

FRESNO PACIFIC UNIVERSITY

STUDENT EMPLOYMENT POLICIES

AND PROCEDURES MANUAL

This manual has been created to apprise supervisors and students of policies and procedures consistent with standard personnel practices. It is imperative that these policies and procedures be adhered to in the strictest sense, as non-compliance, found by the auditors, could result in loss of funds. So please, review this manual so that you know what your responsibilities are as a supervisor. Also, please make a copy of this manual available for your student employees.

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CONTENTS

I	PHILOSOPHY	pg 3
II	ORGANIZATION:	pg 4
	Human Resources/Payroll Office	
	Career Services Center	
	Student Financial Services Office	
	Supervisor	
	Student	
III	WORK STUDY FUNDING/BUDGET	pg 8
IV	POSITION CLASSIFICATIONS DESCRIPTIONS AND SALARY SCHEDULE	pg 10
	Job Descriptions/Classifications	
	Types of positions	
	Temporary Employee Procedure	
	Salary Schedule/Payroll/Advances	
V	HIRING PROCESS	pg 14
	Job Openings	
	Obtaining Employees	
	Interviews	
	Hiring	
	Required Forms and Documentation	
	I-9 Requirements	
	Student Orientation	
	Probationary Period	
	Job Limitations	
	Overtime	
VI	EVALUATIONS	pg 17
	Evaluation process	
	Pay Raises	
	Grievances and Conflict Resolution	
	Progressive Discipline	
	Separation	
VII	BASIC STANDARDS	pg 20
	Department Standards	
	Student Standards	
	Safety and Health	
VIII	TIME CARDS/PAYROLL	pg 22
	Advances	
IX	SUMMER EMPLOYMENT	pg 23
X	RECORDS/FILES	pg 24

I. PHILOSOPHY

As an educational institution, Fresno Pacific University intends that students who work on campus should be learning while on the job in preparation for a career when they complete their degree. This assumes that all students are capable of mature and responsible behavior as staff members of the institution and are held to the same standards of behavior as FPU employee.

Because the work place is a learning environment, supervisors and other office staff members are considered educators; and as such can mentor, support and encourage student staff members personally as well as professionally.

The time a student spends in any work environment at Fresno Pacific University is in preparation for a life of integrity and, hopefully, ministry. Interaction between student staff members and supervisors and other staff members should reflect this understanding.

II. ORGANIZATION

The Fresno Pacific University student employment program is a function of the Student Financial Services Office, the Career Services Center (CSC) and the Human Resources Office. The employment aspect of the student employment program is administered and managed by the Human Resources Office. To do this in an effective manner, Human Resources will consult with the CSC, and the Student Financial Services Office regarding appropriate services related to the student employment program.

There are 5 major components of the student employment program on campus:

- THE HUMAN RESOURCES/PAYROLL OFFICE
- THE CAREER SERVICES CENTER
- THE STUDENT FINANCIAL SERVICES OFFICE
- THE SUPERVISOR
- THE STUDENT

The Human Resources Office serves primarily as a coordinating agency between all components and has an equal responsibility to each component. All other components have certain responsibilities for themselves and to the other components as outlined.

DIVISION OF RESPONSIBILITIES

THE HUMAN RESOURCES OFFICE RESPONSIBILITIES

As the coordinating office, the Human Resources Office has varied responsibilities to each component:

- Obtain all necessary forms, records and information from students and supervisors to comply with funding source requirements, government and internal regulations.
- Maintain accurate employment records and work history to comply with state and federal regulations.
- Complete any reports/statistics as requested by the appropriate office/department.
- Provide training, clear guidelines and assistance for the on campus employment programs and policies.
- Assist in any student/supervisor conflict.
- In-service and update supervisors regarding policies and requirements.
- Distribution of Hiring Packets and other necessary employment forms
- Receive/Process all necessary hiring forms and other employment work forms.
- Provide students with the necessary information regarding policies and requirements for working on campus including:
 - Access to Student Employment Policies and Procedures Manual.

- Processing necessary hiring forms for students to be put on payroll.
- Maintenance of students work history on campus.
- Assistance with problems related to on campus employment.

PAYROLL OFFICE RESPONSIBILITIES:

- Distribution of regular time cards as requested by supervisors.
- Receiving and processing of all time cards.
- Recording of payroll per eligibility assignment and contract completion.
- Adjust payroll per any change of student's status in eligibility or contract.
- Receive and process any necessary forms for payroll purposes/W-4 & SS#.
- Track student employee earnings, generating reports as requested.

CAREER SERVICES CENTER RESPONSIBILITIES

- Assist the Human Resources Office in the on-campus employment programs and policies.
- Coordinate on campus job opportunities by:
 - Posting of all available on campus job opportunities as reported by the department
 - Advertising of open on-campus positions in the *Latest Line*, *College Central Network (CCN)*, available on-line, and the on-campus job binder in the CSC Resource Library
 - Providing job descriptions for review
 - Receiving and processing all applications for student employment
 - Distributing completed copies of applications to the appropriate department

IT IS TO BE NOTED THAT EMPLOYMENT WILL BE FACILITATED BY THE CSC. HOWEVER, THE CSC IS NOT TO BE HELD RESPONSIBLE FOR FILLING JOB VACANCIES OR OBTAINING EMPLOYEES FOR A DEPARTMENT.

- Provide a place for students to secure and return completed applications.
- Assistance in finding employment on or off campus.
- Fair and consistent procedures for posting on campus positions.
- Current and accessible listings for all on campus positions and job descriptions.

IT IS TO BE NOTED THAT THE CSC IS HERE TO SERVE THE NEEDS OF THE STUDENT AND FRESNO PACIFIC UNIVERSITY. WE WILL MAKE EVERY EFFORT TO ASSIST STUDENTS IN FINDING CONSISTENT AND MEANINGFUL WORK. HOWEVER, IT IS NOT THE RESPONSIBILITY OF THE CSC TO ASSIGN JOBS TO STUDENTS AND AN AWARD OF COLLEGE WORK STUDY IS NOT A GUARANTEE OF EMPLOYMENT.

STUDENT FINANCIAL SERVICES RESPONSIBILITIES

- Determination of eligibility for work study and coordination regarding eligibility with Payroll Office.
- Regulate award amounts, making appropriate changes in eligibility as needed.
- Inform Payroll Office immediately of any changes to a student worker' eligibility.
- Monitor and regulate all earnings of work study employees.
- Furnish the Human Resources Office and Career Services Center with student information required for the work study process including a list of all students eligible for CWS.
- Inform/update the Human Resources Office regarding work study regulations.
- Provide input and recommendations for structure and implementation of the work study program.

SUPERVISOR RESPONSIBILITIES

- Compliance with all policies and regulations as outlined in this manual.
- Provide complete and accurate job descriptions for ALL student positions in your department.
- Determine hiring needs prior to the beginning of each semester and inform and post all openings with the CSC by the requested deadline.
- Follow the established hiring process for student employees. See Section V, pages 15-18.
- Promptly complete the required forms in the hiring packet upon hire, and all other forms as required, to insure correct payment, change of status or termination of a student.
- Show flexibility in terms of working hours since the main goal of each student is education. Supervisors should have scheduled work hours and policies for changing those assigned work schedules, covering absences, illness, etc. **No student is to be scheduled to work during College Hour.**

- Attend all scheduled supervisors' workshops and maintain open communication with the Human Resources Office and Career Services Center to provide an optimum work environment.
- Process change of status or termination with a student in such a way as to enable the student to develop and mature as an employee.

SUPERVISORS ARE TO MEET ALL RESPONSIBILITIES AS PRINTED ON THE BACK OF THE STUDENT EMPLOYMENT AGREEMENT: [See Appendix #1]

STUDENT RESPONSIBILITIES

- Compliance with all policies and regulations regarding campus employment.
- Responsible for all information covered in the Student Employment Policies and Procedures Manual.
- Completion of all required Student Financial Services forms with accurate information by the required deadline and to furnish any information requested by the Student Financial Services Office in a timely and efficient manner.
- Informing Student Financial Services of any changes in present academic or financial status.
- Review all Student Financial Services Office publications/notices and initiate prompt discussion of any questions or problems regarding notices and obligations with the appropriate office.
- Furnish accurate and updated information/documents as requested by a Supervisor or the Human Resources Office for employment.
- Courteous behavior to all members of the university community and to any visitors on campus.
- Act in a professional and responsible manner in dealing with confidential university records and other information which comes to the student by virtue of his/her work. Breaches of confidentiality and other acts of dishonesty are just reason for dismissal from employment.
- Student employee is expected to arrange a satisfactory work schedule with his/her supervisor and abide by it. Any changes to your work schedule must be discussed in advance with the supervisor. If permission to be absent is denied, the student must report to work. It is expected that permission will be withheld only for justifiable reasons. Leaving a message for a supervisor is not to be construed as permission to be absent. **Also, excessive socializing on the job is to be avoided.**

STUDENTS ARE TO MEET ALL RESPONSIBILITIES AS PRINTED ON THE BACK OF THE STUDENT EMPLOYMENT AGREEMENT: (See Appendix # 1)

III. WORK STUDY FUNDING

Fresno Pacific University participates in two Work Study Programs:

COLLEGE WORK STUDY (CWS) INSTITUTIONAL WORK STUDY (IWS)

Work study programs enable students to gain employment experience while earning a portion of their college expenses.

COLLEGE WORK STUDY:

Is funded in part by the Federal Government. In order to be eligible to receive CWS funding, a student must demonstrate financial need as defined by federal regulations. Students receiving any federal funding cannot receive financial aid in excess of their financial need.

The CWS program is a federal program designed to create additional employment opportunities for students who meet the economic guidelines established by the government and certified by the Student Financial Services Office.

CWS is limited to FPU students who demonstrate financial need according to federal guidelines, are U. S. Citizens or eligible non-citizens, enrolled at least half time at Fresno Pacific University seeking a degree or credential and making satisfactory progress at Fresno Pacific.

INSTITUTIONAL WORK STUDY:

Is funded entirely by Fresno Pacific University. **Priority in hiring should be given to students with CWS eligibility and to International students.** If all openings cannot be filled with CWS students, other students may work through IWS.

IWS is available to: Students attending Fresno Pacific who do not demonstrate need for CWS but feel they need some assistance in meeting educational expenses. Students must be U.S. Citizens or eligible non-citizens, or documented International Students. International Students are paid out of IWS funds as they are not eligible for federal assistance. Immigration regulations prohibit International students from working off campus without a work permit or proper authorization.

Federal funding of CWS provides for approximately one third of the Fresno Pacific Work Study Budget. Any funds not paid to eligible students must be returned to the federal government. If federal funding is not used, a larger share of work study funding will have to be paid by Fresno Pacific University. Since CWS students and International students demonstrate the highest need for employment to help off set the cost of their education, IT IS THE POLICY OF FRESNO PACIFIC UNIVERSITY TO GIVE PRIORITY IN HIRING TO CWS OR INTERNATIONAL STUDENTS. We must take advantage of the federal funding available to us or risk losing that funding. Displacement of either non Work Study students or full time adult employees, or the use of the CWS Program solely as a cost reducing tool would be viewed by the annual

federal auditors as a violation of the spirit and intent of the law governing this program. Misuse of the program may result in the loss of federal funding for Fresno Pacific University.

NO STUDENT IS TO BE DENIED WORK OR SUBJECTED TO DIFFERENT TREATMENT ON THE BASIS OF RACE, SEX, COLOR, NATIONAL ORIGIN OR HANDICAP.

DEPARTMENT WORK STUDY BUDGET

Each Department budget has three budget lines with amounts for salaries:

The first is administered jointly by the Human Resources Director and the Departmental Director. It includes all regular and non-student employee salaries.

The second and third represent student wages available for the department and are labeled:

"COLLEGE WORK STUDY"	• [07]
"INSTITUTIONAL WORK STUDY"	• [08]

CWS represents government funding and IWS represents funding totally by Fresno Pacific University.

College Work Study and International Students receive priority in hiring over Institutional Work Study students.

At the end of the year you need not have spent the exact amount in each of those lines. But you may not spend more than the combined total of both of them. If the amount budgeted is not sufficient to allow you to hire enough help for the required work in your department, a budget adjustment must be requested by the departmental supervisor. Budget allocations should provide for raises for students who are capable, conscientious, and responsible.

IV. POSITION CLASSIFICATION/DESCRIPTIONS AND SALARY SCHEDULE

In order to maintain fair and consistent working conditions throughout the campus and to prevent unnecessary competition among students and departments, policies have been implemented covering position types, job descriptions, and pay rates. All departments must follow these policies as well as all policies outlined in the manual. However, since departments have different environments and needs, flexibility is given to each department in methods/standards applied as long as the outlined policies are followed and additional department methods are not contrary to, or do not infringe upon, policies established in the manual.

JOB DESCRIPTIONS

A formal written job description must be prepared for every student employment position on campus. Job descriptions are necessary to clearly define the expectations and requirements of a position and to deal with issues of internal equity.

Job descriptions are used to evaluate the position in order to determine an appropriate classification and pay range for the position and are used in the recruiting process to provide a pool of qualified applications. A job description also helps the incumbent in understanding his/her role in the organization and it should be used as a guide for supervisors when making hiring decisions and evaluating job performance.

The job description form needs to be typed and filled out completely. The information should contain the following:

- A. • Job title - should be descriptive (If you are unsure of a title contact the Human Resources Office for assistance)
 - The department name
 - Title of person to whom the position reports
 - Classification level of the position
 - Date the description is written

- B. • Brief summary of the nature and accountability of the position (i.e. provide clerical support for five Student Development Directors)
 - Minimal requirements of position (experience and skills necessary)

- C. • Major responsibilities and duties
Outline the scope and variety of work performed by the position, in order of importance. List level of supervision required by incumbent. You may want to list percentage of time spent on various duties. Be precise and concise.

All job descriptions must be completed and approved by the employee responsible for supervision and budget in each department. A copy of each job description must be placed on file with the Human Resources Office and will then be reviewed for approval.

Classification Levels: Classification levels are guidelines for determining requirements, duties and salaries and need to be incorporated into job descriptions. Supervisors can use the classification levels to assist them in defining positions and duties.

LEVEL I- ENTRY LEVEL-- Job positions which require minimal/basic skills. Moderate amount of supervision required. Positions may include filing clerk, receptionist, word processing, envelope stuffing and cashier.

Level II - MIDDLE LEVEL - Positions within this level require some increased responsibility in problem solving, administrative duties and access to sensitive or classified records.

LEVEL III- EXPERIENCED OR SUPERVISORY LEVEL-- Positions require some or all of the following abilities: the ability to work independently; involve a high level of responsibility; handling of sensitive restricted information or complex problems; significant amount of public contact; serve as a direct representative of the school; or possess specialized skill. Students at this level will often supervise/manage programs, services and/or other student employees.

The positions in this category usually include only-Birdfeeder manager, College Hour Manager, Student Supervisor, Intern, and those that require specialized skill.

LEVEL IV-PARA-PROFESSIONAL LEVEL-- These positions are assigned to trained aides who assist professionals. Primary duties consist of work requiring knowledge and developed skills in a specific area. Payment for services is not usually an hourly rate but rather a stipend or a monthly salary.

The following positions fall under this category:

- Student Exec
- Mentor Assistants
- Resident Counselors
- Ministry Team
- Publication Editors
- Student Senators
- Commuter Counselors
- Security Dispatch

TYPES OF POSITIONS

REGULAR EMPLOYEE: Most work study jobs will be under regular employment including those jobs classified under Level III. The student is hired for the entire year/term and should be guaranteed a certain number of hours a week (where applicable). The job provides a regular steady income.

ON CALL/SUBSTITUTE EMPLOYEE: On call or substitute employee is specifically hired by a department to serve in that capacity through the entire year/term on an as needed basis. All other requirements are the same for this type of position (i.e.-job description, contract). This position does not guarantee a specific number of days or hours but can approximate how often a student will be needed throughout the semester. Departments that regularly need fill ins/subs or have consistent but infrequent needs for

student employees should hire on-call employees. Care should be taken to estimate schedules/times needed for these positions to insure adequate coverage/employment.

SHORT TERM/TEMPORARY EMPLOYMENT: Position is used for filling short term jobs as they arise. These jobs are one-time/occasional positions that cannot be guaranteed or counted on for regular hours or income. A temporary position may be an hour to a day etc., a short term may be a fill in needed for one week or over vacation. A short term/temporary job should not exceed 20 hours or \$100.00 whichever is greater unless the Human Resources Office gives approval. Any job exceeding these limits or a department consistently using temporary employees will be asked to consider regular employee positions. Job descriptions do not need to be completed for temporary positions.

SALARY SCHEDULE

- Salary should be determined by the skills/duties/classification level of each position.
- All positions must pay at least the current minimum wage of \$8.00/hr. The maximum hourly rate a student can earn on campus is \$9.00/hr. If the position warrants or experience suggests a higher pay rate, approval must be granted from the Human Resources Office.
- Differential pay is appropriate only for positions that require night/shift work (12:00 midnight to 6:00 a.m.) Positions will be paid a differential of \$.25/hr. Differential pay can be added on top of the maximum rate if applicable.
- All student employee positions should be paid on an hourly rate unless under a seasonal/contract rate as specified under Level IV.
- Unless significant experience, knowledge and/or skills exist upon hiring, every student will be hired at the minimum pay for the job classification.
- Pay increases will be based on work performance only and should range between \$.25 - .50 cents/hour depending on the students performance evaluation. Raises are appropriate only at semester or yearly intervals and supervisors are not required to give an automatic pay raise at the end of a term. Pay raises are to coincide with evaluations.

RECOMMENDED PAY SCALE:

LEVEL I:	SALARY RANGE:	<u>\$8.00/hr</u>	-	<u>\$8.50/hr</u>
LEVEL II:	SALARY RANGE:	<u>\$8.50/hr</u>	-	<u>\$9.00/hr</u>
LEVEL III:	SALARY RANGE:	<u>\$9.50/hr</u>	-	<u>\$10.00/hr</u>
LEVEL IV:	SALARY RANGE:	Set per performance or by payment/contract arrangement on a monthly basis		

V. HIRING PROCESS

The hiring process for each position should follow these steps:

1. Post opening with the CSC. Include a closing date for applications.
2. After the closing date the CSC will send all applications to you for review. You may not interview prior to your established closing date.
3. Prepare list of questions to be asked of all students interviewed. It is highly recommended that you review your questions with Human Resources or the Director of Career Services.
4. Conduct interviews with all students who meet the minimum qualifications for the position.
5. Send letters informing students who do not meet minimum qualifications that they will not be interviewed.
6. Select the applicant you want to hire.
7. Conduct a reference check of the applicant you wish to hire.
8. Make offer.
9. Send all necessary paperwork to the Human Resources Office for payroll purposes.
10. Conduct department student orientation.
11. Send letter to those students you interviewed letting them know you have filled the position.
12. Complete hiring disposition forms for each application received.
13. Send completed Hiring Disposition Summary to Human Resources.

JOB OPENINGS

Whenever a job opening occurs within your department the supervisor should notify the CSC with the required information. If a job description is on file, the CSC will post the opening. If a job description is not on file, the CSC will request that one be completed before the opening can be posted. For new positions, a job description should be forwarded when the vacancy notice is made.

OBTAINING EMPLOYEES

Any student interested in working on campus will be advised to check the job vacancy binder in the CSC. To insure standardized and fair hiring practices, ALL JOB VACANCIES will be posted in the CSC. After reviewing the available positions and appropriate job descriptions, students may complete an employment application. The application is then submitted to the CSC.

INTERVIEWS

Departments may use whatever interview/hiring format that is appropriate for their department as long as it does not contradict any policy stated in this manual, is nondiscriminatory and provides a fair and equal opportunity for all students interested in applying for that position.

Suggestions for preparing for the interview:

- Review the job description and specifications.
- Review all the job applications.
- Write your questions and ask the same questions of all applicants. **ALL QUESTIONS MUST BE JOB RELATED**
- Have a private, friendly atmosphere, free of interruptions

HIRING

Once a decision has been made to hire a student, the supervisor begins the hiring process by utilizing the hiring packet. The supervisor should review the hiring packet with the student present - completing the contract form (put the EXACT date of hire and sign the contract), explaining the W-4, I-9 and required documentation. THE STUDENT MUST COMPLETE THE W-4 AND I-9 WITH THE SUPERVISOR. (see below) The supervisor should return all forms (employment agreement complete and intact) to the Human Resources Office.

REQUIRED FORMS AND DOCUMENTATION

TO COMPLY WITH STATE AND FEDERAL REGULATIONS, DOCUMENTATION MUST BE COMPLETED FOR STUDENTS TO BE ELIGIBLE TO WORK. STUDENT MUST HAVE THE FOLLOWING DOCUMENTS TO BE ALLOWED TO WORK:

- STUDENT EMPLOYMENT AGREEMENT
- SAFETY TRAINING form
- W - 4 FORM - tax deduction form for payroll
- I-9 FORM - Federal form required to document eligibility to work in the U.S. (See appendix for additional important and necessary information)

Without these documents, students are not eligible to work!!!!!!

FRESNO PACIFIC CAN INCUR SIGNIFICANT FINES IF STUDENTS ARE WORKING WITHOUT THESE DOCUMENTS. THAT IS WHY IT IS IMPERATIVE THAT THE WORK STUDY HIRING PROCESS AND ALL OTHER POLICIES BE FOLLOWED. Upon receiving necessary paperwork, the Human Resources Department will process and return copies to the department for distribution.

REGARDING THE I-9 FORM

The IMMIGRATION REFORM AND CONTROL ACT OF 1986 PUBLIC LAW 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens.

NOTE: These forms are also required for temporary workers.

EMPLOYMENT IS CONTINGENT UPON NEW EMPLOYEE PROVIDING DOCUMENTS VERIFYING U.S. CITIZENSHIP, OR FOR ALIENS, DOCUMENTS VERIFYING LEGAL PERMISSION TO WORK IN THE U.S.

The Supervisor should be sure to emphasize the necessity of returning the packet immediately and that a student is not officially hired or put on payroll unless the packet has been returned. The Human Resources Office will process and distribute all documents to the appropriate offices.

STUDENT ORIENTATION

When the student reports to work, the supervisor should provide specific orientation for the new employee in that office and review all department standards, regulations and general FPU guidelines so that expectations are clearly defined from the start. Some items to include in the department orientation are:

- Work schedule
- Appropriate attire
- Policies regarding reporting illness or other changes in work schedule
- Time cards
- Safety training
- Policies regarding confidentiality
- Expectations regarding socializing while on the job
- Evaluation procedure (including providing the student with a copy of the evaluation form to be used)

ORIENTATION PERIOD

The first three weeks of employment should be considered an orientation period. During this time the student should be evaluating their job and the supervisor should be evaluating the student. The supervisor needs to provide direct attention and supervision to the student during this time, evaluating their performance, attitude, ability and areas for improvement. It is also the time to resolve any problems or questions about the position and determine if the student and job are compatible. No formal evaluation or review will be conducted and no pay raise is to be given for the orientation period. If it is determined that a student and the position are not compatible, the supervisor should complete the appropriate section on the change form. Release from a position during the orientation period will not reflect on a student negatively or affect their future ability to work on campus unless there has been gross misconduct.

JOB LIMITATIONS

Traditional undergraduate student employees are limited to 20 hours/week of work during the school year and 40 hours during the summer. Degree completion and graduates students are allowed to work more than 20 hours.

Students seeking to work in more than one position on campus **must** have approval from the Human Resources Office.

Undergraduate students wanting to work beyond these limitations (20 hrs/week or 2 jobs during the school year) **must petition** the Human Resources Office in writing for approval. Petitions will be reviewed by the Human Resources Office.

As a campus policy relatives cannot be employed within the same department. Sisters/Brothers working in the same department are acceptable as long as one is not in a supervisor's role. However, a student cannot be employed in a department where that student's parent is employed or in a department that reports to the student's parent.

OVERTIME

Traditional undergraduate students are not allowed to work more than 20 HOURS/WEEK DURING THE SCHOOL YEAR and 40 HOURS/WEEK DURING THE SUMMER. As a campus policy, students are not permitted to work overtime. The law requires that employees must be paid at a rate of time and 1/2 for any hours worked over 8 hrs/day or 40 hours/week and at a rate of double time for any hours worked over 12 hrs/day. It is the Supervisor's responsibility to make sure that their students not exceed these limitations. Students should be instructed not to work overtime without their supervisor's approval. Supervisors should not grant approval without prior clearance from the Human Resources Office. Alternatives should be explored whenever student help is needed in excess of normal permitted hours.

INTERNATIONAL STUDENTS ARE NOT ALLOWED BY LAW TO WORK OVER 40 HOURS A WEEK.

VI. EVALUATIONS

EVALUATION PROCESS

Evaluations are to be completed at least once a year and preferably once a semester. A final evaluation is also to be completed at the end of the student's employment, whether from separation or end of contract term.

Supervisors must complete the Fresno Pacific University Student Employee Evaluation Form and then review it personally with the student, taking time to discuss positive areas as well as areas where improvement may be needed.

Both the supervisor AND the student must sign the completed evaluation form. Completed evaluations should be returned to the Human Resources Office where they will become part of the students work history portfolio.

Supervisors should be very specific regarding how a student's performance needs to improve on and instructive in how the student might measurably improve their performance.

If the student's work performance merits a pay raise, or if any other change is made to the students work status, a change form must be completed and sent along with the evaluation.

Evaluation forms will be available on the Student Employment website.
<http://intranet/dept/stemployment>

PAY RAISES

In order to insure equity in giving pay raises to student employees across the university, the following procedure is to be followed:

Use the Fresno Pacific University Student Employee evaluation form; calculate the average of the student's performance.

- Pay increases should be in either .25 or .50 increments according to evaluation outcome
- 1.5 and below - This score indicates a very poor evaluation and a discussion between the student employee and the supervisor should occur to determine whether the student employee should continue in the position.

GRIEVANCES AND CONFLICT RESOLUTION

In most situations effective communication can solve most problems that may arise between a student and supervisor. If a problem exists between a student and supervisor, the first step is to discuss the issue to determine if a possible solution exists. If the issue remains unresolved, the supervisor should contact the Human Resources Director. The Human Resources Director and/or CSC Director will function as a mediator and assist in resolving the conflict, whether through discussion with the student, or a meeting between the student and supervisor.

PROGRESSIVE DISCIPLINE:

Progressive discipline is a sequence of increasingly serious steps followed by a supervisor in order to improve an employee's work performance. Progressive discipline may occur in the following situations:

- When quality of work is less than satisfactory.
- Gross misconduct by a student as outlined in the Student Handbook and including, stealing, lying, insubordination, and falsification of records/time cards.

The steps in progressive discipline are as follows:

1. **Identification of the problem.** Documentation is very important.
2. **Coaching.** - Verbal warning is given stating deficiencies. Supervisors should document the date the warning is given.
3. **First warning** - Written warning stating: (with a copy to the student and the Human Resources Office)
 - The performance problem
 - Performance goals
 - Support that will be provided by the supervisor
 - Plans for providing feedback
4. **Second warning** - Written warning: (with a copy to the student and the Human Resources Office)
 - giving new examples of the problem
 - stating specific performance goals with a timeline
 - imposing probation
5. **Termination or referral to disciplinary committee for discussion.** Disciplinary actions will be discussed with the Human Resources Director. In some cases additional discussion may be necessary and will include the Director of the Career Services Center, the Supervisor, and Student Life Personnel. Courses of action may include any of the following:
 - Counseling with the student
 - Work Probation
 - Denial to work on campus,
 - Other actions deemed appropriate to the situation.

Exception to progressive discipline may occur when there has been serious misconduct, negligence, and dangerous or illegal activity. If this should happen, the supervisor should contact the Human Resources Office and no advance notice needs to be given for termination. A written explanation should be sent later to the Human Resources Office. If a student was terminated due to these circumstances the decision to allow a student to obtain another on-campus position will be made by the CSC Director in conjunction with the above-mentioned disciplinary committee.

SEPARATION

Voluntary: The decision to leave a job is usually not an easy one, and requires careful thought. If a student is considering leaving a job, they should first discuss their situation with their supervisor. Each employee is a valued asset and therefore is not easily replaced. If the decision to leave is reached, the student is asked to give at least two weeks written notice unless extenuating circumstances exist and less notice is agreed to.

Involuntary: Occasionally, it becomes the difficult job of an employer to terminate an employee. When this occurs, except during probation, the progressive discipline policy must be followed, except as noted above.

A Student Employment Change Form must be completed and sent to the Human Resources Office whenever a student leaves a position.

VII. BASIC STANDARDS

DEPARTMENT STANDARDS

Each department should have a policy covering department standards and regulations. A copy of this policy should also be on file in the Human Resources Office.

Items that need to be covered in your department's policy:

- Standards of conduct and speech
- Standards of dress
- Policies covering: absences, illness, tardiness and substitutions
- Policies covering: handling of sensitive and confidential information
- Use of department/office equipment
- Department/office structure
- Work schedules/breaks/time cards etc.

STUDENT STANDARDS

A student's conduct on the job is to be that of an honest, reliable and helpful employee. Basic standards for all employees of the college are outlined in the Student Handbook. Students are also expected to abide by their department's specific standards. Students not wishing to abide by these standards should consider work elsewhere and may be asked to do so.

It is the responsibility of the student to report to work on time, at the proper place, ready to work. All departments will have specific regulations covering absences, illness etc. and students will be expected to abide by these regulations. In general, students should notify their supervisor immediately regarding illness or unusual circumstances.

Breaks

The policy/law is for every 4 hours of work you must take a 10-minute break. Students working more than 5 hours a day shall be entitled to a meal break of at least one half hour. If you need to take an additional break, make sure you do it when someone else is available to cover the reception desk.

Student employees do not accrue sick leave, vacation time, or compensation for jury duty and are paid only for the holidays they work. Student employees are compensated only for hours worked. This applies to summer positions as well. Student employees are covered under Worker's Compensation.

SAFETY AND HEALTH

Safety awareness on the job is everyone's responsibility. The university works to provide a safe and healthy environment, yet supervisors and students must do their part in preventing accidents, working safely and being on the lookout for hazards. Students must wear safety equipment when necessary and obey safety rules. All injuries and/or unsafe conditions should be reported to the supervisor immediately.

It is the policy of Fresno Pacific University to maintain a high standard of safety in the work area. To that end we have implemented an Injury and Illness Prevention Program to which all employees must comply as part of their continued employment. The university also provides safety training to all employees. Employees will receive initial training from their supervisor at the time they are hired, when they move to another position, or when new substances, processes, procedures or equipment are introduced. In addition the university will provide refresher training on an annual basis.

VIII. TIME CARDS/PAYROLL

ALL STUDENTS working in your department must fill out time cards regardless of their position. Students are to log all days/times worked on their time cards, SIGN THEM, and turn in their time cards to the supervisor. Supervisors will turn in with all time cards by the scheduled cut off date each month.

Separate time cards will be used for short term/temporary jobs. These time cards will be sent to the supervisor from the Payroll Office after the request and approval of a temporary worker. Students must log all days and hours worked on this time card and SIGN THEIR NAME to make this time card valid. Students should turn in the time card at the end of their temporary job. The supervisor should verify the times logged, check for the student's signature and complete the rest of the time card, signing at the bottom. Temporary time cards should be turned in with regular time cards at the end of that pay period. Incomplete time cards will be returned.

The time card is the only payroll form that will be used for issuing checks. NO check will be issued without receipt of a complete time card. Time cards submitted for a student whose hiring packet has not completed and returned will be returned to the department. All time cards that are late or held over will be included in the next month's processing.

Occasionally a paycheck will be put on hold if there is a problem with the students account, contract, financial aid etc. In this situation, the student and supervisor will receive notification of intent to hold a student's paycheck and the reason. The paycheck will not be released until the problem has been resolved. The only offices authorized to place a hold on a paycheck is the Human Resources Office. Holds will only be issued as a final attempt to resolve the situation.

BEFORE TIME CARDS ARE TURNED IN TO THE PAYROLL OFFICE:

- Make sure time card is signed by the student
- Make sure time card is signed by the supervisor
- Make sure the budget number to be charged is listed
- Make sure the student's ID# is on the card

Students are paid twice a month, on the 15th and the last working day of the month. Paychecks can be picked up at the Cashier's window in McDonald Hall atrium.

ADVANCES

Advances will not be issued for late time cards or incomplete paperwork unless the student has extenuating circumstances. Advances will be issued after one full week of notice and for up to the full amount on the time card turned in.

IX. SUMMER EMPLOYMENT

Students are allowed to work on campus during the summer in either part time or full time capacity. All departments must notify the Career Services Center of job openings for the summer. As during the academic year, hiring procedures outlined on pages 15-18 must be followed.

Summer Positions will be for the entire summer term – the first day after commencement through the first day of registration - unless other wise specified in the job description.

Students are not allowed to work over 40 hours a week during the summer. All overtime restrictions apply. Supervisors needing to exceed the 40 hr limitation must get pre approval from the Human Resources Office.

ONLY STUDENTS MEETING AT LEAST ONE OF THE FOLLOWING CRITERIA ARE ELIGIBLE TO BE HIRED AS SUMMER EMPLOYEES:

- Currently enrolled in at least 6 units of summer classes
- Registered and confirmation fee paid to return to FPU in the coming Fall
- Incoming student for the fall semester (new or transfer) who has been accepted for admission and completed all necessary documentation for definite enrollment in the fall

STUDENTS WHO HAVE GRADUATED IN THE SPRING ARE NOT ELIGIBLE TO WORK ON CAMPUS UNLESS THEY HAVE BEEN ACCEPTED INTO THE FPU GRADUATE SCHOOL FOR THE FALL SEMESTER.

X. RECORDS/FILES

SUPERVISORS

Supervisors will maintain files and records containing:

- Copies of all STUDENT EMPLOYMENT AGREEMENTS-contracts
- Progressive discipline documentation, separations
- Copies of all job descriptions/departmental policies
- Copies of all Employee Safety Training Record

HUMAN RESOURCES/PAYROLL OFFICE

The Human Resources/Payroll Office will maintain the following forms/records:

- All student time cards
- All W- 4 forms
- Original of STUDENT EMPLOYMENT AGREEMENT
- I-9 Form and documentation
- Any change of status forms
- Progressive discipline documentation, separations
- Evaluation forms
- Original of Employee Safety Training Record

THE APPENDIX CONTAINS SAMPLES OF ALL DOCUMENTS/FORMS USED FOR STUDENT EMPLOYMENT PURPOSES:

1. Student Employment Agreement
2. I-9 form
3. W-4 form
4. Change of Status Form
5. Time cards-regular and temporary
6. Job Description Form
7. Application Disposition Form
8. Application Disposition Summary Form
9. Evaluation Form
10. Employee Safety Training Record
11. Sexual Harassment Policy
12. About International Students