

STUDENT EMPLOYEE MANUAL



Office of Human Resources

Working at Clarion University

HOW CAN I BENEFIT FROM WORKING ON CAMPUS?

Student employment helps smooth the education-to-work transition. Part-time, on-campus work will help you develop skills that you can use in your career. Having worked on campus, you will understand the discipline required of a full-time job and be better prepared to enter full-time employment.

ELIGIBILITY FOR STUDENT EMPLOYMENT

It is strongly recommended that a student not work for or be supervised by an immediate member of his/her family.

ACADEMIC YEAR: Students must be enrolled for at least six credits each semester as a regular Clarion University student.

SUMMER: To be eligible for summer student employment, a student must be a Clarion University degree-seeking student and meet **one** of the following:

1. Enrolled for at least 6 credits in the spring and at least 6 credits in the following fall semester.
2. Enrolled for at least 6 credits in the summer.
3. Incoming freshman, transfer, or graduate student; offered and accepted admission for the upcoming fall semester.

AM I ELIGIBLE FOR THE FEDERAL WORK-STUDY PROGRAM?

The Federal Work-Study program is a federally funded program that pays students to work on campus. Students must demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA) to be considered for FWS. This does not mean that you must be eligible for FWS in order to work on campus. In either case, **no student is guaranteed a job.**

Students who do not demonstrate financial need are placed in the institutional employment program. A student is paid in the same manner; however, the award will show up as either "Federal Work Study" or "Institutional Employment" in the Financial Aid Summary of the student's MyClarion Student Center. Employment awards may change if a student's financial aid package is adjusted.

WHAT IS COMMUNITY SERVICE WORK-STUDY?

Clarion University's Federal Work Study - Community Service Program (FWS-CS) is administered through the office of Student Financial Services and the Center for Leadership and Involvement. Most student positions are with community organizations that are designed to improve the quality of life for community residents or to solve problems related to their needs. Community positions are off-campus and at sites that focus on health care, child care, literacy training, education and tutorial services, welfare, social services, public safety, recreation, rural

development or community improvement. On campus positions mentor or tutor peers and provide career experience for the student in the position.

These positions are only open to students with unmet financial need, as per the FAFSA. Students who are interested in this program may contact the Center for Leadership and Involvement by calling 814-393-1688.

WHAT IS A GRADUATE ASSISTANTSHIP?

Each year a limited number of graduate assistantships are awarded to graduate students admitted with regular full admission status to a graduate program. Graduate assistants work 10 or 20 hours per week in assignments related to academic programs or university-wide service. There are no summer assistantships. Graduate assistants must take at least 6 graduate credits of course work per semester, perform assigned duties in a satisfactory manner, and remain in good academic standing.

HOW MANY HOURS CAN I WORK ON CAMPUS?

A typical work study position is 10 hours per week, and the student is paid for the hours they work on a bi-weekly basis through the Human Resources office.

During the fall and spring semesters when classes are in session, students are not to work more than 20 hours per week during the semester.

During breaks and summer months, students may work 7.5 hours per day but may NOT exceed 37.5 hours per week.

HOW MUCH CAN I EARN?

Students are not to exceed the established number of allowable hours per week for employment on campus. Effective July 24, 2009, students are paid \$7.25 per hour. Pay day is every other Friday. Direct Deposit is recommended.

WHAT CAN I EXPECT DURING AN ON CAMPUS INTERVIEW?

A good interview involves being prepared and organized with your information. The following questions may be helpful to prepare you for a successful interview:

1. Tell me about your previous work experiences?
2. What do you perceive as your strengths?
3. What do you perceive as your limitations?
4. How do you manage your time?
5. How would you describe yourself or your personality?
6. In what capacities do you like to work with other people?
7. Why did you apply for this job?
8. How would previous supervisors describe your work?
9. In what professional-related organizations are you a member?

HOW DO I GET PAID?

Students who have not previously been employed on campus must deliver the required paperwork to Student Payroll, B25 Carrier, in person before their first day of work so they can be placed on E-Time payroll.

Students must fill out all required paperwork which will be distributed by the hiring department. Please remember to bring one form of photo ID (driver's license) **and** social security card, birth certificate or passport.

Required paperwork includes:

1. Student Employee Data New Hire Form
2. W-4
3. Residency Certification Form
4. Direct Deposit Form (voided check)
5. Homeland Security I-9 Form (One form of photo ID is REQUIRED and social security card/birth certificate or passport)
6. Background Clearance Certification
7. Clearances

***International students must also produce their passports, I-94 Form, I-20, Visa and Social Security card, and statement of Citizenship Status and Taxation Forms available at International Services.**

A daily record of time worked must be maintained on the web-based E-Time student payroll system at <https://portal.passhe.edu/irj/portal>.

Once you have completed and returned the mandatory payroll forms to the Payroll Office, you will be granted E-Time access (please allow 1-3 days) Hours posted in e-time should accurately reflect all hours worked. Storing hours and reporting them on subsequent pay periods is not permitted.

***Report any changes of address to Payroll.**

WHEN IS PAYDAY?

Payday is every other Friday with the exception of holidays.

WHERE DO I PICK UP MY PAYCHECK OR CAN I CHOOSE DIRECT DEPOSIT?

Students not enrolling in direct deposit may pick up pay checks in the Payroll Office at B25 Carrier between 8:00am – 4:00pm on Friday of payday barring any unforeseen incidents, such as inclement weather or shipping errors.

How does Direct Deposit work? The Pennsylvania State System of Higher Education notifies your financial institution electronically of the funds to be deposited on your behalf. Your financial institution records this transaction into an account of your choice, creating immediate access on the day of deposit. You may access an earnings statement documenting this payment through ESS.

WHAT ARE MY GENERAL RESPONSIBILITIES?

Although the university does not have an established dress code, you should dress according to the recommendations of your supervisor.

Your most important responsibility is to do a good job. Explanations of job functions and actual training programs are provided to you from your supervisor. You should ask questions if you are unsure of any aspect of your job.

Handling confidential information about the university, faculty, staff, or students is one of your most serious responsibilities. You should not release this kind of information to anyone without your supervisor's permission.

Please note that student employees must adhere to the Clarion University Code of Conduct just as any other Clarion University student. If you violate the Code of Conduct, your employer has the right to report that violation to Student Standards. The Student Code of Conduct can be found at <http://clarion.edu/about-clarion/policies/cu-policies/clarion-student-code-of-conduct-fall2017.pdf>.

Equal Opportunity

Clarion University is committed to a policy of affirmative action. Clarion University assures an equal opportunity to all persons without regard to race, color, religion, creed, disability, ancestry, national origin, age, gender or veteran's status in accordance with state and federal laws.

Work-Related Injuries

Injuries requiring medical attention should be directed to the Student Health Center for treatment. If off-campus treatment is necessary, students must be accompanied to the treating facility by their supervisor, an environmental health and safety officer, or other university staff member. All injuries must be reported to department managers or administrators as soon as it practical to do so.

Sexual Harassment Policy

Clarion University's sexual harassment policy and procedures seek to insure an environment that is free from sexual harassment. Such conduct is costly in human terms and seriously undermines the atmosphere of trust and respect that is essential to work and study for all members of the academic community. All employees, students, and vendors are to comply with both the spirit and intent of federal and state laws and regulations that relate to sexual harassment. The policy extends to all persons visiting the campus. It should be clearly understood that the university will take action to prevent sexual harassment, including, if necessary, disciplining those individuals whose behavior violates university policy. Discipline may include, but is not limited to, oral or written warning, transfer, suspension, or dismissal. Harassment, exploitation, and intimidation have no place in an educational setting and will not be tolerated. Allegations of sexual harassment in which students are the perpetrators should be reported to

the Office of Social Equity. For more information, the complete Sexual Harassment Policy and Procedures of Clarion University is available on the Social Equity Web site.

Policy for a drug-free workplace

Clarion University is committed to the education and development of students, faculty and staff regarding alcohol and other drug use. The misuse and dependency on alcohol and other drugs concern and effects the university community, as well as our society at large. It is prohibited to manufacture, distribute, sell, dispense, possess or use any controlled substance in the workplace, on campus or in a facility owned, leased, or otherwise controlled by Clarion University. This includes, but is not limited to; university-related events, programs, or activities which occur on campus and off campus.