



ANDERSON
UNIVERSITY

2024-2025

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 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 600 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 Student Employment Office.

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

Sincerely,

Morganne Bramlett
Student Employment Program Manager
Office of Human Resources
316 Boulevard Anderson, SC 29621
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, and compliance with Title IX of the Education Amendments of 1972.

Robyn H. Sanderson
Title IX Coordinator, Associate Vice
President for Student Development &
Dean of Student Development
G. Ross Anderson Jr. Student Center,
Office 157
864.231.5514
316 Boulevard, Anderson, SC 29621
title9@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>

For non-Title IX harassment or discrimination complaints, contact the Executive Director of Human Resources.

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.

Working Past Graduation

If a supervisor wishes a student to continue working past graduation (up to, but no more than 90 days past graduation date), they must reach out to Student Employment to place this request no later than 3 weeks before the student's graduation day. Student Employment will review the request and let the supervisor know if it is approved or denied. Students should not begin working past their graduation day unless they have confirmed with their supervisor that Student Employment approved the work request.

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 may not begin working until their onboarding process is totally complete. This is a legal requirement for all hiring. 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.

To find available positions in Handshake, students should search "Anderson University" and choose "On Campus" 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 and require their signature. 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 virtually 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. Work authorization 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 Student Employment before making an onboarding appointment.

Onboarding Appointment

Students are required to attend an appointment with 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

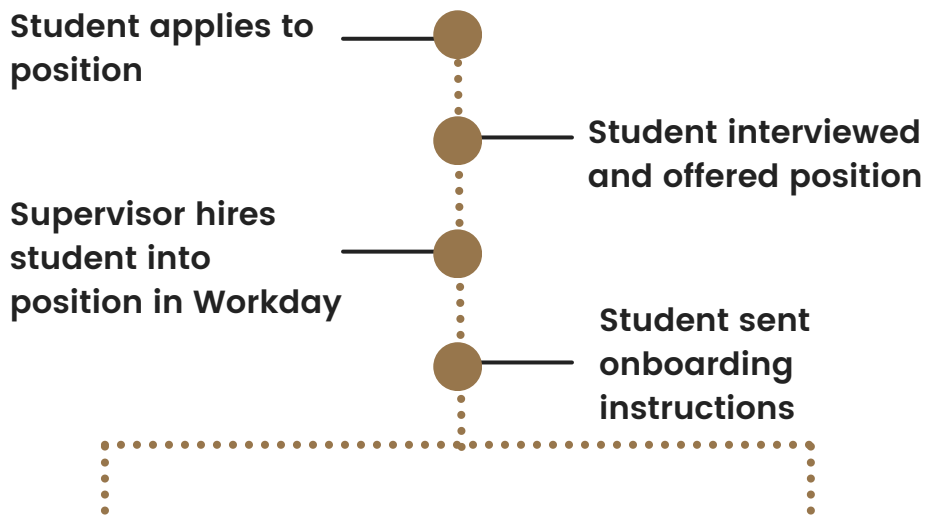
After onboarding is complete, Student Employment will send email notification to both the supervisor and the student that the student is legally authorized to begin working.

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 be required to complete additional training, which will be communicated and distributed to them via email during the onboarding process. They are not allowed to work during their scheduled class times, even the class is cancelled or ends early.

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 to bring original I-9 documents by the Student Employment office for review (use link sent in instruction email).



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. Supervisors are responsible for determining pay rates for jobs, but Student Employment reserves the right to request clarification of any pay rates as needed.

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.

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 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

Tracking and Submission

Students are required to use Workday to clock in and out while working their position(s). Students submit time for payment by going to Workday, opening “Time Tracking,” “Enter Time,” reviewing the time shown, and then choosing the “Submit” at the bottom of the screen, as shown to the right:

Students 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. An employee or supervisor’s failure to fix, submit, or approve time by the deadlines provided may result in a delay of payment until the next pay cycle.

Fri	Sat	Sun	Mon	Tue	Wed	Thu
3	4	5	6	7	8	9
7.666...			7.916...	5.666...	🕒	🕒

Week Breakdown	
Regular:	21.25
Overtime:	0
Personal:	0
Sick:	0
Vacation:	0
Holiday:	0
Jury/Bereavement/Other:	0
Total Hours:	21.25

Submit

Time Tracking Issues

If a student has an issue with their time it is the responsibility of:

- 1) The student to communicate the issue to the supervisor, including the information they need to be able to fix the issue and
- 2) The supervisor to fix the issue in a timely manner with consideration to time submission/approval deadline.

Meal Breaks

Student employees may use meal breaks for any breaks that are built into their work schedule. The Meal Break button is not to be used to clock out of a regular shift as it is seen as a pause to time and not an actual clock out.

Clocking Time When Working Multiple Jobs

Student Employees with more than one position will follow the below steps to ensure that they track time in the right position:

- 1) Press the “Check In” button;
- 2) Click into the Position dropdown (as shown to the right) and choose the correct position;
- 3) Click “Next” or “OK” to fully clock in.

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.

The screenshot shows a 'Check In' form with the following details:

- Worker: *
- Date: * 06/18/2024
- Time: * 01:03:43 PM
- Time Zone: GMT-05:00 Eastern Time (New York)
- Time Type: * Regular Hours
- Position: P-02573 Admission Operations Stud... (selected)
- Details: P-02573 Admission Operations Student Employee
- Comment: P-04268 Library Student Employee (+), P-04585 CSS Tutor Student Employee (+)

Buttons: Cancel, OK

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 (i.e. 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 subject to FICA tax until they are enrolled part time again.

V. Student Employment Policies

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 under age 18, proof of age (copy of a driver's license, passport, or birth certificate) documentation will be needed.

Background Checks

Please be aware that some positions may, by nature, require that a student complete a background check prior to being hired.

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) prior to notification of their legal authorization to work by Student Employment. Please note that any training is considered work.

Trainings

Important Notes:

- **If a student does not complete trainings required of them, they may receive discipline up to and including termination.**
- **Students should clock in for any time they spend completing the official work trainings described below.**

Data Training

All student employees are required to take Data Security Training. The

training is issued by IT once per semester. If students do not complete the training by the applicable deadline, their supervisor cannot allow them to work until the training is completed. Additionally, any student with a student employee email account will be locked out of that account until training is completed.

Title IX and FERPA Trainings

Title IX and FERPA Trainings are issued by Student Employment through the Vector/Safe Colleges online system and must be completed by every student employee upon their hire and then annually thereafter.

Blood-borne Pathogen Training

Blood-borne Pathogen training is required for any student employee who will have a moderate or higher risk of exposure to blood or bodily fluids as part of their position. Training is completed online through Vector Training and must be completed after onboarding is finished but prior to the student starting work.

Blood-borne Pathogen Training must be taken annually.

Driver Training and Document Submission

Eligibility

Any student who will be required to operate a university vehicle, golf cart, or a personal vehicle (while clocked in and performing duties within the scope of employment). Training is issued by Student Employment and must be completed prior to the student employee operating vehicles for work. This training is only completed once during their time of student employment at AU.

To be eligible to drive at AU, a student must:

- Have a valid US Driver's License. Permits or Licenses from other countries are not acceptable.
- Be 18 years of age or older if they need to operate a golf cart.
- Be 21 years of age or older if they need to operate a university car, van or truck.
- Have an acceptable driving record. No student employee with a record of unsafe driving practices will be eligible to operate a university vehicle.

Requesting Driver Training

Supervisors may request that their student employee(s) be provided

with Driver Training.

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

Student employees will be required to:

- Complete Driver Training as issued by Student Employment through Vector/Safe Colleges,
- Submit a photo of their license to Amy West in Facilities (awest@andersonuniversity.edu) and
- Submit information to Verified First so that a current Motor Vehicle Report (MVR) can be reviewed by to Student Employment (please note that the employing office will be responsible for paying the cost associated with MVR request processing).

After the items are completed, Student Employment will send an authorization email to the supervisor and student employee, stating that they are eligible to begin driving.

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. 20).

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, drugs, or medications that 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:

- 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.

- Efforts should be made to secure the names, addresses, and telephone numbers of any witnesses.
- Drivers should be cooperative and truthful, but not admit, make statements about, or express opinions or conclusions regarding fault or liability.
- Drivers of institutional vehicles should contact the Facilities Coordinator and his or her supervisor to report the accident.
(continued on next page)
- 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.
- The employee must turn in the “Verification of Insurance” report required by state law to the Facilities Coordinator.
- When requested to do so, the driver will submit a written accident report to the Facilities Coordinator.

Work Schedule Policies

General Scheduling Policies

Each semester, student employees should work with their supervisor 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.

Scheduled Class Time

Students are not permitted to work during their scheduled class time, even if class is canceled or ends early. The only exception to this would be if the university cancels all classes for a given day (ex. Assessment Day in the spring semester).

Workload Requirement

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

Remote Work

Remote Work is generally not allowed for student employees. Supervisors will need to reach out to Student Employment for approval for their student employee to work remotely. It is always the supervisor's responsibility to ensure that a student is working the hours that they are clocking, but especially so if a student is approved to work remotely.

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 two (2) 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.

Weekly Scheduling Policies

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.

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 Student Employment. The below factors will be taken into consideration by 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)

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.

Students should not begin working a schedule of more than 20 in a given

week until their supervisor confirms that they have received the approval from Student Employment. Working more than 20 hours in a week without an approved request is considered a violation of policy.

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

Verification of Employment Information

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

Student Employee Requirements

Dress Code

The dress code requirements for student employees should follow the dress code as stated in the [AU Student Handbook](#), at a minimum. Supervisors may have additional requirements for dress code, but they must always be within the framework of the Student Handbook dress code policy. It is the supervisor's responsibility to communicate any additional dress code requirements to their student employees and enforce all dress code policies on their team.

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 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.

Students are responsible for submitting their time on a weekly basis and following up with their supervisor to ensure all their time is approved.

Falsifying time worked is prohibited. 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.

Service Expectations

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

Employees should NEVER access other user accounts other than their personal account or an assigned shared account. This is a serious policy violation and could result in consequences up to termination for both the student employee and the individual allowing the use of their personal account.

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.

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.

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.

Ensure Accurate Information in Workday

If any changes occur to pertinent personal information, student employees are responsible for updating Workday to reflect those changes. This includes, but is not limited to, bank information and mailing address (any tax documents will be sent to the mailing address listed in Workday).

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 [here](#).

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.

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 annual) 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 Student Employment Program Manager can be reached at mbramlett@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

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.

Card Access and Key Requests

Supervisors who require card access or a key for their student employees should submit a Physical Plant Work Request.

Students are responsible for returning physical keys to their supervisor after their employment in that role has ended.

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 first complete the driver training process as issued by Student Employment. Please see the Driver Training and Document Submission portion of this handbook for more information.

On-the-Job Injuries

If a student employee is injured on the job and the injury is life-threatening (i.e. loss of consciousness, trouble breathing, chest pain, etc.) contact 911 and then call Campus Safety to assist. For non-life threatening injuries or illnesses (i.e. strains, sprains, cuts, etc.), student employees need to complete the First Report of Injury form from Human Resources. Campus Safety may be called if First Aid is needed.

VIII. Student Employment Contact Information

Student Employment

studentemployment@andersonuniversity.edu

Morganne Bramlett

Student Employment Program Manager

mbramlett@andersonuniversity.edu

864-231-5675

Kathleen Smith

Student Employment Coordinator

ksmith@andersonuniversity.edu

864-231-5594

Appendix A

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a

combination of one selection from List B and one selection from List C.

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

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
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 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 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole 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. 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 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 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. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p> 	
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List B document. 	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List C document. 	

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.

*From USCIS I-9 Document.