

SUPERVISOR'S  
MANUAL FOR  
STUDENT  
EMPLOYMENT



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# Directory

<i>Office/Contact</i>	<i>Phone Extension</i>
<a href="#">Care Referral – Karla Fonner</a>	x2121
<a href="#">Human Resources</a>	x2070
<a href="#">Office of Career Education &amp; Development</a>	x2028
<a href="#">Office of Disability Services</a>	x4877
<a href="#">Office of Diversity &amp; Equal Opportunity</a>	x2016
<a href="#">Office of Environmental Health &amp; Safety</a> <ul style="list-style-type: none"><li>• To schedule van training: Joel Brown</li><li>• For questions regarding 12-passenger vans: Dallas Cott</li></ul>	x2055 x2566 x2538
<a href="#">Office of Financial Aid &amp; Scholarships</a>	x2044
<a href="#">Payroll Office</a>	x2069
<a href="#">Office of Student Conduct</a>	x4985
<a href="#">Student Health Services</a>	x2052
<a href="#">Student Support</a>	x2121
<a href="#">University Police</a>	x3333

## On-Campus Employment:

### Who is Eligible for On-Campus 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 6 credits per semester.
- 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.

### Who is **NOT** Eligible for On-Campus Employment?

- Special or transient students
- Students that are enrolled for less than 6 credits
- Non-degree seeking students
- Anyone who is not an SRU student

**Note on Nepotism:** Employment decisions within Slippery Rock University are not and should not be based upon or influenced by family relationships. 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.”

### What are Federal Work Study, State Work Study, and University Employment?

#### *Federal Work Study Program*

- Federal Work Study (FWS) is a program funded by the federal government to help students with financial need earn money to pay for school and they allocate a fixed amount each year to SRU. The Financial Aid Office determines students’ eligibility for FWS based on their FAFSA. They must indicate that they are interested in FWS and have financial need after other aid is applied.
  - Supervisors can determine if a student is eligible by going to MySRU→University Reports: Federal Work Study Search

- A student's eligibility for FWS can change at any time due to changes in verification status or loans. They may have a FWS award originally and then the amount may be reduced, canceled, or awarded during the year.
- It is important to note that the dollar amount of a student's FWS award **does not increase your budget** by that amount, nor does it guarantee that the student will receive that amount of money.
  - Student wages can be monitored in your student employment budget area. University funded and Federal Work Study Wages will be viewable. FWS wages will show only to expense, but **DO NOT** increase your student wages budget.

### *State Work Study*

- State Work Study (SWS) is funded by the Pennsylvania Higher Education Assistance Agency (PHEAA). PHEAA reimburses SRU for a percentage of hours worked for eligible students.
  - Reimbursements are added to budgets the following year.
- To be eligible for SWS, students must be a PA resident and at least a half-time student.
  - Undergrads must also be PA grant eligible, while graduate students must only have unmet need and do not need to be PA grant eligible.
  - Supervisors can determine if a student is eligible by going to MySRU → University Reports: PA State Work Study Search
  - **We recommend that you have all PA residents that filed the FAFSA complete the application so we can determine the eligibility for your student workers.**
  - A student's eligibility can change. Eligible grants are awarded in late May and are updated regularly as student applications are completed.
- An email is sent each fall to student worker supervisors with instructions and a link to access the form. Please look out for this email and make sure your student workers that are PA residents fill it out by the deadline.
- Reimbursement of your eligible student worker hours is added to your student wages budget typically in July for the prior academic year and in October for the prior summer.
  - The reimbursement is approximately 46% of the eligible student wages.

### *University Employment*

- University employment is funded by SRU funds.
- Students must be enrolled at least half-time.
- To determine how much your department has to spend in student wages, supervisors should check your department's student employment budget.

## **Hiring Student Employees:**

### Developing a Job Description

Before posting a job, student supervisors should create a job description for the open position. This job description should include:

- Job Title
- Department
- Location
- Pay Rate
- Expected Semester(s) of Employment
- Hours per Week

- Contact Supervisor
- Phone Number
- Email Address
- Duties and Responsibilities
- Desired Qualifications

There is a [fillable form](#) to help you easily create a job description.

## Posting Jobs on Career Connection

To post a job vacancy, please go to SRU Career Connection to log in or register for a new EMPLOYER account. When registering for an account, all departments should enter their name as: SRU—Department Name. Once an account has been created, you will obtain approval to post jobs. Through this system, you can easily post a position, repost archived positions semester to semester or year to year, review student applications directly on the site, select to have applications or resumes emailed to you as one PDF, and view student profiles from within the system.

For questions about SRU Career Connection, please contact the Office of Career Education at 724-738-2028.

## Interviewing

Conducting a good interview involves planning ahead and organizing your thoughts and questions. The following steps should lead to a productive interview:

1. Plan ahead. Review any information you may have on the student (application, resume) before the interview. It is helpful to know their full name, class year, major, and any prior work experience they may have.
2. Create a friendly environment. Whether this is the student's first interview or not, they may still be nervous and stressed during this opportunity. Start with small talk to put the student at ease. Beware of questions that are personal in nature and lead the student into revealing information that they are not required to share (i.e. age, gender, family status, disabilities, physical/mental health, religious or political affiliations, etc.). Conduct the interview in a private place so that you can give the student your undivided attention.
3. Verify basic information. Check the information you have and update where necessary.
4. Use open-ended questions to elicit more information instead of questions that lead to "Yes" or "No" answers. Try to start your questions with "What, Why, How, or When or Where" to learn how the student will fit within your department.

Examples:    What did you like most about your last job?  
                   What did you like least about your last job?  
                   What was the most important thing you learned while working?

5. Provide information and perspective. Inform the student about the position, the mission/philosophy of

the department and your expectations. Share the job description with the student and answer any questions he/she may have about the job.

6. Bring closure. Summarize the interview and allow the student to provide or clarify previous information. Thank the student for taking the time to come in for the interview. Tell the student when the decision will be made and how notification will occur (phone, email, etc.).

## Interview Questions

The following questions may be helpful as you consider the information you would like to obtain during the interview:

- Tell me about your previous work experiences.
- What do you perceive as your strengths?
- What do you perceive as your limitations?
- How do you manage your time?
- How would you describe yourself or your personality?
- In what capacities do you like to work with other people?
- Why did you apply for this job?
- How would previous supervisors describe your work?
- Are you eligible to work in the United States?

## Illegal Interview Questions

***(Do Not Use These Questions During Interviews)***

According to the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, the following questions are in violation of federal laws:

- Are you married?
- Do you have children?
- What is your age?
- Where is your spouse employed?
- When did you graduate from high school?
- Have you ever been arrested?
- Were you in the military?
- What is your religion?
- Where were you born?
- Are you in good health?
- Have you ever had an injury or physical or mental illness?
- Have you ever had a drug problem?
- Have you ever had a drinking problem?
- Are you a citizen of the United States?
- In what organizations are you a member?

## Hiring Policy and Forms

ALL STUDENT WORKERS MUST COMPLETE THE HIRING PROCESS and APPLY FOR CLEARANCES **BEFORE** WORK BEGINS

1. *Check to see if the student already worked in your department before:*
  - a. Log into eTime, click on your department, check the list of student workers on the “**Timesheet**” tab. If the student is listed there, no additional forms are necessary.
2. *Check to see if the student already works on-campus but not in your department:*
  - a. Log into eTime, click on your department, choose the “**Reports**” tab and then choose “**Active Students**” report. This search works best by last name only. If the student is listed, fax (x4463) or email (susan.patton@sru.edu) an “Add Active Student Worker” Form to Payroll, this will add the student to your department.
3. *If the student has never worked for Slippery Rock University:*
  - a. **BEFORE COMING TO PAYROLL:** Student should complete and print all forms online.
    1. Go to: <http://www.sru.edu/offices/payroll/student-employees>
    2. Click “**New Student Employees.**”
    3. Click “**New Student Employee Payroll Packet**”
  - b. Staff/Faculty: complete a New Hire Form; give it to the student to bring with them to the Payroll Office, 203 Old Main, along with the required documents as listed below.
  - c. STUDENT IS REQUIRED TO BRING TO PAYROLL:
    - i. Completed New Hire Form (from Faculty/Staff)
    - ii. All completed payroll forms
    - iii. Photo ID
    - iv. Social Security Card
      - In lieu of the social security card, a passport or an original birth certificate may be used. For other options, please see page 3 of the I-9 Instructions found on the Payroll website under “New Student Employees.”
    - v. Username, password and challenge questions created during Child Abuse Clearance registration
4. [Click to access student payroll forms and information.](#)

## **Training:**

For many students, their SRU jobs may be their first formal job experience. One of the purposes of student employment is to teach students the skills necessary to succeed in the workforce. Providing adequate orientation, including clear and reasonable expectations for performance, training, and constant feedback about performance, is essential, and is the responsibility of the student's supervisor

At minimum, employers should make sure that their student employees know the following:

- The expectations of the quality and quantity of work
- The specific duties of the job as outlined in the job description

- The required hours of work, as well as break periods
- The operational procedures and policies of your department
- The expected duration of the employment
- The beginning rate of pay
- Dress code or uniform requirements
- Stress the importance of confidentiality of information
  - Consider having them fill out this [student worker confidentiality form](#) provided by SRU.
- Procedures when a student is unable to work or requests to be excused from working a scheduled work shift
- Departmental policy for performance evaluation, promotion, and discipline (if applicable)
- Emergency and inclement weather policies
- Procedures for conflict resolution within your department
- Procedures for University compliance with federal and state equal opportunity and nondiscrimination laws and regulations
  - The [Diversity & Equal Opportunity Office](#) is an excellent resource. Visit their webpage or contact them at x2016 for more information.

### Suggestions for Training Student Employees

- Set aside time during the semester to provide on-going training.
- Discuss acceptable ethical behavior in the workplace—for some students, this may be their first formal job.
- Proper dress is critical to making a good impression—encourage students to “dress the part” of an employee in your office.
- Communicate the importance for students to develop a sense of responsibility and ownership toward their work.
- Invite students to participate in staff meetings, when appropriate.
- Schedule student worker staff meetings.
- Ask for suggestions from your student employees.
- Conduct a safety-training program where appropriate.
  - Supervisors can work with the [Department of Environmental Health and Safety](#) to make sure student employees are in a safe, healthy work place and prepared for emergencies.

## eTime:

A daily record of time worked must be maintained on the web-based eTime student payroll system. More detailed instructions can be found on the [Payroll Website](#).

### eTimekeeper DEADLINES:

- Approve student hours by noon the Monday following payday.
- New Hire/Add Department forms need to be received before noon the Thursday before payday to add hours for the current pay period.
- Students must enter hours by midnight on payday
- Students can electronically sign hours by noon the Monday following payday.

→ You can approve hours at any time; they do not need to be signed by the student to be approved.

→ Unapproved and/or unsigned hours DO NOT PAY. The deadline for approving is critical for this process. Deadline for approval is noon the Monday following payday.

→ Virtual Departments: If you have a large list of students, the Primary Timekeeper can create “Virtual Departments” to create smaller lists of students for secondary Timekeepers.

## Terminating Student Employees:

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 a student is having issues with poor attendance, lack of skills or other poor performance behaviors, you may terminate them. In most cases, however, you should discuss the performance issues with the student and allow a reasonable time frame for improvement before deciding to terminate. If the student has been informed of your concerns and subsequently fails to improve, you 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.

Student worker supervisors should always report the reason for termination to their manager. If further reporting is necessary, please contact the appropriate offices that may be affected by the gross misconduct of your student worker.

In all cases, when termination is deemed necessary please feel free to contact either Human Resources at x2070 or the Office of Diversity and Equal Opportunity at x2016 for more information on how to proceed and with any questions.

## Care Referrals:

Slippery Rock University is a caring campus community committed to supporting our students not just academically, but emotionally, mentally and spiritually. If you observe a student employee in a situation where additional support may be needed, you can make a Care Referral to the Office of the Associate Provost for Student Success. Once we receive the information, we can work with the student to coordinate resources and referrals that may ensure student has the opportunity to be successful.

Students, faculty, staff and community members can submit a Care Referral for the following situations:

- Student will be missing class and needs an absence notification to be sent
- Student has been or will be hospitalized
- Student is having trouble adjusting to campus life or student is having angry outbursts
- Student is isolating from friends/class/work
- Student has experienced or been accused of dating/domestic violence, sexual misconduct (Rape, sexual assault, sexual harassment), stalking or harassment
- Student is expressing suicidal thoughts or ideations or engaging in self harm
- If your efforts to manage a significant classroom/workplace behavioral issue has not resolved the problem.

- If you are concerned about the welfare of a student, yourself, and/or other students.
- If a student asks for help in dealing with personal issues that are outside your role as a faculty or staff member.
- If you have referred the student for assistance in the past and there seems to be no improvement or things seem to be worsening.

**Care referrals are not intended to be emergency services, if someone is in immediate danger or is an immediate danger to themselves please contact University Police 724-738-3333; Student Health Services 724.738.2052 or 911.**

If you know of a student who could benefit from these services, please submit a [Care referral](#) or call Karla Fonner at 724.738.2121.

## Student Employment Policies:

### Wage Rates

Undergraduate student wages are **\$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. Student payday is every other Friday with the exception of holidays. You may find the payday schedule on the Payroll website or on eTime. Students may pick up checks in the Payroll Office room 203 Old Main. Photo identification is required.

### Allowable Work Hours

During the fall and spring semesters when classes are in session, it is strongly recommended that students work no 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. Both students and supervisors are expected to monitor the work schedule throughout the year.

Students may work in more than one campus location. Supervisors should adjust work schedules to ensure that students do not exceed the recommended work hour limits.

Hours approved on eTime should accurately reflect all hours worked. Timekeepers are required to wait until the shift is worked before approving student hours in eTime. Storing hours and reporting them on subsequent pay periods is not permitted.

### Payment Policies

As mentioned above, student workers can pick up all checks in the Payroll Office located in room 203 Old Main on payday (every other Friday). Photo identification is required.

SRU also offers direct deposit for students. This is optional and students may fill out a paper form (found on the [payroll website](#)) and turn it into payroll if they would like to have their paychecks deposited directly into their bank accounts.

## Driving 12-Passenger Vans

Before hiring for positions that would involve a student driving a state vehicle, the student worker job description must be sent to Dallas Cott, in Facilities, for approval. You must indicate in the job description why there is a need for the student to be driving the vehicle. After the position has been approved by Facilities, you may continue with the hiring process. **DO NOT POST YOUR POSITION UNTIL YOU HAVE RECEIVED APPROVAL.** All student employees driving university 12-passenger vans must have a valid Pennsylvania driver's license with no suspensions and must attend a SRU Van Driver Training Course provided by the Office of Environmental Health and Safety. The student may only operate a vehicle while in the pursuit of university business and must be receiving salary remuneration for the pay period in which they are driving such a vehicle. To schedule drivers training, please contact Joel Brown (x2566) and if you have any other questions, please contact Dallas Cott (x2538).

## **University Employment Procedures:**

### Equal Opportunities

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.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Assistant Vice President of Diversity and Equal Opportunity/Title IX Coordinator  
305 Old Main Building  
104 Maltby Avenue  
Slippery Rock University  
Slippery Rock, PA 16057  
724.738.2016

### 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, 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 x4877. If a student would like to submit a request for accommodations related to their academic success, please have them complete a [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.

## 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.

For more information on work-related injuries and workers compensation as it relates to student employees, please contact the Department of Environmental Health and Safety at x2055 or visit their [webpage](#).

## Sexual Harassment and Sexual Assault Policy

Slippery Rock University’s sexual harassment and sexual assault policy and procedures seek to insure an environment that is free from sexual harassment. 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.

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. Allegations of sexual harassment in which students are allegedly in violation of the Student Code of Conduct should be reported to the Office of Student Conduct.

If a student is not interested in reporting another student for sexual misconduct, but the student would like resources, you may contact Student Support at 724-738-2121. Employees at SRU are required to report incidents of alleged sexual misconduct to the Title IX coordinator.

If a staff or faculty person is reported to have engaged in harassing or discriminatory behavior, notify the Office of Diversity and Equal Opportunity.

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](#).

- 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](http://www.sru.edu/studentconduct).

## 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. You can find the Student Code of Conduct on the [Office of Student Conduct website](#). 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 through the referral link located on the [Office of Student Conduct page](#).

## 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. The misuse and dependency on alcohol and other drugs concerns and affects the university community, as well as our society at large.

It is prohibited to manufacture, distribute, sell, dispense, possess or use any controlled substance in the workplace on-campus or in a 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](#).