

*Langston  
University*



*Student Employment  
Handbook*

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## **INTRODUCTION**

The policies and procedures stated in this handbook were approved by the administration at Langston University.

Compliance with stated procedures is expected of student employees and supervising staff members.

## **AFFIRMATIVE ACTION STATEMENT**

Langston University, in compliance with Title IV and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

## **AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act of 1990 (ADA) prohibits denial of full and equal access to or enjoyment of goods and services, privileges, or advantages of any state or local government service. The Act further prohibits discrimination against qualified individuals with disabilities.

Langston University recognizes that existing federal laws require universities to provide reasonable accommodations to students with handicaps and documented disabilities that substantially impair or limit their ability to achieve maximum potential in the education environment.

# **FEDERAL WORK-STUDY PROGRAM**

Federal Work-Study (FWS) is a campus-based, federally funded, Title IV financial aid program. The University has a limited amount of funding available and has an established criterion within federal guidelines for awarding funds.

## **PURPOSE**

The purpose of Federal Work-Study is to provide part-time employment to undergraduate students needing income to assist in meeting educational costs. The program encourages participation in community service jobs. Federal Work-Study can be used to create an employment history and develop job skills.

## **ELIGIBILITY**

Eligibility for Federal Work-Study is based on need, academic progress and availability of funds. Since funding is limited, students are encouraged to complete the "Free Application for Federal Student Aid" (FAFSA) as soon as possible. The applications may be submitted as early as January 1.

## **ACADEMIC STANDARDS**

Academic progress is an important factor in the awarding of Federal Work-Study funds. A student struggling academically would be offered another source of funding, so that more time could be devoted to study.

A copy of Langston University's academic standards for federal aid recipients is available in the Financial Aid Office.

## **JOB REQUESTS**

Departments desiring to hire students under the FWS program must submit Job Requests by May 31 for the upcoming academic year. Job Requests received by the deadline will receive preference for placement. Due to funding limitations it may not be possible to fill all position requests submitted. Job Request forms will not be accepted after jobs have been reviewed and posted for the academic year.

Approved positions will be posted outside the Student Employment Office. Students will not be placed in jobs that are not posted.

Job requests must be submitted each year to the Student Employment Office.

## **JOB PLACEMENT**

The student's Financial Aid Award Letter will show if a student has been awarded Federal Work-Study. Students who have been awarded and enrolled should report to the Student Employment Office for job assignment.

The student must be able to provide proof of identity and employment eligibility for completion of the form I-9. Since the implementation of House Bill 1804 (November 1, 2007), the University verifies employment through E-Verify. For E-Verification purposes, students must have their Social Security Cards. The student must submit and complete all necessary documents before being placed in a job. The FWS jobs are posted on the bulletin board located outside the Student Employment Office. The student may select a job or be placed in a job that is most compatible with their experience, interests and skills.

The student is given an Introduction to Work Form and referred to the potential supervisor for an interview. If the interview is successful, the supervisor will sign the form and return the top copy to the Student Employment Office. The student and supervisor retain the remaining copies. If the interview is unsuccessful, the student should return the entire form to Student Employment for another assignment.

The student is clear to begin work when the Assignment Form is returned. THIS FORM IS GOOD THROUGH ONE ACADEMIC YEAR (Fall and Spring Semesters).

## **INTERVIEW POINTERS**

**Students awarded Federal Work-Study will report to the Student Employment Office for an Introduction to Employment form. The supervisor should not conduct an interview or hire a student without an Introduction to Employment form.**

WHEN INTERVIEWING:

- 1) The student should dress appropriately for the job.
- 2) Scheduling must be discussed during the interview. The student's class schedule and extracurricular activities need to be considered before the student is hired.
- 3) Be sure that enough hours are available for the student to earn the entire amount of the FWS award. For instance, if the student has a total of 128 hours to work in order to earn their total FWS award, make sure that the student would be able to work that total during the semester. The inability to earn the full amount can create a financial hardship for the student.
- 4) Discuss the responsibilities of the job and the supervisor's expectations.
- 5) Make sure the student has the skills necessary to perform the specified duties of the job.

STUDENT:

**PRIOR TO ACCEPTING THE JOB, MAKE AN INFORMED DECISION.  
PREPARE TO REMAIN IN THE JOB FOR THE ACADEMIC YEAR.**

SUPERVISOR:

**DO NOT HIRE A STUDENT THAT DOES NOT MEET THE REQUIREMENTS OF THE JOB. PAY RATES ARE BASED ON THE SKILLS LISTED ON THE JOB DESCRIPTION. IF THE SUPERVISOR DOES NOT CHOOSE TO HIRE THE STUDENT, HE OR SHE MUST REFER THEM BACK TO THE STUDENT EMPLOYMENT OFFICE FOR OTHER ASSIGNMENT OPTIONS.**

## **TRANSFERS**

Federal-work study students may request a job transfer. However, job transfers are discouraged and will not be allowed without justification.

ACCEPTABLE REASONS FOR TRANSFER INCLUDE, BUT ARE NOT LIMITED TO:

1. Scheduling conflicts
2. Transfer to area in field of study
3. Unacceptable working conditions.

UNACCEPTABLE REASONS FOR TRANSFER INCLUDE, BUT ARE NOT LIMITED TO:

1. Work is too hard
2. Dislike supervisor
3. Job is boring.

Both the student and supervisor must sign the job transfer request. The reason for transfer must be stated on the form. The Student Employment Office must approve the transfer. Transfers must be requested within the first two weeks of employment.

The employing department retains the carbon copy of the transfer form. An evaluation of the student's performance is to be submitted with the transfer. The student and supervisor must sign the evaluation. The student's current timesheet must also be submitted.

Choices will be limited for second placements.

The student will be allowed one transfer per academic year. A change in position the following academic or award year is not considered a transfer.

Other forms of student employment are generally not transferable, since the funding source comes directly from the department.

## **POSITION VACANCIES**

Students who withdraw, graduate, transfer or leave create position vacancies. The employing department is responsible for communicating with student employees and to determine the student's spring plans. The supervisor should return a Position Vacancy form to the Student Employment Office as notification that the student has left or will not return. Prompt notice will increase the possibility of refilling the position.

## **TERMINATIONS**

The student employee can be terminated from the job.

REASONS FOR TERMINATION WOULD INCLUDE BUT ARE NOT LIMITED TO:

1. Continual tardiness
2. Unsatisfactory work
3. Rudeness
4. Failure to report as scheduled
5. Unacceptable language
6. Insubordination
7. Failure to comply with established policy and procedure

The standard procedures for termination would be to complete a Notice of Student Employee Performance Problems form documenting the first warning notice. Provide a date to reassess the situation. If the problems have not been resolved give a second warning and a final resolution date. If problems are not resolved by the specified date, complete a termination form. If the student is unavailable or uncooperative, the form may be submitted without the student signature.

Attach the final time sheet and evaluation form to the termination form.

Serious forms of misconduct may warrant immediate termination and could result in termination from all forms of on-campus employment. In this situation, a formal statement detailing the employee's misconduct must be submitted to Student Employment and Student Affairs/Campus Police.

Some forms of unacceptable conduct are given below:

- 1) Theft
- 2) Gross insubordination\*
- 3) Fighting
- 4) Working under the influence of drugs or alcohol
- 5) Destruction of property
- 6) Dishonesty\*
- 7) Sleeping on the job\*
- 8) Forgery
- 9) Falsification of time sheet

\*Not required to be reported to Student Affairs.

Students have the right to file an appeal of a termination.

Termination may occur due to the cancellation of the FWS award. Since FWS awards are based on need, a FWS award may be cancelled or reduced due to the receipt of additional grants or scholarships. The student and supervisor will be notified of a change in award. The student employee is entitled to payment for any hours worked prior to the receipt of the termination or award reduction notice.

Students have the right to terminate their employment or decline the FWS award. The student should provide a week's notice to the supervisor. The termination form should be completed as previously explained. A student declining the FWS award should not expect to have that award reinstated during the current academic year. The

student is responsible for having an alternate plan for financing their educational expenses.

## **GRIEVANCE PROCEDURES**

If a student employee has a grievance regarding any employment issue, the following steps should be taken.

If problem is within employing department:

- 1) Consult immediate supervisor;
- 2) If unresolved, consult next level of management above immediate supervisor and Student Employment Manager;
- 3) If a resolution cannot be reached file a formal grievance.

If problem is with Student Employment Office:

- 1) Discuss with Student Employment Manager;
- 2) If unresolved, a conference with the manager's supervisor will be arranged;
- 3) If a resolution cannot be reached file a formal grievance.

To file a formal grievance, complete the Student Employee Grievance form and submit with any relevant documentation.

Students experiencing employment related problems are advised to keep detailed records, with dates of occurrence, description of incident and recollections of conversations. This information will be helpful when a formal grievance is filed.

The hearing will be scheduled within a week. Grievances are evaluated by the Student Employment Advisory Committee. The Committee consists of 8 faculty/staff members, two students and is chaired by The Student Employment Manager. If the grievance is a conflict of interest for any committee member, he/she will not have a part in deciding the outcome.

## **WORK HOURS PER WEEK**

Student employees may work up to 20 hours per week when school is in session. During Spring Break, between semester breaks and final exam week the student may work up to 40 hours per week. Students that work more than 40 hours during a week will be paid at a rate of time and one half.

The FWS student's last day of employment for the term is the date that classes officially end. If the student earns all available hours before the semester ends, that would be the last day of employment for the term.

## **BREAKS**

Student employees are not entitled to be paid for lunch breaks, 15 minute breaks, study breaks, personal errands or tutoring sessions. Students working for a period of 4-8 hours straight should have a scheduled lunch/dinner break or other breaks. However, these are unpaid breaks and the student should be signed out on the time-in and out record.

It is acceptable for the student to study on the job. However, this should be in an area where the student's primary duty is to monitor an area. When the student is hired to monitor an area, it is possible for the student to fulfill the requirements of the job while studying. Students hired to perform clerical tasks cannot study and perform the duties of the job. A job will be considered nonessential if the student is primarily studying on the job.

## **HOLIDAYS**

Student employees may work during holidays provided the employing department is open during this time. Holiday hours are paid at the same rate as other days (straight time).

## **ABSENCES**

To the students:

If you are going to be absent, it is your responsibility to call your supervisor and let him/her know that you will not be at work. Remember that if you do not inform your supervisor of your absence, you may be subject to termination. If you are absent due to a serious medical emergency, you **MUST** provide your supervisor with a detailed doctor's statement granting you permission to return to work.

## **DEPARTMENTAL STATEMENT**

Each employing department should provide the student with a statement regarding job expectations. For example the department could state that three consecutive absences without calling will result in termination or breach of confidentiality will result in immediate termination. The Student Employment Office must receive a copy of the statement for approval. The student must sign the statement. This document will serve to support your department when termination actions result.

Students that withdraw, graduate, transfer or leave create position vacancies. The employing department is responsible for communicating with student employees and to determine the student's spring plans. The supervisor should return a Position Vacancy form to the Student Employment Office as notification that the student has left or will not return. Prompt notice will increase the possibility of refilling the position.

## **COMMUNITY SERVICE JOBS**

The FWS program offers opportunity to serve the public through community service.

Upward Bound- This program involves interaction with low-income and/or potential first generation college students. This program targets high school students (grades 9-12). The purpose of the program is to encourage and provide direction toward the eventual entrance into the college environment.

University Libraries- The libraries offer valuable resources to the surrounding communities. They provide Langston residents with the most recent information on social, science, medical, historical, and other important developments.

Early Childhood Laboratory- This program provides daycare assistance to the surrounding areas. Children from infants-elementary aged students are able to develop kinesthetic, pre-operational, and operational skills as they are provided with manipulatives and tools that enhance their overall development.

### **VOLUNTEERISM**

Students paid from University payroll or Federal Work-Study are prohibited from working volunteer hours. Wage earners must be paid for all hours worked.

Volunteerism on campus is permitted for students participating in approved programs. Faculty/Staff members are not authorized to accept volunteer assistance. Contact the Student Employment Office for information on approved programs.

### **ATHLETES**

Athletes receiving Federal Work-Study will not be placed in the Athletic Department. This has been established as a conflict of interest. Athletes will be placed in areas that can accommodate their class, practice, and game schedule. If the student athlete does not have time to work, he/she should seek another form of financial assistance.

## **SUPERVISOR RESPONSIBILITIES**

### **EMPLOYMENT AUTHORIZATION**

The supervisor is responsible for determining if a student has a work authorization before he/she begins work.

Federal Work-Study students must have an Assignment Form. Students paid from other University funds must have a Student Employment Authorization Form.

**SUPERVISORS ALLOWING STUDENTS TO WORK WITHOUT A DESIGNATED FUNDING SOURCE WILL BE HELD COMPLETELY RESPONSIBLE FOR ANY RESULTING LIABILITIES.**

### **SCHEDULING**

The supervisor is responsible for having a work schedule on record for the student that meets institutional requirements. The student should not be scheduled for more than 20 hours per week. The student can not be scheduled to work during class. It would be to the supervisor's advantage to average FWS hours over the weeks remaining in the term. Averaging hours helps the student to earn all dollars available. Averaging hours will also prevent the supervisor from becoming short-staffed during the term.

### **TIME SHEETS**

The supervisor is responsible for verifying the time worked each day and initialing the sign-in/sign-out sheet daily. The supervisor is responsible for the accuracy of the hours reported on the time sheet. The supervisor should make sure that the dates and days shown match correctly. The total hours should be checked for accuracy. Holidays can be worked, but must be documented if the department was closed for that date.

The supervisor is responsible for signing the time sheet. The signature is a certification that the time reported is correct. The supervisor is responsible for having an approved designated personnel member to supervise student workers and sign time sheets in the event of an absence.

**The supervisor is responsible for submitting the time sheets by 5:00 p.m. on the first working day of each month.** The time sheet can be submitted by any faculty/staff member. **Students are not permitted to deliver student time sheets.**

### **OVERWORKING**

The supervisor is responsible for insuring that the student employee does not work beyond the amount of FWS awarded or the amount budgeted from another funding source. The supervisor is required to maintain a monthly balance sheet for FWS employees. If the student overworks, the student **MUST** be paid. The Fair Labor Standards Act of 1938 requires that the hourly employee be paid for ALL hours worked.

The employing department can be charged for hours worked beyond the FWS award. An employer that continually allows students to overwork may forfeit their job vacancies under the FWS program. Students that overwork may be placed in a hardship situation the following semester due to lack of available funds.

### **EVALUATIONS**

At the completion of the academic year or when the student terminates employment in a department, an evaluation of the student's job performance should be completed and forwarded to the Student Employment Office.

Evaluations are frequently used as references for future employment.

### **FEDERAL WORK-STUDY RECORD KEEPING REQUIREMENTS**

The supervisor is required to keep student employee records for three years.

The student file is to contain the following:

- Introduction to Work form
- Assignment Form for each term.
- Time sheets.

- Time-in/time-out records.
- Work schedule.
- Class schedule.
- Monthly balance of hours.
- Warning notices.

### **FEDERAL WORK-STUDY SUPERVISOR AGREEMENT FORM**

Each faculty or staff member supervising FWS employees must sign this form. A form must be on record for each employee who will be responsible for signing time sheets. The form is signed to indicate that policy and procedures are understood and compliance is promised. This form must be signed each academic year.

### **FEDERAL WORK-STUDY PROGRAM STATEMENT OF STUDENT RESPONSIBILITIES**

Students participating in the program sign this form each academic year. The purpose of the form is to outline the responsibilities of the student employee.

## **STUDENT EMPLOYMENT UNIVERSITY PAYROLL**

It is recommended that employment opportunities available to students be posted on the student job board located outside the Student Employment Office. This will provide our students with an equal opportunity to apply for on campus employment.

### **STUDENT EMPLOYMENT AUTHORIZATION FORM**

The department will select a student to fill the position opening. Prior to beginning work the student must report to the Student Employment Office. The student will complete the W-4, Loyalty Oath and I-9. The student will be given a Student Employment Authorization form with section A completed. This will serve as verification that the paperwork necessary to begin work has been completed. Completion of this paperwork **prior** to beginning work is mandatory in order to comply with federal, state, and university regulations.

The department will then complete their portion of section B. This section provides the account information, rate of pay, employment period, and maximum earnings.

The form is then forwarded to the Vice-President of Fiscal Affairs for approval.

Next, the form is returned to The Student Employment Office. The form is signed and a copy returned to the employing department.

Issuance of this form to the student is not a guarantee of employment. Employment is only guaranteed when sections A-C are complete. When the supervisor receives a copy of this form, with the Student Employment Manager's signature in Section C, then the student is authorized to begin work.

Supervisors who allow students to work without proper authorization will be subject to forfeiting their position as supervisors for the academic year.

## **SALARIES**

Student employees may be paid salaries during the summer session for special programs.

Salary compensation must be equivalent to or greater than minimum wage. Example: If the salary were divided by the total hours worked, the amount of compensation cannot be below \$6.55 per hour.

Students working more than 40 hours during a one-week period are entitled to time and one-half compensation.

Time sheets are required for the payment of student salaries.

**Time sheets are due by 5:00 p.m. the first working day of the month.**

Payment is made between the 10<sup>th</sup> and the 20<sup>th</sup> of the following month.

Salary payments for work periods covering more than one calendar month will be paid on two or more payrolls.

International students with a 20-hour restriction on their I-20, may not work beyond 20 hours per week.

Falsification of records to show compliance or manipulation of pay dates will not be tolerated. Students who manipulate timesheets are subject to termination, loss of FWS award, and other actions.

## **STUDENT DEFINITION**

Upon graduation the individual is no longer classified as a student, unless currently enrolled. Graduation means that all course requirements have been met and a degree conferred.

Graduate students can be classified as students for employment purposes. The distinction would be that the individual is primarily a student and employment is part-time and/or temporary.

First time entering freshmen or transfer students must be currently enrolled or enrolled for the next term for student classification.

## **STUDENT EMPLOYMENT AUTHORIZATION FORM SALARIES**

The procedure is the same for salaried programs. Be sure to use the form "Student Employment Authorization Form Salaries." This form allows a specific flat rate amount to be stated for the entire period of employment.

Students pursuing degrees at other colleges/university (not enrolled at Langston University) will not be classified as students.

Continuing students not enrolled for the summer term will maintain student classification.

If the enrollment status remains the same, the employment status cannot be changed during the term.

THE EMPLOYEE MUST BE CLASSIFIED AS A STUDENT IN ORDER TO PROCESS THEIR EMPLOYMENT THROUGH STUDENT EMPLOYMENT.

ALL OTHER INDIVIDUALS MUST PROCESS THROUGH HUMAN RESOURCES AND MEET THE ESTABLISHED CRITERIA.

### **FICA**

The student must be currently enrolled at least half-time to qualify for FICA exemptions.

FICA exemption is based on the student's current enrollment status at Langston University.

### **EMPLOYMENT FORMS**

Student employees must complete a W-4, Loyalty Oath, and an I-9 prior to beginning employment. The W-4 is updated if there is a change in address or the number of allowances have changed.

### **I-9 VERIFICATION**

The Immigration Reform and Control Act of 1986 require an employer to verify an employee's identity and employment eligibility within 3

days of hire. Students unable to provide the appropriate documents are unauthorized to work.

The documents submitted for verification must be original or official copies. Faxes, copies, or notarized copies are unacceptable.

The Oklahoma Taxpayer and Citizen Protection Act (HB 1804) requires all new hires of all agencies within the State of Oklahoma hired on or after November 1, 2007, to be verified through the electronic verification of work authorization program operated by the US Citizenship and Immigration Service, Verification Division (E-Verify).

### **SOCIAL SECURITY CARD**

For employment purposes, the legal name for payment is the name indicated on the social security card.

If the name on the social security card is spelled incorrectly, or has been legally changed, the card must be changed. Payment will be issued under the name indicated on the social security card.

If the name on the social security card has been changed, the old card is invalid and should be destroyed. This card cannot be used for employment verification.

The employee is responsible for submitting any legal documents to the appropriate agency for correction.

### **TIME-IN/TIME-OUT FORM**

The Time-In/Time-Out form should be completed daily and initialed by the supervisor and student employee. This form should be an accurate record of the actual days and times the student worked. The dates should be in chronological order. The record should only contain time worked for one calendar month, do not combine months. The student is required to sign out and in again during meal breaks. This record will be considered the most correct information if the time sheet does not agree. The information recorded should be clearly legible, do not write over numbers. If a student is unavailable to complete the time sheet due to an emergency, the supervisor can use the Time-In/Time-Out record to complete the time sheet.

## **TIME SHEET**

All sections of the time sheet are to be completed. The Student Employment Office completes the Office Use Only section. If minutes worked are recorded on the Time-In/Time-Out record, the minutes must be converted to decimals on the Time Sheet. The supervisor's signature is required as certification of the accuracy of the Time Sheet. If the student is unavailable to sign, DO NOT sign the time sheet for the student. Leave the student signature line blank and submit. The Time-In/Time-Out record will support the hours submitted on the Time Sheet.

**TIMESHEETS are due in the Student Employment Office by 5:00 p.m. the first working day of each month. Only supervisors are permitted to submit timesheets. In the event of the supervisor's absence, a designated faculty or staff member may submit timesheets. Students MAY NOT submit timesheets. Any supervisor that fails to submit timesheets causes financial hardships for the students and are subject to forfeiting their position as a Supervisor for that academic year.**