



OFFICE OF CAREER DEVELOPMENT
Your future starts here.



STUDENT EMPLOYMENT

Policies and Procedures
Student Manual

Stonor Hall | (401) 341-2913 | career@salve.edu

General Information and Reminders

This manual is designed to provide students with an outline of the student employment program. Any questions should be directed to the Student Employment Specialist, Susan Padula, at susan.padula@salve.edu or 401-341-2202.

Career Development Staff

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General Information:

- Student Eligibility

- 1) To qualify for the Student Employment program at Salve Regina University, the student must:
 - Be a matriculated Salve Regina University Student.
 - Be enrolled for at least 12 credits.
 - Be Federal Work Study eligible, as determined by the financial aid office.
 - a. Please keep in mind that a FWS award is an opportunity to earn, not a guarantee. The program is very competitive, so interested students should plan to apply early and to several positions to maximize their potential for employment.
 - b. If you have questions about your eligibility status, please contact the Office of Financial Aid.
- 2) A limited number of jobs with specialized skills are open to all students, and you may view and apply for them regardless of your award status. Please keep in mind these positions require specific skills, so read qualifications carefully to ensure the position is a good fit.

- Hours per Week

Salve Regina University students are able to 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.

- Students in the summer program must work 35-40 hours per week to be eligible for housing.

- Pay rate

The current pay rate for all Salve Regina students is \$10.10 per hour in on campus positions, \$10.50 per hour in off campus positions.

- On and Off Campus Student Employment

There are both on campus and off campus opportunities available through the Federal Work Study (FWS) student employment at Salve Regina University. Please keep in mind that off-campus positions do not have transportation provided by the university or the organization.

- Number of Positions

Students are only able to hold one job in the student employment program. If you are hired in multiple positions, you will need to choose where you would prefer to work.

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## Understanding the Student Employment Process

### 1) Applying for the Job

As with any job, before you can begin working in a student employment position, you must complete an application each year. It does not matter if you have already worked in the position on campus previously, or were promised a position by a supervisor. All students must complete an application for their position in order to be hired and begin work.

Please keep in mind you should have a *different* application for each position you apply for. Students who use incorrect documents to apply for a position can jeopardize their hire with a department, or be subject to changing the submitted document prior to their employment being processed.

For detailed information about how to apply to student employment positions, please see our video tutorials and written instructions on the Career Development page.

### 2) Completing Employment Documents

Federal law requires that you complete certain employment documents **prior to your first day of work, or within 72 hours of your start date**. After you have been hired, your supervisor notifies the Office of Career Development, and you will be contacted to complete your employment documents.

- a. **If you have already worked in student employment**, you will not need to recomplete employment documents unless you would like to update information, or if something is missing from your file. When you are hired, we review your files and let you know if you are all set to begin work.
- b. **If you have not already worked in student employment**, you will need to complete all of your employment documents, and bring with you an *original document that establishes your identity and employment authorization for your I-9*. Most students use a passport, birth certificate, or social security card, but *a complete list* of acceptable documents can be found in the back of this manual. **Original documents only, no photocopies**. Students who do not have the original document with them cannot complete employment documents or begin working until they have the required documentation. We recommend you bring this information with you to school to have on hand when necessary for a student employment position, or any other job.
  - a. **International Students**—International students, regardless of when their social security card is received, must also complete employment documents prior to beginning work. To do this, most students will need to bring: *passport, F-1 visa paperwork, I-94, and signed social security paperwork (signed by International Programs and Supervisor)*. Please also refer to the list at the back of this manual for all permissible documents.
    - i. After receiving a social security card, you **MUST** come back to the Office of Career Development with the card for finalization of employment documents.

Once you have completed your Employment Documents, which include: Federal and State W-4s, I-9, confidentiality agreement, parental release form, and student employment contract, your supervisor will be notified you are able to begin work.

### 3) Working (and Getting Paid!)

After you have completed the hiring process, you and your supervisor should schedule a meeting to discuss the policies of the office, expectations for your role, and the schedule.

#### **Timecards:**

After the hiring process is complete, you will be given access to an electronic timecard unless you work for a faculty member, at an off-campus agency, or for Sodexo.

- Using the electronic timecard, you will be required to submit your hours to your supervisor for approval on a biweekly basis through the Portal. Your supervisor will then review and approve your submission.
- For those who work in offices that do not use the electronic system, your supervisor will submit your hours to the payroll office using a manual timecard.

If you have questions about completing your timecard, please contact the Payroll office or come to Career Development for assistance.

**Paychecks** can be picked up at the Office of Career Development, or you can complete a direct deposit or direct tuition payment form.

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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 work place environment in which students, faculty, and staff are free from sexual harassment by any member of the University. Sexual harassment is prohibited.

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### Summer Student Employment

Students will have access to the listed summer positions early in the spring semester, and will be sent detailed information prior to when the jobs are posted. All students, regardless of award status, are eligible, and should apply for positions online, as described above. All summer positions must be filled by mid-April. Summer openings are limited so applications should be submitted early. Students are not eligible for the Summer Student Employment Program if they are not registered for next semester. Students in the summer student employment program must work 35 to 40 hours a week in their position.

On campus housing is provided for students once they have been hired for the summer employment program, working 35 hours a week on campus. Students who work and reside on campus during the summer are NOT charged for on campus housing. However, it is important to note that the IRS has implemented federal regulations that REQUIRE a tax be applied on the value of that housing. That tax will be applied and deducted from the biweekly payroll for students living on campus.

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Warnings and/or Terminations

Student employment positions are subject to the same policies as any other type of employment. Students should be aware that as an employee, poor performance may result in their 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.

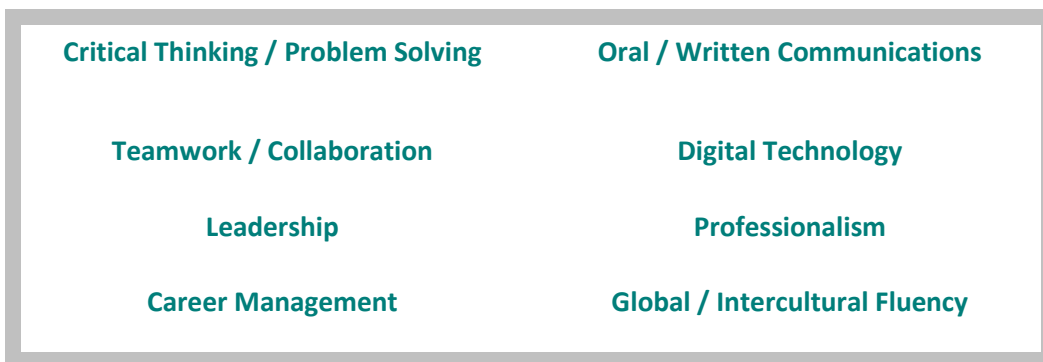
- **Termination Due to Poor Performance or Misconduct**
Salve Regina University has a three step disciplinary process in place for students prior to terminations based on poor performance. Your supervisor should first discuss how you need to improve your performance verbally, and then through a written disciplinary form. If after a reasonable period of time there is no change or attempt for change in your performance, the supervisor may proceed with termination.
 - o Students who act inappropriately are out of line with student employment guidelines and therefore subject to immediate termination depending on the seriousness of the offense.
 - o Students also have the option to appeal their termination if they so 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.

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## SalveGROW

Modeled off of the Iowa GROW program, SalveGROW aims to make student employment a high impact activity by providing structured opportunities for student employees to reflect on the skills they are gaining and empower them to better articulate what they have learned and will take away from their student employment experience.

The National Association of Colleges & Employers (NACE) has developed a list of the following 8 career competencies employers are looking for when determining a student’s career readiness upon graduation.



Through the SalveGROW conversations, conducted twice a year, supervisors provide students with opportunities to identify the competencies that they have developed in order to best articulate their student employment experience on their resume, in an interview, and when discussing their Salve experience.

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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) *Comply with all Salve Regina University policies, including those regarding the hiring process, handling confidential materials, and student employment as a whole.*
 - 2) *Establish a work schedule that does not interfere with their classes.*
 - 3) *Take the job seriously and work to the best of their ability, treating supervisors and fellow students with respect.*
 - 4) *Dress appropriately for the job and arrive on time and ready to work.*
 - 5) *Notify their supervisor in advance of any anticipated delays or changes in schedule that will affect the ability to report to work.*
 - 6) *Refrain from conducting personal business while at work*
 - 7) *Take an unpaid ½ break if working more than 6 consecutive hours.*
 - 8) *Accurately report all hours worked.*
 - 9) *Fully understand the responsibilities of the position and address any questions or concerns with your supervisor.*
 - 10) *Participate in SalveGROW conversations twice a year with their supervisors to reflect on their student employment experience.*
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Summary for Student Employment Success

- 1) *Apply to the job correctly, and bring your original document that establishes your identity and employment authorization for your I-9 to school with you so you are ready to go when you are hired.* Students who have followed the steps in the correct order are able to begin working much faster than those who need to go back and re-complete steps or have their original document mailed or retrieved from home.
- 2) *Do not begin working until you have completed the entire process and have been “cleared to work” by the Student Employment Specialist.* Students who begin working prior to completing employment documents are working illegally. In all jobs, not just student employment, you must complete these required documents *on time in order to be paid on time*. Working without completing documents and then retroactively logging hours is timesheet fraud.
 - a. *If you are instructed by your supervisor to begin working prior to having your documents completed, let them know you have not been cleared to work. They should then contact the Student Employment Specialist with any questions.*
- 3) *Student employment, just like any job, is WORK.* You should plan to arrive on time, dressed appropriately and ready to go for each shift.

I-9 List of Acceptable Documents

LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

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

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<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 a nonimmigrant alien authorized to work for a specific employer because of his or her status: <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 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. 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 	OR	<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 <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<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 Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.