ANDERSON UNIVERSITY

2023-2024

Student Employee Supervisor Handbook

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I. Introduction

A Message from On-Campus Student Employment

On behalf of Anderson University and the On-Campus Student Employment program, thank you for your willingness to help our students grow as scholars, young professionals, and servants of Christ. While they work at AU, we hope our students are able to learn from your mentorship as they develop campus relationships, essential skills, and career-readiness competencies. These are experiences that will extend far past their college journey, equipping them for life beyond this campus.

Student employment can be a powerful resource when viewed as a means to student development and engagement. It fosters growth in a multitude of ways: increasing GPAs, retention rates, and student success. We are able to provide this opportunity to our students because you, as supervisors, are willing to invest your time, energy, and heart into the success of this program.
Please accept our sincere gratitude for your contribution and do not hesitate to reach out if you need additional information or support.

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 On-Campus 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. Supervisor Policies

Supervisor Requirements

Out of the university employees who work directly with a particular student employee, the supervisor of a student employee must be the individual:

- To whom the student directly reports; <u>and</u>
- Who is most able to verify/confirm the hours tracked by a student employee in Workday.*

*This is to ensure timekeeping accuracy as required by Department of Labor (DOL) standards. Please note that this is not due to a distrust of student employees, but rather to be good stewards of university funds.

Supervisors are responsible for completing the below requirements:

1   Must attend initial new supervisor orientation and annual supervisor training to be aware of current student employment policies and procedures. This includes having an understanding of the legal nature of such policies and being prepared to enforce them as necessary. Supervisor orientation is provided by On-Campus Student Employment. Supervisors can request additional training as needed.

2   Must complete/closely oversee all parts of the hiring process for each student employee. This includes:
- Submitting/revising job descriptions;
- Posting jobs on Handshake (which requires an account);
- Facilitating communication with all applicants and scheduling interviews;
- Providing Student Employment with a job description for each position type they supervise;
- Completing the Workday hiring process; and
- Communicating with Student Employment and the student employee as needed.

3 The supervisor is fully responsible for ensuring that a student employee is not allowed to work until they have been legally authorized to do so, which is signified by the receipt of an email stating such from On-Campus Student Employment (training is considered work).

4 The supervisor is responsible for student time entries, not only ensuring that they're accurate but also:
- Correcting time as necessary;
- Communicating with student employees about upcoming submission deadlines;
- Approving their time by the deadline; and
- Making proper delegations if they are unable to do so for a particular month.

*If a supervisor is unavailable/out of the office at any point from the last two days of any month through the 4th of the next, they must request that delegations be provided to another member of their team. They will also need to notify On-Campus Student Employment of the situation and provide the name of the delegate so that all student time issue communication can be directed to that individual during the specified period.

5 Must ensure the accuracy of information regarding their student employment team in Workday. This includes:
- Removing inactive students from the Workday team;
- Updating compensation as needed; and
- Ensuring that cost center information is accurate.

6 Must take responsibility for completing any forms such as "accommodation" or "injury on the job" forms if such situations arise.

7 The supervisor must document any warranted concerns with a student employee and communicate with them about such issues, providing them with standards and a timeline to meet appropriate standards. Then, if an involuntary termination is deemed necessary, the supervisor must contact Student Employment to discuss the next steps and provide any required documentation.

8 The supervisor must be invested in the development of their student employees as young professionals. This includes:
- Ensuring that students are provided opportunities for growth in their position;
- Evaluating student employees' performance; and
- Assisting students develop skills that will extend beyond their role as a student employee.

Supervisor Transitions

If, for whatever reason, a supervisory role is to become vacant, the current supervisor must communicate with Student Employment, notifying them of the change and the identity of the new supervisor as soon as possible, but preferably with at least two weeks' notice before the vacancy of the previous supervisor. This is to provide enough time for the new supervisor to schedule training with Student Employment so that they can be prepared for their new role and given supervisorial rights in Workday.

Student Employment exists to assist you as you carry out the essential requirements of being a student employee supervisor, so please don't hesitate to contact us if you have questions, concerns, or need help with anything.

III. 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 received 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.

IV. The Hiring 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. Posting a Position

Job Postings and Equal Opportunity
To comply with Equal Opportunity Employment guidelines, hiring departments are required to post all student positions on AU's job posting board, Handshake.

This law prohibits illegal discrimination on the basis of race, religion color, national or ethnic origin, age, sex (including sexual harassment and sexual violence), citizenship status, disability, genetic information, or status in the uniformed services of the United States. In order to fulfill its purpose, the university may consider religion in employment. The university is exempt from the application of certain regulations promulgated under Title IX of the Education Amendments of 1972 which conflict with the university's religious tenets. In accordance with these laws, the university also prohibits retaliation against anyone who has complained about discrimination, discrimination-related harassment, or otherwise exercised rights guaranteed by these laws.

Job Descriptions
On-campus employment job descriptions are required for all available positions. Accurate and current position descriptions are required for reporting purposes and give student employees clear job expectations.

The job description must be included in the job posting made on Handshake. Each job posting will be reviewed by Student Employment before it is published and open for applicants. Job descriptions are required by position (for example, if a student will be working two positions within one area, a job description will have to be provided for each).

On-Campus Student Employment reviews job descriptions for each position and will store a copy of the template for future hires into the same position type. Job descriptions for new positions or updates to already established job descriptions should be submitted to On-Campus Student Employment. Job descriptions must then be signed by students either during their onboarding appointment if they are new student employees or electronically and sent back via email if they are existing student employees. A copy will be provided to both the supervisor and student.

If a student's job description changes during their employment, it will have to be re-signed and submitted to Student Employment.

The job description requirement checklist is provided to supervisors, but is also available at request.

Job Applications
Students should complete an application in Handshake for any position for which they wish to be considered. Application information will enable the employing department to evaluate the student's ability to perform job requirements. Student applications and search records (interview notes and reference check information) should be kept on file for one year.

2. Interviews

After the application period has closed, applications should be reviewed. A supervisor should offer an interview to any individuals moving forward in the process. Even if there is only one applicant of interest, it is important that they are interviewed not only to determine if they are a good fit for the position but also to give them interview experience. Supervisors must communicate promptly with all student applicants and clearly state if they are being offered an interview, where they will meet for the interview, and what to expect.

It is highly recommended that the supervisor ask one or two other AU employees to join them on a hiring committee to interview student employees. This ensures that the interview process is influenced by multiple perspectives and opinions, allowing students to receive a more accurate assessment.

Interviews may be held either over Zoom or on campus in a location that would consider the privacy of the interviewee.

During the interview, please be sure to inform the student of the most integral pieces of the role, including how many hours they'll be required/allowed to work per week, if there are certain times of the day that the chosen applicant must be able to work, the compensation rate of the position (if not already provided to them), any physical labor they may be required to do, and any other factors that might inform their fit for the role.

Offering a Position

After deciding on an applicant, reach out to the student to offer them the role. Once a student has accepted the position, you may decline all other applicants (you can use status messaging in Handshake to do this easily. Please reach out to Student Employment if you need assistance setting this up).

3. Hiring in Workday

In-depth instructions on completing this process are provided to each supervisor and are also available upon request. Please be sure to follow each step listed in the instructions carefully. If parts of the job creation or hire process are done incorrectly, it may be necessary to start the entire process over.

Create Position

A position must be created in Workday before a student can be hired into it. If there are multiple students who are being hired for the exact same position type, you can create all positions at once, per the mechanism listed in the instructions.

Hire Student into Position

After the position creation has been approved by the appropriate budget manager, a supervisor can then hire each student. Students have to be hired one by one into the positions created for them.

Student Onboarding

If a student is not already an employee of the university, they will be required to complete onboarding before they can begin working. This includes filling out tax documents, direct deposit information, and the I-9 form in Workday. Once they've completed the items in their Workday inbox, they must make an appointment with Student Employment to bring their I-9 ID documents (Appendix A) for review and attend new student employee orientation.

Instructions on completing student onboarding are provided to each student employee via email once their hire is initially approved in Workday.

Immigration Reform and Control Act

Hiring departments must comply with university policies and procedures regarding the IRCA. Students must provide evidence of their identity and employment eligibility and complete an I-9 form as a part of the hiring process.

Authorization Email

After the supervisor and student employee have completed all requirements, Student Employment will send email notification that the student can begin working.

Students who were awaiting legal clearance from the DHS E-verify system will receive an "Authorized to Work" email.

Students who are having a new position added for them will receive an "Additional Position Processed" email.

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.

Any stipend pay for Graduate Assistants should be submitted to Student Employment using the Graduate Assistant Payment Form which can be provided upon request.

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 Hiring
Roadmap

Supervisor posts job on Handshake

*SE approves position and students can apply

Supervisor interviews students

Student offered position

Supervisor hires student into position in Workday

Supervisor creates position in Workday
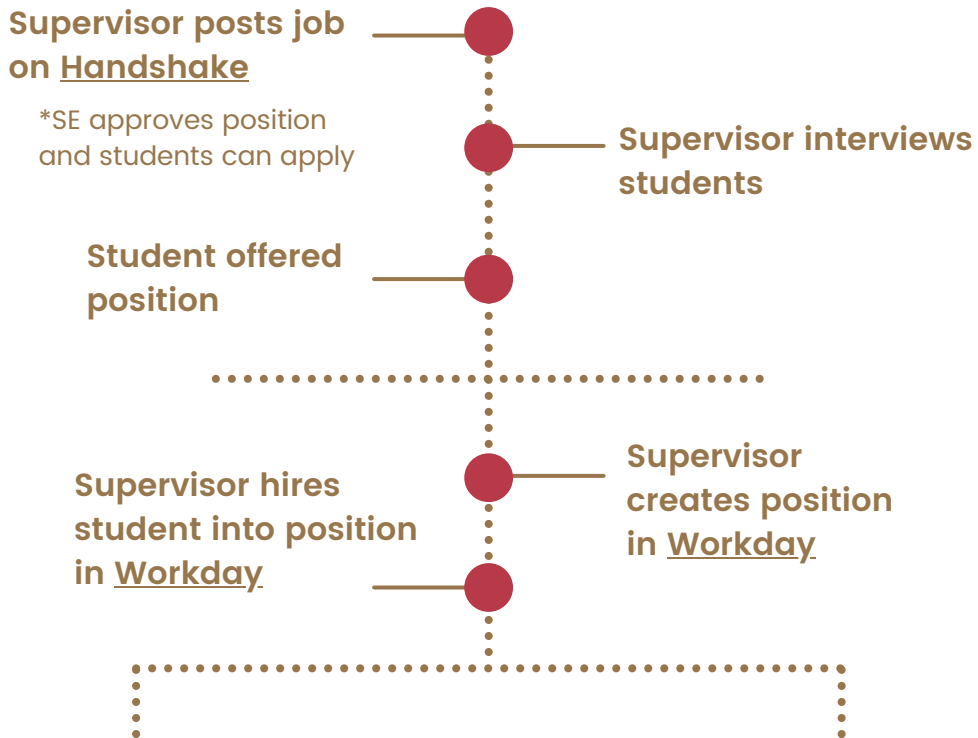
Existing student employees:

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

Student must sign and return job description to Student Employment.

New student employees:

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

2) Must make appointment 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.
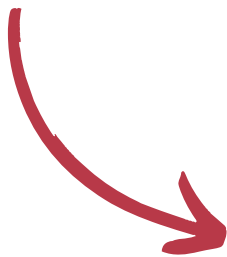
Instructions given to them via email!

Student clocks in and out of position, submitting their time to supervisor on a weekly basis.

Supervisors correct time as needed throughout the month and make a final monthly approval by the first weekday of the next month.

V. 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.

Please note that <u>any pay rate over $12/hr will need to be approved by Student Employment before the applicable position can be processed</u>. Supervisors must reach out to Student Employment to request such a rate and provide reasoning for the amount. Student Employment reserves the right to request additional justification for pay rates.

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

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. <u>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.</u>

Compensation Increases
Student wage increases are determined by the assigned supervisor and should be approved by the applicable budget manager(s). These can be based on merit, experience, or an increase in assigned duties. Compensation changes can be made by the supervisor in Workday.

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.

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

Student Time Tracking

Students are required to use Workday to clock in and out while working their position(s). They must submit their hours weekly and also by midnight on the last day of the month.

It is the supervisor's responsibility to:
1. Review the reported student hours for accuracy,
2. Correct any time tracking errors promptly, and
3. Approve all student hours once reviewed and also by the monthly deadline. Supervisors have until 10:00 AM on the first weekday of the following month to make student time approvals.

If you note inaccuracies in a student employee's time in Workday, please <u>do not send back or deny the hours</u>, but rather reach out to:
1. The student to discuss the situation and
2. Student Employment to determine the next steps.

Student Employment will send reminder emails for each deadline.

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 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 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 7.5% 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.

One-Time Payments
To request that a student be paid a one-time payment (OTP), supervisors must follow the procedure below:

1. External Services
Contact External Services to verify whether such pay would be routed through them or Student Employment.

2. Student Employment and HR
If determined that they should be paid as a student employee, the supervisor should reach out to Student Employment and HR with a description of the role the student will be performing. HR will determine if, based on the duties they perform, the student should be paid a stipend or if they must be paid in an hourly position.
NOTE: Any student being paid an OTP must be hired as a student employee in Workday.

3. Submit OTP Form
If it is determined by the appropriate areas that a student should be paid a stipend, the supervisor must submit the payment using the OTP form, which can be provided by Student Employment upon request. The form is due by the 25th of the month prior to the desired month of pay. Information required for the completion of this request includes:
- Name of requester
- Name of student
- Reason for payment
- Account to be charged
- Gift tags (if applicable)
- Amount to be paid
- Desired month of payment (payment provided through the student payroll on the 15th of each month)
- Gross or Net Pay

Please reach out to Student Employment for assistance.

VI. 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 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

Supervisors and departments should be advised that student employees cannot be hired to fill a position that would otherwise be held by a full-time employee or be responsible for major tasks also associated with such a 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 <u>must be completed prior to them starting work.</u>

Blood-borne Pathogen Training must be taken annually.

Driver Training and Document Submission
<u>Initial Training Process</u>
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 employes 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 is 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, supervisors should work with each student employee to establish a work schedule. The work schedule must be in accordance, and not in conflict with, the student's class schedule. Students are not allowed to work during their scheduled class times.

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. If you are supervising an international student, please ensure that this does not occur.

*Please note that if a Friday-Thursday period during the regular semesters (Fall and Spring) has classes in session on 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

<u>held simultaneously.</u>

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)

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.

Exceptions
Supervisors can request that student employees on their team receive an exception to work over 20 hours in a particular week by completing the form provided by Student Employment. If the exception is approved, the supervisor will receive an email from Student Employment detailing the allowed hours, the time frame in which they can be worked, and the specific students who are provided the exception. Such exceptions are typically only approved if related to university or office-specific "black-out" weeks but may also be considered in other cases provided that dire need is proven.

Exceptions cannot be provided for more than two successive weeks at a time without further discussion with the Student Employment Program Manager. In very specific situations, it may be approved for an undergraduate student employee to have regular hours over 20, but no more than 28 when classes are in session.

Regardless of exception status, students are never allowed to work during their scheduled class times.

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 paid 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

Any supervisor who receives a request for employment information/verification about a current or former student employee should direct the request to On-Campus Student Employment.

Student Employee Requirements

Confidentiality
Student employees have access to confidential material such as financial information, employee information, student information, etc. They are prohibited from sharing 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 to ensure that they are added accurately to Workday.

Falsifying time tracking methods for employment is not allowed. 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: 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 immediate 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 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 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.

VII. Development of Student Employees
Performance Guidelines

Job descriptions

Supervisors must keep an up-to-date job description on file for each student employee. Job descriptions provide a clear standard for student employees, which allows both the student and supervisor to easily evaluate the student's performance.

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 your office provides the university, etc.

Each student employee should receive the same general internal training to ensure that they are equally prepared to work in their position.

Goal Setting and Evaluations

Supervisors are encouraged to provide student employees with time-specific goals based on their job description, ideally incorporating the university's seven Career Readiness Competencies to support the professional growth of students (a full list of the Competencies and their descriptions can be found at https://www.andersonuniversity.edu/center-career-development/mission-career-readiness-competencies).

It is highly recommended that supervisors conduct regular (weekly, monthly, semesterly, or annually) evaluations with student employees to assess growth based on goals provided to the student at various times throughout their employment. The recommended evaluation form can be found in Appendix B.

Recognition

Articulating Accomplishments

Recognizing the hard work of student employees throughout their employment is incredibly important to instill a sense of community, belonging, and job satisfaction. This could be as simple as a kind word or (if merited and approved by the appropriate parties) a compensation increase.

Student Employee Appreciation Week

Student Employment hosts Student Employee Appreciation Week for one week during each spring semester. During this week, Student Employment provides gifts, free food, and prizes to student employees (events vary by year).

Supervisors are encouraged to:

1. Nominate a worthy student employee for the Student Employee of the Year Award to recognize them for their contribution to the university. Nomination forms will be sent to supervisors when the nomination period opens up. The winner will be announced at the end of Student Employee Appreciation Week.
2. Provide student employees with some form of recognition during the week. Some suggestions may include:
   a. Creating Thank You notes, cards, or emails
   b. Highlighting student employees on social media
   c. Putting up appreciation signs or decorations
   d. Planning fun activities or an office get-together
   e. Creating office superlatives or awards
   f. Surprising them with their favorite drinks or snacks

*Please note that university funds cannot be used to purchase items for these events.

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. Although there is no formal performance concern protocol, supervisors are encouraged to discuss, document, and resolve with their student employee any job performance concerns that arise over the course of employment.

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;
- Improper use of university property;
- Threatening or attempting to 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.

Supervisors are encouraged to heavily document any communication or interaction with student employees regarding concerns.

The following steps are provided to supervisors for guidance in addressing concerns:

1. Address the issue immediately with the student.

2. Verbal warning – If the issue has been addressed and continues, the supervisor should meet with the student, inform them of the verbal warning, and clearly communicate what steps or actions need to be taken to remediate the issue. The verbal warning should be documented in writing by the supervisor.

3. Written warning – If the student fails to make the necessary improvements within a stated period of time, the supervisor should prepare a written warning that identifies the concern, defines the actions necessary to remedy the issue, and provide an acceptable time frame. The written warning may state that failure to make the necessary changes may result in termination. The written warning should be signed by the student employee.

4. Should the student's behavior or performance continue to be unsatisfactory, the supervisor may recommend terminating the student employee. If termination is decided, the supervisor must notify the Student Employment Program Manager prior to termination to discuss the situation and determine what paperwork may need to be filed.

For more information or assistance on 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.

VIII. 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 at https://www.andersonuniversity.edu/physical-plant. Please be sure to state the name of the student receiving the key and where the key will be delivered in the work order.

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. 22) 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.

IX. 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	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR		AND
1. U.S. Passport or U.S. Passport Card	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	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)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	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)
4. Employment Authorization Document that contains a photograph (Form I-766)	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. Voter's registration card	
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	
	6. Military dependent's ID card	4. Native American tribal document
	7. U.S. Coast Guard Merchant Mariner Card	5. U.S. Citizen ID Card (Form I-197)
	8. Native American tribal document	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	9. Driver's license issued by a Canadian government authority	
	For persons under age 18 who are unable to present a document listed above:	7. Employment authorization document issued by the Department of Homeland Security
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	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

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

Refer to the instructions for more information about acceptable receipts.

Appendix B

AU Student Employee Evaluation

Student Name _____

Date of Evaluation _____

Job Title _____

Period Being Evaluated _____

Supervisor Name _____

Department _____

General Assessment

The assessment categories are derived from the NACE competencies, which can be found at www.naceweb.org.

Competency	Rating
Communication: Articulates thoughts and ideas clearly and effectively in written and oral forms.	Poor Excellent 1 2 3 4 5
Technology: Leverages and understands technologies ethically to enhance efficiency, complete tasks, and accomplish goals.	Poor Excellent 1 2 3 4 5
Critical Thinking: Demonstrates the ability to identify and respond to needs using logical analysis and an understanding of situational context.	Poor Excellent 1 2 3 4 5
Professionalism: Demonstrates personal accountability, effective work habits, integrity, and acts with the interests of the larger community in mind.	Poor Excellent 1 2 3 4 5
Career & Self Development: Proactively develops their character and career through learning, self awareness, and networking to build relationships.	Poor Excellent 1 2 3 4 5
Leadership: Leverages the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.	Poor Excellent 1 2 3 4 5
Teamwork: Builds collaborative relationships with colleagues. Work within a team structure and negotiate and manage conflict.	Poor Excellent 1 2 3 4 5
Equity & Inclusion: Demonstrates the awareness, knowledge, and attitude to equitably include people from different local and global cultures. Engages in anti-rascist practices.	Poor Excellent 1 2 3 4 5

Appendix B

What goals were provided to the student at the beginning/throughout the listed period?

In what way has the student employee met these goals?

In what ways/areas can the student employee improve and grow?

What are new goals for the next period of employment/after employment?

Student Signature

Date

Supervisor Signature

Date