supervisor, and will receive a bi-weekly paycheck. These awards are not guaranteed; students must work in order to receive the funding.

FWS AWARD NOTIFICATION PROCESS

Once it has been determined that a student is eligible for FWS, the award will appear as an estimated amount on the student's Award Notification Letter along with other financial aid awards if applicable (grants, scholarships, and loans). The letter will instruct the student to formally accept or decline FWS award through his or her RU ACCESS online account. The maximum FWS award is up to \$3,500 for an academic year (fall & spring) or \$1,750 for one semester. The total dollar amount will be divided into semesters and will create a limit for Fall and a limit for Spring. If a student exceeds the specified limit for Fall, the Office of Financial Aid will decrease the Spring award for the following semester to cover hours worked. If the award is a semester award, the department will be held responsible for amounts over the award limit.

It is extremely important to acknowledge the shared responsibility between Financial Aid, the student, and the supervisor to monitor a student's earnings. The student must stop working when the earnings limit is reached. Email notifications will be sent to both the student and the supervisor when a student is approaching earnings limit. If an oversight occurs and the supervisor continues to employ the student under the FWS account, the employing office will be charged the over-earnings directly back to the supervisor's department at 100%.

While FWS may appear on a student's Award Notification Letter and on their RU ACCESS account as an award, students must work to earn the funds. Students have no obligation to work, but if they do not work they will not receive any FWS funds. FWS award amounts may vary based on a student's individual financial aid package.

AWARD REVISIONS

Occasionally, policies, regulations, and financial need may cause a student's financial aid award to be adjusted or reduced. In an effort to prevent an over-award situation that may result from the change(s), a student's FWS award may have to be reduced. This revision will affect the student's remaining award and how much they will have left to work. When this occurs, the Office of Financial Aid will notify the student and the supervisor via a revised Award Notification Letter. It is the responsibility of the student to adjust his or her work schedule with their FWS Supervisor as soon as possible to prevent over-earning the award allotment.

MONITORING STUDENT'S EARNINGS

A student's FWS award is the maximum earnings he or she is authorized to earn. Student workers cannot earn in excess of their academic year award. In order to ensure that the earnings authorization is not exceeded, it is the responsibility of the student and supervisor to monitor earnings on a daily basis.

A simple calculation can assist in preventing an over award from occurring:

1. The FWS Award for a semester divided by the hourly pay rate = total hours student can work during the semester.
2. Total hours student can work during the semester divided by number of weeks in the semester = hours per week student should work in order to work the entire semester.

Example:

\$1,750 FWS fall semester award divided by \$8.25/hour = 212.12 hours to earn

212.12 divided by 16 weeks = 13.25 hours per week.

In this example, if the student wanted to spread out their earnings throughout the entire semester, they would only be able to work a maximum of 13.25 hours per week.

Note: If students choose to work the maximum of 17 hours per week they will exhaust their FWS award before the semester end date!

Once students have earned their award maximum, for the semester, the student **MUST STOP WORKING!**

Any earnings above the student's FWS authorization will result in a reduction of the student's remaining financial aid, and/or a charge to the hiring department for the earnings beyond the student's FWS award.

It is both the student's and employer's responsibility to maintain a cumulative record of the student's gross earnings. All FWS students & supervisors should refer to the *FWS Award Tracking Form* included in the FWS Packet for assistance in monitoring earnings after every payroll.

FWS workers and hiring departments who violate this policy risk termination from the FWS Program.

SUMMARY OF RESPONSIBILITIES

Students should be aware of their supervisors' work expectations and adhere to the hiring department's office conduct guidelines, rules for attendance, and tasks and responsibilities. Supervisors need reliable workers. It is the expectation that students will be professional and follow their pre-established schedules and will contact their supervisors in advance if they will be late or if they will be unable to work their entire shift. Additionally, it is the expectation that students will be on task and perform work-related duties while at work. Below are just a few responsibilities listed for the Office of Financial Aid, Career Development, Supervisor and FWS student.

OFFICE OF FINANCIAL AID AND CAREER DEVELOPMENT

- Work with departments to provide an up-to-date listing of all student positions
- Notify students and supervisors when their students' FWS awards are revised
- Notify supervisors and students of any FWS program, policy, or procedure change
- Pre-screen FWS eligibility

FWS STUDENT

- Notify their supervisor of any changes in his/her FWS award
- Keep accurate records of hours worked so as not to exceed the FWS allocation
- Record time in and out only for hours worked on RU ACCESS
- Maintain Satisfactory Academic Progress, according to the policies and procedures of the Office of Financial Aid
- Maintain minimum of half-time enrollment

ADDITIONAL INFORMATION

Additional questions regarding Student Employment, tips on how to build a resume, and interviewing skills, please visit the Office of Career Development, AUD Room 470 or Schaumburg Room 125, or www.roosevelt.edu/career.