

MARIAN



UNIVERSITY

STUDENT EMPLOYEE HANDBOOK

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GENERAL INFORMATION

Purpose

Marian University believes in and understands the value of work. Sponsored by the Congregation of the Sisters of St. Agnes; Marian engages students in the education of the whole person through community building, life-long learning, services and ministry, social justices, and embracing spiritual traditions. The work experiences that Marian University provides offer students valuable work skills, financial assistance, and the ability to enhance the whole educational experience.

Handbook Guidelines

This handbook is intended to provide students with general information about employment at Marian University and the policies of the University that affect all student employees. The policies, procedures, and expectations described in this handbook are not an employment contract. Marian University reserves the right to improve or change any or all policies, procedures and expectations in whole or in part at any time with or without notice. Major changes in policies, procedures, and expectations will be published and communicated to all students and supervisors. Keep in mind that some departments will have additional policies, procedures, and expectations that are required to meet the needs of those departments. Such policies, procedures, and expectations may be different from those described in this handbook. Supervisors will inform students of departmental policies, procedures, and expectations.

If you have any questions regarding student employee policies, procedures, and expectations please contact your supervisor or the Office of Human Resources.

Student Responsibility

- Reading, becoming familiar with, and abiding by the Student Employee Handbook guidelines and academic requirements.
- Notifying the Office of Financial Aid of any enrollment credit changes (add/drop) during the academic year and maintain satisfactory academic progress.
- Working with supervisor to arrange a work schedule that is mutually beneficial to both the student and the department. It is the student's responsibility to **NOT** exceed the weekly hour restrictions (20 hours per week during fall and spring semesters and 40 hours per week during winter and summer breaks) between all jobs through the university.
- Submit all hours worked in to TimeClock Plus by the end of each pay period.
- To be reliable, punctual, and dependable in attendance.
- Notify supervisor with advance notice when absence from work cannot be avoided.
- Maintain confidentiality at all times.
- Present a positive and professional image. Work attire and appearance should be within acceptable standards of health, safety and public contact set by the supervisor.
- Discuss conflicts between employment and academics with supervisors as soon as they occur.
- Complete all employment forms including the W-4, I-9, and the Direct Deposit form. See Office of Human Resources for assistance.
- Complete the Acknowledgment of Receipt form located on the last page of the student employment handbook.

TYPES OF STUDENT EMPLOYMENT

Federal Work Study (FWS)

A federal financial aid program designed to provide part-time employment for eligible students based on each student's financial need. Students must apply for financial aid and be eligible for financial aid as determined the Office of Financial Aid after the student has completed their FAFSA in order to work under this program. Students who demonstrate financial need qualify for FWS funds on a first-come, first-serve basis until funds are exhausted. FWS funds are provided to students who are either citizens or permanent residents of the United States.

Note: It is possible for the amount of FWS funds that a student is eligible for to change before and during the academic year. Changes could occur due to a change in financial circumstances, receipt of additional financial funds, change in academic credit enrollment etc. The Office of Financial Aid determines what a student's FWS eligibility is at the time they are hired for student employment. If a student exhausts all their FWS during their employment, they will continue to be paid as a Marian Campus Work (MCW) which will be charged to the supervisor's departmental Work Study budget. All supervisors must be approved to have and use MCW funds.

Marian Campus Work (MCW)

A Marian University aid program designed to provide part-time employment for 1) students who did not receive any federal need-based financial aid after applying for it, 2) students who have exceeded their FWS award, and 3) international students.

Note: Students working under MCW are not eligible to work in any community service positions.

Federal Work Study (FWS) Community Service and America Reads program

Students who qualifying for FWS are eligible to work on campus as well as in off-campus employment such as Community Service and the America Reads program. Community Service positions are located at various nonprofit organizations throughout the Fond du Lac community. The America Reads program is a reading and tutoring program located at two elementary schools in Fond du Lac.

EMPLOYMENT PROCESS

1. Student will review all posted work study employment postings on Marian University's Purple Briefcase site. The job description will include department, job title, supervisor email, responsibilities, and location of department.
2. Student will submit a resume or a Student Employment Application to the supervisor.
3. Supervisor reviews candidates and sets up interviews (10 – 15 minutes to discuss the position).
4. Supervisor must communicate a response with a decision (offer or rejection) within 7 business days to student(s) of completing interviews.
5. Student must accept or decline an employment offer within 7 business days of receiving an offer.
6. For any student(s) who is hired, a Work Authorization form must be completed by the supervisor and forwarded to the Office of Human Resources.
7. Students who have never worked on campus before must complete an Acknowledgment of Receipt Form with the Offices of Human Resources before their Work Authorization form can be accepted. Students should also bring their banking information, a valid passport or two other forms of IDs to complete their employment forms.

8. Sabre Certified Students will also need to complete a background check before they can work in their position.
9. After all employment forms have been completed and verified, the student and their supervisor will be notified by Human Resources to confirm that the student can start working and how to access TimeClock Plus (TCP).
10. Students cannot work or get paid until all required forms have been completed and a notification is sent to both the supervisor and the student that the student can start work.
11. Working without the complete processing of the work authorization form and all other employment forms is a liability to Marian University and illegal according to the Department of Homeland Security and the U.S. Citizenship and Immigration Services.

DEFINITIONS

Eligibility To Work On Campus

All degree-seeking students enrolled at least half-time are eligible to work as a student employee at Marian University. Undergraduate students must be enrolled with at least 6 credits per semester and Graduate students must be enrolled with at least 3 credits per semester.

Students Not Eligible For On Campus Employment

Students who are receiving a tuition scholarship through tuition remission or tuition exchange are not eligible to work on the Marian University campus while classes are in session during the fall and spring semester.

Work Authorization

A form that allows financial aid to disclose how much FWS dollars a student can earn in one academic year. This form must be completed by the supervisor and returned to Human Resources for each student and for every position the student holds. After all employment paperwork has been processed, the Office of Human Resources will notify the student and their supervisor when the student can begin work. Working without the complete processing of the work authorization form and all other employment forms is a liability to Marian University and illegal according to the Department of Homeland Security and the U.S. Citizenship and Immigration Services.

Acknowledgment of Receipt Form

Students who have not worked previously at Marian University must complete this form and return it to the Office of Human Resources after they have been hired. The Student work authorization form will not be processed without the completion of the acknowledgment of receipt form. This form can be found on the last page of the student employee handbook. By completing this form and submitting it to the Office of Human Resources, the student is confirming that they have read, understand, and have access to Marian University's policies, procedures, and expectations as a student employee.

Sabre Certified Workers

Students who are required to complete a background check as part of their employment requirement due to the nature of work they are expected to do. This includes students who work with and are exposed to sensitive information and students who work with money.

Scheduled Campus Holiday

Work is dismissed unless the job is essential to the department/university (i.e. food service, campus safety, maintenance, etc.). Students who work on holidays will be paid their regular rate of pay for all hours worked. In the event that the university is closed due to weather conditions, supervisors will notify their students what to do.

Attendance and Tardiness

Students are expected to maintain good attendance and to plan absences in advance as much as possible. Planned absences are to be approved by the supervisor prior to the date of absence. Students are asked to provide as much advance notice as reasonably possible. Situations may arise that require a student to be absent without notice; however, the supervisor should be contacted as soon as possible.

Keep in mind that absenteeism and tardiness interfere with the operations of Marian University business. Students who are unable or unwilling to attend work regularly present a hardship to other students, co-workers, and visitors. Unreported or excessive absences (as determined by the supervisor) are grounds for corrective action, up to and including discharge.

Confidentiality

Some positions at Marian University involve regular access to confidential information. It is expected that students will not discuss such information with relatives, friends, or others outside of Marian University or in public areas of the University. Students should only discuss confidential information with other employees when it is necessary for the performance of their job.

In some areas, specific laws govern release of information. If such laws affect your position, your supervisor will advise you what to do. A breach of confidentiality is subject to immediate dismissal or corrective action.

Sick Days

If a student is not working due to being ill, they should contact their supervisor as soon as they know that they will not be able to report to work as scheduled. Sick days are unpaid.

Holidays

When classes are not in session but the University is open, students need to check with their supervisor to determine work arrangements. If a student is unable to work their regularly scheduled hours during a break period or holiday, they are to inform their supervisor as soon as they are aware. Vacation days and holidays are unpaid.

Work Hours

Students may only work a maximum of twenty hours (20) per week while classes are in session (fall and spring semesters) and a maximum of forty hours (40) per week during winter and summer break. Students are not eligible to work overtime hours. International Students: refer to the international student section for more information about work hour guidelines.

Overtime Hours

It is expected that student **DO NOT** exceed 20 hours per week when classes are in session (fall and spring semesters) and 40 hours per week when classes are not in session (winter and summer breaks), for any number of jobs a student holds with Marian University. Overtime is not permitted, supervisor must get pre-approval prior to scheduling a student to work overtime.

Break/Rest Periods

Employees are entitled to one paid 15 minute break during each four consecutive hour work segments and one unpaid half hour break during each work day of eight hours or more. Such breaks will be taken at times approved in advance by the employee's supervisor. Breaks cannot be used to extend the start time or shorten the workday. Employees will not be compensated for breaks not taken.

Dress Code

Students should report to work with professional etiquette. This includes, but is not limited to, proper attire, cleanliness, and personal hygiene. The nature of a position within the University will determine the type of attire that is appropriate for work. Students are expected to dress in a manner that will present a favorable image of Marian University to the community. Wearing college/university apparel from non-Marian Schools is discouraged. Supervisors will inform students of any specific dress requirements.

Work Evaluation

It is recommended that your supervisor conduct a work performance evaluation with you at least once each academic year. Student and supervisor should discuss the evaluation results and formulate goals for the future. This process is used to facilitate interaction between student and supervisor. Ask your supervisor how and when they will evaluate your work performance.

Winter Student Employment

If a student is hired to work during winter break, the student's supervisor must complete a work authorization form and return it to the Office of Financial Aid. December graduates are allowed to work through Christmas break.

Summer Student Employment

If a student is hired to work during summer break, the student's supervisor must complete a work authorization form and return it to the Office of Financial Aid. May graduates are allowed to continue employment through the summer break.

Direct Deposit

All employees of Marian University are required to be paid using direct deposit. If you do not have a bank account, National Exchange Bank & Trust in Fond du Lac will open a savings account for you with no minimum deposit. A direct deposit form must be completed before a student can work. For assistance, see the Office of Human Resources. Below are the addresses of each National Exchange branch in Fond du Lac.

130 S. Main St.
PO Box 988
Fond du Lac, WI 54936-0988
920.921.7700

346 N. Main St.
PO Box 988
Fond du Lac, WI 54936-0988
920.921.7700

1125 East Johnson St.
(Located in Festival Foods)
Fond du Lac, WI 54935
920.922.2500

I-9 Form

Form I-9 (Employment Eligibility Verification) is a United States Citizenship and Immigration Services form. Mandated by the Immigration Reform and Control Act of 1986, this form is used to verify the identity and legal authorization to work for all paid employees in the United States. This form must be completed before a student can work. For assistance, see the Office of Human Resources.

W-2 Statement

W-2 statements report earnings and withholdings for the current calendar year. W-2 statements are mailed to student's home/permanent address on file in the Payroll Department in the month of January of the following year. Please make sure the correct address is on file, otherwise receipt of this form could be delayed. W-2 statements are used when filing taxes.

W-4 Form

Form W-4 (Federal Income Tax Withholding) is used by employers to determine the correct amount of tax withholding to deduct from employees' wages. This form must be completed before a student can work. For assistance, see the Office of Human Resources.

INTERNATIONAL STUDENTS

International students with an F-1 Visa are not eligible for FWS funds, but are eligible to work on campus under the Marian Campus Work (MCW) program.

Employment opportunities for international students with a student (F-1) visa are strictly limited by regulations of the United States Department of Homeland Security (Bureau of Citizenship and Immigration Services). Employment may be interpreted to be any service or labor for money, goods, and services, and in some cases also includes volunteer work.

International students may participate in on-campus employment for up to 20 hours per week while school is in session (fall and spring semesters) without prior Student and Exchange Visitor Information System (SEVIS) authorization. International students may work up to 40 hours per week when school is not in session (winter and summer breaks). International students may not work after the completion of studies.

Information on F-1 regulations is intended as a guide rather than a legal description, and is subject to changes by the Department of Homeland Security.

F-1 Visa employment violations of any kind are very serious and can result in termination of visa status and deportation. Reinstatement for such violations is not permitted by Immigration. For further information on this and seeking off-campus employment, students are encouraged to contact the Registrar's Office.

International students need to fill out all required employment paperwork upon being hired for an on-campus position. This includes the Student Employee Handbook Acknowledgment form, W-4 form, I-9 form, Direct Deposit form from a United States bank; which is available through the Office of Human Resources. International students should have a copy of their current I-20 and I-94, a valid passport, and a valid UISA which verifies F-1 student status. International students are also required to obtain a US Social Security card from the Social Security Administration. No international student will be paid until these items are completed.

STUDENT PAYROLL EMPLOYMENT PROCESS**Work Authorization Form**

A form that allows financial aid to disclose the amount of FWS or MC-WS dollars a student can earn in one academic year. This form must be completed by the supervisor and returned to Human Resources for each student and for every position the student holds. After all employment paperwork has been

processed, the Office of Human Resources will notify the student and their supervisor when the student can begin work. Working without the complete processing of the work authorization form and all other employment forms is a liability to Marian University and illegal according to the Department of Homeland Security and the U.S. Citizenship and Immigration Services.

A new work authorization form must be completed every academic year and every summer for each job a student has. This includes winter break and summer break employment. A work authorization form must be completed and approved before students are allowed to work.

This form can be found in the Human Resources Office.

Acknowledgment of Receipt Form

Student employees must complete the acknowledgment of receipt form and submit it to Human Resources before their work authorization form can be processed. The submission of this form confirms that students have read, understand, and have access to Marian University's policies, procedures, and expectations. This form can be found on the last page of the Student Employment Handbook.

Employment Forms

See the Office of Human Resources to complete all employment forms (**Direct Deposit, I-9, and W-4**).

Time Worked

Marian University utilizes TimeClock Plus (TCP), a web-based time entry system, for submission of hours worked.

Students are responsible for recording their time worked in TCP by their scheduled due date so supervisors may approve their time worked. Failure to do so will cause a delay in pay. For a complete list of pay periods and payroll dates follow the link to see the student pay schedule: <https://my.marianuniversity.edu/finaid/Pages/Student-Employment.aspx>

MARIAN UNIVERSITY POLICIES

Complaints and Grievances

A grievance is a complaint brought by a student who feels that he or she has been unfairly treated as it relates to student employment. If you find that you are in an unhappy employment situation, we suggest that you talk openly with your supervisor. If the matter is not resolved to your satisfaction, you may request that the Office of Human Resources intercede to attempt to find a mutually satisfying resolution. Your supervisor has the right to place you in a different position of his or her choosing within the office or department. If you are unsatisfied with the change, you may seek another position on campus.

General Expectation of Conduct

To assist with the efficient operation of Marian University and to ensure the safety and well-being of those at the University, the following expectation of conduct are in force. These expectation of conduct are not to restrict your rights and activities, but are intended to help you by defining and protecting the rights and safety of all people, specific to your department. It is for conduct such as that defined below that you would be subject to corrective action, including suspension or termination, depending upon the severity of the violation. These expectation include, but are not limited to, the following:

- Fighting, gambling, use of profane, obscene, or abusive language while at work.
- Carrying unauthorized weapons.
- Behaving in a discourteous or disrespectful manner toward your supervisor, or refusing to carry out the instructions of your supervisor.
- Leaving the job without permission during regularly assigned working hours.
- Sleeping while on duty.
- Creating unsafe conditions.
- Theft or unauthorized removal or use of property belonging to Marian University or its employees, students, or visitors.
- Loss, damage, or destruction of property belonging to Marian or its employees, students, or visitors.
- Unwillingness or inability to work in harmony with others, discourtesy, or conduct creating discords.

Non-Discrimination Policy

Marian University admits students of any race, color, creed, age, sexual orientation, national or ethnic origin or disability to all the rights, privileges, programs, and activities generally accorded and made available to students at the University. The University extends these same assurances to its employment applicants and to its employees. Marian University does not discriminate in the administration of its educational policies, scholarships or loans, and other school-administered programs. Marian University is an Equal Opportunity Employer.

Harassment Policy

Harassment, defined as unwelcome verbal, written, or physical conduct directed at an individual based on age, disability, creed, familial status, gender, national origin, race or color, and sexual orientation where the conduct creates an intimidating, hostile, or offensive work environment that causes work performance to suffer or negatively affect job opportunities is strictly prohibited.

Sexual Harassment Policy

In an effort to promote a quality liberal arts education, the University believes that it is necessary to ensure an atmosphere in which all employees and students are respected. The sexual harassment of any employee or student by supervisors, faculty, co-workers, or students is not in harmony with the type of Christian atmosphere that we are trying to develop and maintain. This policy is established, therefore, to make it clear that sexually harassing conduct is impermissible and unprofessional conduct subject to disciplinary action.

Sexual harassment is defined as unwelcome sexual advances, demands, requests for sexual favors, innuendoes, or any other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic standing affecting such individual; or
- (3) Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially or unreasonably interfering with an individual's work

performance or academic progress, by creating an intimidating, hostile, or offensive working or academic environment.

Drug-Free Workplace Policy

Marian University, in compliance with and in support of the Drug-Free Workplace Act of 1988, hereby notifies all employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited at Marian University. Violation of this prohibition by an employee will result in Marian University taking appropriate personnel action against the employee, up to and including termination of employment, or requiring the employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency. As a condition of employment, each employee will abide by the terms of this statement and will notify Marian University through the Office of Human Resources of any criminal drug statute conviction for a violation occurring at Marian University no later than five calendar days after such conviction.

Marian University is committed to maintaining a drug-free workplace and will provide employee assistance through referral for drug counseling and/or rehabilitation upon request through Human Resources. Employees deemed by the University to be in violation of the prohibition will be subject to the personnel action deemed appropriate by Marian University.

At officially approved University events, alcoholic beverages may be served under applicable Wisconsin Statutes and legal conditions. Unless abuse is a factor, these events are exempt from this policy.

STUDENT EMPLOYMENT CONTACTS

To promote the student employment work experience, the Human Resources and Payroll Department are responsible for the student employment process. Duties include administering payroll schedules, acknowledgment of receipt forms, background checks, I-9 forms, direct deposit forms, W-2 forms, W-4 forms, student employment policies and procedures, and TimeClock Plus software, and the administering of job listings. Contact persons are:

Lucy-Ann Muabe, Support Specialist III - HRIS and Benefits
Office of Human Resources
(920) 923-8724
lnmuabe39@marianuniversity.edu

Jennifer Draves, Payroll Accountant
Office of Business and Finance
(920) 923-8081
jdraves00@marianuniversity.edu

ACKNOWLEDGMENT OF RECEIPT FORM**Marian University
Acknowledgment of Receipt Form**

I hereby acknowledge receipt of Marian University's Student Employee Handbook. I understand that this handbook provides guidelines and summary information about policies, procedures, confidentiality agreements, and expectations of conduct.

I also understand that it is my responsibility to read, understand, become familiar with and comply with the standards that have been established by Marian University.

I further understand that Marian University reserves the right to modify, supplement, or revise any section of the Handbook with or without notice, as it deems necessary or appropriate.

I also acknowledge that if I do not understand anything in the Student Employee Handbook I will continue to ask questions until I do understand.

Student Name (please print): _____

Student Signature: _____ **Date:** _____