



STUDENT EMPLOYMENT MANUAL

2009-2010

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Introduction

Faithful to its Lasallian heritage in Catholic higher education and its Mission Statement, Lewis University is committed to becoming a partner with students and their families in making higher education affordable. Lewis University employs (over half of its undergraduate) students in the Student Employment Program and subsidizes over 80 percent of the funds allocated. The Student Employment Program is a cooperative effort between Financial Aid, Payroll, and the University hiring departments.

The Student Employment Program is not only intended as a source of income, but a branch of the student's education. The program is intended to assist students in meeting their educational contribution, while also adding to the college campus. Participation should play a role in the development of the student's education and the work aspect helps to define career goals while gaining meaningful experience. The educational careers of the students attending the University are guided by this Mission, as are the employment opportunities.

The Lewis University Student Employment Manual is to serve as a policies and procedures guide for the Student Employment Program. This manual provides an overview as well as specifics that are vital to the Lewis University Student Employment Program. To participate in the program, students must be enrolled at least half-time and be degree-seeking. The program includes four distinct parts: Federal Work-Study, America Reads/Counts, Part-Time Student Employment and Stipend positions. The differences between the four are especially important to understand for students and supervisors. This handbook was produced to serve as a helpful reference tool. We encourage you to keep this handbook accessible (perhaps via an online bookmark) and refer to it when questions arise.

The coordinator of the Student Employment Program resides in the Office of Financial Aid Services. If an issue arises regarding employment and the supervisor is not available for consultation, the coordinator of the Student Employment Program may be contacted as a resource. Any proposals, concerns, comments, or questions particular to student employees should also be directed to this individual.

LEWIS UNIVERSITY STUDENT EMPLOYMENT **MISSION-BASED VALUES**

The Mission Statement of Lewis University guides student employees and the following values identified specifically for their employment opportunities:

- | | |
|--------------------|---|
| KNOWLEDGE | Learning through initiative and interaction with supervisors, staff, faculty, and peers. |
| FIDELITY | Loyalty through reliability and effort. |
| WISDOM | Sound judgment developed through reflection and quality work experience. |
| JUSTICE | Professionalism demonstrated through the promotion of personal and social responsibility. |
| ASSOCIATION | Uniqueness of contribution through cooperation and performance. |

SUPPORT OF LEWIS UNIVERSITY POLICIES

Within the Lewis University Student Employment Program, some student employees are hired to assist particular departments with their enforcement of policies and regulations. It is necessary for student employees working in these positions to also support and uphold the policies and regulations that are being enforced. It would be an inherent conflict of interest for student employees to be found in violation of policies and regulations that they are required to assist in enforcing. Examples of these student employment positions include, but are not limited to Campus Security, Campus Life, and Peer Ministry. Student employees failing to assist in the enforcement or support of these policies and regulations are subject to disciplinary action or dismissal from their positions within the departments.

To help student employees recognize the importance of the positions that require an additional level of enforcement and support of Lewis University policies and regulations, the designated supervisors of the departments will review their expectations and provide a statement for the students to sign acknowledging receipt and understanding of these policies and regulations. After the student employees sign the statement, a copy will be retained in their student employment file located in the Office of Financial Aid Services.

RESPONSIBILITIES

Student employees play a key role in the daily operations of Lewis University. Many departments depend on student employees to assist with and complement vital services. Each department is unique and provides student employment training specific to its duties. However, all student employees should practice these basic guidelines:

1. You are representing Lewis University and should treat students, staff, faculty, and visitors with courtesy and respect.
2. Determine a schedule with your supervisor that will be adhered to weekly. If a change in your schedule is required be sure to discuss this in advance with your supervisor. Do not just change your work time without prior supervisor approval.
3. If you are unable to work due to illness or emergency, you are responsible for contacting your supervisor before your scheduled work time. Do not wait until you return to work to explain your situation.
4. Dress appropriately based on the department that you work in. Discuss appropriate work attire or uniform with your supervisor.
5. While working, your focus should be in the department. Any outside distractions should be avoided – phone calls, friends stopping by, homework, etc.
6. Many departments handle confidential documents and deal with private student issues. Any knowledge of this material must be handled with sensitivity and cannot be shared with others.
7. If you do not know an answer, be sure to ask – do not guess.

FEDERAL WORK-STUDY

Lewis University receives Federal Work-Study (FWS) funds through the federal government's campus-based aid program. This program provides funding through employment to undergraduate and graduate students to assist with college costs. To be eligible for a Federal Work-Study position, a student must demonstrate financial need. A Free Application for Federal Student Aid (FAFSA) must be completed yearly to determine eligibility.

The Office of Financial Aid Services uses the FAFSA to determine students' expected family contribution (EFC). The student's cost of attendance must be greater than the expected family contribution to result in financial need. Demonstrated financial need is calculated by subtracting the EFC from the cost of attendance. Scholarships and grants are first deducted from financial need. The remaining need is then apportioned between work and loan eligibility. It is possible that a student with financial need may be ineligible for Federal Work-Study. Or, once other aid is considered, it is possible, that students' eligibility for FWS may change.

Preference is given to students that demonstrate the greatest financial need. Therefore, Federal Work-Study students have first priority for job placement. Generally, there are enough positions on- or off-campus to satisfy both work groups.

PART-TIME STUDENT EMPLOYMENT

Students without Federal Work-Study (Part-Time) eligibility may begin to seek positions at the end of the six-week waiting period. Continuing students that worked Part-Time Employment the previous year and return to the same department may begin work at the start of the semester. This same exception is extended to students that were previously eligible for Federal Work-Study, but no longer qualify. In both scenarios, the six-week waiting period is waived as long as the student returns to the department in which he/she worked the prior academic year.

Students that are not eligible for FWS or Part-Time work should inquire with the Office of Financial Aid Services regarding their eligibility for employment. As long as the student has room within their financial aid budget, they can request consideration for Part-Time Employment. Like the Federal Work-Study program, students must visit Blackboard online to review job postings. Thereafter the student will need to contact the Employment Supervisor for that department to arrange an interview.

The number of students that can participate in the Part-Time Student Employment Program changes from year to year. Usually, the University has ample funds to support all students that have expressed an interest to work. With the changes, decreases or increases are made to the number of students utilizing Part-Time Student Employment. A student wanting to work on campus through part-time employment must have completed a current year FAFSA in order to be placed in a job.

AMERICA READS / COUNTS

Colleges and universities across America are joining forces to promote "reading and math readiness" among all children. America Reads provides Federal Work-Study funding for the reading tutoring of children in preschool through elementary school and family literacy programs. America Counts provides Federal Work-Study funding for the math tutoring of children in elementary through ninth grades.

These tutoring promotions are currently being offered at the off-campus community service sites of George Werden Buck Boys and Girls Club, Guardian Angel Home, and Warren Sharpe Community Center.

Students interested in becoming tutors for these programs must be Federal Work-Study eligible and have a minimum cumulative GPA of 2.75. An additional application must be completed at the off-site locations. Even though these positions are available at off-campus sites, students are considered employees of the Lewis University Student Employment Program.

STIPEND POSITIONS

Lewis University also has several stipend positions available to students. They include but are not limited to the following:

1. Student Governing Board
2. The Flyer (newspaper)
3. WLRA (radio station)
4. Peer Ministers
5. Resident Assistants

Students who hold a stipend position cannot work in an additional position unless their stipend is less than the current allotment for work (of \$3,600 for the academic year). For example, if a student holds a stipend position with The Flyer or WLRA, the total of the stipend plus a Federal Work-Study award cannot exceed \$3,600. However, if a student holds a position that already exceeds \$3,600 no other position can be held.

The stipend positions require the same paperwork as the hourly positions. The required documents and forms for participation in the program are listed on page 10. The Office of Financial Aid Services does not fund stipend positions, nor select participants to become recipients of the fund.

FINDING A JOB

JOB FAIR – ON-CAMPUS EMPLOYMENT

The annual Job Fair, held the first week of fall semester, is the best place for students to learn about work opportunities. This is the only occasion that departments come together to showcase themselves and provide an informative view of their functioning in an atmosphere where students can compare and contrast. Every effort should be made for students interested in working at some point during the academic year to attend the Job Fair.

Federal Work-Study eligible students can speak to departments about available positions and identify positions that match their skill set and interest. Applications are accepted at the fair so students should bring a copy of their class schedule and options for times available to work. Every attempt is made to have representatives from all on- and off-campus departments and sites in attendance. However, there may be times when a department is not able to be represented. Or, a scheduling conflict does not allow the student to attend the Fair. In either case, a complete listing of job openings is posted online through Blackboard. Job opportunities will continuously be updated via Blackboard throughout the year as openings transpire.

Students that are unsure of their work status should contact the Office of Financial Aid Services.

POST JOB FAIR

Step 1: Login to your Blackboard account: <http://lewisuniversity.blackboard.com>
 Click **STUDENT** tab; Under the “Student Services” section, click on **On-Campus Employment**

My Lewis University Online Support Program Information Faculty/Staff Student Scholar

Student Modify Content

Tools Announcements Calendar Tasks Bb Course Grades Send E-mail Personal Information Bb Search Blackboard Sync CourseFeed for Facebook

Bb 9.0 Student Wiki

STUDENT SERVICES

- CollegeRegister (Online Registration & Records) (requires separate login)
- International Programs
- Lewis University Library
- Online Registration & Records for Accelerated Students (SPCE) (requires separate login)
- Request New Organization
- On-Campus Employment

Click this link

Step 2: Review your Financial Aid Award letter to determine your work eligibility (i.e., Federal Work-Study or Part-Time)

LEWIS UNIVERSITY ACCELERATED PROGRAMS

July 6, 2009

Online Registration & Student Information Services

Registration **Student Records** **Student Se**

Registration Course Offerings Billing Financial Aid Grade Report Schedule Transcript Order Official Transcript Apply for Graduation Buy Books Online Payment Personal Calenda Update Address/ Change PIN SallieMae Tuition!

Step 3: Search and find a position of interest
 Click on one of the job tabs that are arranged by work location on the left-side toolbar

My Lewis University Online Support Program Information Faculty/Staff Student Scholar

Announcements **Documents** **Jobs - Romeoville** **Jobs - Satellite** **Jobs - Tutoring** **Information**

STUDENT EMPLOYMENT (LU-CAMPUS-SE) > ANNOUNCEMENTS

Announcements

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

June 29, 2009 - July 06, 2009

No announcements found.

Step 4: Contact the department to arrange an interview

MAINTAINING WORK ELIGIBILITY

If you withdraw or drop below the minimum enrollment requirements, you are not eligible to continue to work on campus until your enrollment is increased to at least the minimum requirements. If you are graduating at the end of a given semester or if you are completing a thesis or dissertation, you may apply for a one-time exception to the enrollment requirements, provided that you are enrolled for at least one credit hour.

CHANGING JOBS

Switching of student employment positions is not allowed during the semester. A student employee becomes an important resource for departments during the semester. Therefore, we do not allow this disruption to the program. Changes for different pay or hours are not acceptable reasons for mid-year department changes.

If the student believes an extreme situation exists, the Student Employment Coordinator in Financial Aid Services should be contacted. A student must obtain permission from Financial Aid Services for a change of positions during the semester. Such a change is not automatic and depends upon the surrounding circumstances.

At the start of a new semester, student employees can seek a different position. However, it is strongly encouraged to give advance notice to the respective department as the original authorization contract is signed for a full academic year (two semesters). A definitive reason should be given to the department for leaving. A new authorization form will need to be completed to begin receiving timesheets with the new department.

UPON HIRE COMPLETE THE NECESSARY PAPERWORK

STUDENT EMPLOYEE PAYROLL PAPERWORK

Once hired, it is the responsibility of the student employee and supervisor to ensure that all five necessary documents are completed. **Until completed, the student employee will not receive a timesheet or a paycheck and therefore should not be working.**

The following is the list of ALL required documents, which can be downloaded online from the forms page under Financial Aid:

1. Authorization contract
2. Federal W-4
3. Illinois W-4
4. Direct Deposit Authorization Form
5. I-9

Students must be enrolled at least half time and attending classes at Lewis University to be employed. (During break periods the students must be returning for the following term to participate in the program)

All required payroll paperwork can be downloaded from your Blackboard account. The Authorization Contracts are only available from the supervisors of the department in which you are hired.

Authorization Contract

An Authorization Contract must be completed each academic year. The contract specifies the agreement between department and student as to the number of work hours, pay rate, and job classification level. You can determine your work allotment by logging into Online Registration & Student Information Services located under Student Records, then Financial Aid. The allotment indicated on your Financial Aid Notification reflects your work eligibility. An authorization contract must be completed each academic year for each position held. This includes stipend positions, special events (i.e. Phone-A-Thon), and any position that is paid through the requisition process.

A student employee is not allowed to work more than 15 hours per week in any and all on-campus position(s) and 20 hours per week in any off-campus position. Regional sites are considered on-campus sites and therefore students are allowed to work 15 hours per week.

Important Notice...The student employment award amount listed on the Authorization Contract includes work eligibility for the entire academic year. The academic year also consists of academic year break periods such as Fall, Christmas, Spring, and Easter. If a student employee chooses to work during any break period, the earning potential during the in-session school periods will be reduced. Therefore, use the following formula to determine the number of hours per week you can work.

($\$3,600 / \text{weekly pay rate} / \# \text{ of weeks to work [32 in-session weeks]} = x \text{ hours per week}$)

(Note: In the past we have been able to increase the work allotment for most students, however, we cannot guarantee this as an option. Feel free to check in with the Financial Aid Services office to verify if additional work funds are available.)

Students are ineligible for benefits such as unemployment compensation, vacation pay, sick pay, jury duty pay, or the like.

Federal W-4

This form is known as the Federal Employee's Withholding Allowance Certificate. This must be completed so that the proper amount of Federal income tax is withheld from the student's paycheck. International students should verify with the Office of International Student Services if their country has a tax treaty with the United States of America. This information is needed to complete the Federal W-4 correctly.

Illinois W-4

This form is known as the Illinois Employee's Withholding Allowance Certificate. This must be completed so that the proper amount of Illinois income tax is withheld from the student's paycheck. This needs to be completed regardless of student's state residency.

Direct Deposit Authorization Form

All student employees are mandated to participate in the direct deposit program. If student changes banks or accounts, a new Direct Deposit Authorization Form must be submitted.

(Summer term requires a separate Authorization Contract.)

I-9

This form verifies the eligibility of the student to work in the United States of America. Additional documents are needed to complete this form. See the section below that list acceptable I-9 identification verification documents.

Employees are required to present either one of the documents from List A or one of the following documents from List B and one of the documents from List C.

List A (Documents that establish both identity and employment eligibility)

- United States Passport
- Permanent Resident Card or Alien Registration Receipt Card (I-551)
- Temporary Resident Card (I-688)
- Employment Authorization Document (I-766, I-688B, or I-688A)
- Foreign Passport with temporary I-551 stamp
- For aliens authorized to work only for a specific employer, foreign passport with Form I-94 authorizing employment with this employer

List B (Documents that establish identity only)

- Driver's license issued by a state or outlying possession
- ID card issued by a state or outlying possession
- Native American tribal document
- Canadian driver's license or ID card with a photograph (for Canadian aliens authorized to work only for a specific employer)
- U.S. Military card or draft record
- School ID card with a photography
- Voter's registration card

List C (Documents that establish employment eligibility only)

- Social Security account number card without employment restrictions
- Original or certified copy of a birth certificate with an official seal issued by a state or local government agency
- Certification of Birth Abroad
- US Citizen ID Card
- Native American tribal document
- Form I-94 authorizing employment with this employer (for aliens authorized to work only for a specific employer)

International students may also submit copies of their current I-20, I-94 arrival/departure record, and a non-expired foreign passport; these forms verify F-1 student status and eligibility to work. Since most international students are not allowed to work elsewhere, so are allowed to work up to 20 hours per week.

TIMESHEETS

Once all necessary paperwork is completed, the department and student will have permission to access the student online timesheet. If a student does not have access to their timesheet, the student has not completed the necessary paperwork to be granted authorization to work or paid. It is the responsibility of the student employee and supervisor to work together to follow procedures established by the Office of Payroll.

If you are working four or more consecutive hours, you are entitled to a paid 15-minute break during work hours. The break period is to be preceded and followed by a work period. It cannot be used to cover a late arrival or an early departure. If you work less than four consecutive hours, you are not entitled to a paid break. You will not be paid for scheduled hours missed for holidays, jury duty, funerals, illness, military obligations or voting. You are only eligible to be paid for the actual number of hours that you work. Your supervisor should not allow you to work on a volunteer basis at a job for which you are normally paid.

PAYCHECKS

You are encouraged to view your student payroll information at the online Student Registrar and Information System (<https://www.campusanyware.us/studentservices/7580/crindex.cgi>). Below are instructions to access your payroll information. It might be helpful to bookmark this page to your favorites for quick access.

To access your paystub, please visit:

- Go to www.lewisu.edu
- Click on Current Students
- Under Financial Information, click on “Pay Statement”
- Click on “Student Worker”
- Enter in ID number and Pin

First time users will need to contact ITSO at ext. 5950.

Select a check date and view your earnings statement.

Your earnings statement will contain:

- Federal and state filing status and allowances
- Earnings, deductions, and gross and net pay both current and year-to-date
- Amount paid from Federal Work-Study and Part-time wages

The paycheck should be monitored to ensure the correct pay rate and review remaining earning potential. Once a student's remaining earnings is \$200 or less, the Office of Financial Aid Services will contact the student. Upon consultation the student might have to discontinue working, reduce other financial aid, or request additional employment funds, if available. Usually, a student is not allowed to earn more than the specified amount on the Authorization Contract.

2009-2010 Student Employee Payroll Dates

| <u>Fall Semester</u> | <u>Spring Semester</u> |
|----------------------|---|
| September 11, 25 | **No Payroll January 1 st ** |
| October 9, 23 | January 15, 29 |
| November 6, 20 | February 12, 26 |
| December 4, 18 | March 12, 26 |
| | April 9, 23 |
| | May 7, 21 |

Student Employment Supervisor

Each department should assign a supervisor that will be responsible for managing their department Student Employment Program. Supervision of the program entails: being responsible for hiring and managing student workers, allocating departmental hours, job description updates, vacancy notices and disciplinary dealings. It is critical that the supervisor understand how the program functions as outlined in this manual from the student and supervisor prospective.

Generally speaking, the supervisor oversees the daily activities of the student employee. A supervisor should promote an atmosphere of learning. The duties students perform should closely mirror the job descriptions as advertised during the hiring period. Federal Work-Study (FWS) student must be receiving work experiences that are directly applicable to the skills needed for his or her career path. The job may be directly related to his or her training because he or she is learning customer service and basic office functions that are universal work skills. Departments should set standard training procedures that can be referenced. When students receive training for sufficient duration and intensity, he or she is more likely to be successful and the department will experience maximum output.

Overall, the supervisor should serve as a mentor within the Student Employment Program. Supervisors are responsible for monitoring the work and the schedule of each student employee. The supervisor will encourage, guide, and lead the student employee through the use of frequent discussions, interactions, and performance feedback. Students will receive constructive assessment of their performance for personal and professional development and having the above in place will assist the supervisor in making a fair assessment.

REQUEST FOR STUDENT EMPLOYMENT ALLOCATION

For the 2009-2010 academic year all participating departments are required to submit a Request for Student Employment Form. **All** departments are required to provide job descriptions so that current and future openings can be posted in real-time and students and departments have a collective “meeting” place. The Student Employment Program postings are via Blackboard.

If you are currently participating in the Student Employment Program, take this opportunity to assess the needs and demands of your department. Perhaps your student positions have evolved and an increase or decrease in hours is warranted. Adjustment consideration will be contingent on the duties outlined in the job description, past usage trends or if a new departmental request, similar department allotment. The department’s respective Vice-President must approve forms before submission.

Departments interested in participating in the Student Employment Program should contact Financial Aid Services. A Request for Student Employment form will be provided. This form will allow the department and Financial Aid Services determine the number of hours needed, pay rate and a budget for the position(s) desired. Departments interested in changing the classification level, renegotiating allotment, and pay rate changes also should submit a Request for Student Employment form.

DEPARTMENTAL HOUR ALLOCATION VERSUS DEPARTMENTAL HOUR USAGE

Departments should submit timesheets in a timely manner so that the number of hours used per week is reflective of the number of hours granted. Departments that exceed their allotment will receive a billing addendum that indicates the amount of funding that should be reimbursed to the Student Employment Program. This amount is determined by the number of hours over the allocation multiplied by the appropriate pay rate.

ALL REQUESTS MUST BE RECEIVED BY JUNE 1 IN THE OFFICE OF FINANCIAL AID SERVICES, WHETHER REVISIONS ARE BEING SUBMITTED OR NOT. THIS COLLECTION OF DATA IS FOR ALL CLASSIFICATION LEVELS REGARDLESS IF A NEW STUDENT WORKER IS BEING SOUGHT.

MONITORING OF DEPARTMENTAL STUDENT EMPLOYMENT

Students and Supervisors are expected to sign off on student timesheets. A supervisor's signature signifies that all criteria have been met for a student to be paid. Biweekly monitoring is also overseen by Financial Aid Services and Payroll Offices. Below are a few areas that both students and supervisors must be aware that can disrupt a student's employment.

1. MISSING PAPERWORK

Departments can track students' eligible to work by checking the on-campus Student Employment Program folder located on the P: drive. If a student's name is not on the list they have not submitted paperwork authorizing their employment. Please ensure that your workers have submitted all required paperwork before they are scheduled to work. If a student works and the aforementioned provisions are in place, the department will be billed by the number of hours a student worked by the pay rate to reimburse the Student Employment Program. (Note: if a supervisor does not receive a timesheet for a student from Payroll, the student is not authorized to work.)

2. CLASS SCHEDULE CONFLICTS

Supervisors are sensitive that the Student Employment Program supports that student workers are students first. Therefore, students work should not interfere with their classroom obligations. Students are expected to be in attendance during every class meeting. Therefore the program does not support students' tardiness or absence from class because of a work conflict.

A student should never work or be scheduled to work during a time when classes meet. Even if a class is canceled or a student is given alternative class times, working during times that conflict with a current class schedule is not excused. Students that work in departments that require traveling or classroom setup must schedule potential setbacks so that they can arrive to class on time. For example, someone working to setup audio/visual for a classroom should allow ample time to arrive at class. Students should have a thirty minute window between setup completion and class time to avoid the potential of a conflict.

3. OUT-OF-WORK ELIGIBILITY

Student no longer has work eligibility. The entire work award amount was earned. Employment must cease.

Time sheets are supposed to be submitted on alternating Mondays, failure to submit them on time means that the student is not paid until the following payroll. If two time sheets are submitted simultaneously, it could result in overpayment in the students' financial aid budget. This overage in work funds could result in returning loan funds or reducing other aid funds. If this happens, the student could have a balance at the billing office, which could cause financial hardship for the family.

4. STUDENT EXCEEDED HOURS MAXIMUM

Student worked more than 15 hours in a week during the semester or student worked more than 37.5 hours in a week during a break period. Most departments must have approval from Financial Aid Services to allow students to work additional hours during break period. Should you have questions about your allotment, contact the Employment Coordinator.

JOB DESCRIPTIONS

It is a federal requirement that all student employee positions have a current job description on file. As previously stated for the 2009-2010 academic year, all departments are required to submit a job description so that an electronic, current log of all positions can be created. Moving forward, when a department has a vacancy, Financial Aid Services can post the position online in "real-time." Students job inquires are driving students directly to the website.

Future updates to job descriptions will only need to occur if changes to the position are made. Otherwise, the job descriptions will rollover from year to year and there will always be a current description on-file. A job description should be created for each type of position within the department.

For example, the Office of Financial Aid Services has 45 weekly student employee hours – three students each working fifteen weekly hours. However, the Office of Financial Aid Services only has two types of positions – (1) front area student assistants and (2) student employment assistant. It is the responsibility of the supervisor to submit to the Office of Financial Aid Services TWO job descriptions – (1) Front Area Assistants and (2) Student Employment Assistant.

Job Descriptions are not needed for each student, only for each type of position within a department that the student might hold.

The job description application can be accessed via the supervisor Blackboard account or on the Student financial aid drive used for the Lewis University Student Employment Program.

JOB CLASSIFICATION

The various student employee positions on-campus have been categorized based on job duties. The classification system was designed to establish a structure of pay levels based on responsibilities, customer contact, experience required, expected duties, and level of supervision.

The classification system has two levels:

| Level I | Level II |
|----------------------------------|--------------------------------|
| Specified assigned tasks | Judgments made on tasks |
| Limited customer service contact | Daily customer service contact |
| No previous experience required | Previous experience required |
| Routine duties | Specialized and complex duties |
| Close supervision | Works independently frequently |

OCCURRENCE REPORT

At times, a student employee and supervisor face an issue that calls for identification and resolution. This issue does not have to be of a negative nature; it simply needs to be one that calls for discussion. For that purpose, the occurrence report has been designed to serve as a tool for communication.

The report provides a written account of the discussion for the student employee, supervisor, and Assistant Director of Financial Aid Services. The issue along with a resolution should be discussed and include input by student employee and supervisor. A copy should be forwarded to the Assistant Director of Financial Aid Services.

DISMISSAL PROCESS

Student employees cannot be automatically dismissed from their positions without following proper procedures. Six instances stand that call for automatic dismissal:

1. Falsification of hours worked on timesheets
2. Stealing from the department
3. An act of verbal abuse
4. An act of physical abuse
5. Being intoxicated or under the influence of a controlled substance while at work
6. Abandonment of position

Abandonment of position will be considered after a student employee misses three scheduled work periods consecutively without contacting the supervisor. If no contact is made from a student employee after missing three days of work, the supervisor should attempt contact. If this fails, it is at the discretion of the supervisor and Assistant Director of Financial Aid Services to determine abandonment of position for termination purposes.

With the exception of the six instances, a student employee and supervisor must have first filed an occurrence report with the Assistant Director of Financial Aid Services before a dismissal can take place. The report must have addressed the issue providing the cause for dismissal.

A reasonable amount of time must have been allotted to the student employee to correct the issue. It is not acceptable that the occurrence report and dismissal happen within the same day. The report must be on record in the Office of Financial Aid Services if it is to stand as justification for dismissal in the future.

STUDENT EMPLOYMENT APPEALS PROCESS

The Office of Financial Aid Services encourages the student employee and immediate supervisor to first seek informal resolution over a dismissal or disciplinary action. The student employee should attempt to resolve this issue with the immediate supervisor through discussion. The student employee should verbally seek an explanation or different resolution with the immediate supervisor.

If after a student employee attempts a verbal resolution with the immediate supervisor and still disagrees with or has concerns over a dismissal from a department or a disciplinary action within the department, the following process should be reviewed and followed. It is important for the student employee to note that this is a time-sensitive process with several steps that must be adhered to.

Step 1: If the student employee is still concerned over the decision, a written appeal for a new resolution must be made to the department manager within five (5) business days of the date of termination. The written request must include student employee's name, social security number, current mailing address, current phone number, description of dismissal or disciplinary action that occurred, immediate supervisor's name, department involved, and a statement of the desired resolution. A copy of this written appeal needs to be filed with the Assistant Director of Financial Aid Services the same day it is presented to the department manager.

The department manager must respond in letter format to the student employee's appeal within five (5) business days. A copy of this written response needs to be filed with the Assistant Director of Financial Aid Services the same day it is presented to the student employee.

Step 2: If the student employee has filed and received a verbal response from the supervisor and a written response from the department manager but is still unsatisfied, a request for a review by the Student Employment Appeals Committee can be made within five (5) business days of the department manager's written response. The Student Employment Appeals Committee consists of five members from the Lewis University community.

Committee Chair – Designated by the Director of Financial Aid Services.

Committee Member – Designated by the Committee Chair.

Committee Member – Designated by the Assistant Director of Financial Aid Services.

Committee Member – Designated by the Student Employee.

Committee Member – Designated by the Supervisor.

It should be noted that the Committee Members designated by the student employee and supervisor do not present the appeal for either party. The selected members serve on the Student Employment Appeals Committee as participants that review the presented appeal and all relevant information.

This request for review by the Student Employment Appeals Committee must be made in writing to the Assistant Director of Financial Aid Services and needs to include a timeline documenting the events surrounding the dismissal or disciplinary action, a description of the dismissal or disciplinary action, and the statement of resolution desired. The student must also include a separate statement identifying a current Lewis University faculty, staff, or student as a designated Student Employment Appeals Committee member.

The Student Employment Coordinator will contact the supervisor concerning the student employee's request for a review by the Student Employment Appeals Committee. The supervisor will have five (5) business days to provide to the Assistant Director of Financial Aid Services a timeline documenting the events surrounding the dismissal or disciplinary action, a description of the dismissal or disciplinary action, any additional information used in determining the dismissal or disciplinary action, and the statement of resolution desired. The supervisor must also include a separate statement identifying a current Lewis University faculty, staff, or student as a designated Student Employment Appeals Committee member. The supervisor's designated committee member cannot be within the hierarchy of the department.

Step 3: The Student Employment Appeals Committee will convene within five (5) business days of the student employee's request for a review and the supervisor's subsequent response. All participants on the Student Employment Appeals Committee will hold the proceedings and information surrounding the appeal confidentially and will not discuss the appeal with any non-committee members outside of the meetings. The Committee Chair will establish the rules and format for the committees' review of the appeal. The Committee Chair and the Members will determine if any additional information is needed or request interviews of the involved student employee and supervisor. If the Committee decides to request information or interviews, the involved student employee and supervisor will have two (2) business days to fulfill the request to the Assistant Director of Financial Aid Services. The Assistant Director of Financial Aid Services will act as a liaison for the Committee in its collection of additional materials.

The Student Employment Appeals Committee will make its non-binding final recommendation to the Assistant Director of Financial Aid Services in written format.

Step 4: The Director of Financial Aid Services and the Assistant Director of Financial Aid Services will review all submitted documentation and the recommendation from the Student Employment Appeals Committee. A decision will be made and shared in written format with the student employee and supervisor within five (5) business days.

Step 5: If after steps 1-4 of the Student Employment Appeal Process are followed and the student employee still feels unsatisfied with the resolution, a final written appeal is made to the Vice President for Enrollment Management. The student employee needs to submit a statement of dissatisfaction with steps 1-4 and an explanation with cited reasons for this final appeal.

This written appeal should be submitted to the Student Employment Coordinator within five (5) business days of the student employee receiving the Office of Financial Aid Services' decision. The Vice President for Enrollment Management will provide a written final decision within fourteen (14) business days. Copies of the Vice President's decision will be provided to the student employee, supervisor, and coordinator.

STUDENT EMPLOYMENT OVER BREAK PERIODS

Students are not guaranteed employment over any break period. The decision to employ students is based on budget and departmental requests.

For Christmas and Spring breaks, most departments are required to submit a *Break Period Student Employment* form identifying weekly hours requested, tentative work schedules, and nature of the work. The department's respective Vice President must approve forms before submission. **These requests must be received by the deadline (November 15 for Christmas and February 1 for Spring) in the Office of Financial Aid Services to be considered for the break period.** If a department employs students over these break periods without the Office of Financial Aid Services' approval, the department will be responsible for the payment of the student's hours.

The allocation of hours is considered yearly and does not carry over from year to year. Allotment of departmental hours is based on budgets and therefore may change from year to year.

SUMMER STUDENT EMPLOYMENT

Students are not guaranteed employment over the summer. The entire student summer employment program is budgeted through Lewis University dollars. The availability of summer positions is dependent on budgetary factors.

For Summer, departments must submit the *Request for Break Period Student Employment* form identifying weekly hours requested, tentative work schedules, and nature of the work. The department's respective Vice President must approve forms before submission. **All requests must be received by the deadline (April 1 for Summer) in the Office of Financial Aid Services to be considered.** Priority will be given to departments that provide student service and security for the Lewis University community.

Important Notice...Over break periods and summer, student employees may work a maximum of 37.5 hours per week. Supervisors have the authority to determine these hours based on their allotment of funds.

DEPENDENTS OF LEWIS UNIVERSITY FACULTY OR STAFF

If a student is the dependent of a Lewis University faculty or staff member, calculated financial need and Federal Work-Study eligibility must exist for the student to be eligible for employment. This includes break periods and summer.

SPECIAL NOTE CONCERNING TUITION EXCHANGE PROGRAM BENIFITS...
A Lewis University student

- *Whose tuition is covered by a Tuitions Exchange Program; and*
- *Who is currently a resident of Lewis University housing; and*
- *Who is not eligible for the Federal Work-Study program,*

Is allowed to seek and/or accept Lewis University Part-Time Student Employment.

RELATIVES OF LEWIS UNIVERSITY FACULTY OR STAFF

The supervisor of a student employee cannot be related to or claim the student as a dependent on a Federal Income Tax Form. No student employee will be permitted to work in the same department with a relative or in any other position in which Lewis University believes an inherent conflict of interest may exist.