

# DEPARTMENTAL HIRE PROGRAM

## Student Employee Policy Handbook



**Office of Human Resources  
Xavier University of Louisiana**

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## **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 (XU) 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.

## **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. Unit 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 schoolwork 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.

## **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 (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.

## **Purpose of the Departmental Hire Program**

The policies that are documented in this handbook are to properly enforce the rules of the Departmental Hire Program (DHP) as it pertains to University, Federal, and State requirements. HR is responsible for maintaining employee records for all DHP student employees. 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. It can be argued, that students who work a moderate number of hours per week are more likely to stay in school and achieve GPAs as high as or higher than 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 to 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, track earnings, approve work time for payroll purposes, and resolve any work-related issues.

## **Definition of a DHP Student Employee**

Any candidate for a XU degree who is registered full-time at XU and not already receiving Federal Work Study (FWS) through Financial Aid may be hired as a DHP student employee. Continuing students employed during the summer must be pre-registered or planning to register for the next fall term. Students who graduate in December or May may not be hired, or may not continue, as student employees and must be treated as a regular staff employee once all coursework is complete. Individuals, who are not admitted as degree-seeking students at XU, may not be hired as student employees. Students from other Universities cannot be considered XU student employees. It is the responsibility of the hiring unit during recruitment and selection of a student employee to verify enrollment status of the perspective employee.

Regular Faculty/Staff employees who are approved to take three (3) credit hours utilizing the Educational Assistance Benefit for tuition remission during Fall/Spring semesters (benefit not offered during summer sessions) or who pay for up to six (6) credit hours are not classified as student employee. Any regular Faculty/Staff employee who enrolls in more than six (6) credit hours during any enrollment term must be terminated from regular Faculty/Staff employment and can be hired as a student employee under the student hire guidelines.

## Definition of a DHP Student Supervisor

Any Faculty/Staff member that is actively employed by the University and approved by the Unit Head to supervise others can act as a student employee Supervisor. Any student Supervisor, who is not a twelve (12) month employee, must themselves have an active job record in Banner Client using ePAF during the same periods of hire as their student employees. Otherwise, the student employee will be prohibited from accessing his/her time sheet in the WTE system due to invalid Supervisor status. As well, the Supervisor will be prohibited from accessing the student employee's timecard.

Due to safety concerns, XU requires all on campus student employees to be supervised by a full-time staff or faculty employee during scheduled work hours. The student employee supervisor has the ultimate responsibility of electronically completing ePAFs. The student employee has the ultimate responsibility of completing timecards for payroll. By approving a timecard as a representative of the University, the Supervisor confirms his/her responsibility to follow all rules that govern DHP. At any time if any of the policies of this work program are compromised, the Supervisor along with the student employee submitting the timecard may be subjected to disciplinary action. As well, the privileges as a student employee Supervisor and the privileges of the student employee to work may be revoked.

- If a new DHP Supervisor is appointed for students in the Unit please be sure to notify HR of the change immediately via email. This ensures that HR will be able to setup the new Supervisor and effectively communicate any information regarding student employees.

## Hiring Process

HR uses Banner Client and Banner Web as the official software systems to process all student personnel actions and timekeeping transactions respectively. All Supervisors must be authorized by HR for proper set up to use Banner Client and access the necessary Form(s) to hire student employees. A considerable amount of pre-planning must go into the student hiring processes to ensure the successes. Generally, an ePAF can be completely processed in 7-10 business days, therefore HR requires a 2 week lead time on the projected start date of the position for a student ePAF to be originated (i.e, ePAF originated on August 15, must have a position start date of no sooner than August 29). It is always a best practice, for the ePAF originator to electronically track the progress of ePAFs after they are originated. This can be achieved by using transaction numbers to regularly view the routing on Banner Client Form NOAEPAF.

The following steps must be followed before a student can be authorized to begin working for the University for all student new hires and rehires.

- **Step 1.** The hiring unit must select and recruit candidates from a fair applicant pool for student employment.
- **Step 2.** The hiring unit must have all candidates who have not had a student employment position within the last twelve (12) months report to HR to complete a new hire packet to verify employment authorization through the United States Citizenship and Immigration Services (USCIS). This step can be skipped for all rehires that have worked within the last twelve (12) months.

- **Step 3.** The hiring unit must originate an Electronic Personnel Action Form (ePAF) using Banner Client two (2) weeks prior to the start date of any student position. ePAFs that do not follow the two (2) week lead time on start dates will be Returned/Correction status to the originator to re-issue with the appropriate date of the appropriate lead time.
- **Step 4.** An ePAF must be approved by all required Approvers and applied to the Banner Client job record by HR once all approvals are met. HR application of the job record completes the ePAF process.
- **Step 5.** HR provides electronic notification to the ePAF originator at 6:00pm on the day that the record is in a complete status with HR. This notification states that “the employee(s) listed in the attached report are now official authorized employees of the University and that a timecard is now available through Banner Web Time Entry (WTE) for time entries”. The student is ineligible to work before the authorization is issued by HR.
- **Step 6.** The student employee is eligible to begin working on the date that you designate as the job start date as long as the ePAF is in ‘Complete’ status in HR by that date and a timecard is accessible through WTE. The student is ineligible to work before the authorization is issued by HR.

## New Hires

All new hires must be authorized through the USCIS by XU to work as a student employee of the University before rendering any services to the University. New hires are defined as students who are currently enrolled at XU who were not employed by the hiring unit within the preceding twelve (12) months. New hires are paid at an hourly rate based on the appropriate wage range for student employment. Students are hired above the wage range only when the employing unit determines that their skills or experience, or market conditions, warrant higher pay outside of the designated range. In order to justify rates of pay that are outside of the established range, additional documents must be provided to HR for approval of the rate before the hiring unit can originate an ePAF. Those documents include a resume from the student for the position that is being assigned and a job description from the hiring unit to establish what special skills, work context, and responsibilities for the position are required of the student employee for the position.

## Rehires

Rehires are defined as students who are currently enrolled at XU and were employed by the hiring unit within the preceding twelve (12) months. Students who are rehired to a position at the same level must receive a wage that is not less than their previous wage. Students are hired above the wage range only when the employing unit determines that their skills or experience, or market conditions, warrant higher pay outside of the designated range. In order to justify rates of pay that are outside of the established range, additional documents must be provided to HR for approval of the rate before the hiring unit can originate an ePAF. Those documents include a resume from the student for the position that is being assigned and a job description from the hiring unit to establish what special skills, work context, and responsibilities for the position are required of the student employee for the position.

## **Attire**

Requirements for attire are determined at the discretion of the employing unit and should be communicated at the time of the job offer.

## **Pay Periods**

Pay periods are biweekly and cover a two week period beginning on Sunday and ending two weeks later on Saturday (i.e., June 19, 2016 to July 2, 2016)

## **Timecards**

An electronic notification is provided to the originator of the student ePAF once a timecard has been generated for use in Banner Web Time Entry (WTE). Student employees are required to record the hours they have worked using the official time capturing system of the University, WTE. WTE has been designed to capture employee time entries during work assignments and not for manual adjustments of the system. The student employee upon each clock out must preview the timecard to determine that time was successfully recorded. If an error in the timecard occurs, a comment must be left in the 'Comments' section of the timecard including the date and time of the occurrence so that the Supervisor can make adjustments.

Multiple occurrences of manual adjustments may warrant disciplinary action for both the student and Supervisor that can result in loss of privileges to continue working as a student employee and continuing to supervise student employees.

It is a student employee's responsibility to make sure to clock in/out according to the schedule agreed upon with the Supervisor. Student employees are prohibited from working during scheduled class times even if a class has been cancelled. Students will automatically be prohibited from time entries using WTE based on class times determined by the original schedule established by the Office of the Registrar for the time period defined as the semester (including finals week).

For a student to be paid, the timecard must be completed, certified, and electronically submitted at the end of each pay period by the originator (student employee) by the established deadlines. The Supervisor must approve the timecard by the established deadlines after the student employee has successfully submitted the timecard. Those actions are the responsibility of the student and Supervisor respectively. The timecard must be a true and accurate representation of the hours worked each pay period.

The Supervisor who approves the student employee's timecard must be a regular University employee – designated to supervise the student employee on the ePAF – and must have personal knowledge of the hours worked by the employee. Supervisors must certify the accuracy of the timecard. Deliberate falsification of a timecard by any student employee or Supervisor is grounds for disciplinary action and possible termination for both parties involved.

## **Timecard Roles**

- **Originator-** Student Employee

The student will have the ability using WTE to clock in/out, preview time, comment, and submit time at the end of each pay period.

- **Approver-**Supervisor

The Supervisor will have the ability using WTE preview time, comment, submit (only under extenuating circumstances), and approve time at the end of each pay period.

- Although a Supervisor's role is to preview, adjust (only when necessary), and approve timecards, there may be extenuating circumstances where a Supervisor may have to cross roles due to a student's unavailability to submit his/her own time (i.e., returning home for a family death). If an extenuating circumstance should occur, a Supervisor will be granted the ability to submit and approve once the student submission date expires. Multiple occurrences may warrant disciplinary action for both the student and Supervisor.

- **Acknowledger-**HR

The acknowledger will have the ability using WTE to preview time and comments to ensure that policies regarding timekeeping are being enforced and confirm timecards for payroll.

## Timecard Deadlines

### Submission Deadline (Student Employees)

Timecards must be submitted immediately upon the employee's last clock out of the pay period; otherwise the student will be locked out of the payroll. For example, if the pay period is Saturday, June 19th-Sunday, July 2nd, your timecard must be submitted no later than Friday July 1st or Saturday July 2nd depending on whether the employee works Monday-Friday or is allowed to work on weekends. This must happen immediately upon clock out. Any errors or incomplete time records will prohibit submissions therefore; you and your Supervisor should be "Previewing" your timecard frequently during each pay period.

### Approval Deadlines (Supervisors)

A Supervisor will be unable to approve a timecard until the student employee has successfully submitted the timecard. If the student employee has any missed punches or has any errors in a timecard, a Supervisor must adjust them first, before the student will be able to submit a timecard. An incomplete timecard will not allow student submission and the employee does not have the ability to adjust their own timecard. HR provides electronic notification to the student Supervisor each Thursday at 12:00pm with an attached 'Missed Punches' report when a timecard is incomplete and needs attention. Although a timecard can be approved as soon as a student submits it, the hard deadline for a Supervisor to approve a timecard is the Monday following the last day of each pay period by, no later than 4:00pm (i.e., pay period ends on Saturday July 2, approval must happen no later than Monday, July 4 by 4:00pm). If the student fails to submit the timecard at his/her designated deadline, the Supervisor will be responsible for submission of the time card before approval can be achieved between 10:01am-4:00pm on the Monday following the last day of the pay period. Timecards do not have to be submitted/approved from the workplace. A timecard can be submitted/approved from any device, anywhere an Internet connection can be established (i.e. smartphone, tablet, personal laptop, etc.).

## Multiple DHP Jobs

Student employees must communicate other campus based positions to Supervisors during recruitment and selection for the position(s) or whenever his/her job status changes from one (1) to multiple positions. Collaboration on work schedules is required between the multiple Units to eliminate the possibilities of duplicate time entries. Duplicate time entries for multiple positions are prohibited. Student employees can only be clocked into one (1) position at a time. As an internal office procedure, a best practice includes establishing written time schedules for the unit's files and in case of discrepancies.

Students are prohibited from working multiple jobs if they are paid from the Federal Work Study Program through Financial Aid.

- In the case of a student employee having multiple positions, the student will be required to select whichever position they are present to clock in/out of from a list of active jobs in WTE. The student employee must be cautious by reviewing the description of the position closely when making selections in WTE.
- Student employees who work multiple positions are only allowed to work 20 hours per week. If multiple positions apply, a total of twenty (20) hours per week must be shared between Units (i.e., 10 hours in Unit A and 10 hours in Unit B). The student employee is prohibited from working twenty (20) hours per week in each Unit.

## Rest Breaks

The following guidelines exist for student employee paid rest breaks.

- A rest break should not exceed fifteen minutes.
- To qualify for a rest break, an employee must work at least four (4) consecutive hours.
- Rest breaks may not occur at the beginning or the end of the workday and may not be added to a meal break or other off duty time.
- Rest break time may not be accumulated.

## Meal Periods

The following guidelines exist for student employee unpaid meal periods.

Under Louisiana State Law (Louisiana Rev. Stat. 23: 213):

- The unit must provide and any student employee under the age of eighteen (18) must take a meal period that is unpaid and relieved of work duties when the student

employee has been scheduled to work five (5) consecutive hours. The meal period must last a total of one (1) hour and must be recording in the University's time capturing system, WTE.

Under XU Policy:

- The unit must provide and any student employee age eighteen (18) or older must take a meal period that is unpaid and relieved of work duties when the student employee has been scheduled to work seven (7) consecutive hours (i.e., work shift from 10am-5pm requires a one (1) hour meal period). The meal period must last a total of one (1) hour and must be recorded in the University's time capturing system, WTE.

## Work Hours

- During enrollment periods (also includes summer school enrollment), student employees *must not* exceed 20 work hours per week. Rest break and meal period policies apply.
- During non-enrollment periods (summer employment), students who were enrolled in the Spring and have an intention to enroll or are pre-registered for Fall, may work as full-time student employees for the summer. The student employee *must not* exceed 40 work hours per week and must have a one (1) hour meal period that is recorded in the University's time capturing system, WTE. Rest break and meal period policies apply.

## Overtime

Overtime is prohibited for all student employees. If such a violation occurs, the first offense will warrant notification and counsel to the student and Supervisor by HR and the occurrence will be documented for the student's HR file. After which, any other violation of this overtime policy will result in immediate student termination from the position. The student Supervisor may also lose the privilege to supervise student employees for such violation.

## Student Tax Withholdings

### Federal, State, Social Security and Medicare Taxes

Full time enrollment (12 + credit hours),  $\frac{3}{4}$  time enrollment (9-11 credit hours),  $\frac{1}{2}$  time (6-8 credit hours), less than  $\frac{1}{2}$  time (less than 5 credit hours)

- Student employees are required to pay Federal, State, and under some conditions Federal Insurance Contributions Act or FICA per Internal Revenue Services (IRS) regulation.
- The IRS regulates that students are exempt from paying FICA taxes only if the student is enrolled at the institution full time.
- Since the University classifies  $\frac{3}{4}$  time as more than  $\frac{1}{2}$  time enrollment, exemption from paying FICA taxes at XU if enrolled at least  $\frac{3}{4}$  time still qualifies (XU will not withhold the tax unless a student falls below  $\frac{3}{4}$  time enrollment).
- Enrollment of at least  $\frac{3}{4}$  time will exempt the student from paying FICA taxes unless at any point in a semester the student drops below  $\frac{3}{4}$  time or is working during a summer non-enrolled period.

## Student Tax Withholdings

### Federal, State, Social Security and Medicare Taxes (cont'd)

- Examples of exempt or active status for purposes of FICA taxes:
  - Undergraduate enrolled for twelve (12) hours in the Fall semester (exempt status-not paying FICA taxes)
  - Undergraduate who drops below nine (9) credit hours in the Fall semester (active status- paying FICA taxes)
  - Undergraduate who works a summer non-enrolled student employee position (active status-paying FICA taxes)
  - Once the student resumes at least ¾ time, the tax will return to exempt status

## Safety

Due to safety concerns, XU requires all student employees to be supervised by a full-time staff or faculty employee during on campus scheduled work hours.

## Work Locations

The University uses work locations to determine timecard accessibility for WTE based on the work location that is used on the student employee's ePAF when originated. The Information Technology Center tracks access points for security purposes and integrity of the WTE system. The three (3) location types are considered:

### ▫ **On Campus-OCL**

Student employee has the ability to clock in/out from a specific on campus access point in the hiring unit. The student employee is prohibited from accessing WTE from anywhere other than the designated Unit.

- Accessibility must be achieved from an employee network for employees using a machine in the unit that has been logged onto the network by the supervising Faculty/Staff member only. Students cannot access the network using a student network username and password for security purposes.

### ▫ **Off Campus-OFL**

Student employee has the ability to clock in/out from an identified off campus access point by the originator providing the location address on the ePAF in the 'Other Information and Comments' tab. The student is prohibited from accessing WTE from anywhere other than a designated off campus site.

- Accessibility must be achieved from a device where an Internet connection can be established. Students who work from specific off-campus locations due to the nature of their position (i.e., tutor at a specific elementary school) may be allowed to work at off-campus sites with proper identification of the site on the student ePAF.

## Work Locations (cont'd)

- **Hybrid-HYL**  
Student employee has the ability to clock in/out from both identified on and off campus access points by the originator providing a list of locations on the ePAF in the 'Other Information and Comments' tab.
  - Accessibility must be achieved from an employee network for employees using a machine in the Unit that has been logged onto the network by the supervising Faculty/Staff member when working on campus and accessibility must be achieved from a device where an Internet connection can be established when working off-campus. Identification of the off campus access point must be provided by the originator on the ePAF in the 'Other Information and Comments' tab.

## Disciplinary Action

### Cause of Action

Students are 'at will' employees. 'At will' means that an employer can terminate the employee for good cause, bad cause, or no cause at all when an employee does not have a written employment contract and the term of employment is of indefinite duration. Student employees may be terminated for voluntary and involuntary purposes and performance related or disciplinary reasons, such as, but not limited to:

- Lack of performance or attendance
- Falsifications of timecards
- Breach of confidentiality in the workplace
- Theft
- Unauthorized or fraudulent use of equipment and/or property
- Violation of University policies and procedures
- Not meeting Satisfactory Academic Progress

### Reporting Disciplinary Actions

All student employee disciplinary actions must be reported to the HR Director. The proper order of escalation for a Supervisor taking disciplinary action against a student employee requires:

**1<sup>st</sup> Offense**-verbal communication about the offense to the student employee

**2<sup>nd</sup> Offense**-written communication about the offense to the student employee that is signed by the student, Supervisor, and unit head

**3<sup>rd</sup> Offense**-written communication about the offense to the student employee that is signed by the student, Supervisor, and unit head including copies of all other communications about the offense, must be forwarded to the HR Director for review and counsel with the student employee. Final determination may result in dismissal from student employment.

### Additional Action Resulting in Dismissal

- If a student terminates from a Unit for any reason, it is his responsibility to return any University possessions (keys, equipment, materials provided by the University to

## **Disciplinary Action**

### **Additional Action Resulting in Dismissal (cont'd)**

complete daily tasks, etc.).

- HR must receive a new ePAF for the unit requesting termination of the student effective the date of the termination.

## **Violence in the Workplace**

XU 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 XU's Counseling Center and Campus Ministry. It is the policy of XU 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 XU to immediately terminate anyone who threatens (verbally, in writing, or by 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 XU's Property or Engaged in XU'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 XU's property or while engaged in the performance of XU'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.