CAMPUS STUDENT EMPLOYMENT PROGRAM GUIDELINES

Philosophy: The 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 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. Students taking less than 6 credits are not classified as students for payroll purposes.
- 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, number of hours one can work or how long a job will continue for any student including those 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.
- Academic probation may affect a student’s employment and will be reviewed on an individual per-semester basis.
- Students who are transferring to another school (not returning to SAU in the fall semester) are not eligible to work on campus during the summer.

Work Opportunity Procedures: Campus supervisors submit position openings to Student Employment. Students register and check regularly with Student Employment for job listings and referrals, odd-job and childcare call lists, off-campus work, etc. No student will be referred to job opportunities until all paperwork is completed 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. The I-9 must be completed at the Student Employment Office. Only original documents can be presented for identification purposes.
- **FERPA Confidentiality Statement.** All student workers are asked to read and agree to SAUs privacy policy by signing this agreement.

Employment Process: Supervisors should make it a practice to check with Student employment before offering a student a work opportunity to verify eligibility. Before a student can start work, the hiring supervisor will then complete the **Student Personnel Summary (SPS) Form.** This form must be completed yearly and submitted to the Student Employment Office for final review and approval. Both the student and supervisor should review and sign the SPS Form to initiate the approval process. 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.
The SPS Form is turned into the Student Employment Office for review and approval. Within 24 hours, student workers will be set up for electronic timecard access or notified if the hire is not approved. Hiring may not be approved for any number of reasons including but not limited to (1) having another qualified job, (2) working over the standard hours, (3) work study decline, (4) academic probation, (5) incomplete/expired paperwork.

Upon Approval, Student Employment will set the student worker up for electronic timecard access and notify the student/ supervisor of the payroll user name and password. Approvals are only for one current semester/academic year and require supervisor follow-up for summer and a new academic year rehire.

Absence From Work Policy: The University depends upon student employees for a large 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 without supervisor approval.
- During breaks/holidays student workers should notify their supervisors if they will not be available to cover their normal schedule ahead of time.
- 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 verbal/written employee warning notices for work violations such as excessive visiting on the job, misuse of equipment, unauthorized internet usage, 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.

- Students are paid on a bi-weekly basis for hours worked.
- Student time records must be reviewed and approved by a supervisor and turned in to the Payroll Office by the designated cutoff date in order for a student’s hours to be computed for the next scheduled payroll. 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 workplace free of discrimination on the basis of race, color, national origin, gender, age, marital status, or physical handicap, except where law allows.