|  |
| --- |
| Image result for shepherd university pictures |
| Student Employment Manual |
| Revised March 2019 |

**Table of Contents**

[INSTRUCTIONS FOR STUDENT EMPLOYEES 3](#_Toc345075658)

[Eligibility for Student Employment 3](#_Toc345075659)

[International Students 4](#_Toc345075660)

[Applying for Positions 4](#_Toc345075661)

[Paperwork Required for Employment 5](#_Toc345075662)

[Time Keeping 6](#_Toc345075663)

[Work Week 6](#_Toc345075664)

[Work Hours 6](#_Toc345075665)

[Lunch Breaks 6](#_Toc345075666)

[Rest Breaks 6](#_Toc345075667)

[Dual Positions 7](#_Toc345075668)

[Conduct 7](#_Toc345075669)

[Student Employee Rights 7](#_Toc345075670)

[Questions 8](#_Toc345075671)

[INSTRUCTIONS FOR SUPERVISORS OF STUDENT EMPLOYEES 9](#_Toc345075672)

[Noncompliance with Policies 9](#_Toc345075674)

[Procedures for Hiring Student Employees 9](#_Toc345075675)

[International Students 10](#_Toc345075676)

[Time Keeping 10](#_Toc345075677)

[Work Week 11](#_Toc345075678)

[Work Hours 11](#_Toc345075679)

[Lunch Breaks 11](#_Toc345075680)

[Rest Breaks 11](#_Toc345075681)

[Dual Positions 12](#_Toc345075682)

[Overtime and Holiday Work 12](#_Toc345075683)

[Disciplinary Action 12](#_Toc345075684)

[Separation 12](#_Toc345075685)

[Performance Evaluations 13](#_Toc345075686)

[FERPA (Family Educational Rights and Privacy Act) 13](#_Toc345075687)

[Questions 14](#_Toc345075688)

[STUDENT EMPLOYMENT POLICIES 15](#_Toc345075689)

[Parameters of Student Employment 15](#_Toc345075690)

[Student Job Categories 17](#_Toc345075691)

## INSTRUCTIONS FOR STUDENT EMPLOYEES

The information in this section of the Student Employment Manual is provided for Shepherd University students who are interested in working on campus. Off campus jobs are handled through the Career Development Center.

A student employeeis defined as an employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification program. Service in this capacity does not apply to any seniority or years of experience for regular employment.

### Eligibility for Student Employment

All students working on campus must meet the following eligibility requirements in order to be hired for on-campus jobs through the Student Employment Program.

**Citizenship** – Must be a U.S. citizen or a non-citizen who is eligible to work in the United States, such as an international student having an F-1 Visa (see section on international students).

**Degree-Seeking Status**  – Must be a degree-seeking student and must be able to demonstrate that progress is being made toward the completion of a degree.

**Enrollment by Job Type** –Federal Work Study (FWS) recipients must be enrolled in at least six (6) undergraduate credit hours. Students in regular positions (REG), which are positions paid through departmental funds, must be enrolled in at least six (6) undergraduate or graduate credit hours unless they are in the final semester of their studies and need only three (3) credits to complete their degree, in which case they may be enrolled in three (3) credits.

**Satisfactory Academic Progress** – Students must be making Satisfactory Academic Progress which is measured by the Financial Aid Office and the Registrar’s Office. Satisfactory Academic Progress is defined as meeting the following qualifications. For further information please see the Financial Aid Office’s Satisfactory Academic Progress Policy.

1. Students must be making satisfactory and measurable progress towards an eligible degree.
2. Students must maintain a minimum Shepherd University grade point average (GPA) of 2.0 and a 2.0 cumulative GPA. Master’s degree students must maintain a minimum Shepherd University GPA of 3.0 and a 3.0 cumulative GPA.
3. Undergraduate students must pass at least 70% of the credit hours attempted. Graduate students must pass at least 75% of the credit hours attempted. This includes stretch-model, foundations, and pass/fail classes.
4. All students seeking a Bachelors’ degree must complete the degree program within 150% of the normal timeframe for degree completion. All students seeking a Master’s degree must complete the program within 54 attempted credit hours.

**Social Security Number** – Valid Social Security number is required for tax purposes.

**Eligibility for Summer Employment** – Students are eligible to work during the summer if they are taking classes during the summer or have registered for the appropriate number of hours for the following fall semester.

### International Students

The following eligibility requirements must be met by international students in order for them to qualify for on-campus jobs through the Student Employment Program.

**Enrollment** – Must be enrolled full-time, taking at least twelve (12) undergraduate credit hours or nine (9) graduate credit hours.

**Job Type** – Not eligible for Federal Work Study (FWS) or other Federal Financial Aid awards; therefore, may work only in departments in REG status jobs (positions paid through departmental funds).

**International Credentials** – Must possess an I-20 from Shepherd University and an F-1 or J-1 Visa. Students with a J-1 Visa must obtain permission to work on campus from their educational sponsors.

**Social Security Number** – Valid Social Security number is required. International students may obtain a letter from the Student Employment Office verifying their eligibility for employment at Shepherd University, which is needed in order to get a Social Security card. The letter must be taken in person to the local Social Security Administration Office (in Martinsburg), along with a passport, an I-94 card, and IAP-666 or I-20 from Shepherd University.

**Work Hours Limitations** – The Federal Government has placed limitations on the number of hours per week that can be worked by international students. Students studying on an F-1 Visa are permitted to work 20 hours per week while classes are in session and 25 hours per week when classes are not in session.

**Special Federal Tax Requirements** – If the student’s home country does not have a tax treaty with the United States, then a Federal W-4 form must be completed in the Student Employment Office. If the home country does have a tax treaty with the United States that exempts international students from tax withholding, then students may elect to complete [Form 8233](https://www.irs.gov/pub/irs-pdf/f8233.pdf) and not have Federal income taxes withheld from their paychecks.

### Applying for Positions

To get a job on campus, students need to follow these steps:

1. Log into the HR system at <https://jobs.shepherd.edu>. The HR system is a PeopleAdmin product and sometimes people refer to the system as PeopleAdmin.
2. Create an application. Use upper case letters where appropriate, and complete the application fully and truthfully.
3. Review the posted positions and submit the application for one or more positions. (Please remember that some positions are available only to students who qualify for Federal Work Study (FWS) because in some cases departments do not have funds available to hire students. If the job posting says ‘FWS only’ and the applicant is not eligible for FWS, then there is no need to submit an application for such a position.)
4. When students are contacted by the supervisor of a position to which they have applied, they should attend the interview, dressed cleanly and neatly, and present themselves professionally.
5. When students are selected for a position, the supervisor will need some personal information in order to begin a hiring proposal through the HR system. This will include the student’s Social Security number, date of birth, and race/ethnicity.
6. When students are hired, they will need to go to Student Employment, which is located in the Human Resources Office (120 North Princess Street), to complete paperwork. Anyone in the HR Office can help with that paperwork, and the office is open Monday through Friday, 8 a.m. to 4:30 p.m. The office is closed for lunch from 12:30-1:30 p.m. The following section explains that paperwork in more detail.

### Paperwork Required for Employment

The following documents must be completed in the Student Employment/Human Resources Office as part of the hiring process.

**I-9 Form** – The Federal Government requires all employers to establish employees’ eligibility to work in the United States by completing an I-9 Form with them. The I-9 Form must be signed in front of a Student Employment or Human Resources representative, so students should not sign it prior to coming to the HR Office. Specific forms of identification are required for this employment eligibility verification and they are not necessarily documents that people carry around with them, so it is important that student employees look at the list of acceptable documents and make sure that they have them when they come to the HR Office. For a list of acceptable documents click [here](https://www.uscis.gov/sites/default/files/files/form/i-9.pdf).

**W-4 Form** – All employees are required to complete and submit a W-4 Form, which is the Federal tax withholding form which can be found [here](https://www.irs.gov/pub/irs-pdf/fw4.pdf).

**State Tax Withholding Form** – Employees must complete state tax withholding forms. Which tax form needs to be completed will depend on the student’s state of residency. The Student Employment /Human Resources Office will be able to provide the appropriate form which can be found [here](http://www.shepherd.edu/studentemployment/required-employment-forms).

**Background Check** – Depending on the nature of the position for which students are being hired, they may need to complete an authorization form for Shepherd University to do a criminal background check and, possibly, a credit check which can be found [here](http://www.shepherd.edu/wordpress-1/wp-content/uploads/2016/10/background-check.pdf).

**Direct Deposit or WV Pay Card** – Employees may elect to have their pay deposited directly into their bank account or elect to have a State Pay card which is similar to a debit card. These are the only options available as the State no longer issues paper checks. This form can be found [here](http://www.shepherd.edu/wordpress-1/wp-content/uploads/2016/12/OASIS-Payroll-Direct-Deposit-Form.pdf).

**Drug Free Workplace Policy and Certificate** – All employees of Shepherd University must abide by the Drug Free Workplace Policy. Employees are required to sign a certificate stating that the policy has been made available to them and that they agree to abide by it. This form can be found [here](http://www.shepherd.edu/wordpress-1/wp-content/uploads/2015/03/drugfreepolicy.pdf).

### Time Keeping

After students begin working, they will need to account for their time worked by using a timeclock. A designated supervisor of each department will program student employees into the timeclock or it may be done in the Student Employment Office. Supervisors will approve the student’s timecards in Kronos for each payroll or submit paper timesheets when applicable. For more information, see page 11.

### Work Week

The work week is defined as a regularly recurring period of 168 hours in the form of seven consecutive twenty-four hour periods. Work begins at 12:01 a.m. on Saturday and ends at 12:00 a.m. (midnight) the following Friday.

### Work Hours

Students are permitted to work only 25 hours per week. International students are limited by federal law to work only 20 hours per week when classes are in session and may work up to 25 hours per week when classes are not in session. They are never permitted to work overtime (more than 40 hours).

### Lunch Breaks

When a student employee works a shift of five hours or less, it is at the supervisor’s discretion whether they take an unpaid meal break of 30-60 minutes. When an employee works a shift of longer than five hours, an unpaid meal break of 30-60 minutes is required, the exact timing of which is at the discretion of the supervisor.

### Rest Breaks

Employees may be granted rest periods not to exceed 15 minutes per day. Break periods shall be granted at the discretion of the supervisor. The purpose of such break periods is to provide relief from duties and absence from the workstation, offering employees the opportunity to attend to personal activities (i.e., to smoke, make personal calls, etc.). Based upon operational needs, an employee may be required to work through a break; in such cases, the employee is not entitled to additional compensation. Breaks are compensated work-release time and may not be used or accrued to make up work time, leave work early, or extend lunchtime, etc.

### Dual Positions

Students may hold multiple jobs on campus. Students who are on Federal Work Study (FWS) and have more than one job must communicate with all of their supervisors to ensure that the amount of their FWS award is not exceeded (in the dollar amount or the amount of hours). The total number of allowable work hours (25 per week) includes all jobs combined.

### Conduct

Student employees are expected to maintain standards of performance and conduct, as outlined by their immediate supervisors and institutional policy, and to comply with all applicable laws, policies, and procedures. Failure to do this will result in disciplinary action, up to and including termination of employment. Student employees are “at will” employees, which means that they may be dismissed at the discretion of their supervisors and that they can quit their jobs without providing an explicit reason for their decision. Supervisors are expected to inform student employees of poor job performance or unacceptable conduct provide an explanation of their concerns and, when practical, offer an opportunity for the student to explain and correct the behavior prior to terminating the students’ employment.

In some cases, immediate termination is warranted. Examples of those cases include:

* Absence from work for three (3) consecutive scheduled workdays without proper notice, explanation, and/or authorization.
* Computer related misuse and breeches of the Confidentiality Policy (FERPA).

### Student Employee Rights

Student employees have the following rights.

* **To be free of harassment** – [Here](http://www.shepherd.edu/hr/harassment-policies/) are instructions for filing a complaint concerning harassment.

* **To file Worker’s Compensation claims** - Employees of Shepherd University, including student employees, are covered against job related injuries by the West Virginia Workers Compensation Fund, to which Shepherd University pays premiums for all employees. If an employee is injured on the job, report the injury to the supervisor within 24 hours [here](http://www.shepherd.edu/hr/workers-comp-filing/). All accidents must be reported as soon as possible. The employee should secure a BL-1 Employees & Physician Report of Injury form, which should be completed at their place of treatment. When the BL-1 form has been completed by the employee and physician, the employee should forward a copy of the form within three days to the Office of Human Resources. The time limit for filing a BL-1 Claim for a job related injury/illness was reduced from two years to six months effective February 10, 1995. Occupational Safety and Health Administration (OSHA) regulations require that each department report any occupational injury or illness by submitting an accident/ incident report to the Office of Human Resources within three days. This information is then reported to Brickstreet, the insurance company that covers Shepherd University workers compensation claims. **If a student employee begins work before he/she is authorized to do so the student worker is not covered by Workers Comp if he/she is injured on the job.**

**Unemployment Compensation** - Student employees are NOT eligible for unemployment compensation.

|  |
| --- |
| QuestionsQuestions should be addressed to the Student Employment staff:Tori Wilds, Student Employment Coordinator304-876-5381twilds@shepherd.eduMarian Willauer, Student Employment / wvOasis304-876-5792mwillaue@shepherd.edu  |

## INSTRUCTIONS FOR SUPERVISORS OF STUDENT EMPLOYEES

The information in this section of the Student Employment Manual is provided for supervisors of students working on campus.

### Noncompliance with Policies

Violation of Student Employment policies by departments will result in sanctions up to and including the possible suspension of the department’s participation in the Student Employment Program. Depending on the particular circumstances involved, one or more of the following actions may be taken. Appeals at any level may be addressed to an appeals committee. Decisions of the Executive Staff are final.

* Oral and/or written notification of the violation and an explanation of what action is required in order to bring the department into compliance.
* Notification of the department’s Vice President/Executive Officer about the violation and required remedy.
* Temporary suspension from the Student Employment Program for a period of one or more semesters, with the requirement that the department apply for readmission into the program following the specified period of time.
* Indefinite suspension from the Student Employment Program and referral to the Executive Staff.

### Procedures for Hiring Student Employees

In order to hire student employees, the following steps must be completed by supervisors.

1. Determine how the position will be funded – Federal Work Study (FWS) or Regular (REG). If the position will be funded through Regular (departmental) funds, then a budget must be established for that purpose.
2. Create a position description in online HR System and submit it to Student HR for approval.
* If it is a new position, please follow the instructions on the website found [here](http://www.shepherd.edu/wordpress-1/wp-content/uploads/2015/03/new-position.pdf).
* To make changes to a current position, please follow the instructions to do a modification [here](http://www.shepherd.edu/wordpress-1/wp-content/uploads/2015/03/position-modification.pdf).
* If the position does not require a modification, go to step 3.
1. Create a job posting from the position description and submit it to Student HR to be posted online which can be found [here](http://www.shepherd.edu/wordpress-1/wp-content/uploads/2015/03/create-posting.pdf).
2. Review the applications that are submitted for the position can be found [here](http://www.shepherd.edu/wordpress-1/wp-content/uploads/2015/03/view-applicants.pdf).
* Select applicants for interviews and schedule the interviews.
* Select the applicant(s) to be hired.
1. Contact the applicant to be hired. Collect the information from them that is required for the hiring proposal using the New Student Employee Information Sheet found [here](http://www.shepherd.edu/studentemployment/forms-for-supervisors-only). Do not have the student hand carry this form anywhere on campus, this is for supervisors to complete the Hiring Proposal Only.
2. Give the student the New Hire Employee Instructions found [here](http://www.shepherd.edu/studentemployment/forms-for-students-and-supervisors) and instruct them to go to the Student Employment Office to complete their required paperwork. The Student Employment Office is housed in the Human Resources Office at 120 North Princess Street.
3. Begin a Hiring Proposal in the HR System. Instructions are found [here](http://www.shepherd.edu/wordpress-1/wp-content/uploads/2015/03/hiring-proposal.pdf).
4. Receive an email message from “HRweb” saying that the hiring proposal has been approved. Contact the applicant to set a start date. Students are not allowed to begin working until supervisors have received approval from Student HR.

### International Students

There are specific Federal requirements for international students who are hired as student employees, as follows:

* International student employees cannot be paid with FWS funds.
* Students studying on an F-1 Visa are permitted to work 20 hours per week while classes are in session and 25 hours per week when classes are not in session.

### Time Keeping

A designated supervisor from each department must program the new student employee into the timeclock in order for the employee to start accounting for their time. Alternatively, student employees may go to the Student Employment Office to be programmed into the timeclock. If the student works off campus, they may use the ESS timestamp found on the WV State Auditor’s Website through the employee’s MyApps Account to account for their time. Supervisors must review and approve a student’s timecard in Kronos at the end of each pay period.

Students with secondary appointments must have paper timesheets submitted to the Student Employment Office every Monday by noon to account for their time for the previous week or they will not be paid. A sample of the timesheet can be found [here](http://www.shepherd.edu/studentemployment/forms-for-supervisors-only).

Students who are being paid by stipend based on grant requirements must submit a Student Stipend Work Record to the Student Employment Office by the end of every month to account for their time worked. A sample of the student stipend work record can be found [here](http://www.shepherd.edu/studentemployment/forms-for-supervisors-only).

### Work Week

The work week is defined as a regularly recurring period of one hundred sixty-eight hours in the form of seven consecutive twenty-four hour periods. Work begins at 12:01 a.m. on Saturday and ends at 12:00 a.m. (midnight) the following Friday.

### Work Hours

Students are permitted to work only 25 hours per week. International students are limited by federal law to only work 20 hours per week when classes are in session and 25 hours per week when classes are not in session.

### Lunch Breaks

When an employee works a shift of five hours or less, it is at the supervisor’s discretion whether they take an unpaid meal break of 30-60 minutes. When an employee works a shift of longer than five hours, an unpaid meal break of 30-60 minutes is required, the exact timing of which is at the discretion of the supervisor.

### Rest Breaks

Employees may be granted rest periods not to exceed 15 minutes per day. Additional unauthorized time away from the work site must be credited against an appropriate leave accrual. Break periods shall be granted at the discretion of the supervisor. The purpose of such break periods is to provide relief from duties and absence from the workstation, offering employees the opportunity to attend to personal activities (i.e., to smoke, to make personal calls). Based upon operational needs, an employee may be required to work through a break; in such cases, the employee is not entitled to additional compensation. Breaks are compensated work-release time and may not be used or accrued to make up work time, leave work early, or extend lunchtime, etc.

### Dual Positions

Students may be employed in more than one department on campus. Supervisors are encouraged to discuss with students the possible ramifications of holding more than one job. Students may not exceed the amount of the FWS award amount or the maximum number of hours authorized to work in a week. This is especially important for international students. It is ultimately the responsibility of the supervisor to ensure that the student does not work more hours than permitted.

It is the responsibility of the supervisor to make sure the student is accounting for their time properly. Primary positions will be accounted for in Kronos. Secondary positions will need to be manually accounted for by using a paper timesheet.

### Overtime and Holiday Work

No student is permitted to work overtime or on a holiday without authorization by the student’s supervisor and approval by Department’s Vice President. You may make the request by email to the Student Employment Coordinator. Students working over 40 hours per week will be paid at 1.5 times their hourly rate. However, this should never happen since students may not work more than 25 hours a week. Students authorized to work on a holiday or when the University is closed due to inclement weather will be paid at the regular rate of pay.

### Disciplinary Action

Student employment is “at will” which means that a student can be terminated at any time for any reason. It also means that a student can quit for any reason. Supervisors are not required to provide notice when terminating an at-will student employee and do not need to follow the disciplinary process steps described below. However, when practical, supervisors will give the student notice of the unacceptable performance, an explanation of the supervisor’s concerns, and an opportunity for the student to provide an explanation for the behavior and/or to correct the behavior before terminating their employment. Some reasons for immediate termination include:

* Absence from work for three (3) consecutive scheduled workdays without proper notice, explanation, and/or authorization. This is considered gross misconduct and neglect of duty, and the student’s employment will be terminated.
* Computer related misuse and breeches of the Confidentiality Policy (FERPA) are considered gross misconduct and shall result in immediate dismissal.

### Separation

When a student’s employment is terminated, the supervisor must submit a Student Separation Notice in the HR System using the following instructions found [here](http://www.shepherd.edu/wordpress-1/wp-content/uploads/2015/03/separation-notice.pdf).

A Student Separation Notice will also need to be done at the end of the academic year or summer term for students. This needs to be completed immediately following the student employee’s last work day. Please include on the separation if the student is returning, not returning, or graduating as well as, the last day the student physically worked in the position.

The student will not be separated from the payroll system until after the student’s last pay has been issued. Supervisors will continue to see their separated employee in Kronos until the state has completely processed their separation.

### Performance Evaluations

Supervisors should complete a performance evaluation for all students under their supervision at the end of every spring semester or when a student leaves a position which can be found [here](http://www.shepherd.edu/wordpress-1/wp-content/uploads/2016/12/Student-Employee-Performance-Evaluation-Form-Mar-2009.pdf). This documentation of the student’s performance is kept in the student employee’s file to be used to support a termination from employment or to provide information about the student’s work experience at Shepherd University.

### FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

* 1. School officials with legitimate educational interest;
	2. Other schools to which a student is transferring;
	3. Specified officials for audit or evaluation purposes;
	4. Appropriate parties in connection with financial aid to a student;
	5. Organizations conducting certain studies for or on behalf of the school;
	6. Accrediting organizations;
	7. To comply with a judicial order or lawfully issued subpoena;
	8. Appropriate officials in cases of health and safety emergencies; and
	9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date, and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, please call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Alternatively, the following address may be used:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

|  |
| --- |
| QuestionsQuestions should be addressed to the Student Employment staff:Tori Wilds, Student Employment Coordinator304-876-5381twilds@shepherd.eduMarian Willauer, Student Employment / wvOasis304-876-5792mwillaue@shepherd.edu  |

## STUDENT EMPLOYMENT POLICIES

This section of the Student Employment Manual contains information and policies about student employment, that while not necessarily a direct function of supervisors, it is relevant to the hiring of students.

### Parameters of Student Employment

1. Students must be approved University employees before training or working begins! Student employees must be paid while working in the Student Employment Program. All work hours must be reported to Payroll and be compensated. Student employees must be paid for participating in training.
2. Students may not perform their duties as volunteers, even if they are requested to do so by their work-site supervisors or if they agree to do so. One exception to the no-volunteering law is when a Student employee’s FWS award is exhausted and the department cannot pay the student from their funds. At that point, the student’s employment is considered terminated, and the student may then volunteer if s/he wishes to do so. This practice is not encouraged. The supervisor MUST tell the student that s/he is no longer an employee and cannot force the student to volunteer. A document stating that the student understands s/he is no longer an employee and will not be paid for any time spent volunteering for the department or agency must be signed by the student and the original sent to the Student Employment Coordinator for approval prior to the student’s volunteering.
3. Student employment, regardless of funding source, is a form of financial assistance enabling the students to pursue their education. Student employment is intended to provide students with an opportunity to meet their educational objectives.
4. Student employees are not eligible for health and welfare benefits, sick leave, vacation, paid holidays, retirement benefits, unemployment compensation, or any other benefit offered through Shepherd University for classified or non-classified employees. Service in this capacity does not apply to any seniority or years of experience if the student employee is hired for a full-time or part-time position by the University.
5. Student employment is completely at will. No disciplinary steps or procedures need be undertaken by the supervisor before the dismissal of a student employee.
6. The general appointment period is for one standard academic year (fall/spring) and is subject to renewal. There is no automatic year-to-year continuation of the job. Supervisors determine whether or not a student will be invited to return to the position for the next academic year. Once it is determined a student will be returning to the same position next academic year a Rehire Modification is processed. Employment for the summer term must be applied for separately with an online application.
7. Student employees are not permitted by Shepherd University to operate any vehicle during the course of their work duties without completing a state approved driving course and without prior authorization by their supervisor. Supervisors should not typically require student employees to use their personal vehicles for University business. If they do so, then they would be eligible for travel reimbursement through the Procurement Office, by completing a travel expense reimbursement request form.
8. Supervisors must do all they can to ensure the safety of student employees. They must never assign any task that is considered unsafe.
9. Student employees generally are not permitted to work overtime or to work on University observed holidays, including days when the University is completely closed due to inclement weather. Overtime and holiday work are permitted only in extreme circumstances.
* Overtime is defined as time spent working over 40 hours per week. Obviously, this is considerably in excess of the 25 hours per week of work routinely allowed for student employees.
* Holidays are defined as those designated in West Virginia Higher Education Policy Commission Series 14 and Shepherd University Board of Governors Policy No. 8.
* When student employees work on holidays – or days when the University is completely closed due to inclement weather – they will be compensated at the regular rate of pay.
* When the University is closed for inclement weather, student employees are not to report to work unless they have been designated by their supervisors as emergency employees, and this designation has been approved by the Student Employment Coordinator. Working on days when the University has been closed for inclement weather is not permitted for non-emergency student employees.
* Overtime and holiday work must be authorized by the student’s supervisor and approved by the Department’s Vice President. Then the supervisors may email their request to the Student Employment Coordinator.
1. Because of Federal restrictions related to the use of FWS funding, student employees may not work in positions that involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. That would not be expected to be an issue on Shepherd University’s campus but the language is included in this document to assure the University’s compliance with Federal law.

###

### Student Job Categories

There are three categories of student positions and the rate of pay is different for each of those levels. The distinction between levels is based on the qualifications, duties and responsibilities, scope and complexity of the respective position.

Most positions fall into the Level A category. Level B requires more specialized training, specific advanced certifications, and/or advanced knowledge of specific software programs. Level C requires relevant prior experience, knowledge from advanced coursework in the specialized training, independent decision-making skills, technical skills including web development, and sometimes the supervision of others. Graduate Level requires relevant prior experience, knowledge from advanced coursework in the student’s major area of study, organizational and training skills and/or leadership abilities. Other rates of pay exist, but those must be applied for individually and will only be approved in extraordinary circumstances.

In the interest of equality and fairness, the Student Employment Office strives to maintain a consistent standard of pay for comparable positions. It is understood that the job categorizations in the Student Employment Program are on a student level and may not compare with a full-time employees position in responsibility, workload, etc. It is understood that *Student* is a part of any title and that a student employee should never be used in any way that may displace or replace a permanent employee. The Student Employment Program categorizations are governed by employment conditions that are appropriate and reasonable according to the type of work performed, the geographical region, and the compensation scale for Shepherd University classified employees. The Student Employment Office is responsible for the final assignment of the appropriate job titles and pay category of all Shepherd University student employee positions.

**Level A Positions**

**Qualifications:**

Level A positions are those that require basic skills, abilities, and some specialized training and certifications. These positions may require knowledge of policies and procedures. They do not require extensive training or experience, although in some cases introductory coursework may be useful in carrying out job responsibilities. Depending on their job titles, students working in Level A positions may need to complete pre-requisite courses with specified grades.

**Duties and Responsibilities**:

Job duties for Level A positions may include clerical work (for example: typing, using computer software programs, filing, sorting mail, answering phones, greeting customers, entering data); custodial tasks; general food services; laboratory setup and maintenance; basic store keeping; security and/or parking enforcement; and library operations. Additionally, job duties for Level A positions may include helping to coordinate critical department events; writing reports; performing accounting and basic office management.

**Scope and Complexity:**

Level A positions generally are structured, with work assignments, priorities, and deadlines determined by the supervisors. Students in Level A positions may be expected in an emergency situation to make independent judgment calls. Any complex problem solving is supervised. Due to routine supervision, errors on the part of the students in Level A positions should be contained to the assigned project and corrected by the supervisors when the employees’ work is checked. Student employees in Level A positions are not responsible for the management of any functional area although they may have the responsibility of training and supervising other student employees.

**Examples of Level A positions:**

Custodial & Event Assistant

Student Assistant User Support

Student Assistant Wellness Cafe

Student Bookstore Assistant

Student Game Zone Assistant

Security Personnel

Student Office Assistant

Student Ambassador

Weight Fitness

Biology Lab Assistant

**Level B Positions**

**Qualifications:**

Level B positions are those that require specialized training, specific advanced certifications, and/or advanced knowledge of specific software programs. These positions may require knowledge of policies and procedures. Students working in Level B positions may need to complete pre-requisite courses with specified grades, supply recommendations from instructors, and maintain a certain GPA.

**Duties and Responsibilities**:

Job duties for Level B positions may include critiquing resumes for fellow students; providing a support network for students having difficulties with course work; and tutoring other students. Some Level B positions require students to work off campus in the community.

**Scope and Complexity:**

Level B positions are less structured than Level A positions, with work assignments, priorities, and deadlines determined by the supervisors and the student employees. Student employees at this level may occasionally need to make independent judgment calls based on prior training and experience, deferring decisions to their supervisors when in doubt. Students in Level B positions are rarely under constant direct supervision so errors on the part of these student employees may not be immediately detected and may affect some number of people. Level B positions do not generally have supervisory responsibilities due to the specialized nature of their work.

**Examples of Level B positions:**

Academic Peer Tutor

Community Service/Tutors

Student Lifeguards

Senior Library Assistants

Student Accounting Assistants

Desk Assistants

**Level C Positions**

**Qualifications:**

Level C positions require relevant prior experience, knowledge from advanced coursework in the student’s major area of study, knowledge of various policies and procedures, organizational and training skills, and/or leadership abilities. Additionally, advanced and uncommon computer skills may be needed.

**Duties and Responsibilities**:

Job duties for Level C positions may include updating procedures and policies; scheduling, training and supervising other student employees; managing projects; maintaining social media updates; and/or designing marketing materials.

**Scope and Complexity:**

Level C positions are loosely structured and control over work assignments is exercised by the student employees as well as their supervisors. These student employees are expected to identify work assignments and carry out daily duties with minimal instruction or direction, under the review of their supervisors. They make independent decisions and perform complex or specialized assignments. Students in Level C positions are rarely under constant direct supervision; therefore, any errors on the part of these student employees may not be immediately detected and may affect a large number of people. Students in Level C positions often have some responsibility for training and supervising other student employees.

**Examples of Level C positions:**

Biology/Math Research Assistant

Information Center Student Manager

Student Graphic Designer

Student Water Safety Instructor

Wellness Center Flex Manager

**Graduate Positions**

**Qualifications:** Graduatepositions are used for graduate assistants who are expected to have a specific set of skills and attributes. Required competencies are a commitment to diversity and multiculturalism, effective communication skills, initiative, passion for learning, professionalism, and time management and organizational skills. Graduate positions are available only to students who have been admitted to a Shepherd University graduate program.

**Duties and Responsibilities**: Job duties for Graduate positions may include research; strategic planning; assessment; application of current theoretical models; advising and mentoring students; event planning and management; training; and/or workshop facilitation. Fulfillment of duties may require expertise in database management, marketing, facilities management, and/or crisis intervention and conflict resolution.

**Scope and Complexity:** Graduate positions are loosely structured and control over assignments typically is exercised by graduate student employees with general guidance from their supervisors. Graduate assistants must set priorities and meet deadlines and objectives established in collaboration with their supervisors. They make independent decisions, manage programs, and mitigate crises. Since they rarely are under constant direct supervision, errors by graduate assistants may not be immediately detected and may affect an unrestricted number of people. Graduate students may have the responsibility of training and supervising other student employees.

Examples of Graduate positions: Graduate Hall Directors

Graduate Assistants

**Index**

Applying for Positions 4

Conduct 7

Disciplinary Action 12

Dual Positions 7, 12

Eligibility for Student Employment 3

FERPA (Family Educational Rights and Privacy Act) 13

INSTRUCTIONS FOR STUDENT EMPLOYEES 3

INSTRUCTIONS FOR SUPERVISORS OF STUDENT EMPLOYEES 9

International Students 4, 10

Level A Position 17

Level B Position 18

Level C Position 19

Level Graduate Position 20

Lunch Breaks 6, 11

Noncompliance with Policies 9

Overtime and Holiday Work 12

Paperwork Required for Employment 5

Parameters of Student Employment 15

Performance Evaluations 13

Procedures for Hiring Student Employees 9

Questions 8, 14

Rest Breaks 6, 11

Separation 12

Student Employee Rights 7

STUDENT EMPLOYMENT POLICIES 15

Student Job Categories 17

Time Keeping 6, 11

Work Hours 6, 11

Work Week 6, 11