



Student Employment Policy Manual

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Section I: Overview

- A valid I-9, W-4 and Ohio IT4 form are required before student is eligible to begin any work for any position.
 - Student employment awards are a part of a student's financial aid package.
 - Students are not authorized to go over their work award amount.
- It is the student's and supervisor's responsibility to monitor hours and ensure student is within the 18 hour a week limit. The student will keep track of all hours worked, and the supervisor will enforce this limit while creating the work schedule.
- Students have the option of receiving their earnings as a credit on their tuition account or directly deposited into their third-party bank account through Self Service.
 - Pay periods are two weeks long.
 - Students are paid after hours are submitted and approved by supervisor.
 - Pay dates may be found on the Student Employment webpage.
<https://www.wittenberg.edu/administration/studentemployment/student-employment-resources-policies>
- Students are paid based on wage determination through the Office of Student Employment. Wage rates are in accordance with Human Resources and similar position rates on campus.
- All students with a work award are eligible to secure a student employment position on campus.
 - Positions are competitive and limited.
 - It is the responsibility of the student to secure employment
- It is the responsibility of the supervisor to notify the Office of Student Employment should a student leave a student employment position.
- Students may not work more than 18 hours per week for all student employment positions. It is the responsibility of the student to monitor. Infractions may be subject to disciplinary action.
- Students are not permitted to work during their scheduled class times.
- It is the student's responsibility to accurately keep track of all hours worked and submit accordingly. Failure to submit timecards may result in termination.
- All student employment for any on-campus position will apply and be hired through Handshake.

Section II: Required Paperwork

- Information on required forms and tax paperwork is available on the Student Employment Web site or by calling or visiting the Office of Student Employment located in COMPASS.
- *Students are not permitted to begin working until all required paperwork has been completed, submitted, and processed. Both the student and supervisor will receive an email from the Office of Student Employment once the student is verified to start working. Until this email confirmation is sent, the student is not permitted to work any hours.*
- Once a student employee and supervisor receive the confirmation email from the Office of Student Employment, the student employee may begin work.

Application and Acceptance of Employment

- Terms of employment are contingent upon availability, department budget and student work award usage.
- Wittenberg is an “At Will” employer, which means that either the student or Wittenberg may terminate the employment relationship at any time for any reason that does not contradict the law.
- Students are to apply and be hired through Handshake for each position.
- Applying and being hired through Handshake constitutes a virtual contract.
- The acceptance of a position constitutes an agreement of confidentiality, which if violated, may result in disciplinary action, including but not limited to termination and a referral to Student Conduct.

Department of Justice Employment Eligibility Verification (I-9)

- The U.S. Government requires all employees to have this form on file BEFORE they are eligible to begin work.
- This must be completed with proper original identification—copies of identification are not permitted.
- A list of acceptable identification is available by clicking on the U.S. Department of Justice Employment Eligibility Verification (I-9) form listed under "Required Paperwork" at www.wittenberg.edu/studentemployment.
- The I9 form is valid for the entire time a student is consecutively on campus. If a student withdraws for an academic year, the original I9 may be recertified if it was completed less than three years from the new hire date; otherwise a new I9 must be completed.

Federal Form W-4

- Students should use their permanent home address on all tax forms.
- Students who claim exempt must complete a new W-4 annually.

State of Ohio – Department of Tax Form

- Students should use their permanent home address on all tax forms.
- Do not enter school district code as Wittenberg does not withhold school district taxes.

Form 8233

- International students are required to complete the Form 8233 and Blue Supporting Statement.
- *International Students (Non-Resident Aliens)* may be exempt from U.S. income tax, under certain conditions, and tax exemptions provided by treaty arrangements between the United States and certain countries.
- International students are not permitted to start working until they have received a Social Security card and have presented it to the Office of Student Employment.

Section III: Compensation & Method of Payment

Students are paid bi-weekly for hours worked and approved during the previous pay period. Exact pay periods can be found on the Student Employment webpage.

www.wittenberg.edu/studentemployment

Tuition Deduction

- Students can have partial or entire earnings credited to their tuition statement through the Office of Student Accounts. Students must complete a form, located with the Office of Student Employment in order to enact this process.

Direct Deposit

- Pay is directly deposited into the student's preferred bank account through Self Service. If desired, paychecks can be deposited into more than one bank account.

Compensation

- Wittenberg pays its student employees in accordance with the Ohio State minimum wage rate and wage rates determined by the Office of Student Employment in consultation with Human Resources and similar position wage rates.
- Students are paid bi-weekly.

Timecard Entry and Record of Hours Worked

- Bi-weekly electronic timecards must be completed and submitted through Self Service. All students are responsible for submitting hours and electronically signing their timesheets through Self Service.
- Supervisors must electronically approve hours according to the payroll schedule.
- Failure to enter and/or approve hours by the time card deadline will result in the student being paid during the next upcoming pay period and may be subject to disciplinary action. Approval of hours must be submitted to the Office of Student Employment by the deadlines to ensure processing.
- Students have until 11:59 p.m. EST on the last day of the pay period to submit hours for approval.
- Supervisors have until 12:00 p.m. EST the following day to approve hours.
- The Student Employment Payroll Schedule, outlining student and supervisor deadlines, can be found at www.wittenberg.edu/studentemployment.
- If a student fails to submit their timecard, the missed pay period's hours are not to be entered on the current time card. Instead, the student should list the missed days, times and total hours worked in an email to payroll@wittenberg.edu, the Office of Student Employment and the student's supervisor(s).
- Failure to record hours accurately is considered time card falsification and can result in

termination.

- Students may not work 2 or more positions at the same time.
- Students may not work during class time.
- Hours should be submitted to the nearest quarter of an hour. For example, students leaving at 4:05 p.m. should submit 4 p.m. If a student's dismissal time is at 4:09 p.m., a student should round to 4:15 p.m.
- Students access electronic timesheets through Self Service by selecting "Employee," then "Time Entry." Choose the appropriate pay period and enter hours for each day worked during the pay period.
- Students should always double-check their entries to make sure that the a.m. or p.m. have been entered correctly.
- Hours worked must be recorded in real time. Student Employees are not to wait until the end of the two-week pay period to record hours worked.
- Hours for the pay period must be submitted no later than 11:59pm on the last designated day of the pay period.
- Detailed instructions for accessing and completing timecards can be found on the Student Employment web page by clicking on Student Resources and Policies and then "Self Service Timecard Instructions."
- Questions or issues concerning pay discrepancies should be directed to the student employee's supervisor. Students are responsible for notifying the Office of Student Employment on a timely basis of any changes in status, enrollment or contact information.

Section IV: Eligibility

- Only full-time undergraduate students who are registered for at least 12 credit hours and have been granted a work award are eligible to participate in the student employment program.
- Students may not begin work in the student employment program until the beginning of the academic year in which they are an undergraduate student at Wittenberg.
- New incoming students who have paid a deposit may be eligible to work the summer prior to the start of their first semester.
- Students who have graduated, withdrawn or been dismissed from Wittenberg are not eligible to work in the Student Employment program as of their last official date as an undergraduate student.

Securing a Job

- Student employment positions are limited and competitive. Securing a work award does not guarantee a student employment position.
- All available positions are posted on Handshake.
- Returning students wishing to continue in an on-campus position will need to inform their supervisor of their intent to continue. Positions do not automatically continue into the following academic year and you are not guaranteed. It is the responsibility of the supervisor to notify the Office of Student Employment of this intent.
- Students are eligible to work up to the amount of their work award dependent on schedule availability up to 18 hours per week and departmental student employment budget.

Employment of Immediate Family Members

- To avoid conflicts of interest and to prevent problems of safety, security, supervision, and morale, the university has established restrictions on the hiring of immediate family members.
- The university will not hire or transfer student employees into positions if they would directly or indirectly supervise or be supervised by immediate family members.
- Generally, faculty or staff members are not permitted to participate in any decision or final recommendation on hiring, promotion, tenure, wage, dismissal, or any other condition of employment of their immediate family members.
- For the purpose of this policy, an immediate family member includes, but is not limited to, a parent, grandparent, child, spouse, brother, sister, or in-law.

Terms of Employment

- A student employee serves only during the period for which he or she was hired and stated on the contract.
- Employment during any period creates no expectancy of future employment.

- The total number of hours students are able to work is limited to the students work award, the 18 hours per week cap, the work schedule, and the department's student employment budget.
- Students are not permitted to work more than 18 hours per student work week. If a student works more than one position, the total hours for all positions per week may not exceed 18 hours per week.
- A student's work week begins on Monday.
- All hours worked during academic break periods are applied to the financial aid package, except hours worked over summer break. Any stipends are also taken out of a student's work award.
- During Winter, Spring, and Summer break periods, students may work up to 37.5 hours per week, but cannot exceed 7.5 hours per day. Students may not exceed 18 hours per week during a break that is less than one week, such as Fall break and Thanksgiving break.
- Wages earned during summer break may be subject to FICA taxes if the student is not enrolled for at least six (6) credit hours during each summer session.
- The Summer break period begins the day after graduation and ends the last day before classes begin for the Fall semester. Students need to be hired specifically for summer positions.
- Students who have graduated from Wittenberg or who have withdrawn or been dismissed from Wittenberg are not eligible to work in the Student Employment program as of their last official date as an undergraduate student.

Changing Jobs

- Any and all consequences that arise as a result of a voluntary change by the student during this time are the responsibility of the student.
- Students wishing to change jobs due to personality or other conflicts with their supervisor or co-workers should contact the Office of Student Employment.

Hours of Work

- Positions have varying hours as set by the supervisor based on the nature of the position. These varying hours may include nights and/or weekends. Your supervisor may need to change your schedule to meet the needs of the department and your class schedule.
- It is the responsibility of the student to plan with his or her supervisor for any time off or adjustments to the normal work schedule during exam week, Reading Day, or any other university sponsored events.
- If a student is going to be absent or tardy, the student must notify his or her supervisor as soon as possible.
- Students are not permitted to work during their scheduled class times.

Section V: Policies

Travel

- Student employees are not compensated for travel to/from work, only for hours worked on the job. These hours are determined in accordance with the supervisor.

Confidentiality

- During a student's employment, he or she may be working with confidential information.
- The acceptance of a position constitutes the agreement of confidentiality.
- Students are expected to protect this information by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who legitimately need to know.
- Student employees are expected to use the university's computing resources in an ethical manner with special attention to legal uses of licensed software, protection of confidential information and legitimate access to and use of valid data.
- Any violations may result in termination and referral to the Office of Student Conduct.

Overtime

- Students working during the academic year are not permitted to work in excess of 18 hours per week, and therefore are not eligible for overtime. During break periods, students may work up to 37.5 hours per week, and therefore are not eligible for overtime.

Training

- Students may be required to attend specific departmental training.
- Students must review student employment policies, student employee orientation, confidentiality statement, and University policies related to sexual misconduct prior to beginning work.

Declared University Closing

- Inclement weather or acts of God may result in a one-time closing of the University. The determination of a declared university closing versus other types of closings is at the sole discretion of Wittenberg University. Students who are scheduled to work are required to contact their supervisor to see if they should report to work that day. Students are not paid for days missed due to university closings.

FERPA

- The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of student records and general information.
- It is important that supervisors familiarize themselves with FERPA and educate their student employees on the importance of confidentiality.
- Student employees must understand that any student information they obtain on the job must remain in the workplace. Students must not, under any circumstances, release student

information to anyone unless their position specifically requires them to do so. In addition, students may not acquire student records information that is not relevant to their jobs.

- FERPA violations may result in disciplinary action, including, but not limited to, job termination and referral to the Office of Student Conduct.
- Students sign a Confidentiality Statement which outlines FERPA and expectations for confidentiality and discretion with student records and information.

Record Retention

- Student employment records are retained in accordance with Human Resource record retention standards.
- Supervisors should submit original contracts and any other documentation to the Office of Student Employment to be held in the student's personnel file.

Section VI: Disciplinary Process

- Wittenberg University is an “at will” employer, and at any time can chose to discontinue a student’s employment.
- To address disciplinary or performance concerns, supervisors must follow the process below and submit documentation to the Office of Student Employment:
 - *Verbal Reprimand*: On the first violation of a rule or regulation, a verbal reprimand is normally sufficient to correct the problem. A copy of this will be placed in the student’s employment file in the Office of Student Employment
 - *Written Reprimand*: When a verbal reprimand has not been effective or if the seriousness of the offense demands stronger disciplinary action, the student may receive a written reprimand. A copy of the written reprimand will be placed in the student’s employment file in the Office of Student Employment.
 - *Suspension*: When a reprimand is insufficient, suspension without pay may be imposed. The university has sole discretion to determine the length of the suspension.
 - *Termination*: In serious cases, the university may choose to terminate the student rather than impose a reprimand or suspension. Supervisors should consult with the Office of Student Employment prior to termination. A student who has been terminated from employment may not be eligible to work through Student Employment for the remainder of the semester with possible exclusion for the remainder of the academic year.
 - Additionally, the student may be subject to sanctions outside the realm of Student Employment.
- Any violation of the Student Code of Conduct & Ethics by a student employee while working as part of the student employment program will result in the student employee being additionally referred to the Office of Student Conduct and may result in changes to a student’s employment.
- The following list represents the types of activities that may result in discipline. It is not intended to be comprehensive.
 - Failure to complete job expectations and duties.
 - Falsifying time cards or other university documents or records
 - Insubordination or refusal to comply with reasonable instructions
 - Unauthorized use of university material, equipment, property or unauthorized possession of university property
 - Unauthorized disclosure of confidential information or records
 - Gambling, carrying weapons or explosives, or violating criminal laws on or off university premises

- Engaging in acts of dishonesty, fraud, theft, or sabotage
- Unexcused absence or failure to report to work on time
- Using abusive or vulgar language

Section VII: Expectations of Student Employees

- All student employees are held to Wittenberg's student code of conduct and ethics in addition to any performance and behavior standards set by individual departments and the following expectations:
 - Maintain accurate work records and submit your online timesheet by the required deadline.
 - Arrive to your shift on time and ready to begin your duties.
 - Contact your supervisor in advance if you are unable to work your shift/find a suitable substitute if necessary.
 - Develop a positive relationship with your supervisor and other student employees in your office/department.
 - Behave in a professional manner.
 - Dress appropriately for your work place.
 - Follow instructions and performance expectations provided by your supervisor.
 - Refrain from personal telephone, online streaming, and social media use while at work unless arranged with your supervisor.
 - Refrain from studying/homework in lieu of work responsibilities.
 - If you are working during your normal scheduled class time due to cancellation of class, you must notify supervisor that the class was cancelled.

Substance Abuse & Illicit Drug Use

- Student employees are held to and are expected to understand the policies and resources regarding substance abuse and illicit drug use found in the Student Code of Conduct and Ethics at this link:
http://www.wittenberg.edu/administration/student_development/handbook.html

Complaints Regarding Sexual Misconduct

- Student employees are held to and are expected to understand the policies and resources regarding sexual misconduct and violence found in the Student Code of Conduct and Ethics at this link: http://www.wittenberg.edu/administration/student_development/handbook.html.

Work-Related Injury

- Student employees are covered by the State of Ohio Worker's Compensation Act and are eligible to receive benefits compensating them for injuries sustained in the course of employment.
- If injured while working, the student employee must notify the supervisor and the Office of Student Employment.

- If the injury requires immediate emergency treatment, the student should seek treatment immediately then follow up with an injury report.
- The Accident and Injury Report form can be found at www.wittenberg.edu/studentemployment.

Section VIII: Community Partnership Program

Through the Hagen Center Wittenberg allows local organizations and businesses to hire Wittenberg students in order to provide an intensive professional learning experience.

- Students participating in the Community Partners Program must follow all policies and procedures outlined as part of the Student Employment program.
- Students working for a member in the Off-Campus Community Partnership Program may utilize the Transportation Office on campus for free transportation to and from the employer.
- Rides are available Monday through Thursday from 8:00 a.m. to 6:00 p.m. EST and Fridays from 8:00 a.m. to 4:00 p.m. EST.
- To schedule a ride, students must visit the Community Service located in the Hagen Center and complete the necessary paperwork.
- All rides must be scheduled 72 hours in advance, no exceptions.
- Travel time to and from the off-campus location is not considered hours worked and should not be recorded on the student time card.

Section IX: Summer Employment

Students are permitted to work during summer break, but must submit a separate signed contract for each summer position.

- Students are permitted to work up to 37.5 hours per week during summer break, depending on availability and departmental budgets.
- Students must use the summer time card found on the MyWitt Portal to enter hours worked.
- Incoming new students may be eligible to work the summer before their first academic semester if they have paid their deposit.
- Graduated seniors are not eligible to continue employment after graduation.
- Students who are registered for less than 6 hours during the summer are not exempt from FICA taxes.