

Wittenberg University  
Student Employment Policies



# Student Employment Policies

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## ***Overview***

**-A valid I-9, W-4 and Ohio IT4 form are required before you are eligible to begin any work for any position.**

**-Your student employment award is part of your financial aid package**

**-You are not authorized to go over the amount of your work award**

**-It is the student's and supervisor's responsibility to monitor your hours and ensure you stay within your work award limits.**

**-You have the option of receiving your earnings as a credit on your tuition account or deposited onto your BankMobile Student Account or directly deposited into a third party banking institution.**

**-Pay periods are one month long**

**-You are paid after hours are submitted by you and your supervisor**

**-Pay dates are usually on the 15<sup>th</sup> of each month after the pay period closes. Exact pay dates can be found on the Student Employment webpage.**

**-Students are paid based on wage determination through the Office of Student Employment. Wage rates are in accordance with Human Resources and similar position rates on campus.**

**-First year students with a work award are eligible to secure a student employment position on campus.**

**-Positions are competitive and limited.**

**-It is the responsibility of the student to secure employment**

**-Returning students must secure a position in the spring prior to the current academic year in order to hold a student employment position on campus.**

**-It is the responsibility of the student to notify the Office of Student Employment should they leave a student employment position.**

**-Students may not work more than 18 hours/week amongst all student employment positions. It is the responsibility of the student to monitor.**

**-Students are not permitted to work during their scheduled class times.**

**-Once a student has reached their work award limit they must cease working and their position will be terminated.**

# **Student Employment Policies**

## **Section 1. Required Paperwork**

- Information on required forms and tax paperwork is available on the Student Employment Web site or by calling or visiting the Office of Student Employment located in COMPASS.

**Students are not permitted to begin working until all required paperwork has been completed, submitted, and processed.**

- Once a student employee and supervisor can view the student employee's timecard via the MyWitt portal, the student employee may begin work.

## **The Student Employment Contract**

- Students are required to sign a Student Employment Contract for each position held at the university.
- The Student Employment Contract must be completed annually for each position held, for any new position, and any time a student works for the university during summer break.
- The original completed contract must be returned to the Office of Student Employment.
- The summer break period begins the day after graduation and ends the last day before classes begin in August.
- By signing the contract, students are agreeing to abide by the guidelines set forth in the Confidentiality Statement located on the reverse side of the contract.
- Terms of employment are contingent upon availability, department budget and student work award usage.
- Wittenberg is an "At Will" employer, which means that either the student or Wittenberg may terminate the employment relationship at any time for any reason that does not contradict the law.

## **Department of Justice Employment Eligibility Verification (I-9)**

- The U.S. Government requires all employees to have this form on file BEFORE they are eligible to begin work.
- This must be completed with proper original identification—copies of identification are not permitted.
- A list of acceptable identification is available by clicking on the U.S. Department of Justice Employment Eligibility Verification (I-9) form listed under "Required Paperwork" at [www.wittenberg.edu/studentemployment](http://www.wittenberg.edu/studentemployment).
- The I9 form is valid for the entire time a student is consecutively on campus. If a student withdraws for an academic year, the original I9 may be recertified if it was completed less than three years from the new hire date; otherwise a new I9 must be completed.

### **Federal Form W-4**

- Students should use their permanent home address on all tax forms.
- Students who claim exempt must complete a new W-4 annually.

### **State of Ohio – Department of Tax Form**

- Students should use their permanent home address on all tax forms.
- Do not enter school district code as Wittenberg does not withhold school district taxes.

### **Form 8233**

- International students are required to complete the Form 8233 and Blue Supporting Statement.
- *International Students (Non-Resident Aliens)* may be exempt from U.S. income tax, under certain conditions, and tax exemptions provided by treaty arrangements between the United States and certain countries.

## **Section 2. Compensation & Method of Payment**

Students are paid on or around the 15<sup>th</sup> of each month for hours worked and approved during the month previous. Exact pay periods can be found on the Student Employment webpage.

### **Tuition Deduction**

- Students can have partial or entire earnings credited to their tuition statement through the Office of Student Accounts. Students must complete a form, located with the Office of Student Employment in order to enact this process.

### **Direct Deposit**

- Pay is deposited into the student's selected payment method through BankMobile. If you would like your pay to be deposited in an established bank account, you can designate this through BankMobile as well.
- To select a payment method through BankMobile, log on BankMobile at [www.wittenbergone.com](http://www.wittenbergone.com). This website as well as a toll free number can be found on the back of your Wittenberg ID.

### **Compensation**

- Wittenberg pays its student employees in accordance with the Ohio State minimum wage rate and wage rates determined by the Office of Student Employment in consultation with Human Resources and similar position wage rates.
- Hourly rates in positions with Wittenberg's Off-Campus Community Partners vary depending on the organization.
- Students are paid monthly.

### **Timecard Entry and Record of Hours Worked**

- Monthly electronic timesheets must be completed and submitted through the MyWitt portal. All students are responsible for submitting hours and electronically signing their timesheets through the MyWitt portal.

- Supervisors must electronically approve hours according to the payroll schedule.
- Failure to enter and/or approve hours by the time card deadline will result in the student being paid during the next upcoming pay period. Approval of hours must be submitted to the Office of Student Employment by the deadlines to ensure processing.
- Students have until 12pm on the 2<sup>nd</sup> business day of the following month to submit hours for approval.
- Supervisors have until 3pm on the 3<sup>rd</sup> business day of the following month to approve hours.
- The Student Employment Payroll Schedule, outlining student and supervisor deadlines, can be found at [www.wittenberg.edu/studentemployment](http://www.wittenberg.edu/studentemployment).
- If a student fails to submit their timecard, the missed month's hours are not to be entered on the current time card. Instead, the student should list the missed days, times and total hours worked in the comments section of the current time card.
- Failure to record hours accurately is considered time card falsification and can result in termination.
- Students may not work 2 or more positions at the same time.
- Students may not work during class time.
- Rounding to the nearest quarter (15 minutes) of an hour is acceptable. Hours may be submitted to the nearest quarter of an hour or may be submitted to the exact minute. For example, students leaving at 4:05 p.m. may submit either 4:05 p.m. or 4 p.m. If a student's dismissal time is at 4:09 p.m., a student may submit either 4:09 p.m. or round to 4:15 p.m.
- Students access electronic timesheets through the MyWitt portal by selecting the "Time Entry Form." Choose the appropriate pay period and enter hours for each day worked during the pay period.
- Always double check your entries to make sure that the a.m. or p.m. has been entered correctly.
- Hours worked must be recorded in real time. Student Employees are not to wait until the end of the month to record hours worked.
- Hours for the pay period must be submitted no later than noon on the second working day of the month.
- Detailed instructions for accessing and completing timecards can be found on the Student Employment web page by clicking on Forms, Resources and Policies and then "Web Time Entry Instructions."
- Questions or issues concerning pay discrepancies should be directed to the student employee's supervisor. Students are responsible for notifying the Office of Student Employment on a timely basis of any changes in status, enrollment or contact information.

### **Section 3. Eligibility**

- Only full-time undergraduate students who have been granted a work award in their financial aid package are eligible to participate in the student employment program.
- Students may not begin work in the student employment program until the beginning of the academic year in which they are an undergraduate student at Wittenberg.

- New incoming students who have a paid a deposit are eligible to work the summer prior to the start of their first semester.
- Students who have graduated, withdrawn or been dismissed from Wittenberg are not eligible to work in the Student Employment program as of their last official date as an undergraduate student.

### **Securing a Job**

- Student employment positions are limited and competitive. Securing a work award does not guarantee a student employment position.
- All available positions are posted on the Student Employment Job Board at [www.wittenberg.edu/studentjobs](http://www.wittenberg.edu/studentjobs).
- Returning students must secure a position during the months of March and April of the current academic year for positions during the upcoming academic year. Only those returning students who secure a position and submit a contract for the upcoming academic year by May 1 of the current academic year will receive a work award and be eligible to work on campus.
- Students are eligible to work up to the amount of their work award dependent on schedule availability and departmental student employment budget.

### **Employment of Immediate Family Members**

- To avoid conflicts of interest and to prevent problems of safety, security, supervision, and morale, the university has established restrictions on the hiring of immediate family members.
- The university will not hire or transfer student employees into positions if they would directly or indirectly supervise or be supervised by immediate family members.
- Generally, faculty or staff members are not permitted to participate in any decision or final recommendation on hiring, promotion, tenure, wage, dismissal, or any other condition of employment of their immediate family members.
- For the purpose of this policy, an immediate family member includes, but is not limited to, a parent, grandparent, child, spouse, brother, sister, or in-law.

### **Terms of Employment**

- A student employee serves only during the period for which he or she was hired and stated on the contract.
- Employment during any period creates no expectancy of future employment.
- The total number of hours students are able to work is limited to the students work award, the work schedule, and the department's student employment budget.
- Students may not earn more than their work award and are not permitted to work more than 18 hours per student work week. If a student works more than one position, the total hours for all positions per week may not exceed the total number of hours awarded in the financial aid package or 18 hours per week.
- A student's work week begins on the first day of the month. For example, if September 1<sup>st</sup> begins on Tuesday, then the work week during the entire month of September is Tuesday through Monday. Work weeks change monthly, based on the first day of the month.

- When a student earns the total amount of the work awarded, they are no longer permitted to work through the Office of Student Employment for the remainder of the academic year.
- All hours worked during academic break periods are applied to the financial aid package, except hours worked over summer break. Any stipends are also taken out of a student's work award.
- Students may work up to 37.5 hours per week, but cannot exceed 7.5 hours per day, during Winter, Spring, and Summer break periods. Students may not exceed 18 hours per week during a break that is less than one week, such as Fall break and Thanksgiving break.
- Wages earned during summer break may be subject to FICA taxes if the student is not enrolled for at least six (6) credit hours during each summer session.
- A separate contract specifically for summer employment is required.
- Students who have graduated from Wittenberg or who have withdrawn or been dismissed from Wittenberg are not eligible to work in the Student Employment program as of their last official date as an undergraduate student.

### **Changing Jobs**

- Any and all consequences that arise as a result of a voluntary change by the student during this time are the responsibility of the student.
- Students wishing to change jobs due to personality or other conflicts with their supervisor or co-workers should contact the Office of Student Employment.
- Students employed due to special circumstances may not change jobs. Should the department that originally employed the student no longer require the services of the student; the allocated work award will not stay with the student.

### **Hours of Work**

- Positions have varying hours as set by the supervisor based on the nature of the position. These varying hours may include nights and/or weekends. Your supervisor may need to change your schedule to meet the needs of the department and your class schedule.
- It is the responsibility of the student to make arrangements with his or her supervisor for any time off or adjustments to the normal work schedule during exam week, Reading Day, or any other university sponsored events.
- If a student is going to be absent or tardy, the student must notify his or her supervisor as soon as possible.
- Students are not permitted to work during their scheduled class times.

## **Section 4. Policies**

### **Travel Policy**

- Student employees are not compensated for travel to/from work, only for hours worked on the job. These hours are determined in accordance with the supervisor.

### **Confidentiality**

- During a student's employment, he or she may be working with confidential information.

- Students are expected to protect this information by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who legitimately need to know.
- Student employees are expected to use the university's computing resources in an ethical manner with special attention to legal uses of licensed software, protection of confidential information and legitimate access to and use of valid data.
- Any violations may result in termination and referral to the Office of Student Conduct.

### **Overtime**

- As per the overtime laws of the State of Ohio and the United States, an employer must pay each nonexempt employee overtime in the amount of one-and-one-half times the employee's regular rate for hours worked more than 40 hours a workweek.
- Students working during the academic year are not permitted to work in excess of 18 hours per week, and therefore are not eligible for overtime. During break periods, students may work up to 37.5 hours per week, and therefore are not eligible for overtime.
- Overtime is paid for hours worked in excess of 40 hours per week. Overtime is not paid for hours worked in excess of eight hours per day. Reminder: The student's work week begins on the first day of the month as indicated in the "Terms of Employment" section of the Student Employment Policies.
- The supervisor must authorize all overtime work by the student in advance. Likewise, the supervisor is expected to give the student advance notice of the need to work overtime whenever possible.

### **Training**

- Students may be required to attend specific departmental training.
- Students must review student employment policies, student employee orientation, confidentiality statement, and University policies related to sexual misconduct prior to beginning work.

### **Declared University Closing**

- Inclement weather or acts of God may result in a one-time closing of the University. The determination of a declared university closing versus other types of closings is at the sole discretion of Wittenberg University. Students who are scheduled to work are required to contact their supervisor to see if they should report to work that day. Students are not paid for days missed due to university closings.

### **FERPA**

- FERPA (Family Educational Rights and Privacy Act) is a federal law enacted in 1974 that guarantees the confidentiality of student records and general information.
- It is important that supervisors familiarize themselves with FERPA and educate their student employees on the importance of confidentiality.
- Student employees must understand that any student information they obtain on the job must remain in the workplace. Students must not, under any circumstances, release student information to anyone unless their position specifically requires them to do so. In addition, students may not acquire student records information that is not relevant to their jobs.

- FERPA violations may result in disciplinary action, including, but not limited to, job termination and referral to the Office of Student Conduct.
- Students sign a Confidentiality Statement which outlines FERPA and expectations for confidentiality and discretion with student records and information.

### **Record Retention**

- Student employment records are retained in accordance with Human Resource record retention standards.
- Supervisors should submit original contracts and any other documentation to the Office of Student Employment to be held in the student's personnel file.

### **Section 5. Disciplinary Process**

- Wittenberg University is an "at will" employer, and at any time can chose to discontinue a student's employment.
- To address disciplinary or performance concerns, supervisors must follow the process below and submit documentation to the Office of Student Employment:

***Verbal Reprimand:*** On the first violation of a rule or regulation, a verbal reprimand is normally sufficient to correct the problem. A copy of this will be placed in the student's employment file in the Office of Student Employment

***Written Reprimand:*** When a verbal reprimand has not been effective or if the seriousness of the offense demands stronger disciplinary action, the student may receive a written reprimand. A copy of the written reprimand will be placed in the student's employment file in the Office of Student Employment.

***Suspension:*** When a reprimand is insufficient, suspension without pay may be imposed. The university has sole discretion to determine the length of the suspension.

***Termination:*** In serious cases, the university may choose to terminate the student rather than impose a reprimand or suspension. Supervisors should consult with the Office of Student Employment prior to termination. A student who has been terminated from employment may not be eligible to work through Student Employment for the remainder of the semester with possible exclusion for the remainder of the academic year. Additionally, the student may be subject to sanctions outside the realm of Student Employment.

- Any violation of the Student Code of Conduct & Ethics by a student employee while working as part of the student employment program will result in the student employee being additionally referred to the Office of Student Conduct and may result in changes to a student's employment.
- The following list represents the types of activities that may result in discipline. It is not intended to be comprehensive.
  - Failure to complete job expectations and duties.

- Falsifying time cards or other university documents or records
- Insubordination or refusal to comply with reasonable instructions
- Unauthorized use of university material, equipment, property or unauthorized possession of university property
- Unauthorized disclosure of confidential information or records
- Gambling, carrying weapons or explosives, or violating criminal laws on or off university premises
- Engaging in acts of dishonesty, fraud, theft, or sabotage
- Unexcused absence or failure to report to work on time
- Using abusive or vulgar language

## **Section 6. Expectations of Student Employees**

All student employees are held to Wittenberg's student code of conduct and ethics in addition to any performance and behavior standards set by individual departments and the following expectations:

- Maintain accurate work records and submit your online timesheet by the required deadline.
- Monitor your earnings to ensure that you do not exceed your student work award amount.
- Arrive to your shift on time and ready to begin your duties.
- Contact your supervisor in advance if you are unable to work your shift/find a suitable substitute if necessary.
- Develop a positive relationship with your supervisor and other student employees in your office/department.
- Behave in a professional manner.
- Dress appropriately for your work place.
- Follow instructions and performance expectations provided by your supervisor.
- Refrain from personal telephone, online streaming, and social media use while at work unless arranged with your supervisor.
- Refrain from studying/homework in lieu of work responsibilities.
- If you are working during your normal scheduled class time due to cancellation of class, you must notify supervisor that the class was cancelled.

### **Substance Abuse & Illicit Drug Use**

- Student employees are held to and are expected to understand the policies and resources regarding substance abuse and illicit drug use found in the Student Code of Conduct and Ethics at this link:  
[http://www.wittenberg.edu/administration/student\\_development/handbook.html](http://www.wittenberg.edu/administration/student_development/handbook.html)

### **Complaints Regarding Sexual Misconduct**

- Student employees are held to and are expected to understand the policies and resources regarding sexual misconduct and violence found in the Student Code of Conduct and Ethics at this link:  
[http://www.wittenberg.edu/administration/student\\_development/handbook.html](http://www.wittenberg.edu/administration/student_development/handbook.html)

### **Work-Related Injury**

- Student employees are covered by the State of Ohio Worker's Compensation Act and are eligible to receive benefits compensating them for injuries sustained in the course of employment.
- If injured while working, the student employee must notify the supervisor and the Office of Student Employment.
- If the injury requires immediate emergency treatment, the student should seek treatment immediately then follow up with an injury report.
- The Accident and Injury Report form can be found at [www.wittenberg.edu/studentemployment](http://www.wittenberg.edu/studentemployment).

### **Section 7. Community Partnership Program**

Through the Hagen Center Wittenberg allows local organizations and businesses to hire Wittenberg students in order to provide an intensive professional learning experience.

- Students participating in the Community Partners Program must follow all policies and procedures outlined as part of the Student Employment program.
- Students working for a member in the Off-Campus Community Partnership Program may utilize the Transportation Office on campus for free transportation to and from the employer.
- Rides are available Monday through Thursday from 8 a.m. to 6 p.m. and Fridays from 8 a.m. to 4 p.m.
- To schedule a ride, you must visit the Community Service located in the Hagen Center and complete the necessary paperwork.
- All rides must be scheduled 72 hours in advance, no exceptions.
- Travel time to and from the off-campus location is not considered hours worked and should not be recorded on the student time card.

### **Section 8. Summer Employment**

Students are permitted to work during summer break, but must submit a separate signed contract for each summer position.

- Students are permitted to work up to 37.5 hours per week during summer break, depending on availability and departmental budgets.
- Students must use the summer time card found on myWitt to enter hours worked.
- Incoming new students are eligible to work the summer before their first academic semester if they have paid their deposit.
- Graduated seniors are not eligible to continue employment after graduation.
- Students who are registered for less than 6 hours during the summer are not exempt from FICA taxes.