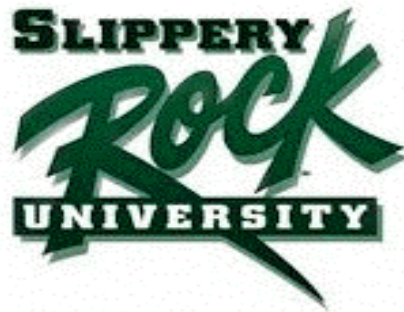


STUDENT EMPLOYMENT AT SRU SUPERVISOR'S MANUAL



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Dear Campus Employer,

Student employment is most often viewed as providing the resources for students to attend Slippery Rock University, but it can be much more. It can build a strong relationship with the university, which improves retention. And, at the same time that students are developing academic competency in the classroom, they can acquire adaptable and transferable skills through student employment.

Student employment helps smooth the transition to a career. Having worked on campus, students understand the skills and disciplines required of a full-time job and thus are better prepared to enter into full-time employment. Employers often base their opinions of Slippery Rock University upon our ability to prepare students for employment.

This publication will assist campus employers in the hiring process. If you have questions regarding student employment on campus, please call the Office of Career Services at Ext. 2028, or the Office of Financial Aid at Ext 2044.

Sincerely,
Robert Smith
President

Procedures for Employing Students

Campus employers are required to give hiring preference to students who qualify for Federal Work Study.

All new positions must be advertised for a minimum of three days with the Office of Career Services.

A step by step tutorial on “How To Hire a Student Worker”, is available at:

http://www.sru.edu/academics/enrollment/career_services/Pages/PartTimeEmployment.aspx

To post a job announcement please go to College Central:

<http://www.collegecentral.com/SlipperyRock/>

-Employers will collect applications for student employment. The general application is available online at:

http://www.sru.edu/academics/enrollment/career_services/Documents/2001files/app.html

STUDENT HIRING POLICY

The R005 is no longer used; the following policies are in effect. When hiring a student worker there are three possible situations:

1. **The student already worked in your department before:**
 - a. Look at the list of employees on the “Timesheet” tab in your department in eTime, if the student is listed there they are already in your department, no additional forms are necessary. If the student is not on that list follow step 2 or 3.
2. **The student already works on campus but not in your department:**
 - a. Check the “Active Students” report on the “Reports” tab in eTime, instructions are [here](#).
 - b. If the student is active on that report, fax or email a [New Hire/Rehire Form](#) to Payroll to add them to your department. If the student is not on that report, follow step 3.
3. **The student has never worked for Slippery Rock University:**
 - a. Complete a [New Hire/Rehire Form](#), give it to the student and send them to the Payroll Office, 203 Old Main. Have them bring one form of photo ID and bank account information for direct deposit.

DATES on [New Hire/Rehire Form](#) should be the start of the pay period in which the student will begin work. These dates are extremely important because the students cannot enter ePay information before their hire date and it is complicated and difficult to change these dates after the student has been added to ePay. Here is the link to the [2011 Pay Schedule](#). Please double check this date before sending the New Hire/Rehire form.

A daily record of time worked must be maintained on the web-based E-Time student payroll system. Students must go to: <http://www.sru.edu/financeandadministrativeaffairs/payroll/Pages/Student.aspx> for:

1.) All forms that they must return to Payroll before the first day of work,

2.) Student instructions to navigate their E-Time account. Once they have completed and returned the mandatory payroll forms to the Payroll Office, they will be granted E-Time access.

- As the E-time Approvers/Supervisors you go to:
<http://www.sru.edu/financeandadministrativeaffairs/payroll/Pages/Staff.aspx> to find E Timekeeper, and the Student New-Hire/Rehire Form.

PHEAA State Work Study Program (SWSP) instructions and application are available at:
<http://www.sru.edu/academics/enrollment/financialAid/Pages/index.aspx>

The State Work Study Program which is funded by the Pennsylvania Higher Education Assistance Agency (PHEAA) provides the opportunity for departments to be reimbursed a percentage of wages paid to *qualified* student workers whose on campus jobs are related to their major or minor course of study. If your student employee(s) qualify for this program, your department will be reimbursed a percentage of their wages which will increase your following year's budget for student wages. Submit applications to the Financial Aid Office.

Eligibility for Student Employment

Special or transient students are not eligible to work on campus.

No student may work for and be supervised by an immediate member of his/her family.

ACADEMIC YEAR: Normally students must be enrolled for at least six credits each semester as a regular SRU student. However, graduate assistants by the terms of their individual contract, may be employed as graduate assistants and only enroll for three credits.

SUMMER: To be eligible for summer student employment a student must be a Slippery Rock University degree-seeking student and meet **one** of the following:

1. Enrolled for at least 6 credits in the spring and at least 6 credits in the following fall semester.
2. Enrolled for at least 6 credits in the summer.
3. Incoming freshman, transfer, or graduate student; offered and accepted admission for the upcoming fall semester.

Wage rates

Undergraduate student wages are \$7.25 per hour (effective July 24, 2009).

Beginning **January 1, 2008** the local tax known as **Emergency and Municipal Services Tax (EMS Tax)** will be changed to **Local Services Tax (LST)**. Act 7 of 2007 has significantly changed this tax to be withheld from your paycheck at **\$2.00 per pay throughout the year** instead of a one-time deduction of \$52.00.

IMPORTANT: Student employees who make less than \$12,000 per year are required to submit the LST Exemption Form with required documentation (prior year's W-2) **before they can be exempt from this tax**. Know that 99.9% of student employees make less than \$12,000. The Payroll Office can assist in the collection of the exemption forms and required documentation from student employees by submitting them as a packet rather than having each individual student go to the local tax office.

Any student, who has already paid the tax as a result of working at another off-campus job, should take a copy of the receipt to Student Payroll, 203 Old Main, to avoid paying this tax again.

Student payday is every other Friday with the exception of holidays. The Pay Day Schedule is available online at <http://www.sru.edu/financeandadministrativeaffairs/payroll/Pages/Student.aspx>. All checks and direct deposit statements must be picked up in the Payroll Office room 203 Old Main on Friday payday. Photo identification is required. Direct deposit statements not picked up will be shredded after a two-week holding period.

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.

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

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 the full name, hometown, and class year; major, and prior work experience.
2. Create a friendly environment. Whether this is the student's first interview or 10th, interviewing creates anxiety and stress. Start with small talk to put the student at ease. 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. Discover interests and viewpoints. 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, mail, 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?
Tell me about a typical day for you.
How do you manage your time?
How would you describe yourself or your personality?
Identify several of your recreational interests.
In what capacities do you like to work with other people?
Identify several of your personal interests.
What are your favorite subjects and why?
Why did you apply for this job?
How would previous supervisors describe your work?
Are you eligible to work in the United States?
In what professional-related organizations are you a member?

Note: Additional sample questions are available at:

http://www.sru.edu/academics/enrollment/career_services/Pages/InterviewPreparation.aspx

Illegal Interview Questions

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

(DO NOT USE THESE QUESTIONS DURING INTERVIEWS)

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?

Training

What does it take for a student to be successful in the on-campus work environment?

What does it take for the employer to provide the student a worthwhile employment experience?

Many factors figure in as you are dealing with student employment issues. The first step is to open the lines of communication, discuss expectations, and encourage questions.

Training Ideas

- Provide an orientation session for student employees before each semester
- 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
- Stress the importance of confidentiality of information
- Invite students to participate in staff meetings, when appropriate
- Schedule student employee staff meetings
- Ask for suggestions from your student employees
- Conduct a safety training program where appropriate

Equal Opportunity

Slippery Rock University is committed to providing leadership in talking affirmative action to attain equal educational and employment rights for all persons, without regard to sex, handicap, or other legally protected class. Each department or hiring unit must provide equal opportunity for all employees and applicants for employment and must not discriminate against an individual for reasons of race, sex, religion, color, national origin, physical or mental disability, age, or status.

Work-Related Injuries

Injuries requiring medical attention should be directed to the McLachlan Student Health center for treatment. If off-campus treatment is necessary, students must be accompanied to the treating facility by their supervisor, an environmental health and safety officer, or other university staff member. All injuries must be reported to department managers or administrators as soon as it practical to do so.

Sexual Harassment Policy

Slippery Rock University's sexual harassment 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.

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. The policy extends to all persons visiting the campus.

It should be clearly understood that 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 the perpetrators should be reported to the Office of Student Standards. All other allegations should be reported to the Office of Social Equity.

For more information, the complete Sexual Harassment Policy of Slippery Rock University is available on the social equity Web site.

Student Standards

Supervisors are advised to report, in reference to student employees, violations of the SRU Code of Conduct to Student Standards. The 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. The Code is published in the *Green and White Student Handbook* and can be found at <http://www.sru.edu/Rock1Stop/Pages/index.aspx>

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

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 have 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.

Driving 15-Passenger Vans

All student employees driving university 15-passenger vans must have a valid Pennsylvania driver's license with no suspensions and must attend a one-hour mandatory driving class provided by the Office of Environmental Health and Safety. Student employees may operate these vehicles only while in the pursuit of university business and must be receiving salary remuneration for the pay period they are driving such vehicles.



University Web Site: www.SRU.edu

Slippery Rock University is an equal opportunity/affirmative action institution.

A member of Pennsylvania's State System of Higher Education

Career Services
124 Bailey Library
724.738.2028

Financial Aid
107 Maltby Center
724.738.2044