



CAMPUS STUDENT EMPLOYMENT PROGRAM GUIDELINES

Philosophy: The three main objectives of Spring Arbor's Student Employment program are to (1) meet University employment needs, (2) assist students with part of their educational expenses and (3) help students develop good work habits.

Policies and Expectations: The following policies are necessary given the number of applications received and will apply specifically to our undergraduate, student employment programs.

- Campus employment is primarily targeted for undergraduate, full-time students. Exceptions are handled on a case-by-case basis through the Student Employment Office.
- Only students in good standing, taking at least ½ time credit and who have not declined their Financial Aid Work Study Award can be offered or accept campus employment.
- Work hours and number of positions held are limited to permit more students job opportunities.
- All work assignments are made subject to satisfactory job performance.
- Work location preferences are met whenever possible but cannot be guaranteed.
- There is no guarantee of employment, how many hours one can work, or how long a job will continue for any employee including students who have a Work Study award.
- Student employment positions are not guaranteed from semester to semester nor do they carry over from year to year. Employers have the discretion to rehire for a new fiscal year.

Work Opportunity Procedures: Campus supervisors submit their position openings to the Student Employment Office. Students will register and check regularly with the Student Employment Office for job listings and referrals, odd-job and childcare call lists, off-campus work, etc. No student will be referred to job opportunities if they have not completed the required paperwork with the Student Employment Office. Required documents and instructions are located in the Student Employment Office or on the SAU website (www.arbor.edu) under student employment and include:

- **Student Work Application.** Every effort is made to match students according to experience, training, skills, financial need, school schedules, and available employment. Resumes are encouraged.
- **Eligibility to Work (I-9) and W-4.** The Alien Registration Act of 1986 requires Spring Arbor University (as an employer) to document both identification and eligibility to work for each applicant. Upon presentation of acceptable documentation and the completion of the I-9, a student is eligible to be referred for campus positions.

Upon time of hire and/or each year for all returning student workers, supervisors and the student worker will complete:

- **Student Personnel Summary Form (SPS Form).** This is completed by a hiring supervisor for each job a student accepts with the student signing it at the time of hire. The purpose of this form is to acquire the necessary information for the Student Employment Office to ensure policy compliance. This form is not intended to be a contract and at no time should a department or student consider the completion of this form as a binding contract. SAU is an "at-will" employer which includes student employment.

Absences From Work Policy: The University depends upon student employees to care for a major portion of its day-to-day operations. Absence from work creates significant problems making the following policies necessary:

- Workers are responsible to notify their supervisor as early as possible if they are unable to work because of illness or injury. Failure to do so may result in a warning and/or termination notice being issued.
- When a worker agrees to specific work hours, their supervisor depends on them to care for their assigned responsibility. Any preparation for term papers, examinations, etc., must be planned outside of your work schedule and is not considered an acceptable reason for absence from scheduled shifts.
- During breaks and holidays student workers should notify their supervisors if they will not be available to cover their normal schedule.
- Approved absences are at the discretion of the supervisor. At least one week's notice should be given for anticipated absences and workers may be asked to arrange for a substitute. No more than two absences per semester should be expected for extra-curricular events.

Warning Notices and Dismissal Policies: When work is performed unsatisfactorily, or not at all, a very real problem is created for everyone. In such cases, the supervisor may discuss the unsatisfactory performance with the offending employee, issue a written warning notice, or both as appropriate. Termination of a work privilege is at the discretion of the supervisor and may result from, but is not limited to:

- Unethical behavior such as dishonesty in reporting hours worked for employee or another student.
- Unauthorized use of university keys or equipment.
- Unauthorized absences from work site while punched in.
- Accumulation of two written employee warning notices for work violations such as excessive visiting on the job, punching out earlier or later than the job requires, goofing off while punched in, habitual tardiness, defective work, bad attitude, etc.

Appeal Process: Any student receiving a termination notice for cause may file a written appeal with Student Employment for reversal of termination decision. The appeal should outline the problem encountered from the student's perspective and should give specific information regarding previous warnings, etc. The termination will be investigated by the Coordinator in consultation with the terminated student, the supervisor involved, and (when necessary) the Vice President for Student Development.

Payroll Information: Student payroll is processed through Higher One. All students **must** activate their Higher One Refund/Payroll card and designate their payroll preference before payment is made. There are no exceptions to this payment process for undergraduate students.

- Effective May 2008, the standard rate of pay is \$7.40/per hour for campus jobs. Students are paid once a month.
- Student employees turn timecards in to supervisors no later than the 15th of each month. ***Supervisors must sign and turn in timecards to the Payroll Office by the 1st working day after the 15th to guarantee students get paid the end of the month. Late timecards can result in no payment for a given month.***
- Students are paid the last working day of each month for timecards received by the cutoff date for that month **provided** all employment paperwork has been successfully completed. Delays in payment may result if timecards are submitted late or paperwork is not completed before an employee starts work.

EEO Statement: Spring Arbor University is committed to the policy of equal employment as an appropriate standard of Christian servanthood, and in accordance with federal and state regulations. It is the intent of this policy to provide a work place free of discrimination on the basis of race, color, national origin, gender, age, marital status, or physical handicap, except where law allows.