

DEPARTMENTAL HIRE PROGRAM

Handbook for Student-Employees



Office of Human Resources
Xavier University of Louisiana

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If after reading this handbook you have questions or concerns, please call 504.520.5738 or stop by the Office of Human Resources located on the 4th Floor, XUSouth Building-Room 410. Business Hours: Monday-Friday 9AM-4PM
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Xavier University of Louisiana Office of Human Resources

Mission Statement

Xavier University of Louisiana, founded by Saint Katherine Drexel and the Sisters of the Blessed Sacrament, is Catholic and historically Black. The ultimate purpose of the University is to contribute to the promotion of a more just and humane society by preparing its students to assume roles of leadership and service in a global society. This preparation takes place in a diverse learning and teaching environment that incorporates all relevant educational means, including research and community service.

Affirmative Action Statement

Xavier University of Louisiana (hereafter referred to as XULA) affirms a commitment to freedom from discrimination for all members of the University community. The University expressly prohibits discrimination against any person on the basis of race, religion, national origin, marital status, gender, age, disability, political affiliation, or sexual orientation. Harassment is a form of discrimination. The responsibility for and protection of this commitment extends to students, administration, faculty, and staff. It encompasses every aspect of employment, every student, and community activity.

Purpose of this Handbook

It is very important that you read and understand the material presented in this handbook. If you do not understand the policies in the handbook, the Office of Human Resources (hereafter referred to as HR) is able to answer any questions you may have. If these policies and procedures are violated we retain the right to take corrective action defined later in this handbook.

The Family Educational Rights and Privacy Act of 1974

(FERPA or the Buckley Amendment) is a [United States federal law](#) codified at [20 U.S.C. § 1232g](#), with implementing regulations in title 34, part 99 of the [Code of Federal Regulations](#). The regulations provide that educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education must provide students with access to their education records, an opportunity to seek to have the records amended, and some control over the disclosure of information from the records. With several exceptions, schools must have a student's consent prior to the disclosure of education records. Examples of situations affected by FERPA include school employees divulging information to someone other than the child's parents about a child's grades or behavior, and school work posted on a bulletin board with a grade.

This privacy policy also governs how state agencies transmit testing data to federal agencies.

The law allows students who apply to an educational institution such as graduate school permission to view recommendations submitted by others as part of the application. However, on standard application forms, students are given the option to waive this right.

FERPA specifically excludes employees of an educational institution if they are not students.

The act is also referred to as the *Buckley Amendment*, named for one of its proponents, Senator James L. Buckley of New York

Policies and Procedures: Departmental Hire Program Student-Employees

Introduction

These guidelines, policies, and procedures have been developed to meet the needs of student workers and their supervisors. HR is responsible for maintaining the employee record for the Departmental Hire Program. Work experience enables students to explore career options, discover strengths and weaknesses discover likes and dislikes and experience how academic learning applies to the working world.

Studies indicate that students who work a moderate number of hours per week are more likely to stay in school and achieve as high, or higher, GPA as students who do not work. It should also be noted that employers prefer to hire college graduates who have had work experience. Student employment is intended to be a learning experience and a productive activity requiring clearly defined guidelines. It provides opportunities for students to finance their college education and prepare for the working world via the processes of interviewing, hiring, training, supervision, performance evaluations, relations with coworkers and the public, meeting expectations, and developing good work habits.

We encourage supervisors and student-employees to be aware of their responsibilities and be active agents in making the employment experience positive for all parties. With a wide-ranging spectrum of jobs we can be sure that our student-employees have the opportunity to gain experience in fields that are closely aligned with their career objectives. Supervisors are responsible for making sure that students maintain their eligibility to work, tracking earnings, and resolving work-related problems.

Hire Process

- You may apply with any department willing to hire you as a student-employee of the Departmental Hire Program (hereafter referred to as DHP). It is a good idea to consider your major department's available job opportunities first. Your department must provide a Personnel Action Form (serves as your work contract-hereafter referred to as PAF) to HR on your behalf prior to you rendering any services. It is your responsibility to know what timeframe that you are hired to begin and end a position with your department and to ensure that you work within that timeframe. You must not exceed the contracted begin and end dates without a new PAF being provided to HR on your behalf first.

- It is a violation of Federal and XULA policies to begin working in a department without all of the necessary hire paper work on file. Once you

are hired, you must immediately report to HR prior to the first day of work to complete a series of required documents. Human Resources is available in room 410 of the XUSouth Building during normal business hours. (Required documents include: Student Employee Data Record, Employment Verification Form I-9, W-4, L-4, and two forms of required identification, you may contact HR for a list of acceptable documents).

Supervision

- Due to safety concerns, XULA requires all student-employees to be supervised at all times by a full-time staff or faculty employee.
- The student-employee supervisor has the ultimate responsibility of providing PAFs and timesheets to HR on your behalf.

Timekeeping

- Student-employee timesheets for the department must be submitted to HR by your supervisor only. It is your responsibility along with your supervisor to ensure that your timesheets are completed so that they can be submitted to HR by the specified deadlines. Supplemental payrolls are not designed as a convenience if a regularly scheduled payroll is missed. Therefore if you miss the current pay period due to negligence, you will be subject to wait until the next scheduled payroll.
- Payrolls are distributed on the 15th of every month for hourly waged student-employees and on the 31st of every month for student-stipend payments received for a service requirement not viewed as employment income, but as a scholarship or fellowship allowance granted by your department.
- Timesheets must be received in HR by 12:00 PM on the 1st of each month or the last business day prior to the 1st, whichever comes first. (Ex. If the 1st of the month falls on a weekend, timesheets are due on the Friday before the 1st).
- Timesheets must be signed by both the supervisor and the student-employee to be acceptable.
- Weekend or holiday work dates, must be approved with the supervisor's initials handwritten next to each weekend or holiday date that you are allowed to work. Weekends or holidays *will not* be paid without the supervisor's handwritten initials (we cannot assume that you were approved to work because your department may be operational 24/7). A supervisor's signature only, which is not accommodated by his /her handwritten initials next to the appropriate dates, is not grounds for weekend or holiday approvals and will create docked payments.

- You are required to notify your supervisor if you are working in more than one Departmental Hire Program position. You are responsible for reporting multiple DHP positions to each of your supervisors prior to hire so that your specific work schedule for each supervisor will be defined, preventing duplicate time entries and overtime issues which are prohibited. (You *may not* work a Federal Campus Work Study position and a Departmental Hire Program position simultaneously, *this violates the Office of Financial Aid's policy*)
- Student-employees cannot work during scheduled class times, even if the class has been canceled for the day.

Taxes Withheld

Student-employees are required to pay Federal and State taxes. The Internal Revenue Service regulates that Federal Insurance Contributions Act or FICA (*Social Security and Medicare tax*) be exempted from students enrolled for what XULA defines as fulltime. In XULA's case, we also acknowledge $\frac{3}{4}$ time and categorize this time as fulltime hours and exempt the withholding as well. We do not withhold the tax unless a student falls below $\frac{3}{4}$ time. Being enrolled at least $\frac{3}{4}$ time will exempt you from paying FICA taxes. However, if at any point in a semester you drop to below $\frac{3}{4}$ time or if you work during a non-enrolled period as a student who has either pre-registered or the intent to register for the next academic semester, you will be subjected to pay FICA taxes. (ex. *undergraduate enrolled for 12 hours in the Fall semester would be exempt from paying FICA taxes, but if he drops down to 9 hours that same semester, he will begin to pay FICA taxes beginning with the next available payroll or if the same undergraduate student enrolls in summer school with less than 4 credit hours he will be subjected to pay FICA taxes.*)

Approvals for Students Working on Weekends or School Holidays

- Weekend or holiday work dates, must be approved with the supervisor's initials handwritten next to each weekend or holiday date that you are allowed to work. Weekends or holidays *will not* be paid without the supervisor's handwritten initials (we cannot assume that you were approved to work because your department is operational 24/7). A supervisor's signature only, which is not accommodated by his /her handwritten initials next to the appropriate dates, is not viewed as approval for weekends or holidays and will create docked payments.

Maximum Work Hours

- During enrollment periods (also including summer school), departmental hires *must not* exceed 20 work hours per week. Students are prohibited from working overtime. The student and his supervisor are required to monitor the semester/yearly awarded amount to ensure time worked does not exceed the total contracted dollar amount.

- During non-enrollment periods (winter break and summer non-enrolled), departmental hires *must not* exceed 40 work hours per week with a one hour lunch break each day.

Terminations

Terminations may happen for a few reasons:

- Voluntary
- Graduation
- Dismissal by from the department
- Transfer from the department
- Non-return to the University

If you terminate from a department for any reason, it is your responsibility to return any University possessions (keys, equipment, materials provided to you by the University to complete your daily tasks, etc.). HR must receive a new PAF requesting termination for you from your Departmental Hire Program.

Rights and Responsibilities: Students

Reasons for Corrective Action (As defined in the Staff Employee Handbook)

All of the actions under the following categories are considered unacceptable behaviors or performance. The groupings are illustrative and should not be considered either exclusive or limiting in achieving effective, efficient, and equitable employment practices.

☒ Attendance & Punctuality

- Unauthorized absences from work for more than four occurrences in a thirty-day period.

- More than four unauthorized late arrivals or early departures from work in a thirty-day period.
- More than four instances of returning late from lunch or break in a thirty-day period.

☒ Behavior

- Violation of XULA Policies and Procedures for student-employees, departmental operating rules or related directives.
- Harassment or any discriminatory act based on race, religion, national origin, marital status, gender, age, disability, political affiliation, or sexual orientation.
- Performing personal work or schoolwork during business hours.
- Violation of safety rules.
- Violating XULA code of student conduct regarding behavior or actions involving students.
- Leaving work area for personal reasons without permission.
- Unauthorized or personal use of university equipment or materials for personal use. This includes telephones, faxes, computers, vehicles, tools, etc.
- Making unauthorized solicitations during work hours and in work areas. (Examples: soliciting for Avon, meals, candy, Girl Scout Cookies, or political candidates).
- Engaging in unethical conduct which violates the present standards of the community.

☒ Performance

- Inefficiency, incompetence, or negligence in the performance of duties, including failure to perform assigned tasks or failure to discharge duties in a prompt, competent and reasonable manner.
- Refusal or inability to improve job performance in accordance with written or verbal direction.
- Revocation or suspension of license where job duties require licensing. An

student-employee is required to notify his or her supervisor in the event his or her license has been seized, suspended or revoked (e.g., a student-employee is required to drive a vehicle and his/her driver's license is suspended or revoked).

- Careless, negligent, or improper use of XULA property, equipment or funds, including unauthorized removal or use for personal purpose.

☒ Immediate Dismissal

Immediate dismissal may be invoked for any of the following non-exclusive reasons:

- Unauthorized release of confidential information or official records.
- Leaving work area without being properly relieved.
- Falsifying, removing or destroying records, reports or documents.
- Theft.
- Dishonesty about job related matters to supervisors, staff, faculty, or the public.
- Deception in securing employment for the employee or for someone else.
- Possession or use of an illegal substance or alcohol while performing work for XULA.
- Willful endangerment of staff, fellow students, faculty or the public.
- Threatening an employee, fellow student or visitor with harm or injury.
- Failure to comply with a lawful request from a supervisor.
- Viewing or electronically mailing pornographic or obscene materials on personal computers.
- Creating or sending a computer virus.

Violence in the Workplace

XULA believes that everyone should have a work environment that is free of fear, intimidation, threats, harassment, or violence. A person who is having a domestic or personal problem is encouraged to seek professional counseling. A student-employee may also seek counseling through XULA's Counseling Center and Campus Ministry. It is the policy of XULA that harassment of any form is prohibited and will not be tolerated. Each supervisor and student-employee has a responsibility to maintain a work environment that is free of any form of violence or harassment.

- If a supervisor or a student-employee believes that an employee, faculty or fellow student's behavior is unusual or erratic, the behavior should be reported to the University Police.
- All threats, written, verbal, or sexual should be taken seriously and reported to the appropriate level of supervision, University Police, and the Director of Human Resources.
- It is the policy of XULA to immediately terminate anyone who threatens (verbally, in writing or e-mail), strikes another person, or who brings a weapon to the workplace.

- Please contact the Director of Human Resources, the Counseling Center or University Police if you have any questions regarding workplace violence.

Possession or Sale of Drugs or Alcohol While on XULA's Property or Engaged in XULA's Business

It is grounds for immediate dismissal of any employee possessing illegal drugs, alcohol, or prescribed medication with the intent to sell them on XULA's property or while engaged in the performance of XULA's business.

Telephone Usage

Personal phone calls should be made on your own time, unless it is an emergency. You are not to make or receive personal phone calls at any time if it means tying up business lines.