



ANDERSON[®]
UNIVERSITY

2023-2024

Student Employee Handbook



IMPORTANT DISCLAIMER:

PURSUANT TO S.C. CODE ANN. SECTION 41-1-110,
THIS HANDBOOK DOES NOT CREATE A CONTRACT
OF EMPLOYMENT. I UNDERSTAND THAT THE
HANDBOOK DOES NOT CONSTITUTE A
CONTRACTUAL AGREEMENT AND I UNDERSTAND
THAT BASED ON MY AT-WILL STATUS, EITHER I OR
THE UNIVERSITY MAY TERMINATE MY EMPLOYMENT
AT ANY TIME FOR ANY REASON, OR NO REASON,
WITH OR WITHOUT NOTICE, WARNING, OR CAUSE. I
FURTHER UNDERSTAND THAT NO SUPERVISOR,
MANAGER, OR OTHER REPRESENTATIVE OF THE
UNIVERSITY, OTHER THAN THE PRESIDENT, HAS ANY
AUTHORITY TO ENTER INTO AN EMPLOYMENT
AGREEMENT FOR A SPECIFIED PERIOD OF TIME OR
TO MAKE ANY PROMISES OR COMMITMENTS
CONTRARY TO THESE POLICIES OR PROCEDURES.

Print Name

Signature

Date

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I. Introduction

A Message from On-Campus Student Employment

On behalf of Anderson University, congratulations on receiving a job as a student employee!

You have joined a community of students who are dedicated to not only achieving their academic aspirations, but also working towards their financial and career goals. As an employee of AU, you are part of a staff of over 500 student employees. Anderson University is always evolving to better support its students and these efforts would not be possible without its student employees.

While working at AU, we hope your role provides you with more than financial assistance. On-campus jobs are a great opportunity to build relationships with peers and mentors, explore career interests, develop transferable skills, and cultivate career-readiness competencies that will benefit you in future jobs to come.

Ultimately, our purpose is to support you as you prepare for your God-given calling and life after graduation. Whenever we can be of help to you, do not hesitate to contact the On-Campus Student Employment Office.

We are praying for you and your time here at Anderson University!

Sincerely,
Morganne Tankersley
On-Campus Student Employment Program Manager
Center for Career Development
316 Boulevard Anderson, SC 29621
864.231.5675
studentemployment@andersonuniversity.edu



Mission

The mission of Anderson University's Student Employment Program is to provide students with financial assistance to help fund their academic goals as well as the opportunity to explore careers, develop authentic working relationships, receive constructive feedback, and acquire the transferable skills necessary for success in the workplace.

Nondiscrimination Statement

As a private Christian institution of higher education, Anderson University does not illegally discriminate on the basis of race, color, national or ethnic origin, sex, pregnancy, disability, age, religion, genetic information, veteran or military status, or any other basis on which the University is prohibited from discrimination under applicable local, state, or federal law, in its employment or in the provision of its services, including but not limited to its programs and activities, admission, educational policies, scholarship and loan programs, and athletic and other University-administered programs. As a religious institution, the University is exempt from certain regulations promulgated under Title IX of the Education Amendments of 1972 which conflict with the University's religious tenets.

The following person has been designated to handle inquiries or complaints regarding the non-discrimination policy, compliance with Title IX of the Education Amendments of 1972, and inquiries or complaints regarding the disability non-discrimination policy, including compliance with Section 504 of the Rehabilitation Act of 1973:

Dr. L. Dianne King
Associate Vice President for
Student Development
Dean of Student Success
Title IX Coordinator
Thrift Library Office 203
316 Boulevard, Anderson, SC 29621
864.231.2026 / 864.231.2075
ldking@andersonuniversity.edu

A report may also be made to the
U.S. Department of Education,
Office for Civil Rights:
U.S. Department of Education
Office for Civil Rights
400 Maryland Ave., SW
Washington, D.C. 20202-1328
1.800.421.3481
ocr@ed.gov
<http://www.ed.gov/ocr>

Statement of Compliance with Title IX

Anderson University's Title IX policy can be found on the [university website](#).

II. Student Eligibility

Enrollment Status Requirements

To be eligible to become a student employee, an individual must be currently enrolled at Anderson University in a minimum of six undergraduate hours or three graduate hours.

Students are generally not eligible for employment after graduation. Certain exceptions, however, may apply. Any requests regarding a student working after their day of graduation must be submitted by the student's supervisor and approved by Student Employment no later than 3 weeks before their day of graduation. Please reach out to Student Employment for further information.

Incoming Student Eligibility

New students are eligible for employment during the summer term before they start school. A new student is recognized as such once they have registered for classes.

Maintaining Eligibility Requirements

In order for students to remain eligible for federal work study funding, they are required to maintain Satisfactory Academic Progress, including a 2.0 GPA. There are no exceptions to this requirement.

Student Conduct Issues

Violation of student employment policies and/or the student code of conduct may result in the loss of student employment eligibility.

III. The Employment Process

NOTE: Students aren't legally allowed to begin working until their onboarding process is complete. The university may be subject to a fine if this occurs. According to the Department of Labor, work includes any training that a student receives.

1. Finding a Job

Job Postings

All available University positions will be posted on the online job platform, Handshake. Students can access their Handshake account using their AU credentials at the link below:
<https://andersonuniversity.joinhandshake.com/login>

To find available positions in Handshake, students should search "Anderson University" and choose "On Campus Student Employment" as the Job Type. Students will then be able to view and apply to jobs.

Job Descriptions

On-campus student employment job descriptions can be found in job postings on Handshake. A copy of the applicable job description will be provided to students upon employment. Position descriptions are required for reporting purposes and providing student employees with clear job expectations.

Job Applications

Students should complete an application in Handshake for any position for which they wish to be considered. Any required application documents will be listed in the job posting. Application information will enable the employing department to evaluate the student's ability to perform job requirements.

2. Interviews

If a student is chosen from the applicants to join in the interview process, they will receive communication from the hiring office offering them an interview and stating the time and place of the meeting. Students should be prepared to treat this interview as professionally as they would for post-college positions. After the application period has closed, applications are expected to be reviewed in a timely manner.

Interviews may be held either over Zoom or on campus.

Accepting a Position

Once the hiring office has offered the position to the student, the student should promptly communicate whether they accept or decline the role.

3. Onboarding

In-depth instructions on completing the onboarding process are provided to each new student employee after they are hired into Workday. Students are not allowed to begin working until legally authorized to do so. This is communicated via an email to the student and their supervisor after onboarding is complete.

New Hire Documents in Workday

Each student is required to complete hire documentation including an I-9 form, payment elections, tax withholding documents, etc.

Please be sure to promptly complete each item as outlined in the onboarding email sent from On-Campus Student Employment before making an onboarding appointment.

Onboarding Appointment

Students are required to attend an appointment with On-Campus Student Employment. During this meeting, students' I-9 ID documents will be reviewed for legal work authorization (list of acceptable documents can be found in Appendix A). Additionally,

students are provided an overview of student employment policies and resources.

Authorization Email

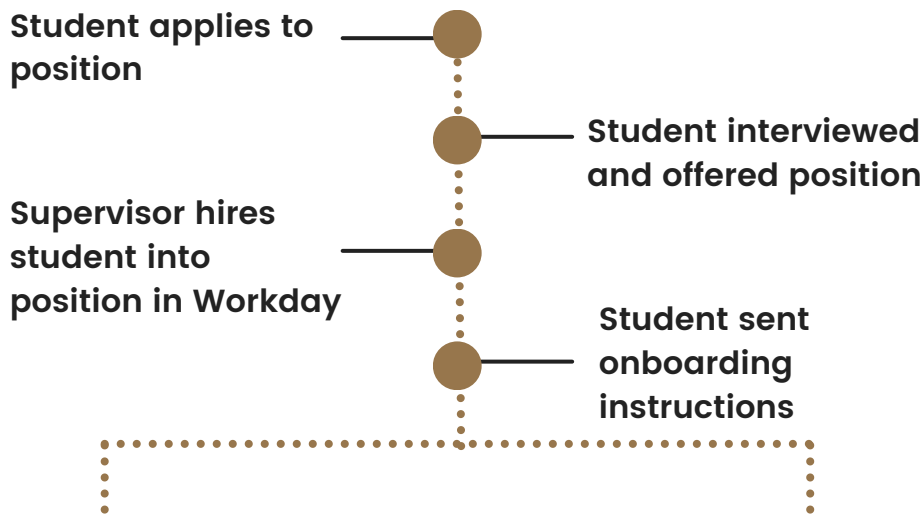
After onboarding is complete, On-Campus Student Employment will send email notification to both the supervisor and the student that the student is legally authorized to begin working.

Graduate Assistants

All Graduate Assistant positions will be processed through Student Employment. All Graduate Assistant positions must have a Graduate Assistant Tuition Waiver Application submitted and be reviewed by the Executive Director of Budgeting. A background check, onboarding materials, and in-person onboarding appointment are required before the Graduate Assistant can be authorized to work.

Graduate Assistants will likely be required to complete additional training, which will be communicated and distributed to them via email during the onboarding process.

Student Employment Process Overview



Existing student employees:

After approvals from Financial Aid and Student Employment, supervisor and student receive email notification.



Student must sign and return job description to Student Employment.



Student clocks in and out of position, submitting their time to supervisor on a weekly basis and also at the end of the month for any time not already submitted.

New student employees:

1) Must complete onboarding items located in their Workday inbox.

Section 1

- Update Personal Information
- Update Contact Information
- Edit Government IDs

Section 2

- Manage Payment Elections
- Complete State and Local Withholding Elections
- Complete Federal Withholding Elections
- Complete Form I-9



2) Must make appointment in Handshake to bring original I-9 documents by the Student Employment office for review.



3) Once Student Employment clears student, the supervisor and student will receive an email notification.

Instructions given via email!



New student employees can only begin work (which includes training) after this email has been sent.

IV. Compensation and Payroll

Compensation

Compensation Rates

There are four levels of student employment positions determined by the skill levels required to perform the jobs. See the Student Employee Pay Scale below for a brief description of student pay rates. Student Employment reserves the right to request additional justification for pay rates.

All student positions are non-exempt and thus, students are paid an hourly rate. Non-exempt employees are subject to minimum wage and overtime regulations. Any student working over 40 hours in one work week is entitled to overtime pay at a rate of 1 ½ times their regular rate of pay.

Student Employee Pay Scale				
	Level Description	Min.	Mid.	Max.
Level 1	Performs basic tasks, repetitive in nature. Student work is considered entry level with minimal training needed.	\$8.00	\$8.50	\$9.00
Level 2	Performs work requiring a combination of basic skills and some experience or training.	\$9.00	\$9.50	\$10.00
Level 3	Performs work requiring some specialized training & acquired skills. May have a minimum experience required. Works with greater independence than lower level positions and receives minimal supervision.	\$10.00	\$10.50	\$11.00
Level 4	Performs para-professional level work. Provides leadership in areas of expertise. Positions work independently & can be highly technical in nature.	\$11.00	\$11.50	\$12.00

ANY PAY OVER \$12.00/HR MUST BE APPROVED BY STUDENT EMPLOYMENT.

Please contact studentemployment@andersonuniversity.edu to make this request and provide reasoning for the amount.

Compensation Increases

Student wage increases can be based on merit, experience, or an increase in assigned duties. They are determined by the assigned supervisor and will be approved by the applicable budget manager(s).

Volunteers

All volunteers, regardless of student/non-student status are overseen by the Office of Human Resources. If an office believes that they have a legitimate reason to utilize volunteers, they must refer to the volunteer policy in the Employee Handbook (p. 27) and follow the listed guidelines.

A student must be paid for any work for which another has been compensated. Volunteers should not be utilized if the work being done merits payment.

Time Tracking

Students are required to use Workday to clock in and out while working their position(s). They must submit their hours on a weekly basis and ensure that all hours for the month are submitted by midnight on the last day of the month.

Their supervisor then needs to approve the time for it to be sent to Payroll for processing.

Student Employment will send reminder emails for each deadline. If time is left unmatched, unsubmitted, or unapproved by the first weekday of the month, On-Campus Student Employment will communicate with all parties involved providing instructions to remedy the situation. Failure to submit or approve time timely reports by the student or the supervisor may result in a delay of payment until the next pay cycle.

Payment Process

Method of Payment

Student employee payment is provided on the 15th of each month. If the 15th lands on a weekend or Federal holiday, payment will be provided on the first weekday previous to that.

Payment is received through direct deposit into the bank account provided by the student employee in Workday. This information must be set up in Workday during the onboarding process before a student is allowed to begin work and updated in the system should any changes occur.

Benefits and Paid Leave

As part time non-exempt employees, student employees do not receive any benefits including insurance, retirement, paid leave, etc. from Anderson University as their employer.

FICA Taxes

While a student employee is enrolled part-time in classes, they are FICA tax exempt. FICA taxes put 7.65% of a paycheck towards Medicare and Social Security. If a student employee continues to work over the summer but is not enrolled part-time in classes, they will become FICA tax subject until they are enrolled part time again.

V. On-Campus Student Employment Policies

Pre-Hire Policies

Employment of Relatives

Employment of family members in situations where one family member directly supervises or reports directly to another family member is not permitted. For the purposes of this policy, a family member is defined as a spouse, parent, child, stepchild, sibling, spouse of child, grandchild, grandparent, and anyone with the same relationship to an individual's spouse.

In cases where two members of a family are employed in any capacity with the University, one family member may not engage in or participate in any decision-making process directly affecting the other family member.

Employment of Minors

If a student is a minor, Bureau of Labor regulations require that proof of age (copy of a driver's license, passport, or birth certificate) must be filed in the department.

Working Prior to Being Authorized to Work

It is strictly prohibited for a student employee to work (or volunteer with the intent to work the same job after authorization) previous to notification of their legal authorization to work by On-Campus Student Employment. Please note that any training is considered work.

The university may be subject to a fine should a student work prior to legal authorization.

Workload Requirement

Student employees cannot be hired to fill a position that would be held by a full-time employee or be responsible for major tasks also associated with a full-time position.

Required Pre-Work Trainings

Blood-borne Pathogen Training

Blood-borne Pathogen training is required to be taken by any student employee that will have a moderate or high risk of exposure to blood or bodily fluids as part of their position. Training is completed online through Vector Training and must be completed prior to them starting work.

Blood-borne Pathogen Training must be taken annually.

Driver Training and Document Submission

Initial Training Process

Driver Training is required to be taken by any student employee who will be operating a university vehicle, golf cart, or a personal vehicle (while clocked in and performing duties within the scope of employment) as a part of their position. Training is completed online through Vector Training and must be completed prior to the student employee operating applicable vehicles for work. This training will be completed once during their time of student employment at AU. No student employee with a record of unsafe driving practices will be eligible to operate a university vehicle.

All drivers of university vehicles are required to notify Student Employment or the Facilities Coordinator immediately of any traffic offenses which occur regardless of whether it occurred in a university vehicle or their personal vehicle (procedure on pg. 23).

In addition to training, students who operate golf carts and/or university vehicles are required to provide:

- A photo of their license to Amy West in Facilities (awest@andersonuniversity.edu) and
- A current Motor Vehicle Report (MVR) to Student Employment.

Instructions regarding requirements for driver training will be explained to the applicable student employees in email communication from Student Employment.

Notes:

- Student employees over the age of 21 can operate a university car, van, or truck. Students under the age of 21 are only permitted to operate golf carts.
- International students must have a US driver license in order to operate any university vehicle which includes: golf carts, cars, vans, or trucks.
- The employing office will be responsible for paying the cost associated with students requesting an MVR from their state DMV.

Driving Conduct

Drivers of University vehicles or personal vehicles while engaged in University activities are only permitted to use hands free (subject to local law) cellular phones or other electronic equipment while operating a moving vehicle at any time, regardless of location. Drivers should obey traffic laws at all times and will be personally responsible for traffic violations, including parking tickets. Drivers are also prohibited from operating a vehicle while under the influence of alcohol or medications which may impair the driver's ability to operate the vehicle.

Reporting Accidents

The following procedures apply when a student employee is involved in an accident with an institutional vehicle, or while performing services on behalf of the University in their personal vehicle:

1. Drivers should immediately notify law enforcement and call 911 if there are injuries to individuals. If properly trained and necessary, render first aid and provide help to the injured.
2. Efforts should be made to secure the names, addresses, and telephone numbers of any witnesses.
3. Drivers should be cooperative and truthful, but not admit, make statements about, or express opinions or conclusions regarding fault or liability.
4. Drivers of institutional vehicles should contact the Facilities Coordinator and his or her supervisor to report the accident.
(continued on next page)

5. Drivers of personal vehicles performing University services should report any accident to Student Employment, the Facilities Coordinator, and his or her supervisor as soon as possible.
6. The employee must turn in the “Verification of Insurance” report required by state law to the Facilities Coordinator.
7. When requested to do so, the driver will submit a written accident report to the Facilities Coordinator.

Scheduling Policies

Each semester, student employees should work with their supervisor to establish a work schedule. The work schedule must be in accordance with the student's class schedule.

Every attempt should be made to plan work hours at times convenient to the student. However, the department's needs should also be taken into consideration when assigning work hours. Once agreed upon, a supervisor should provide each student employee with a copy (digital or physical) of their work schedule.

Work Week

The student work week runs from Friday to Thursday, meaning that the hourly limits must be worked within that particular span of days, as listed in Workday. When "week" is used, it will always mean a Friday through Thursday period of seven (7) days.

Weekly Hour Limit

Undergraduate students are limited to working no more than twenty (20) hours per week while classes are in session. Graduate students can work up to twenty-eight (28) hours per week while classes are in session. During weeks when no classes are held, students are limited to working no more than forty (40) hours per week.

Under no circumstances are international students allowed to work more than 20 hours per week during the academic year as this would be a violation of their visa agreement, which could jeopardize the student's ability to remain in the country.

*Please note that if a Friday-Thursday period during the regular semesters (Fall and Spring) has classes in session on even just one day during that time, students can still only work up to their 20/28 hour limits, as stated above.

The listed limits include all university student employment positions held simultaneously.

If a student exceeds the weekly 20-hour limit without an approved exception, they and their supervisor(s) will receive a warning email from On-Campus Student Employment. The below factors will be taken into consideration by On-Campus Student Employment when determining whether or not an official meeting with the student and supervisor(s) will be requested to resolve this issue:

- Severity of offense
- Frequency of offense (including time between offenses)
- Status as an International Student (as exceeding 20 hours would be breaking this student's visa agreement)

Weekly Hour Limit Exceptions

Under certain circumstances, an undergraduate student may be allowed to work over their 20 hour limit for a short period of time. Such exceptions are only provided after On-Campus Student Employment has approved a request made by the students' supervisor. In very few cases, extended durations are approved. International students are not eligible for exceptions due to their visa agreement requirements.

Scheduled Class Time

Students are not permitted to work during their scheduled class time, even if class is canceled or ends early. It is highly recommended that supervisors attain a copy of each student employee's class schedule every semester to ensure that this is upheld.

Office Hours and Breaks

The standard University office hours are 8:30 am to 4:30 pm, Monday through Friday, although they may vary between departments. Punctual and consistent observance of scheduled hours is expected from all student employees.

Students are expected to notify their immediate supervisor of any inability to report for work within thirty (30) minutes of the scheduled report time. Absence without notice for three (3) consecutive days is considered job abandonment and may result in immediate termination.

While not required, department heads and supervisors are authorized to permit reasonable rest periods during the workday. A reasonable rest period should not exceed a fifteen (15) minute break during each half day of work or three (3) hours. The rest periods are intended to be followed and preceded by a work period and cannot be used to cover late arrivals or early departures from work. A lunch break is an unpaid break of at least thirty (30) minutes and not more than sixty (60) minutes for employees who work at least 6 hours in a day. Lunch periods may only be used to cover late arrivals or early departures when approved in advance by your supervisor and must be accurately reflected on the student's timesheet.

Holidays

For student holidays and breaks where classes are not in session, but offices remain open, supervisors are expected to communicate to student employees about their expected work schedules.

Verification of Employment Information

Requests for employment information/verification about a current or former student employee should be directed to the On-Campus Student Employment.

Student Employee Requirements

Confidentiality

Student employees often have access to confidential materials pertaining to financial, employee, and student information. They are prohibited from sharing this information with others or using it for themselves for any reason not connected with university business. This confidentiality continues indefinitely, even after employment ends. Supervisors should remind their student employees that maintaining confidentiality is mandatory, as stated in the confidentiality statement within the work agreement that they reviewed and signed upon being hired.

Accurate Time Keeping

Students are responsible for accurately tracking their time in Workday by clocking in when they begin work and clocking out when they leave work. Should a student forget to clock in/out or have issues with clocking into the system accurately, they are responsible for communicating the specific in and out times and dates to their supervisor. This is to ensure that they are added accurately to Workday.

Falsifying time tracking methods for employment is a violation of the law. This includes a supervisor intentionally misrepresenting student clocked hours by adding time into Workday that doesn't accurately reflect the actual date, times of day, or number of hours worked as well as a student purposefully clocking time when not actually at work. Such improper conduct may result in discipline up to and including termination.

University Representation

Student employees are responsible for representing Anderson University well by meeting the expectations described in the Student Handbook as they work in their positions on campus.

Use of University Electronic Devices

Students who have student employee email accounts are required to log into them when using any University Device for work purposes. Please note that this account is separate from a general student account.

General student account:

semployment101@andersonuniversity.edu or
s.employment1@andersonuniversity.edu

Student Employee account:

semployment.se@andersonuniversity.edu

To request the creation of a student employee email account or additional access rights for a student employee email account that

has already been created, supervisors should submit an IT Work Request at www.helpdesk.andersonuniversity.edu.

Student employees are prohibited from using their general student account or another employee's account for work purposes. Failure to comply with these policies may result in the immediate disabling of the student's and/or supervisor's account until they meet with the University's Chief Information Officer (CIO). Such improper conduct may result in discipline up to and including termination.

Student Employee Rights and Resources

Accommodating Disabilities

Student employees who believe they have a disability and who wish to request an accommodation should contact the Center for Student Success & Accessibility Services or their immediate supervisor. If informed by the student, supervisors should then assist the student in reaching out to The Center for Student Success & Accessibility Services. For questions regarding disclosing disabilities or accommodation services, students or supervisors can contact The Center for Student Success at gberndt@andersonuniversity.edu.

Additional information on Accessibility Services can be found at www.andersonuniversity.edu/student-success/accessibility-services.

Grievance Process for Student Concerns

If a student employee has a concern regarding their supervisor, they may contact On-Campus Student Employment, providing them with a brief written summary of the situation including applicable dates and any other documentation. The student may then meet with Student Employment to discuss the situation. Further steps may be taken after the issue is evaluated by On-Campus Student Employment, HR, and any other necessary university bodies.

Students who want to discuss such situations before formally filing

a concern are welcome to call or come by the Student Employment Office to discuss the matter privately.

Student employees should be aware that, should they choose to turn in a good faith complaint regarding their supervisor, they will be protected from retaliation. However, information pertaining to university employees may be shared with them in order to take steps to review and resolve the issue.

Privacy

According to FERPA, non-directory information about a student employee is private and cannot be shared with any unauthorized individual. Authorized individuals may include Student Employment, HR, and Student Conduct, but do not include the student's fellow student employees, past or current supervisors (whether at the university or not), or family members (unless the student has waived their FERPA rights, which would be determined by contacting the Registrar's office). In terms of student employment, this includes items such as compensation rates, job history, performance concerns, etc.

VI. Performance

Performance Guidelines

Job descriptions

Supervisors must keep an up-to-date, signed job description on file for each student employee.

Internal Training

Once the student starts their position, the supervisor must ensure that they provide them with all the training necessary to be successful in their new role. This not only includes providing hands-on training on the work that the student will be performing, but also more broad training pieces, such as giving the student a tour of the office/student workspace, introducing them to staff who work in the office or will be able to assist them, and giving them a big-picture overview of the services the office provides the university, etc.

Goal Setting and Evaluations

It is highly recommended that regular (weekly, monthly, semesterly, or annually) evaluations with student employees are conducted to assess growth based on goals provided to the student at various times throughout their employment.

Performance Concerns and Terminations

Addressing Concerns

Student employees are expected to fulfill specific job requirements and meet established job standards while employed by the university.

Concerns could include but are not limited to:

- Repeated absences without reasonable notice ("reasonable notice" may be defined differently by office/department and should be communicated to student employees by the applicable supervisor);
- Breach of confidentiality as described in the confidentiality statement signed by the student;

- Working during scheduled class time;
- Improper use of university property;
- Threatening or attempting bodily harm to any individuals;
- Consuming alcohol or drugs while at work or coming to work while under the influence of such substances;
- Possession of illegal weapons;
- Falsification of hours; and
- Theft of personal or university property.

For more information or assistance regarding performance concerns, the On-Campus Student Employment Program Manager can be reached at mtankersley@andersonuniversity.edu.

ANDERSON UNIVERSITY IS AN “AT WILL” EMPLOYER AND RESERVES THE RIGHT TO TERMINATE A STUDENT’S EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR REASON, AS DETERMINED BY THE DEPARTMENT SUPERVISOR. SIMILARLY, A STUDENT MAY RESIGN AT ANY TIME, ALTHOUGH THE UNIVERSITY REQUESTS THAT THE STUDENT PROVIDE A TWO-WEEK NOTICE.

Recognition

On-Campus Student Employment hosts Student Employee Appreciation Week for one week during each spring semester. This week includes giveaways, free food, and prizes to student employees (events vary by year).

During this week, students are encouraged to submit nominations for supervisor of the year. Supervisors are offered the opportunity to submit nominations for the student employee of the year. Both awards are announced at the end of Student Employee Appreciation Week.

VII. Emergency and Safety Procedures

Working Outside of Office Hours

Campus Safety should be notified of any employees working during campus closures or outside of reasonable office hours. Campus Safety can be reached at 864-231-2060 or campussafety@andersonuniversity.edu. As the university moves to a card access system, card access requests after hours should be sent to Campus Safety.

Keys and Access Requests

Supervisors who require an office or building key for their student employees should submit a Physical Plant Work Request.

University Vehicle Policy

To drive a university vehicle, golf cart, or a personal vehicle (while clocked in and performing duties within the scope of employment) as a part of their position, a student must complete driver training as issued by Student Employment and, in most cases, supply certain documentation to Student Employment and Facilities. Please see the Driver Training and Document Submission portion of this handbook (pg. 17) for more information.

On-the Job Injuries

If a student employee is injured on the job, the employing department should first contact either 9-1-1 for immediate emergency services or Campus Safety for all other injuries. An injury report must immediately be filed with the Office of Human Resources. Injury Report forms can be found on the public SharePoint page for the Office of Human Resources.

VIII. On-Campus Student Employment Contact Information

Student Employment

studentemployment@andersonuniversity.edu

Morganne Tankersley

On-Campus Student Employment Program Manager

mtankersley@andersonuniversity.edu

864-231-5675

Kathleen Smith

On-Campus Student Employment Coordinator

ksmith@andersonuniversity.edu

864-231-5594

Appendix A

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization	
1. U.S. Passport or U.S. Passport Card	OR	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	AND	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION	
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)	
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal	
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document	
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)	
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)	
		7. U.S. Coast Guard Merchant Mariner Card			
		8. Native American tribal document		7. Employment authorization document issued by the Department of Homeland Security	
		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					
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					

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.