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Working at The Rock

How Can I Benefit From Working On-Campus?

Student employment helps smooth the education-to-work transition. Working part-time on-campus will help you develop skills that you can use in your future career. It allows you to understand the discipline required of a full-time job and be better prepared to enter full-time employment. Not only will it add to your resume, an on-campus job also allows for more flexibility that off-campus employers might not be able to offer. Don’t forget, you can earn some extra spending money, start a savings account, or help pay your tuition. Another benefit of working on-campus is meeting new people. It is always nice to see some more familiar faces around campus and who knows, maybe your supervisor will turn into a great reference when you are approaching graduation and are searching for a job.

Eligibility for Student Employment

- **During the Academic Year:** Undergraduates that are enrolled for at least 6 credits each semester as a regular SRU student and graduate students that are enrolled for at least 3 credits per semester are eligible to work on-campus.
- **During the Summer:** Must be a Slippery Rock University degree-seeking student and meet one of the following:
  - **Undergraduates**
    - Enrolled for at least 6 credits in the spring and at least 6 credits in the following fall semester.
    - Enrolled for at least 6 credits in the summer.
    - Incoming freshman or transfer; offered and accepted admission for the upcoming fall semester.
  - **Graduates**
    - Enrolled for at least 6 credits in the spring and at least 6 credits in the following fall semester.
    - Enrolled for at least 6 credits in the summer.
    - Incoming graduate student; offered and accepted admission for the upcoming fall semester.

**Note on Nepotism:** Employment decisions within Slippery Rock University are not and should not be based upon or influenced by family relationships. In general, no student may work for and be supervised by an immediate member of his/her family. The PASSHE Conflict of Interest Policy and the Ethics Act state that “System employees may not use the authority of their employment, or any confidential information received as a System employee, for their private pecuniary benefit or for the private pecuniary benefit of a member of their immediate family, or a business with which the employee or a member of their immediate family is associated.”

Work Study and University Employment

Work Study is a form of financial aid that you earn and is paid in the form of a paycheck. The program is either federally funded or state funded. The funds are intended to help offset your educational and living expenses.
Wages are earned by working on-campus and students are responsible for seeking on-campus employment.

**No student is guaranteed a job.**

**Federal Work Study**

Federal Work Study (FWS) is a program funded by the federal government to help students with financial need earn money to pay for school. This source of financial aid will not cover all of your college costs and is to be used in addition to your other awards. To qualify for federal work study, you must fill out the FAFSA each year and indicate that you are interested in this program. You may then see a Federal Work Study award amount on your financial aid award from SRU. This does not guarantee that you will receive this amount of money. Students are responsible for finding and securing their own jobs and will then earn wages as a result. This award simply means that you qualify for the program and may help your chances of being offered a part-time, on-campus job.

**Am I eligible for the federal work study (FWS) program?**

Students must demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA) to be considered for FWS. In order to verify your FWS eligibility, view your Financial Aid Awards on MySRU or for any questions, please contact the Financial Aid Office at 724-738-2044. This does not mean that you must be eligible for FWS in order to work on campus. In either case, **no student is guaranteed a job**.

**To maintain Federal Work Study Program eligibility, you must:**

- Complete the FAFSA each year (preferably by May 1)
- Meet eligibility requirements

**PHEAA State Work Study**

Pennsylvania has its own State Work Study Program outside of Federal Work Study. The program is open to all PA students, as long as they meet the eligibility requirements. This is an additional opportunity to earn money for school and experience for the real world. We encourage all students who work on campus and who are Pennsylvania residents to complete the PHEAA State Work Study Application when made available to student worker supervisors. You will be contacted by your supervisor to complete this application each year. This program reimburses the department you work in for a percentage of your wages each year and allows each department to employ more students or have student workers work for more hours each week.

**Slippery Rock Work Study**

Students who are not awarded Federal Work Study may still seek on-campus employment. Many departments across campus hire student workers and use institutional funds to pay their salaries. These positions are based on the availability of funds in each department and do not require students to have any financial need.

**Community Service**

As a part of the Federal Work Study Program and PHEAA State Work Study Program, Slippery Rock offers positions that are classified as community service. These positions are incorporated into the federal and state
work study programs to aid or directly provide services that increase the quality of life and are open to the public.

Where Can I Find a Community Service Work Study Job?

Students who are eligible for FWS may wish to seek employment through the Community Service Work-Study Program. Five areas of the university are a part of this program:

1. Office for Student Engagement and Leadership, 234 Robert M. Smith Student Center (x2092)
2. SGA Inc. Child Care Center, 007 McKay Education Building, (x2102)
3. Robert A. Macoskey Center, Harmony Road, (x4050)
4. Women’s Center, 234 Robert M. Smith Student Center (x2992)
5. Aebersold Student Recreation Center, 117 ARC (x4800)

For more information, contact the Financial Aid Office at 724-738-2044.

Your Job Search and Starting Your Job

How Do I Find an On-Campus Job?

First and foremost, it is important to understand that there are about 1,600 jobs available in SRU offices, plus another 300-400 jobs with AVI Fresh Foods, while there are over 8,700 students at SRU. Although not every student may want or need to work on campus, there are only enough jobs for about a ¼ of our student enrollment. Knowing this information, you will want to make sure that you are prepared and persistent while searching for an on-campus job.

The best approach for on-campus job searching is to call or visit the offices and departments to politely and professionally introduce yourself and find out:

- If they have any current openings;
- If they have their own application, use the SRU general application, or prefer a resume;
- How they advertise or post their positions;
- When they might have an opening in the future;
- Who specifically does the hiring within that office/department.

Although many offices hire one or two students to assist with general office tasks, those positions can be difficult to obtain because of limited daytime schedule availability as well as general office hours. Typical office positions only hire students to work between the hours of 8:00am-4:30pm, which can limit your ability to work. So consider departments and areas that have a wider range of hours in the evenings and weekends such as Bailey Library, Aebersold Recreation Center, SRU Athletics, AVI Fresh dining, and Residence Life.

Another approach for looking for on-campus positions would be to visit Career Education & Development’s online job board, SRU Career Connection, which has both full-time, part-time, seasonal, and internship opportunities for students and alumni. As for on-campus employment, the SRU Career Connection only represents about 5% of the overall on-campus positions available, so do not use this as your only on-campus search method.
Finding Positions Posted On SRU Career Connection

- Log into your SRU Career Connection Account (www.sru.edu/CareerConnection) with your SRU email address (abc1234@sru.edu) and your SRU password.
- If you have not logged in previously, you will be prompted to fill in your profile in order to look for positions. Be sure to fill in and update all required fields so that you are eligible to apply for positions (this includes class year, major, GPA, etc).
- Go to the “Jobs” tab on the left side of the page and select “SRU Career Connection Postings.”
- Select the “Advanced Search” option to help quickly filter job postings, bring more category options, and allow you to quickly filter on-campus, part-time, or other types of positions.
- Scroll down to “Position Type” and select an option that best fits your needs: “On-Campus” or “Part-Time.”
- Click “Search” to see the current open positions.
- Click on the name of the position to read more details.
- If you are interested in applying, follow the application instructions on the posting which might say email a contact on campus, apply through SRU Career Connection, or go to the office directly.

Using the SRU General Application on SRU Career Connection

If a campus employer indicates they would like you to submit the Student Employment Application or a resume through SRU Career Connection, follow the instructions below:

- From your SRU Career Connection account homepage, look to the right side bar under “My Shortcuts” and select “Student Employment Application”
- This will open the Document Library where you can click on the “Student Employment Application” to view
- Download the application and save the file with a new name on your computer.
- Fill in all or as much as you can on the application (especially contact information and hours of availability) and save.

Uploading Your Student Employment Application or Resume into SRU Career Connection

Once you have completed your Student Employment Application and/or your resume, you can follow the uploading instructions below to add it to your account. Once it is added to your account, you must still submit it to the individual positions you are interested in:

- From the SRU Career Connection homepage, select the “My Documents” tab
- Select “Add New” at the bottom of the page
- Name your application/resume and select the appropriate document type (Student Employment Application or Resume)
- Select “Choose File” and select the document from your computer
- Click on the submit button
- Now go back to the job search area and find the positions you would like to be considered for, click on them, click “Apply”, and select the now available documents to be considered for the position.
  - All resumes are reviewed by SRU Career Staff, so please be aware that your resume may be pending for 24-36 hours before it is approved. This is also a very important reason to NOT wait until the very last day to apply!
In the meantime, while you are thinking about positions and getting ready to apply for positions, it is important to have an updated, clear, and concise resume that represents you well. You can find examples of resumes here as well as make an appointment to meet with a Career Counselor in the Office of Career Education & Development located in 108 Bailey Library or give them a call at 724-738-2028. Even if you aren’t sure you want to work on campus, having a resume ready will ensure that you don’t miss out on a great opportunity, whether it be for on-campus, off-campus, or summer employment.

Before Your First Day of Work at SRU

Students who have not previously been employed on campus must deliver the required paperwork to Student Payroll, 203 Old Main, in person BEFORE their first day of work so they can be placed on eTime.

Students must fill out all required paperwork, which can be found under the “New Student Employee tab,” and remember to bring one of these REQUIRED forms of ID: 1. PASSPORT or 2. PHOTO ID and SOCIAL SECURITY CARD to the Payroll Office.

Students should print and complete the following in advance:

- http://www.sru.edu/offices/payroll/student-employees
- Click "New Student Employees"
- Click "New Student Employee Payroll Packet"

CLEARANCES: If you already have your own clearances, we can accept copies that are dated within the last 5 years and were NOT done for volunteer purposes. We need all of the following 3 items before you begin working: PA State Criminal check results, PA Child Abuse check results, and FBI Fingerprint results.

International students must also present their passports, I-94 Form, I-20, Visa, and Social Security card.

A daily record of time worked must be maintained on the web-based eTime student payroll system. Go to “Student Employee Payroll” and click ESS Portal / E-Time.

First time eTime log in instructions can be found under "For Your Information"

Once you have completed and returned the mandatory payroll forms to the Payroll Office, you will be granted eTime access. Hours posted in eTime should accurately reflect all hours worked. Storing hours and reporting them on subsequent pay periods is not permitted. When completing eTime, please make sure you enter your office hours under the correct department. Report any changes of address to Student Payroll.
General Responsibilities

- Although the university does not have an established dress code, you should dress according to the recommendations of your supervisor. You not only represent the department you are working in, but the university as a whole.
- Your most important responsibility is to do a good job. You must ask questions if you are unsure of any aspect of your job. Take the job seriously and perform at the highest level of your ability.
- Confidential information about the university, faculty, staff, or students is one of your most serious responsibilities. Your supervisor should never ask you to release this kind of information to anyone and you may be asked to sign a confidentiality agreement.
- Give advance notice when unable to work a scheduled shift and give two-weeks’ notice when resigning.
- Report to work on time and notify your supervisor if you are going to be late.
- Accurately report the hours you work. Falsifying your timesheet is a federal offense.

Student Work Hours and Pay Practices

How Many Hours Can I Work On-Campus?

During the fall and spring semesters when classes are in session, it is recommended that students not work more than 20 hours per week during the semester.

During breaks and summer months, students may work 7.5 hours per day but may NOT exceed 37.5 hours per week.

Special Note: Students employed in more than one campus location are reminded to monitor their hours to ensure that they do not exceed the recommended 20 hours per week during the semester or 37.5 hours per week during breaks and summer.

Pay Schedule

Payday is every other Friday with the exception of holidays. A payday schedule can be located on the payroll webpage under the “FOR YOUR INFORMATION...” tab or within eTime.

Picking Up Your Paycheck

All checks may be picked up in the Payroll Office located in room 203 Old Main on payday (every other Friday). Photo identification is required.

Direct Deposit

Slippery Rock University offers direct deposit for student-employee paychecks. Students are not required to participate in direct deposit, however, it is highly recommended. It is a convenient and safe way for students to receive their wages. You may fill out a paper form (found on the payroll website) and turn it into payroll. If you elect to have your pay directly deposited, you will no longer receive a paper pay statement. Pay statements are available on eTime under the “Employee Self Service” tab. Simply click on “Payroll” then
“Online Pay Statement” and use the previous and next buttons to toggle through all the statements. Statements can be printed or viewed and are available Monday before payday.

Student Worker Compensation

Effective July 24, 2009, students are paid $7.25 per hour. As long as students do not exceed the established number of allowable hours per week for employment on campus, there is no limit set on earnings. This rule does not apply to off-campus employment.

Termination of Student Employment

While all efforts should be made to make working on-campus a mutually beneficial and enjoyable experience for both student workers and supervisors, supervisors may terminate a student for poor performance, gross misconduct, or lack of available work.

- **Poor Performance**: If you are displaying poor performance behaviors, such as attendance issues, your supervisor may terminate your employment. In most cases, however, they will discuss the performance issues with you and allow a reasonable time frame for improvement before deciding to terminate. If you have been informed of their concerns and subsequently fail to improve, they may proceed with termination.

- **Gross Misconduct**: Immediate termination of a student employee is expected for gross misconduct. This includes, but is not limited to, timesheet fraud, violations of confidentiality, or harassment.

Students are employed by Slippery Rock on an “at will” basis. Therefore, Slippery Rock University has the right to terminate your employment at any time, without notice or cause.

University Employment Procedures

What If I Have Problems with My Job Supervisor?

Pressure on student employees and supervisors occasionally results in employment-related conflicts. Usually you and your supervisor can resolve misunderstandings or misinterpretations of student employment policies, procedures, or work practices. In order to minimize conflicts, meet with your supervisor as soon as possible to discuss any problems. If after meeting with your supervisor there is still no resolution to the situation, please contact your supervisor’s supervisor. If you have a concern about a faculty or staff person’s misconduct, you may refer to the faculty or staff person’s supervisor, or you may make a referral to Human Resources.

Office of Disability Services

The Office of Disability Services (ODS) seeks to provide services to any Slippery Rock University student with a documented disability. SRU is committed to providing students with disabilities reasonable accommodations to ensure equal access to education, as intended by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008. ODS can assist students with accommodations in order to improve academic success for the following disabilities: learning, physical, hearing, vision, and/or psychological.
For more information about the Office of Disability Services, please visit their office at 105 University Union or call extension 4877. If you would like to submit a request for accommodations related to your academic success, please visit [https://sru-accommodate.symplicity.com/public_accommodation/](https://sru-accommodate.symplicity.com/public_accommodation/) and fill out the Public Accommodation Request Form. This link can also be easily found by clicking on the “Accommodation Request” link located on the Office of Disability Services homepage on the SRU website.

**Discrimination Complaints**

Slippery Rock University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, gender expression, national origin, religion, age, disability, age/or veteran status in its programs or activities in accordance with Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.

Complaints about discrimination and/or harassment because of race, color, sex, sexual orientation, gender identity, gender expression, national origin, religion, age, disability, age/or veteran status should be submitted to the Office of Diversity and Equal Opportunity, 305 Old Main.

**Work-Related Injuries**

Should a student employee require emergency medical attention, University Police should be contacted by calling 724-738-3333 for assistance. Injuries of a non-emergency nature should be directed to the McLachlan Student Health Center for treatment. If off-campus treatment is deemed necessary following evaluation at the Student Health Center, injured student employees must be accompanied to the treating facility by their supervisor or other university staff member. All injuries must be reported to department managers or administrators as soon as it practical to do so, but at least within 24 hours of the incident. Following notification, a University Accident/Injury Report should be filled out and submitted to the Office of Environmental Health & Safety.

**SRU Sexual Harassment and Sexual Assault Policy**

Slippery Rock University’s sexual harassment and sexual assault policy and procedures seek to ensure an environment that is free from sexual harassment and sexual assault. Such conduct is costly in human terms and seriously undermines the atmosphere of trust and respect that is essential to work and study for all members of the academic community. All employees, students, and vendors are to comply with both the spirit and intent of federal and state laws and regulations that relate to sexual harassment and sexual assault. The coverage of this policy extends to all persons visiting the campus.

The university will take action to prevent sexual harassment, including, if necessary, disciplining those individuals whose behavior violates university policy. Discipline may include, but is not limited to, oral or written warning, transfer, suspension, or dismissal. Harassment, exploitation, and intimidation have no place in an educational setting and will not be tolerated.
For more information, the complete Sexual Harassment and Sexual Assault Policy of Slippery Rock University is available on the Office of Diversity & Equal Opportunity’s website. It is under the “Policies, Procedures, Samples, and Forms” tab.

In addition, students are responsible for policies listed under the Sexual and Gender Based Misconduct Procedures under the Student Code of Conduct at www.sru.edu/studentconduct.

Student Conduct

Please note that student employees must adhere to the SRU Code of Conduct just as any other SRU student. If the student violates the Student Code of Conduct, the employer has the right to report that violation to Student Conduct.

Supervisors are advised to report, in reference to student employees, violations of the SRU Code of Conduct to the Office of Student Conduct. The Student Code of Conduct outlines the rights and responsibilities of all students, and it provides a fair process to evaluate and respond to allegations of misconduct.

Policy for a Drug-Free Workplace

Slippery Rock University is committed to the education and development of students, faculty, and staff regarding alcohol and other drug use. Any misuse or dependency on alcohol and other drugs has detrimental effects and concerns for the University community as well as our society at large.

It is prohibited to manufacture, distribute, sell, dispense, posses, or use any controlled substance in the workplace, on campus, or in any facility owned, leased, or otherwise controlled by Slippery Rock University. This includes, but is not limited to, University-related events, programs, or activities which occur on campus and off campus, under authority of the Board of Governors.

More information on SRU’s drug-free workplace policy can be found on the Health and Wellness website.

Driving 12-Passenger Vans

The ONLY time students should be driving University-owned vehicles is when driving the vehicle is a part of the student’s job. Students driving a van must be assigned this duty in their job description, which needs to be approved by the director of Facilities. Any question as to whether use of a vehicle is permitted must be assessed in terms of what the job duties of the position are, as opposed to what the academic requirements are. Please contact Facilities and Planning if you should have any further questions. All student employees driving university 12-passenger vans must have a valid Pennsylvania driver’s license with no suspensions and must attend a one-hour mandatory SRU Van Driver Training Course provided by the Office of Environmental Health and Safety.

What are some other part-time job opportunities?

Students who are not able to or do not wish to work on campus are encouraged to consider applying for part-time positions with local businesses in Slippery Rock, Butler, and Grove City. For example, the Grove City Outlets often has many available positions (especially for evening and weekend hours that don’t conflict with
class schedules). Students should consider approaching employers directly to inquire about opportunities and applications.

Students can also visit Career Education & Development’s online job board, SRU Career Connection, which has both full-time, part-time, seasonal, and internship opportunities for students and alumni. (Detailed instructions can be found under the on-campus job section.)

Additionally, the Career Education & Development Office certainly encourages all students to work with them to develop a thorough and updated resume, which can be submitted to both on-campus and off-campus employers. Students can also prepare for any upcoming interviews by going through a mock interview with a member of the Career Education team. The Career Education & Development office is located in 108 Bailey Library and their phone number is 724-738-2028.