

UNIVERSITY OF **INDIANAPOLIS**

Student Employment Handbook



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WELCOME

We are happy to have you as a student employee of the University of Indianapolis! Each student employee position is important to the operations of UIndy.

This handbook is designed to provide an overview of the general expectations of student employees. Some UIndy students work more than one position, in more than one office, and each department may have unique policies. It is important for you to become familiar with the general policies within this book.

We hope you find your experience as a student employee rewarding and educational.

Welcome aboard and thank you from the staff of:

Financial Aid Office
Human Resources Department
International Services
Office of Diversity, Equity, and Inclusion
Professional Edge Center
Registrar's Office
Student Affairs Office

OVERVIEW

Purpose of Student Employment Program

Our goal through student employment is to offer options for applied learning at UIndy. We strive to provide students with intentional experiences that will add value to their education. It is our hope that these experiences will assist in the development of professional traits which are important in their pursuit of a first internship or the search and acquisition of a first post-baccalaureate position. Our student employment program provides 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 positions paid through Student Employment Payroll in Human Resources, during the collegiate career of a student. These positions include on-campus departmental and off-campus nonprofit Federal Work-Study (FWS) positions. Student positions are posted on Handshake. Positions posted through Human Resources are not student employment positions and are not governed by the student employment guidelines.

Defining Student Employees

UIndy undergraduate day students and graduate students who 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 program may have reduced enrollment during the academic year. Due to the 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. Questions concerning graduate student enrollment can be directed to the Registrar's Office.

Student employees are considered "at will" employees. Their employment is short-term and is contingent on their enrollment and continued academic progress. Student

employment status terminates immediately when enrollment does not meet the above stated guidelines.

During the summer months (May to mid-August), individuals may be paid as student employees if they are registered for courses in the upcoming semester at UIndy. May graduates are only eligible to work as student employees the summer immediately following May graduation. December graduates are only eligible to work as student employees until classes resume for the winter (second) semester.

Student employees do not receive University benefits.

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 and employee relationship.

PAYROLL INFORMATION and DOCUMENTATION

Required Forms for Work and Pay

The Student Employment Packet may be obtained in the Human Resources Office (Esch Hall, Room 044) or online on the [Student Payroll](#) information page. No student may begin working until their completed documentation is submitted to the HR Office. An authorizing email will be sent from the Payroll Specialist to the supervisor and student, notifying of the approved start date. **Students may not begin work prior to the approved start date.**

Student employees working for Uindy for the first time will need to complete the four forms included in the Student Employment Packet: (1) the federal I-9 Form (for verifying employment eligibility and identity). To complete the I-9, students must provide the original, valid, unexpired forms of identification as indicated on the Lists of Acceptable Documents portion of the I-9; (2) Federal Tax Form W-4, (3) State and County Tax Form WH-4, (4) Direct Deposit Authorization Form and documentation to verify routing and account numbers (for direct deposit of paycheck).

International Students

International students (students possessing F-1 or J-1 Visas) are required to complete the necessary processes mandated by the International Services office and provide a copy of the current I-20, I-94, and a valid passport.. International students are required to obtain a U.S. social security number from the Social Security Administration (SSA).

No international student may work or receive pay until these items are completed and submitted.

Newly enrolled international students are eligible for campus employment once they provide receipt of application for the social security number to Human Resources and complete the Student Employment Packet. The Department of Homeland Security and the United States Citizenship and Immigration Service requires 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. Once the social security card is received (approximately two weeks) the student employee **must** provide the number to HR for payroll tax purposes.

FICA Exemption

FICA taxes are not deducted from student employees' pay during the academic year (first day of classes in the fall semester through the last day of business prior to Commencement). Students are also exempt from FICA taxes if they work over a break that is less than 5 weeks long. FICA taxes will be deducted from the student's paychecks during the summer (May-mid August).

Maximum Hours

Per UIIndy policy, during the academic year, students can work a maximum cumulative total of 19 hours per week as a student employee. Students can work up to 40 hours each week during the summer break, winter break, and spring break.

Time Records

Accurately recording time worked is the responsibility of every student employee. Federal and state laws require the University to keep an accurate record of time worked to calculate employee pay. Time worked is all the time spent on the job performing assigned duties. Student employees should accurately record the time they begin and end their work. Meal breaks, if applicable, are not included in work time.

Student employees are required to complete electronic timesheets. Electronic timesheets should be submitted to their supervisor for approval by 5:00 pm on Tuesday, following the end of each pay period. The supervisor should approve them by 5:00 pm on Wednesday, following the end of the pay period. Instructions for completing electronic timesheets and a copy of the student payroll schedule are available on the [Student Payroll](#) information page.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Federal Work-Study (FWS) Program

The Federal Work-Study (FWS) Program is a federally funded work program, which provides on and off-campus employment to eligible students with financial need. The FWS award is included in a student's financial aid package and student eligibility is determined by the Office of Financial Aid. The FWS award is not deducted from a student's tuition and a student is only paid for those hours worked. FWS is not awarded during the summer months.

If a student runs out of work study funds, they cannot volunteer to work and not get paid.

Pay

For each academic year, student employment positions are paid, at minimum, the federal minimum wage.

Wages per hour (above minimum wage) are decided upon by the hiring and budget manager for the office or department hiring a student employee.

EMPLOYMENT POLICIES and PRACTICES

Finding Student Employment Positions

To provide equal access to employment opportunities for on-campus and off-campus work study positions, the Professional Edge Center utilizes [Handshake](#), the University's student employment and career management system. Students interested in seeking student employment may apply for open positions via Handshake.

Students may contact a staff member with the Professional Edge Center by emailing proedge@uindy.edu or visiting Schwitzer 209 to have questions answered regarding posting and seeking student employment positions.

Equal Employment Opportunity Policy

The University of Indianapolis, as required by law, makes equal employment opportunities available to all persons without regard to race, sex, age, color, religion, national origin, disability, citizenship status, military status, marital status, or any other category protected under Federal, State, or local law. This policy applies to applicants and employees and to all aspects of employment including recruitment, hiring, promotion, training, transfer, demotion, rates of pay, or other forms of compensation, and termination of employment. Further, irrespective of whether sexual orientation is a legally protected status, the University of Indianapolis does not tolerate discrimination on the basis of an employee's sexual orientation. Questions regarding Equal Employment Opportunity should be directed to the supervisor or the Director of Human Resources.

Nondiscriminatory Policy

The University of Indianapolis does not discriminate on the basis of race, color, national origin, religion, sex, disability, sexual orientation (or gender identity or expression) or age in its programs and activities. The University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Dr. Amber Smith
Vice President and Chief Inclusion & Equity Officer
(317)788-2412
smitha008@uindy.edu

For further information on notice of non-discrimination, contact U.S. Department of Education Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.

Harassment and Sexual Harassment Policy

The University of Indianapolis is committed to providing a place where all employees and students can work and learn in an atmosphere free from discrimination and harassment based on the Nondiscriminatory Policy stated above. The University does not tolerate the harassment of students or employees and responds to every complaint with established process and provides proper remediation when harassment is shown to have occurred. Moreover, the University does not tolerate the intimidation or exploitation of any student or employee for private advantage by anyone.

Title IX - Student Employee Obligation

The University of Indianapolis has determined ALL employees, including student employees, to be “Responsible Employees” who are legally obligated to report incidents of sexual misconduct to a Title IX Coordinator. See [Title IX Policies](#) for more information.

Warning and Termination Process

Violations of the expectations and standards for employment policies and practices, payroll, and professional behavior will be documented and may result in progressive discipline. The purpose of progressive discipline is to allow student employees time to adjust their behavior. If a student employee’s performance proves unsatisfactory, the supervisor will advise the student of the performance issue(s) and indicate what improvements are necessary.

A student may be terminated for incompetence only after remedial instruction has been provided. If the problem is not resolved, termination procedures may be initiated, and the student employee notified of the release by the department supervisor.

Termination of employment may occur for the following reasons, but not limited to: not meeting the academic requirements, staff/budget reduction, policy violations, incompetence, social conduct probation, workplace violence, the possession of a weapon, inappropriate use of confidential information or codes, fraudulent information on student employment documents (timesheets, application, etc.), intimidation, disorderly conduct, theft, forgery, the possession or use of alcohol or drugs, or three unexcused absences.

When resigning a position, student employees are to provide their supervisor with a two-week notice of their last day.

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. Students who believe they have been unjustly terminated or experienced discrimination, may schedule an appointment with the University’s Office of Student Affairs.

Academic Progress Policy

See [Academic Progress](#)

On-the-Job Injuries

All work-related injuries or illnesses must be reported to Human Resources immediately to complete a *First Report of Injury* Form. Additionally, any hazardous working conditions that may have contributed to the accident must be immediately reported to the Facilities Department so an investigation and correction can be completed.

Employees who experience a work-related injury should follow the steps outlined in the [Work-related Injury Processes](#) document on the Health & Safety section of the My UIndy website.

PROFESSIONAL BEHAVIOR

Office Protocol

Lunches shall be scheduled outside of the working hours. Trays of food are not allowed in the office work areas. For sanitation and equipment safety, food and open beverages are not permitted near the computers. Some offices may have “designated” eating areas; supervisors will inform students if the office has such an area and about any other office policies.

Noise in the student work area should be kept at a minimum. Student employees should refrain from cell phone usage or instant messaging during working hours, unless communicating with a work colleague. Also, visiting inappropriate internet sites (i.e., pornographic, or sexual in nature) at any office computer is prohibited.

To accomplish employment goals and maintain a professional climate, student employees should tell friends not to visit or call while they are working. Personal business should be conducted outside of work hours. University phones are for University business. If an exception is needed, students should speak with their supervisors.

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.

Students are expected to be punctual and dependable. If students are ill or need to be absent from work for other reasons, they are to inform the supervisor, and (except in cases of physical emergencies) provide the supervisor advance notice. Attendance is important because absences affect the workload of other student employees and office staff.

Attendance policies may vary by department.

Confidentiality

All student employees will 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 and 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. We take extreme caution when discarding documents that contain confidential information from our files. The nature of some documents will require that they be shredded before being discarded. Violating the confidentiality policy could result in immediate termination of employment.

Dress Code

The dress code and work environment are decided by each department. 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 midribs, clothing featuring alcohol or profanity, the apparel from other universities, sweats, leggings, running pants and pajama-type clothing. Also, shoes are always required. Departmental dress codes may vary, so check with the supervisor for additional information and specificity.

Break Periods

A 15-minute paid rest period is allowed during each four-hour work period. An unpaid lunch break of at least 30 minutes but no more than one hour is to be taken near the

middle of each eight-hour period worked. Supervisors will determine the exact time and length of rest and lunch breaks convenient for the department.

Safety

Student can expect supervisors to provide:

- 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 will review any 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.

Expectations & Evaluation

Student employees are expected to follow these basic employment expectations. Departments will communicate additional work-related expectations. Supervisors will expect student employees to engage in only work-related activities during the work period and refrain from non-work-related activities such as personal phone calls, e-mail, and homework assignments.

Student employees are expected to follow guidelines set forth by their supervisor and will be evaluated on the following:

Communication: Students must communicate with their supervisors. Being able to exchange information, ideas and concerns is crucial in the workplace. Workplace communication allows work to be done effectively and efficiently. Being open with the supervisor will allow them to accommodate schedule changes, and other issues regarding shifts and work.

Customer Focus: A variety of constituents will be on campus throughout a student's workday. Every opportunity to engage with another person is a chance to positively influence their opinions of the University. Answer questions and provide information as politely and kindly as possible.

Dependability: Student employees are expected to follow instructions and fulfill work responsibilities. They should consistently strive to complete assigned tasks accurately, completely, and on time. Student employees are expected to report to work promptly or call in if unable to report to work due to illness or another emergency. Supervisors attempt to work with student class schedules, academic and other scheduling demands. However, student jobs are important in each department, and an unplanned absence places a greater burden on others in the department.

Independent Action: Students are expected to be self-motivated and involved with their work. Students should finish projects in a timely manner and then should be prepared for another task, either generated by the department or thought through by the student employee. Initiative at work offers more opportunity for growth.

Problem Solving/Analytical Skill: With sufficient training, student employees should be able to independently solve problems.

Professional Integrity: Students are expected to always be honest regarding all matters. In the course of their work, student employees may have access to or be aware of confidential information. This information should not be discussed outside of work and may not be used in an inappropriate, unethical, or illegal manner. Student employees violating this trust may have their employment terminated. Students are expected to be interested, enthusiastic and motivated about their work assignments. Students are expected to be pleasant when performing assigned tasks and be adaptable to changes and/or suggestions as needed.

Responsiveness: Following an appropriate training period, student employees are expected to perform their assigned tasks accurately and thoroughly. It is important to recognize errors and problems with tasks and correct them. Students should ask questions and use good judgment.

Skill Development: Students are expected to be open to learning new concepts, skills, and methods. Positions may require students to adapt previous habits of working or thinking to meet the needs of the department or office.

Teamwork: Student employees are expected to work cooperatively with others, treating students, staff, faculty, and visitors respectfully. Employees are expected to comply with all work guidelines and safety standards. Safety concerns should be reported immediately to a supervisor.

ACKNOWLEDGEMENT OF REVIEW

Supervisors will provide this page for each student employee each year. Students will read this handbook, sign this page, and provide this document to their supervisors, for department files, before beginning to work. A student's signature on this page indicates that the University of Indianapolis Student Employment Handbook has been read and that the student understands the expectations and procedures.

Student Employee Signature

Date

Student Employee Printed Signature

Date

Confidentiality Agreement

The Office/Department of _____ may disclose certain aspects of its confidential and private, personal information (known as “confidential information”) to student staff members. Confidential information may include all medical forms/information (including, but not limited to, social security numbers, University account information, discipline or criminal records, educational records, etc.), technology and software, computer programs, marketing and business plans, and financial information. Confidential information can be disclosed or submitted orally, in writing or by any other medium to the student employee. Student staff members shall not seek confidential information without permission, nor shall they disclose, share, or distribute any of this information in any way.

My signature acknowledges that:

1. I will keep information to which my position gives me access in the strictest of 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.
4. I will abide by all University of Indianapolis policies and laws concerning privacy and security.
5. I understand, per the UIndy Password Policy, I am never to tell another person my UIndy Account password(s) and it is to be kept strictly confidential.

Signature: _____

Date: _____