



SALVE REGINA UNIVERSITY



STUDENT EMPLOYMENT STUDENT MANUAL Policies and Procedures

This manual is designed to provide students with an outline of the student employment program. Any questions should be directed to the Office of Financial Aid.

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Student Employment Mission Statement

At Salve Regina University, our Student Employment Program is dedicated to fostering personal and professional growth through meaningful work experiences.

We are committed to creating a supportive and inclusive environment where students can develop valuable skills, gain practical knowledge, and contribute to the university community.

Our mission is to empower students to achieve their academic and career goals by promoting a balance between work and studies and preparing them for real-world work scenarios. By integrating academic learning with hands-on employment opportunities, we strive to cultivate responsible, ethical, and compassionate leaders who are ready to make a positive impact in the world.

Student Eligibility

To qualify for the Student Employment program at Salve Regina University, the student must be:

- A matriculated Salve Regina University student
- Enrolled for at least 12 credits
- Federal Work Study eligible, as determined by the Office of Financial Aid; OR
- Qualified for a Knowledge, Skills and Abilities (KSA) position.

Since there are fewer jobs available than eligible students, the Student Employment Committee implemented the policy that only FWS eligible students can work in student employment positions.

KSA positions can be posted for all students (regardless of FWS eligibility) to view and apply for. If you believe your position should be considered a KSA position, please contact the Student Employment Specialist for access to an appeal form. All appeals will be considered and vetted through the Student Employment Committee.

Hours per Week

Salve Regina University students can work a maximum of 8 hours per week, or 16 hours per pay period during the academic term. The priority for all students is their academics, and students are not permitted to work during a scheduled class time. Supervisors should discuss schedules with students prior to their beginning employment and ensure that students are not working during a scheduled class.

Summer Hours: Students in the summer program must work 35 hours per week to be eligible for housing. Exceptions can sometimes be made but require approval from the Office of Residence Life.

Pay rate

The current pay rate for all Salve Regina students is the Rhode Island state minimum wage for all on campus positions.

Holiday Pay: Students are part-time employees who do not qualify for holiday pay or holiday worked pay.

Number of Positions

Students are only able to hold one job on campus in the student employment program. Students who are hired in multiple positions will need to choose where they would prefer to work and notify their supervisors accordingly. Exceptions are made for:

- **ACE/Writing Center Tutors**-tutors work limited hours and are a critical need. Students can be hired as tutors as a second position.
- **Advancement Phone-a-Thon Callers**-students can be hired as phone-a-thon callers as a second position including RA's.
- **Service Advocates**-students can participate in the Service Advocate program as a second position. This is critical to our mission and provides positive optics to the community. **Note: currently includes RA's. Beginning in '25/'26, this exception will not include RA's**
- **Orientation Leaders**-OL's only work temporarily at the beginning of the year. OL's can have another position on campus.
- **Pathways Mentors**-Pathways Mentors receive a stipend for their work. This role can be a secondary position for students including RA's.
- **Van Drivers**-This can be a second position and includes RA's
- **Liturgical Asst/Mercy Center**-These students work limited hours and are paid out of the Mercy Center budget.

Understanding the Student Employment Process

1. Applying for a Job

Salve Regina University uses a software platform called Handshake. Through Handshake, Salve students can search for full- and part-time job opportunities, internships, and on/off campus student employment (work study) positions. **Please use Google Chrome to log into Handshake and to view/apply to Student Employment positions!**

To be considered for a student employment position, students must complete an application through Handshake. Students should submit a separate application for each position they are interested in. Students who use do not follow application directions will jeopardize their chance of employment within a department.

For more information on applying for a student employment position, please visit the [Student Employment](#) section of the Financial Aid web page

2. Completing Employment Documents

Federal law requires that students complete certain employment documents **prior to their first day of work, or within 72 hours of their start date**. Supervisors will notify the Office of Financial Aid/Student Employment when a student is hired. Students will then be contacted by email to go into the office to complete their employment documents.

Students who have previously worked in student employment at Salve will not need to complete employment documents again unless information (i.e., address, direct deposit banking information) needs to be updated. Students will be notified when they are cleared to begin work.

Students who are working for the first time in student employment at Salve will need to complete all required employment documents prior to beginning to work. Students will be notified by email that they must come into the Office of Financial Aid/Student Employment to complete the following documents in person:

- [Rhode Island W-4](#)
- [Federal W-4](#)
- [Federal I-9](#)
- [Direct Deposit](#) (optional)

In order to complete the Federal I-9, students must present an **ORIGINAL** document that **establishes their identity and employment authorization**. The following is a list of common documents presented by students. All documents must be *original* and unexpired:

- U.S. passport or U.S. passport card (evidence of identity and employment authorization or
- State issued ID card or driver's license (evidence of identity only) and
- U.S. social security card or birth certificate (evidence of employment authorization)

A complete list of acceptable identity/employment authorization documents can be found in the [Student Employment](#) section of the Financial Aid webpage. Students will be notified by email when they are cleared to begin work.

International Students

International students are also required to complete employment documents prior to beginning work. When an international student is hired, the Office of Financial Aid/Student Employment will notify the liaison in the Center for Global Education and Fellowships. The liaison will reach out to the student with instructions on how to apply for a social security number.

Once their social security number is received, the student will need to come into the Office of Financial Aid/Student Employment to finalize all required documents. The Student Employment Specialist will guide the student through what they need to complete.

Student Pay

Students are paid on a **biweekly basis**. This means that **one week you submit your timecard**, and the **following week you receive your paycheck**. It's important to submit your timecard on time to avoid any delays in payment. If you have any questions about the payroll schedule or your timecard, please reach out to the Payroll Office.

Timecards:

- **Electronic:** After a student is hired and all employment documents are completed, they will be given access to an electronic timecard in the Campus Portal. With the electronic timecard, students will be required to submit hours to their supervisor for approval on a biweekly basis. The supervisor will then review and approve student submissions.
- **Manual:** If employed by an off-campus partner or Sodexo, students will receive a manual timecard from Payroll with instructions for completion and submission.

Questions about completing a timecard should be addressed with the student's supervisor or payroll at [**payroll@salve.edu**](mailto:payroll@salve.edu).

Confidentiality and Sexual Harassment Policies

- 1) **Confidentiality** — Under the Family Education Rights and Privacy Act (FERPA), student records are guaranteed confidentiality. Supervisors should familiarize themselves with some of the basic provisions of FERPA and communicate this information to their students to ensure they do not violate federal law. FERPA violations may result in disciplinary action including, but not limited to, the loss of a student's job.

Supervisors must stress to students the confidentiality issues that might come up while working. Student workers must understand that any student information they obtain on the job must remain in the workplace. Students must not, under any circumstances, release information to anyone unless their position specifically requires them to do so. In addition, students may not access or acquire records information that is not relevant to their job.

- 2) **Sexual Harassment** — Salve Regina University is committed to an academic and workplace environment in which students, faculty and staff are free from sexual harassment by any member of the University. Sexual harassment is prohibited.

Safe and Sick Leave Policy

In accordance with the RI Healthy and Safe Families and Workplaces Act, all Salve Regina Student Employees are eligible for paid sick and safe leave by the University. Student employees will begin accruing sick and safe leave immediately upon hire and may use accrued sick time, after completing a successful 90-day orientation period, as it becomes available. Students will accrue the equivalent of 1 hour for every 35 hours worked. The University does not advance sick and safe leave time nor allow a student employee's leave account to have a negative balance. Student Employees are only allowed to utilize earned leave time.

The benefit of paid sick and safe leave is provided to prevent a financial loss to the student employee who is occasionally absent due to illness.

Any unused sick and safe leave time will not be paid out upon a student employees' termination, however students who are rehired by the university within 135 days since their last position will have their balances carried over and reinstated.

Federal funds cannot be used to pay sick and safe leave, and those funds will be deducted from institutional funds. It is expected that student employment supervisors will review and understand this policy to effectively manage their student employees' sick and safe leave.

Accrued paid sick and safe leave may be used upon the request of the student employee. It is expected that the student employee will notify their supervisor of the inability to work either orally, in writing, via email or any other means acceptable or requested by the supervisor, as soon as possible. When the use of sick and safe leave time is foreseeable, employees must provide notice of the need for such time to their supervisor in advance of the use of the time and shall make a reasonable effort to schedule the use of sick and safe leave time in a manner that does not unduly disrupt the operations of the employer. Paid sick and safe leave cannot be used as an excuse to be late for work without an authorized purpose.

Warnings and/or Terminations

Student employment positions are subject to the same policies as any other type of employment. Supervisors and students should be aware that as an employee, poor performance may result in termination. Student employees who are terminated due to improper behavior or actions may lose their financial aid allotment for the remainder of the year or summer period.

Termination Due to Poor Performance or Misconduct

Salve Regina University has a three-step disciplinary process in place for students prior to terminations based on poor performance. Supervisors should first discuss how the student needs to improve their performance verbally, and then through a written disciplinary form. If after a reasonable period there is no change or attempt for change in the student's performance, the supervisor may proceed with termination.

- Students who act inappropriately or are out of line with student employment guidelines are subject to immediate termination depending on the seriousness of the offense.
- Students also have the option to appeal their termination if they choose. All appeals are brought to the attention of the Student Employment Committee and are determined accordingly.

Lack of Available Work

It is possible that a department's workload may change, and fewer staff will be needed. As soon as this is determined, any affected student must be notified and referred to the Student Employment Specialist to help identify any alternative options for employment.

Student Employee Expectations

Many students are new to the workforce and student employment provides a learning experience that helps build confidence and resumes. The goal of the program is to provide a learning experience, however students are expected to uphold certain standards and fulfill certain responsibilities as employees of the Salve Regina University Student Employment Program.

Student Employees are expected to:

1. **Follow all University Policies**
Adhere to Salve Regina University policies, especially those related to the hiring process, confidentiality, and student employment guidelines.
2. **Create a Class-Friendly Work Schedule**
Set a work schedule that does not conflict with your classes or academic responsibilities.
3. **Maintain Professionalism**
Take your job seriously, perform your duties to the best of your ability, and treat your supervisor and coworkers with respect.
4. **Be Punctual and Presentable**
Arrive on time, dressed appropriately, and ready to work.
5. **Communicate Scheduling Changes**
Notify your supervisor in advance if you're going to be late, absent, or need to adjust your schedule.
6. **Stay Focused at Work**
Do not conduct personal business (e.g., texting, social media, homework) during your scheduled work hours.
7. **Take Required Breaks**
If working more than 6 consecutive hours, you must take an unpaid 30-minute break.
8. **Report Time Accurately**
Only report actual hours worked, and ensure all timecards are submitted honestly and on time.
9. **Understand Your Role**
Know your job responsibilities and feel free to ask your supervisor if you have any questions or need clarification.

Students' Employment Success is enhanced if they:

- 1) ***Follow all application instructions.*** Students that have completed the application process correctly will have a higher probability of being considered for a position. It is strongly recommended that students follow up with the department supervisor a few days after their interview.
- 2) ***Bring their original documents that establish identity and employment authorization with them to school, so they are prepared to complete employment documents in a timely manner.***
- 3) ***Do not begin working until they receive an email that they are "cleared to work".*** Students who begin working prior to completing employment documents are working illegally. Working without completing documents and then retroactively logging hours is timesheet fraud.
- 4) ***Arrive on time, dress appropriately and are ready to work for each shift.***

Summer Student Employment

Each summer, Salve Regina University offers students the opportunity to live and work on campus during part of the summer break. Summer job listings are posted in **Handshake** early in the spring semester, and students will be notified once positions are available.

Eligibility:

Rising sophomores, juniors, and seniors who are returning as **full-time students in the fall** are eligible to apply, **regardless of financial aid status**, as long as they do **not** have a registration hold from the Business Office.

Important Details:

- All summer positions must be filled by **mid-April**.
- Positions are **limited**, so students are encouraged to apply early.
- Students in the program are expected to work **35 hours per week**.
- All positions pay **Rhode Island minimum wage**, unless stated otherwise.

Working over the summer is a great way to gain experience, earn money, and enjoy campus life in the summer!

Summer Work Hours

Students participating in the **Summer Student Employment Program** may work **up to 35 hours per week**. Many university departments follow Salve's summer schedule, **closing at noon on Fridays**. Students can make up the hours lost on Friday afternoons by adjusting their schedules—such as shortening lunch breaks or starting earlier—based on department needs.

A student employee is **only paid for hours worked**. If a student does not work the full 35-hour week due to the university's half-day Fridays, they are not penalized but must coordinate with their supervisor if they wish to make up those hours.

Housing For Summer Student Employees

Students participating in the Summer Student Employment Program are eligible for on-campus housing, provided they are working 35 hours per week. Please note that half-day Fridays do not affect this eligibility.

Summer housing is in William Watts Sherman House (no air conditioning) and is offered at no cost to student employees. **However, under IRS Taxable Fringe Benefit guidelines, the value of this housing is considered taxable income. Students will be notified of the estimated taxable benefit before they accept their summer employment offer.***

Students involved in the Compass Program will not be working or earning wages during their participation. As a result, they will not be charged for housing during that time, since the taxable benefit cannot be applied without income.

Local students are welcome to commute. However, students who are not employed through the Summer Student Employment Program are not permitted to reside on campus.

All students selected for summer employment will be reviewed by the Dean of Students Office for any prior conduct concerns. While previous conduct issues are not automatically disqualifier, they may impact a student's eligibility for summer housing.

Tax Considerations*

Students who work and reside on campus during the summer are not charged for on-campus housing. Please note that federal regulations require a tax on the value of that housing. The tax will be applied and deducted from the biweekly payroll for students living on campus. More information on how this tax is calculated is provided in our [Explanation of Summer Housing](#).

Holiday Pay

Students are not paid for holidays or President's Days. However, if a student works on a holiday, they are compensated at their regular hourly rate. The only exception is for students employed in Safety and Security, who may have specific pay considerations.

Payroll and Compensation Notes

- Students are only paid for hours worked.
- If a student works fewer than 35 hours in a week due to half-day Fridays, their paycheck will reflect only the actual hours worked (e.g., 31.5 hours instead of 35).
- Working fewer than 35 hours does not impact eligibility for summer housing.
- Students are not paid for holidays or President's Days, except for those working in Safety and Security.
- Students receive overtime pay (time and a half) only if they work over 40 hours in a week.



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