

# UNIVERSITY OF INDIANAPOLIS

## Student Employment Handbook

Guidelines for Students and Supervisors of Campus and Work-Study Employees

*“Inspiring Excellence in Learning, Service and Leadership”*



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## WELCOME!

We are happy to have you on the University of Indianapolis team! We want your experience to be both rewarding and challenging. Each student employee position is vital to the operations of the University of Indianapolis. Through these roles, supervisors and students will assist UIndy to build relationships and develop partnerships with other students, faculty, parents, university administrators, and community organizations.

This handbook is designed to give you an *overview of the general expectations* for student employees and for student employee supervisors. Many UIndy students work in more than one position, in more than one office, and each role may have a unique approach to addressing specific policies. However, it is important for everyone to become familiar with the general policies within this book.

## OVERVIEW

### **Purpose of Student Employment Program**

Our goal through campus and work-study student employment is to offer another option for applied learning at the University of Indianapolis. We strive to provide students with intentional experiences that will *add value* to their education. It is our hope that these experiences, over time, will assist in the development of professional traits which are important in their pursuit of a first internship, as well as, with their search and acquisition of a first post-baccalaureate position. Our student employment program will provide students with opportunities to *learn* through experiences, to *serve* on our campus and in our communities, and to develop *leadership* skills.

### **Defining Student Employment Positions**

Student employment positions are paid positions. Payment is processed through the Student Employment payroll specialist within the Human Resources Office. These positions include on-campus departmental and off-campus, non-profit Federal Work-Study (FWS) positions. Currently, there are three types of on-campus student employment positions: general, advanced, and campus internships; and there is one type of off-campus student employment position: Federal Work-Study. These positions are posted in JobHoundConnect. Positions posted through the Office of Human Resources are not student employment positions and are not governed by the student employment guidelines.

### **Defining Student Employees**

University of Indianapolis undergraduate day students and graduate students who are *enrolled in courses* and are making academic progress toward the completion of a degree are eligible to be student employees. Undergraduate students must be enrolled in a minimum of six (6) credit hours and graduate students must be enrolled in a minimum of four and one half (4.5) credit hours in a degreed program during the academic year (August-May). **International students must meet the above guidelines for credit hours and must retain their F-1 or J-1 Visa status to maintain their student employment status.**

Graduate students enrolled in a health sciences (e.g., Occupational and Physical Therapy) may have reduced enrollment during the academic year but are still eligible for campus employment. Because of their curriculum, students in these programs may complete 18 credit hours within a *calendar* year rather than an academic year. Additionally, students who have applied for graduation with the Registrar's Office may have reduced enrollment for their final semester and may retain employment in a student employment position.

Student employees are considered “at will” employees. Their employment is short-term and is contingent on their enrollment and on their continued academic progress. **Student employment status terminates immediately** when enrollment does not meet the above stated guidelines. Undergraduate students are unable to retain FWS eligibility when their enrollment is less than six credit hours.

During the summer months (June to mid-August), individuals may be paid as student employees if they are registered for courses in *the upcoming semester* at the University of Indianapolis. However, FWS is not awarded during the summer months. University of Indianapolis graduates are only eligible to work as student employees the summer immediately following graduation.

Student employees do not receive university benefits which may be offered to temporary, part-time, and full-time employees. An individual who does not meet the definition of a student employee may seek opportunities for employment through the Office of Human Resources.

## **EMPLOYMENT POLICIES & PRACTICES**

### **Posting Student Employment Positions and Seeking Student Employees**

Students interested in seeking campus and work-study employment need to create a profile in JobHoundConnect (JHC), the University’s job posting and referral system for students. In order to provide equal access to employment opportunities for on-campus and off-campus work-study positions, the Office of Career Services offers JobHoundConnect, accessible from MyUIndy or this link: <http://uindy.edu/career-services>. Supervisors of student employees using JHC should keep in mind that the information provided needs to be factual and honest. Information that does not meet legal standards will be edited or deleted. Students giving fraudulent information on JHC could face immediate termination depending on the supervisor’s review.

For further explanation, students and supervisors may contact a staff member in Career Services through this website: <http://uindy.edu/career-services/contact>, calling 788-3296 or e-mailing [ocs@uindy.edu](mailto:ocs@uindy.edu). Instructions on how to use JHC are included in this handbook.

### **Selection of Student Employees** (for supervisors only)

There are some variations in the application and selection process between departments and organizations. The search for prospective student employees starts with JobHoundConnect (JHC). If you are interested in hiring a student for a work-study or general position, an advanced position, or campus internship, student employees are typically selected on the basis of their availability and qualifications. Additional criteria may include course work completed, prior experience, specific skills, the ability to lift or carry certain weights, and a willingness to work in particular environments. Regardless of the criteria used, supervisors should be ethical and abide by the Equal Employment Opportunity (EEO) policies which direct our institutional hiring practices and the Anti-Discrimination and Harassment policy stated in this handbook.

### **Hiring Work-Study Students**

The University of Indianapolis has an “open competition” philosophy for on-campus positions. Departments may advertise positions based on skill, background, and employee’s availability. On-campus positions are *not set aside* for work-study students. However, a department may inquire about student’s work-study eligibility on their application and use this as an additional criterion for hiring. Student employment on campus is not contingent on FWS eligibility or funds.

Conversely, non-profit organizations participating in the Federal Work-Study program may advertise that they are seeking FWS recipients and use work-study eligibility as a primary criterion

for employment. These positions are categorized as Off-Campus Work-Study positions in JobHoundConnect. International students are ineligible for employment in FWS positions.

### **Discrimination and Harassment**

The University of Indianapolis prohibits discrimination or segregation based on race, color, national origin, religion, gender, and marital status in all terms and conditions of employment as well as discrimination against a qualified individual with a disability because of the disability of the individual. A qualified individual with a disability is one who can perform the essential functions of a job which are listed in the job description.

Sexual harassment on the job is a form of workplace discrimination. Sexual harassment is any conduct of a sexual nature that is continuous and frequent and makes one's workplace intimidating, offensive, or hostile. "Hostile environment" harassment need not come from a supervisor, but could be from a co-worker or another person whom an employee encounters while at work. It is the supervisor's responsibility to address such matters.

Also, the University of Indianapolis prohibits discrimination based on a student's citizenship status when that student has completed the appropriate legalization program(s) and has the appropriate authorizations for employment.

### **Nepotism**

The University of Indianapolis encourages current employees to communicate vacant positions on campus with acquaintances, friends and relatives who possess the skills, experience and education level for the position. However, the University does not hire, promote or transfer close family members related by blood, marriage, or adoption into a position that creates an immediate supervisor - employee relationship.

For the purposes of this policy, "a relative" applies to the following relationships: spouse, child, parent, brother, sister, grandparent, grandchild, or in-law. If such a supervisory relationship occurs, the University may reorganize the personnel within the department or office so as to remove the potential for conflict of interest.

### **Warning and Termination Process**

Consistent violations of the expectations and standards for EMPLOYMENT POLICIES & PRACTICES, PAYROLL, PROFESSIONAL BEHAVIOR, and CUSTOMER SERVICE will be documented and may result in a student entering a warning cycle. The purpose of the warning cycle is to share with student employees the importance of the violated policies and to allow student employees time to adjust their behavior and hopefully reverse a potential termination.

As previously stated, student employment is considered "at will". Termination may occur for the following reasons: not meeting the academic requirements (enrollment is less than the minimum credit hours or academic withdrawal from courses), resignation by the student, staff/budget reduction, policy violations, or incompetence.

A student employee wishing to resign should give notice one week in advance of their last day. A student terminated for staff/budget reduction may receive one or two weeks notice by their supervisor. A student may be terminated for incompetence only after s/he has been sufficiently mentored through a warning cycle.

**Supervisors may immediately terminate a student for the following:** university social conduct probation, work place violence, the possession of a weapon, inappropriate use of confidential information or codes, fraudulent information on student employment documents (time sheets,

application, etc), intimidation, disorderly conduct, theft, forgery, the possession or use of alcohol or drugs and three unexcused absences.

### **Appeal**

The University of Indianapolis is committed to the professional development of its students. Because of this commitment, supervisors should provide students with appropriate training, tools, and a combination of verbal and written warnings before termination for incompetence. **If a student feels that s/he is unjustly terminated or feels that s/he has experienced discrimination, s/he may complete a Grievance and Appeal Form and submit it to the Assistant Director in the Office of Career Services.** The issue will be reviewed by a committee. A Grievance and Appeal Form has been provided within this handbook.

### **Academic Progress Policy**

Federal, state, and university financial aid and student employment programs were developed to help qualified students achieve a college degree. To insure that these funds are used as efficiently as possible, policies have been established that require a financial aid recipient to progress toward a degree within a reasonable period of time. A student's progress is monitored for all periods of enrollment regardless of whether or not he or she is receiving financial aid for that same period. Satisfactory academic progress is measured by credit hours earned and cumulative grade point average as explained on this website [www.uindy.edu/financial-aid/academic-progress](http://www.uindy.edu/financial-aid/academic-progress).

Academic progress is defined as incrementally earning credit hours toward a degree and meeting the departmental requirements for a program. It is understood that challenges may occur which require a student to completely withdraw from classes at the end of a semester. The **Academic Progress Policy** is in place to ensure that the purpose of student employment remains primary. Thus, if a student completely withdraws from all academic courses at the end of a semester, then during the next enrolled semester, s/he will face student employment restrictions, such as working limited hours or being restricted to working certain positions. However, after a **complete academic withdrawal of two consecutive semesters**, a student will be prohibited from working as a student employee until s/he is able to remain enrolled and receive passing grades (reference the standards listed for Academic Eligibility in the Academic Catalog) in a minimum of six (6) undergraduate and four and one half (4.5) graduate credit hours during an academic semester.

### **Evaluating Student Employees**

Continuous feedback is an important part of the University of Indianapolis Student Employment Program. It provides supervisors and students with opportunities to improve their work experiences and influence their work environments.

Students should take an active role in ensuring the completion of their performance appraisal. Performance appraisals are a record of how well they perform their duties and can be used as a reference for future letters of recommendation. Performance appraisals will be ongoing, unofficially. However, they will take place formally in April or upon the end of employment for each student employment position.

Supervisors should see that student employees receive and review a thorough job description upon hire. Students should ask their supervisors for a copy for their personal files. Having a job description will help students complete their self-evaluation as they consider how well they have completed the tasks for which they were hired.

Finally, it is expected that students evaluate their student employment experience/environment using the Campus Student Employment Evaluation. Information from this document helps shape future supervisor training sessions and verifies that students are having experiences which are

contributing to their professional development. Student Performance Appraisal and Campus Employment Evaluation forms are provided within this handbook.

### **Student Appreciation and Recognition**

Each year, a University of Indianapolis student employee will be recognized as “Student Employee of the Year” during the Hardworking Hounds Week and at the annual Student Recognition Banquet. Nominations are accepted from the student employee’s supervisor(s), and fellow student employees with a supervisor’s signature. This award distinguishes student employees who have demonstrated reliability, quality of work, initiative, professionalism, and have evidenced learning within their positions. Student Employee of the Year guidelines and nomination forms can be found on the Career Services website.

### **Breaks**

For every shift of four hours or more, you may have an official, paid 15-minute rest break. For every shift of six hours or more, students may have an additional unpaid 30-minute lunch break. These breaks may not be combined or taken at the beginning or at the end of a shift. Supervisors should discuss additional policies and procedures for breaks with student employees.

### **Safety Standards and Physical Requirements**

Many student employee positions are customer service and general office positions. However, some departments employ students in laboratories, fitness and aquatic centers, and outdoors. So, students may be required to handle chemicals, lift and carry displays, boxes or materials, and operate machinery.

#### **Supervisors should provide and abide by the following guidelines:**

- Posted safety standards.
- Instructions for operating equipment, lifting heavy objects, or handling chemicals.
- Protective ear, eye, and body gear for the operation of equipment and the handling of any chemical or bodily fluids.
- Appropriate containers for chemical placement.
- A sturdy step ladder and/or partner for retrieving objects that are elevated.
- A cart for awkward or heavy packages.

A student employee’s supervisor or department head may review any additional safety guidelines. The goal is to increase workplace safety and health by reducing hazards and exposures that can result in occupational injuries, illnesses, and fatalities. Our goal is to enhance the personal awareness of, commitment to, and involvement in workplace safety and health for all parties.

### **Emergencies/Injuries**

Student employees should provide supervisors with emergency contact information. For campus emergencies, dial **University of Indianapolis Police: 788-3333**. **When dialing an off-campus number for emergencies, dial “9” first.**

*Fire Alarms and TORNADOS:* Supervisors should review the posted emergency exit plan for the work area. In case of an alarm or fire, they should secure the work area and calmly walk to the nearest exit. When the alarm sounds in the case of a tornado, they should secure the work area and go to lowest area of the building with no windows or with the least amount of windows.

*Medical:* **Supervisors should be aware of the (Student) Employee On-the-Job Injury Procedures and (Student) Employee on-the-Job Injury Report Form.** These documents are included in the back of the Student Employment Handbook.

*Suicide/Crisis Hotline:* St. Vincent: 338-4800 or Adult and Child Mental Health Center: 882-5122.

## PAYROLL INFORMATION

### Required Forms for Work and Pay

Payroll forms may be acquired in a student employment orientation, the Human Resources Office (Esch Hall, Room 164), or the Office of Career Services (Schwitzer, Room 206).

- **Returning student** employees need only to complete the **Student Employment Green Authorization Card** (for departmental/organizational budget verification). Complete one for each position held.
- **New student employees** will need to complete five forms. (1)The **State** and (2) **Federal Tax Forms** (for tax reporting purposes), (3) the **Student Employment Green Authorization Card** (for departmental/organizational budget verification), and (4) the **I-9 Form** (for verifying citizenship and identify). To complete the I-9, students must provide a valid passport OR provide the originals of a driver's license or state identification AND a social security card OR birth certificate. (5) Students must also complete the **Direct Deposit Authorization Form**.
- **International students** (students possessing F-1 Visas) are required to complete the same forms as new student employees as well as visit and complete the necessary processes and forms mandated by the International Division. Your *Student Employment Authorization Card* (green card) must be signed by your supervisor and the authorized person in the International Division.
- **To be paid, a social security number is necessary.** The Department of Homeland Security and the United States Citizenship and Immigration Service require all F-1 international students to wait at least 14 days and 2 weekends from the day they cross the port of entry before they can apply for a social security number. This delay allows enough time for their information to reach the social security information system accessed by local Social Security offices.

For this reason, newly enrolled international students are eligible for campus employment before acquiring a social security number with the understanding that they have applied for one. However, they must receive and report a social security number before payment for their services is processed. **The Office of Human Resources (Student Payroll) must receive a copy of the documentation for the application for a social security number within two weeks of employment in order for an international student to retain their student employment position and to be paid.**

### FICA Exemption

FICA taxes are not deducted from a student's earnings (for a student who meets the definition of student employee) during the academic year. Students are also exempt from FICA taxes if they work over a break that is less than 5 weeks. FICA taxes **will be deducted from students' paychecks during the summer (June – mid August)**.

### Maximum Hours

During the academic year, students are allowed to work a maximum of 20 hours per week as a campus student employee and as an off-campus Federal Work-Study student employee. During the summer, the Holiday Break, and Spring Break, students are able to work up to 40 hours each week.

### Timesheets and Paychecks

In order to be paid on time, student employees and supervisors must **sign and date** the time sheets and they must be turned in to the HR Office (Esch Hall, Room 164) by the appropriate due date each pay period. Please reference the Payroll Schedule which is posted on line.



It is wise for supervisors to photocopy and file each student employee's time sheet after all signatures have been acquired. Also, supervisors should inform students if their department or organization has a specific process for verifying, signing and turning in timesheets.

Unless other instructions are given to the Student Payroll Specialist (e.g., to send a check to campus mailbox, to hold check in the HR Office, etc), paychecks will be delivered to the office through which you, the student, are employed. If students work in multiple offices on campus, the Accounting Office will need to know to which office the paycheck should be delivered. This is done by completing the Payroll Check Routing Form.

### **Student Employment Positions**

There are three types of on-campus, student employment positions: general (minimum wage), advanced, and campus internships. And there is one type of off-campus student employment position: Federal Work-Study. Most of the on-campus positions are paid at the general level. The other campus levels are advanced positions and campus internships, which offer a slightly higher pay rate. These rates may change every few years. The wages and student employment levels are only effective during the academic year. Summer pay rates for student employees are announced annually in April.

Department supervisors must complete an application and gain approval for positions to qualify as *Advanced Student Employment* or *Campus Internships*. The responsibilities of these positions must meet specific criteria for submission and approval. Also, to retain employment status, students and supervisors must complete student and campus employment evaluations.

In an advanced position, students are required to execute **superior responsibilities** that demonstrate decision making versus simply completing tasks. These responsibilities have been identified as supervising other students, managing office operations, conducting fundraising or necessitating advanced (technical) skills to perform the duties of the position. An advanced student employment position need not be related to one's major. **These positions may be paid at the higher wage which is effective during the academic year.**

A **campus internship** is a component of the University of Indianapolis Student Employment Program and, by definition, will take place on campus. These positions must be **related to students' career interests or their academic discipline and must show application of classroom learning**. A campus internship will require a *minimum* of 100 working hours per semester (approximately 7 hours per week over 15 weeks). **These positions are paid at a higher wage which is effective only during the academic year.** Students and supervisors must state skills and competencies required for or to be developed in the position through specific tasks and activities. Students are also required to reflect on their experience by producing a paper or completing some activity or project which demonstrates the competencies/skills developed during the placement.

**Campus Internships must also be approved by an appropriate faculty member if the students are seeking academic credit.** Students are eligible to work in a campus internship for only two semesters or for one calendar year. This practice is to encourage as many students as possible to participate and gain valuable applied learning experiences. The criteria for an Advanced Position and Campus Internship are included in this handbook.

Finally, the student employment program includes **off-campus Work-Study positions**. Students must be approved through the Financial Aid Office to verify their eligibility for FWS funds. Federal guidelines require that 7% of an institution's federal work-study (FWS) dollars be paid to student employees working in non-profit organizations in our communities. FWS student employee payroll

is disbursed through the University of Indianapolis HR Office and these positions are governed by the same guidelines as campus student employment positions. However, due to federal regulations, international students are ineligible to work in off-campus FWS positions. Off-campus employment for international students is approved by the International Division and is designated as either *Curricular Practical Training* or *Optional Practical Training (CPT or OPT)*.

The pay rates for off-campus FWS positions will vary and tend to be higher than campus student employment pay rates. **The pay rates for general, advanced and campus internship and FWS positions are posted with the position in JobHoundConnect.** Any discrepancies in student employment wages should be reported to the Assistant Director of Career Services.

Students who work full time, **on campus**, during the summer months have the opportunity to live on campus for ½ the cost during the summer months. In order to be eligible for the discount, students must work at least 37 ½ hours each week. If students do not work full time, they will be billed back for the cost of housing. Students must also pick up an application from the Office of Campus Life before the start of summer. Finally, students must receive a signed confirmation of employment from their supervisors, as well as the Dean of Students.

## **PROFESSIONAL BEHAVIOR**

### **Attendance**

Most offices operate within the official business hours of the university, which are 8:00 a.m.- 4:30 p.m. However, some departments require student employees to work during the weekend, vacation breaks and evening hours. Please read the job description thoroughly. Also, supervisors need to inform student employees of any special events where their assistance is required.

Students are expected to be punctual and dependable. Students who are ill or need to be absent from work for other reasons should inform their supervisors, and (except in cases of physical emergencies) *give them advance notice*.

Attendance is important because one's absence affects the workload of other student employees and office staff. If students are absent from work without notification ("no call/no show") for a total of three shifts, they may be terminated immediately. Other attendance policies may vary by departments and supervisors should share department's attendance policies with students.

### **Confidentiality**

All student employees will be asked to sign a statement indicating that they have received and read a copy of the Confidentiality Statement. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The University of Indianapolis is such an institution.

Because of the nature of the work performed by offices on campus, files may contain educational and confidential personal information. **Under no circumstances are codes, the contents of office files or overheard discussions to be shared or used outside the departments. Neither should duplicates be made for non-office purposes. Extreme caution is taken when discarding documents that contain confidential information.** The nature of some documents will require that they be shredded before being discarded. Violating the confidentiality policy could result in immediate termination. The Confidentiality Statement can be found on the Student Performance Appraisal, which is included in this handbook.

## **Dress Code**

The dress code and work environment in most on-campus offices is casual. In general, it is expected that students' appearance will be neat while at work and that their clothing is suitable for an office setting. The following is a list of **clothing that is not acceptable** in an office setting: hats and bandanas, jeans or shirts with rips or holes, halter tops, tops with spaghetti straps, shorts and skirts more than six inches above the knee when sitting, shirts that show bare midriffs, clothing featuring alcohol, profanity or apparel from other universities (while working in the Admissions Office), sweats or running pants and pajama-type clothing. Students should wear shoes at all times (no bare feet, and generally no sandals or flip-flops). Outside of offices, attire appropriate to the setting and job demands, determined by one's supervisor, should be worn.

## **Office Protocol**

Students should schedule lunch outside of work hours. Generally speaking, eating at a desk, while serving the public, does not reflect a professional demeanor. Some offices may have "designated" eating areas; supervisors will inform students if the office has such an area. For sanitation and equipment safety, food and open beverages are not permitted near the computers. Students should inquire of their supervisors about the policy in their office.

Noise in the student work area should be kept at a minimum. Students should refrain from cell phone usage or texting during working hours. Also, visiting inappropriate or non-work related internet sites at any office computer is prohibited.

In order for a student employee to accomplish his/her employment goals and help maintain a professional climate in the office, he/she should tell friends not to visit or call during work hours. Personal business should be conducted outside of this time. University phones are for university business. If an exception is needed, students should speak with their supervisors.

It is helpful to write down daily or regular tasks. Before requesting new assignments, students should make sure assignments are completed. If possible, students should look for ways to show initiative and "add value" to the tasks assigned or to the existing processes in the office or unit.

## **CUSTOMER SERVICE**

### **Greeting and Assisting Visitors**

*Etiquette tip # 1.* When answering the phones or greeting guests, be polite, professional, have a welcoming tone in your voice, and SMILE! A smile can always be heard. An appropriate way to answer department phones is: "Good morning/afternoon. You have reached (name of the office), this is (your name). How may I help you?"

*Etiquette tip # 2.* The University of Indianapolis is very open to the public. Be mindful of using appropriate titles such as Mr., Ms., Mrs., Dr., Dean, etc. Avoid using slang like "you guys," when talking to people or "this guy," or "this lady" when referring to a caller, client, or customer. Instead, say: "The caller needs..." or "this gentleman would like to know..." etc.

*Etiquette tip # 3.* The University of Indianapolis Intranet provides information about the university and websites for many of its departments. Before a call is transferred or a number to another department is given, make sure that they have been assisted with as much information as possible.

*Etiquette tip # 4.* When you are not sure how to answer a question, let the caller know that you are seeking that information for him/her. Say: "Just a moment, please, while I get that information for you," or "if you will hold, please, I'll ask (staff member's name), to speak with you." Or "I want to make sure that you get the correct information; let me have (staff member's name) return your call." Avoid saying things like: "Sorry, I'm *only* a student here."

### **Taking Messages**

When taking messages for office staff members, ask the callers to spell their name for you, if the spelling is not obvious; repeat the number the caller gives you to ensure accuracy; sign the message in case the recipient has questions about the call; and please put the date and time of the call on the note.

### **Using Campus Phones**

- To dial off-campus, dial “9” and then the seven digit number
- Each office should establish a protocol for transferring phone calls. This protocol may include how to handle internal phone calls.
- It is often wise to give the direct number of the office to which you are transferring the caller in the event you should become disconnected. For example say: “In case this call should not go through, the direct number for the office/person you’re seeking is 000-0000.”
- Frequently used campus numbers can be found through the University of Indianapolis Intranet Directory, accessible from MyUIndy.

### **Long Distance Calls**

If it is necessary to make a long distance call, simply dial 9 + 1 + area code + seven digit number. You will be asked to enter your authorization code. Please ask your supervisor for this code.

## ACKNOWLEDGEMENT OF REVIEW OF STUDENT EMPLOYMENT HANDBOOK

This is to acknowledge that I have thoroughly reviewed the contents of the University of Indianapolis Student Employment Handbook.

\_\_\_\_\_  
Student Employee Signature

\_\_\_\_\_  
Date

**(Note to Supervisors:** Students should read this handbook, sign this page and provide this document to you within one week of hire. A student's signature on this page indicates that the University of Indianapolis Student Employment Handbook has been read and that students understand the expectations and procedures. **Please photocopy this page for each student employee each year.)**



# *JobHoundConnect for Campus*

## **University of Indianapolis, Office of Career Services**

1400 East Hanna Avenue, Indianapolis, IN 46227

317-788-3296 fax 317-788-3383

email: [ocs@uindy.edu](mailto:ocs@uindy.edu) – [uindy.edu/career-services](http://uindy.edu/career-services)

*Getting careers on track and talent where it's needed*

The Office of Career Services has an on-line database management system that allows on-campus employers to post positions, receive referrals and to communicate with students and the Office of Career Services. Registering is easy; simply follow the instructions within each tab.

First you register your organization/department and then register a contact person for your organization. Then you may post your position(s).

### **REGISTERING YOUR ORGANIZATION / DEPARTMENT**

Go to: [uindy.edu/career-services](http://uindy.edu/career-services)

Scroll down to **Employer Partners**, click on **Services, Programs & Guidelines** then **JobHoundConnect**

- **Registered Users:** Enter your username and password and click *Login*
- **New Users:** Click the *Click Here to Register Link* to create a new account
  1. Select **Can't Find Your Organization** OR start typing your organization's name in the field
  2. Complete your **Employer Information** and **Contact Information**

**NOTE:** Your **Employer/Opportunity Category** is "Campus Student Employment". Items marked with [\*] are required. Your **Organization Name** is "*(Name of Your Department/University of Indianapolis)*".

3. View and Edit your information (if necessary)
4. Select **Register**

### **POSTING YOUR POSITION/JOB**

1. While on the **Home Page**, rest your cursor over **My Jobs**
2. Select **New Jobs**
3. Complete boxes for **Position Information, Contact Information** and **Posting Information**

#### **NOTE:**

- Job Category: scroll and select "*Employment on Campus*"
- Position Type: scroll and select "*Student Employment on Campus*"
- Applicant Type: scroll and select "*Campus Student Employment*"

**NOTE:** *Select no* for "Online Referrals Require Resume or Other Documents" for campus positions. Resumes are not needed for Campus and Work-Study employment. *Select yes* for "Allow Online Referrals". Once your job has been approved you can view the students who have applied by resting your cursor over **My Jobs**, then selecting **Job List**. Click on the highlighted **R** in the **Activity** column to the right of the job. If no students have yet applied for the job, the **R** will not be highlighted.

4. Select **Save**
5. View and Edit Job (if necessary)

### **SEARCHING FOR STUDENT EMPLOYEES**

**NOTE:** You will be able to search for students, once your JobHoundConnect profile has been approved by the staff in Career Services. **Please allow 24 hours.** You have many options and combinations by which to search, but initially search for students by "**Applicant Type**" (Campus Student Employment, Student  
, Campus Internship, etc).



# *JobHoundConnect for Students*

## **University of Indianapolis, Office of Career Services**

1400 East Hanna Avenue, Indianapolis, IN 46227

The Office of Career Services has an on-line system that allows students to view positions, refer & receive referrals and to communicate with employers. Registration is a multi-tab process.

## REGISTERING

1. Go to the Office of Career Services' website: [uindy.edu/career-services](http://uindy.edu/career-services)
2. Scroll down to **Students**
3. Click on **JobHoundConnect** then **Login Now**
4. Register as a **New User OR Log In** with your User Name and Password
5. Complete **Personal Information tab** and select **Register**
6. Complete each of the following tabs: **Demographic Information, Additional Information, Skills, and Miscellaneous Information**. (Be certain to click "save" at the bottom of each screen.)
  - Select "**Edit**" to type information within a section.
  - Select your **Applicant Type**.
    - Campus Student Employment and Student Employment Off-Campus do not require that you upload a resume.
    - Career Position, Internships, and Advanced Career Position require you to upload a resume.
  - Click **Add/Remove** to select your major from the list; to see the full list, select the [+]. Click on continue to save your major selection. Once you have clicked continue you will be returned to the Demographic Information page.
  - Be certain to select **Save** to retain any information you have entered.
7. You will successfully register only after you have clicked **Submit Profile** on the final page and been approved.

**NOTE:** Items marked with [\*] are required. To select *more than one* option in a field/box, *hold the control key* as you click with your mouse.

## APPROVAL OF YOUR PROFILE

**NOTE:** You will be able to search for employers and jobs, once your JobHoundConnect profile has been approved by the staff in Career Services. **Please allow 24 hours.** Until then, your **Home Page** will only allow you to view **My Account**.

## SEARCHING FOR JOBS

1. While on the **Home Page**, rest your cursor over **Jobs**
2. Click on **Job Search**. Select appropriate criteria (i.e. Student Employment on Campus for campus jobs, Career Position for degreed entry-level, Internships for internships.)
3. You may define your search further by the **Job ID#** or **Organizational Name** or **Job Category**
4. Select **Search**
5. Click on the **Job Title** link to view the job description and apply, if interested

**NOTE:** The criteria of a specific search can be saved by clicking on the **Create Job Agent** link located in the right-hand corner of the **Job Search Results** box. A saved search triggers the system to look for recently created and updated jobs on a nightly basis that match your search criteria. If a match is found, you will be notified immediately via e-mail.

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### *Student's Commitment*

I have reviewed and understand the qualifications/duties of the position for which I am hired. I also understand that I represent this department during my working hours and will conduct myself accordingly. My signature below indicates that I am aware that my performance will be appraised and that a recommendation written on my behalf may include portions of my performance appraisal. Thus, I have reviewed and understand the criteria on which my evaluation will be based and agree to pursue professional excellence.

### *Confidentiality Statement*

I understand that I may be provided direct access to confidential data concerning the university's students and staff. My signature acknowledges that:

1. I will keep information to which my position gives me access in the strictest confidence and I will not share that information with people not authorized to view or know it.
2. I understand that unauthorized use of data collection for profit or personal purposes is strictly prohibited.
3. I acknowledge that information gathered for the University of Indianapolis is the property of the university and that all such information, in whatever form recorded, must remain on site at the university upon termination of my employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### *Supervisor's Commitment*

This student was hired because s/he is qualified to perform the duties necessary for this position. I understand that my role is to mentor this student and assist her/him to further develop qualities necessary to pursue future professional opportunities. My signature below represents that I have reviewed with the student the criteria for which s/he will be evaluated. It also represents my commitment to regularly give feedback (formally or informally) on his/her performance throughout their employment and at the end of their employment. Formal, written performance appraisals will be conducted annually or no later than the end of each academic year.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **University of Indianapolis Student Employee Performance Appraisal (To be completed by the Supervisor)**

Please provide comments for any ratings of 5, 2, or 1. (Copy form and allow students to self evaluate).

### **Ratings**

<b>5</b> Consistently Exceeded Expectations	<b>4</b> Occasionally Exceeded Expectations	<b>3</b> Regularly Met Expectations	<b>2</b> Needs Improvement	<b>1</b> Consistently Struggled
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**Policy Topics**

**Responsible** **Rating**  
Wears appropriate attire \_\_\_\_\_  
Uses office materials appropriately \_\_\_\_\_  
Accurately completes projects \_\_\_\_\_  
Follows procedures and instructions \_\_\_\_\_  
Maintains confidentiality \_\_\_\_\_

**Punctual & Organized** **Rating**  
Attendance: committed to schedule \_\_\_\_\_  
Uses time appropriately \_\_\_\_\_

**Communicative** **Rating**  
Provides customer service in person, through email and over the phone \_\_\_\_\_  
Appropriately addresses faculty, professional staff & student employees \_\_\_\_\_  
Clearly communicates with all team members \_\_\_\_\_

**Professional Development Topics (only use as appropriate)**

**Creative** **Rating**  
Offers solutions, new ideas and approaches \_\_\_\_\_

**Critical Thinking** **Rating**  
Is thoughtful and develops a plan to complete task \_\_\_\_\_  
Handles difficult situations/emergencies \_\_\_\_\_  
Maintains confidentiality while providing customer service \_\_\_\_\_

**Collaborative** **Rating**  
Takes initiative to ask questions about project/tasks \_\_\_\_\_  
Formulates informal teams to complete projects/tasks \_\_\_\_\_

**Learning Goals**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If needed, please attach a letter of recommendation or a sheet for additional comments.)

\_\_\_\_\_  
**Student Signature** **Date**

\_\_\_\_\_  
**Supervisor Signature** **Date**



Department \_\_\_\_\_

**Campus Student Employment Evaluation (To be completed by the student)**

Instructions: Assign one rating to each sentence. The ratings are 5: strongly agree - 1: strongly disagree. Use NA if the item does not apply. Please provide additional comments. Return the Office of Career Services.

## Management

	<u>Rating</u>					
1. My supervisor is knowledgeable about my work.	5	4	3	2	1	NA
2. My supervisor provides me with a list of duties/tasks.	5	4	3	2	1	NA
3. My actual duties match the duties that were communicated to me.	5	4	3	2	1	NA
4. My supervisor makes sure I have sufficient training (office procedure, safety, etc).	5	4	3	2	1	NA
5. My supervisor has reasonable expectations of completion of my work.	5	4	3	2	1	NA
6. My supervisor is available when necessary.	5	4	3	2	1	NA
7. My supervisor follows through with commitments.	5	4	3	2	1	NA
8. My supervisor is timely with assignments and instruction.	5	4	3	2	1	NA
9. My supervisor makes sure I complete important paperwork.	5	4	3	2	1	NA

## Interpersonal / Communication

	<u>Rating</u>					
1. My supervisor knows my interests/goals and encourages my development.	5	4	3	2	1	NA
2. My supervisor gives me feedback that helps me to improve my performance.	5	4	3	2	1	NA
3. In the last 3 months, my supervisor has talked to me about my progress or performance.	5	4	3	2	1	NA
4. I am acknowledged for a job well done.	5	4	3	2	1	NA
5. My job performance is fairly evaluated.	5	4	3	2	1	NA

## Role Modeling

	<u>Rating</u>					
1. My supervisor models professional behavioral standards for our area.	5	4	3	2	1	NA
2. My supervisor maintains confidentiality.	5	4	3	2	1	NA

# Advanced Student Employment Criteria

**Definition:** An advanced student employment position (referred also as AP for advanced position) is a student employment position where students are required to execute superior responsibilities that demonstrate decision making versus simply completing tasks. These responsibilities have been identified as supervises other students (mentoring, training, instructing, delegating, motivating, conflict mediation, etc) , manages office operations (responsible for money or cash drawer; determine student/office hiring and scheduling, prioritizes and completes major projects, and make decisions that impact external and internal clients), conducts fundraising for an university department (relates to and negotiates with community or business partners; officially represents the university to its constituents) and/or must have advanced technical skills to perform the duties of the position. An advanced student employment position is independent of an academic discipline. These positions may be paid at a higher wage (see below) that is effective during the academic year only.

**Purpose:** The purpose of advanced student employment positions is to fill a need within a department/office by hiring students who have specific skill sets to complete these tasks. The experiences of these student employees will be intentional and they will grow in their professional development and preparation for off-campus internships, graduate school or entry-level post-baccalaureate positions.

**Process:** Any office or department may submit a job description and an Application for Advance Student Employment to the Office of Career Services. The position will be reviewed by the Office of Career Services. Upon approval, the department may post the position in JobHoundConnect for recruiting.

**Who:** Freshmen, sophomores, juniors, seniors and graduate students, who are eligible to participate in the University of Indianapolis Student Employment Program, may participate in this program.

**GPA:** There is not a minimum GPA required for application of and employment in an advance student employment position. However, departments may stipulate minimum GPA requirements in courses related to a specified required skill, if legally justifiable.

**Pay:** Advanced student employment positions typically pay somewhat more than minimum wage, but rates may change every few years. Departments must have available funds in their budget to offer AP positions at an increased pay rate.

**Duration of student participation:** Continued employment in an AP is based on the supervisor's appraisal of student's performance.

**Evaluation:** Supervisors must provide formal, written evaluations of their student employees near the end of the academic year. AP student employees are also required to complete evaluations of their supervisor/employment experience. These evaluations are sent to the Office of Career Services, Attn: Student Employment.

### Summary of Criteria

- Position must have one of the following duties (reference the first paragraph for details):
  1. Supervises other students
  2. Manages office operations
  3. Conducts fundraising for an university office
  4. Advanced technical skill set
- Positions may be paid at an increased pay rate
- Eligible graduate and undergraduate students may participate
- Students and supervisors must complete evaluations
- No minimum GPA
- Position is only offered during the academic year

## Campus Internship Criteria

**Definition:** A campus internship is a component of the University of Indianapolis Student Employment Program and, by definition, will take place on campus. Internships must be related to an academic discipline and must show application of classroom learning. A campus internship will require a *minimum* of 100 working hours per semester (approximately 7 hours per week over 15 weeks). These positions are paid at a higher wage which is effective only during the academic year.

**Purpose:** The purpose of campus internships is to provide one more step in the professional development of undergraduate students. An intended outcome is that students will have meaningful experiences which will allow them to be more prepared and competitive as they pursue off-campus internships, graduate school, or entry-level post-baccalaureate positions.

**Process:** Any office, department, and/or school may submit a job description and an Application for Campus Internship (with intended learning goals) to the Office of Career Services. The position will be reviewed and upon approval, the department may post the position on JobHoundConnect. Applications and interviews will occur so that selected, qualified students will have an opportunity to be considered.

**Who:** Sophomores, juniors and seniors who are eligible\* to participate in the University of Indianapolis Student Employment Program are also eligible for campus internships. **Graduates students are ineligible for campus internships.**

\*Note: All students participating in campus internships will be required to register with Career Services and complete all paperwork and other requirements as specified.

**GPA:** There is a minimum 2.5/4.0 cumulative GPA required of students to be hired into a campus internship.

**Pay:** Campus internship positions pay the recipient at an increased pay rate. Departments must have available funds in budget to offer pay and to offer positions as internships.

**Duration of student participation:** Each student's employment in a campus internship will last a maximum of two semesters and is based on the student's success in meeting the learning goals, as well as the supervisor's appraisal of the student's performance.

**Evaluations:** Supervisors must provide formal, written evaluations of the student near the end of the academic year. Student employees are also required to complete evaluations of their supervisor/employment experience. These evaluations are sent to the Office of Career Services.

**Learning goals and reflection piece:** Learning goals are partially submitted by the supervisor with the Application for Campus Internship and are completed by the student upon hire. A reflection piece is decided at the beginning of employment. Goals and reflection will be required each semester a student participates in a campus internship. Options for reflection may include: individual discussion, journal/log, learning portfolio, presentation, reflective paper, visual project, etc. After the supervisor/employer has completed and reviewed these documents, a final copy is sent to the Office of Career Services, Attn: Student Employment.

#### **Summary of Criteria**

- Position is related to an academic discipline
- Learning goals required by the supervisor/employer and student employee
- Reflection piece required. See above for reflection activities options
- Supervisors and students complete evaluations
- Minimum number of 100 working hours per semester
- Positions paid at an increased pay rate
- Limited to undergraduate students
- Minimum 2.5 cumulative GPA required
- Campus internships are for no more than two semesters

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## **On-The-Job Injury Procedures for Student Employees** (Additional Information on the next page)

When an employee is injured on the job the employee needs to:

- Notify the supervisor (***Supervisor: Call 9-911 first if this is a life threatening injury.***)
- Supervisor must contact The Office of Human Resources immediately (791-5912 or 788-3998).

- If medical treatment is needed during weekday working hours visit:  
**IU Health Occupational Services**  
 6349 South East Street  
 (On US 31 just north of Banta on the east side of the street)  
 Indianapolis, IN  
 Phone (317)780-0123  
 Hours are: 8 am – 5 pm, Monday – Friday  
 \*Contact HR prior to leaving campus/work following an injury
- If medical treatment is needed after 5 pm or on weekends, please visit:  
**IU Health Occupational Services**  
 5603 W. Raymond St.  
 Indianapolis, IN  
 Phone (317)241-8266  
*Open 24 hours daily*
- Student employees must inform the facility that they are UIndy employees and that this is a Worker's Compensation claim.
- IU Health Occupational Services will fill the employee's 1<sup>st</sup> prescription (relating to this injury) at their facility at no cost to the employee. Our Worker's Compensation claim representative will contact the employee about Rx refills.
- Bring all medical documents from each visit to IU Health Occupational Services or other facility relating to this injury to the Office of Human Resources in Esch Hall 163. **An HR staff member will need to speak with you and will then submit your claim.**
- **Life threatening injuries should be treated at the nearest hospital, call 9-911.**  
*An employee with a life threatening injury must not drive him/herself to the hospital.*
- **DO NOT SEEK MEDICAL ATTENTION FOR ON-THE-JOB INJURIES FROM THE STUDENT HEALTH CENTER OR THE KOVAL NURSING CENTER.**

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## **Student Employee On-The-Job Injury Procedures**

**- Continued -**

### **SUPERVISORS of STUDENT EMPLOYEES:**

These procedures apply *only while students are on duty* as stated in their job description. When an incident occurs, complete the **Student Employee Injury Report** (found at the back of this handbook) as soon as possible, and send to the Office of Human Resources (Esch 163).

### **For a SERIOUS INJURY:**

Updated January 2012

- **CALL 9-911 immediately** if a student needs emergency care for profuse bleeding, difficulty breathing, experiencing **severe** pain, having a seizure, or is unconscious. Others can assist on the scene, **but 9-911 needs to be called immediately!**
- Then call Campus Police at (317) 788-3386 daytime; (317) 788-3333 Evenings. Let Campus Police know you called 9-911.
- Designate someone to direct the ambulance to a ramped entrance. The rescue squad will arrive first. They will access/monitor student and advise on transport to hospital. Send **Student Employee Injury Report** to HR.
- Call the Dean of Students Office at (317) 788-3485 daytime or CELL (317) 523-1609.

**If the Injury is NOT an Emergency:**

- Give first aid to the student, as needed. Student is to be assisted by those around him/her.
- Send **Student Employee Injury Report** to HR.
- **If the student requires further care**, call HR and then take the student to IU Health Occupational Services. (See instructions on preceding page for more information about IU Health Occupational Services, for locations and hours of operation).

**SUPERVISORS of STUDENT EMPLOYEES:**

Please inform your student employees where the first aid kit is kept. Make sure that supplies are replenished as needed, including disposal of outdated medications, such as Ibuprofen, etc. Make student employees aware of additional information relating to crisis/emergency procedures.



**Student Employee Injury Report Form – Please Print**

Student Name: \_\_\_\_\_ Date/Time of Incident: \_\_\_\_\_

Student Email and Phone Number: \_\_\_\_\_

Office Where Student Employed: \_\_\_\_\_

Description of Injury:

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Exact Location of Incident: \_\_\_\_\_

Person Completing Report if other than supervisor: \_\_\_\_\_

Supervisor of Student Employee: \_\_\_\_\_

How was incident caused (be as precise as possible):

\_\_\_\_\_  
\_\_\_\_\_

**ACTIONS TAKEN:** Refer to **Student Employee On-the-Job Injury Procedures.** Check all that apply.

\_\_\_\_\_ First aid performed on scene; student dismissed. Report was sent to HR.

\_\_\_\_\_ First aid performed on scene; more care needed. HR was notified that student was sent to IU Health Occupational Services. Report was sent to HR.

\_\_\_\_\_ HR was called; student was sent to Occupational Health Facility. Report was sent to HR.

\_\_\_\_\_ If Evening/Weekend/After Hours: Student taken to IU Health Occupational Services. Report was sent to HR.

\_\_\_\_\_ 9-911 was called. Campus police department was called. Dean of Student's Office was called.

**Recommendations for avoiding repetition of incident:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**UNIVERSITY OF INDIANAPOLIS  
DIRECT DEPOSIT AUTHORIZATION FORM**

Student

Fac/Staff

Check one:  New Enrollment

Change

Name \_\_\_\_\_ Banner ID # A00 \_\_\_\_\_

Your pay can be disbursed to up to 3 different financial institutions and/or between savings and checking accounts within the same bank/credit union. \*If you split your deposit into more than one account, the last bank will receive the balance of your net earnings. The following documents are necessary to validate your account information.

**For Checking Accounts – you must attach a voided check.**

**For Savings Accounts – you must attach an account verification form from your financial institution.**

***Deposit slips cannot be used for savings or checking account verification.***

(1) Financial Institution \_\_\_\_\_ Net \_\_\_\_ or Dollar Amount \$ \_\_\_\_\_

Type of Account (check one)      Checking \_\_\_\_\_ Savings \_\_\_\_\_

Transit Routing # (9-digit # prior to your acct # on check) \_\_\_\_\_

Account Number \_\_\_\_\_



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(2) Financial Institution \_\_\_\_\_ Dollar Amount \$ \_\_\_\_\_ or \*Balance  
Type of Account (check one)      Checking \_\_\_\_\_ Savings \_\_\_\_\_  
Transit Routing # (9-digit # prior to acct # on check) \_\_\_\_\_  
Account Number \_\_\_\_\_

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(3) Financial Institution \_\_\_\_\_ \*Balance  
Type of Account (check one)      Checking \_\_\_\_\_ Savings \_\_\_\_\_  
Transit Routing # (9-digit # prior to acct # on check) \_\_\_\_\_  
Account Number \_\_\_\_\_

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I hereby authorize the University of Indianapolis to deposit my net pay and, if necessary, to make adjustments for any entries in error to my account(s) indicated above. The Institutions named above are authorized to make the same entries to my account(s).

I understand that Direct Deposit of net earnings is the practice of the University of Indianapolis and that 100% of my earnings will be direct deposited. This authorization will remain in effect until the University has received written notification from me of changes made to my account(s) and the University has had a reasonable time to act on it. Any changes must be received by the Office of Human Resources 10 working days prior to my regularly scheduled payday to be effective for that pay period.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please return this form to the Office of Human Resources in Esch Hall 164.*