

**STUDENT EMPLOYMENT
HANDBOOK**

*for Student Employees
and Supervisors*

**OFFICE OF FINANCIAL AID
TAYLOR UNIVERSITY**

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INTRODUCTION

This publication was designed to provide student employees and their supervisors with pertinent information regarding Taylor University's student employment program. Included in this handbook are employment procedures, goals, and policy statements. The goal and policy statements were approved by the Administrative Cabinet and the Financial Aid Committee during February 1981.

The cooperation of students and supervisors is essential to provide an efficient and beneficial student employment program. Therefore, students and supervisors must abide by the policies and procedures outlined in this handbook. If students or supervisors have any questions or suggestions concerning the student employment program, please contact the Assistant Director of Financial Aid.

EMPLOYMENT GOAL STATEMENTS

The primary purpose of Taylor University's student employment program is to assist financially needy students in meeting their college expenses. Secondary purposes of the program are to provide students with meaningful work experiences that promote the development of responsible work habits and University departments with qualified student employees.

EMPLOYMENT POLICY STATEMENTS

- All student employment is to be coordinated through the Financial Aid Office (“FAO”). The FAO must authorize all students to work before they may start working.
- Students demonstrating financial need as determined by the FAO are to be given first priority in any student hiring.
- If no Federal Work Study (“FWS”) eligible students, as determined by the FAO, apply for an open position, then the supervisor may consider students who are not eligible for work through the FWS program. However, since other financial aid may be a factor it is important that the supervisor contact the FAO before making a hiring commitment to a student. If Federal Subsidized Stafford Loan is a part of the award it will be revised to Unsubsidized Stafford Loan to allow for FWS.
- If a student loses FAO authorization and is working in a Student Employee Skilled Position (as authorized by the Human Resources office), the student may continue in that position. However, if the student has been awarded Federal Subsidized Stafford Loan it will be revised to Unsubsidized Stafford Loan to allow for FWS.

Class attendance and academic progress are the first priority for students. To insure that the college education is foremost in the mind of the student employee, the student must be enrolled for a minimum of six credit hours per semester while in pursuit of a degree or program certification. Additionally, a student may not exceed 15 hours of work per week while classes are in session. Exceptions may be made on an individual basis at the discretion of the FAO.

STUDENT'S SECTION

Student Employment at Taylor University

At Taylor University, there are two components of the employment program, Federal Work-Study (FWS) and Taylor University Regular Employment (TURE). To work at the University, all students must first be authorized to do so by the FAO. Once authorized to work, it is the student's responsibility to locate a job on campus.

The Federal Work-Study Program

The primary purpose of the FWS program is to offer part-time employment opportunities for students with the greatest financial need, to enable them to pursue a course of study at Taylor University. Therefore, students authorized FWS receive first priority in student hiring on campus. Federal grants for FWS are given to the University which are then used to cover up to 75% of a student's wages. The remaining percentage of the student's wage is paid by the University.

Students who are authorized for FWS are not required to work. However, additional financial aid from the University will not be made available to cover the lack of a student's FWS earnings.

How to Apply for Federal Work-Study

The FAO determines students' eligibility for the FWS program annually by evaluating each student's specific financial need. To demonstrate financial need, a student must file a Free Application for Federal Student Aid (FAFSA) annually. When filing the FAFSA the FWS earnings are reported on FAFSA worksheet C and are ultimately deducted from total earnings. This may result in a lower federal student contribution. In addition to applying, a student must:

- 1) be accepted for enrollment at Taylor University,
- 2) be a United States citizen or be in the United States with permanent residence status,
- 3) take at least a half-time (6 credit hours) course load per term,
- 4) maintain satisfactory academic progress in courses taken.

Students who are authorized for FWS will be notified via a Financial Aid Award Notification.

The Taylor University Regular Employment Program

The primary purpose of the TURE program is to allow the FAO to authorize financially needy students to work who are not eligible for FWS. Secondary purposes are to authorize students to work who have certain skills that FWS students do not have or to work at jobs that are still available after FWS students have had ample opportunity to secure student employment on campus each semester.

Short-Term Employment

Short-term employment includes the following:

- 1) a student substituting for a regular employee,
- 2) a one-time project,
- 3) a student hired for a period of time that is less than an academic term.

Students desiring to work short-term employment must also be authorized to work by the FAO prior to working.

Summer Employment

There are various on-campus jobs available in the summer. When working during the summer, there are differing tax issues depending on your enrollment status. Please check with the Human Resources office for details.

Off-Campus Employment

From time to time, the FAO receives notices/calls regarding miscellaneous job openings off-campus. These job opportunities often are in the immediate community and include babysitting, mowing lawns, painting, etc. A few regular part-time jobs are also called in from surrounding communities each year. Such jobs are posted online and/or listed in the *News of the Day*. *Any student may pursue off-campus jobs without prior FAO approval.*

How to Locate Employment

Students who are looking for employment will access www.taylor.edu/admissions/finaid/fa_work_study.htm. This site lists available job openings on and off campus. Job information includes job title, description, number of openings, hours per week, and contact information.

Important: It is recommended that students authorized to work attempt to locate employment during the first few days after their arrival in the fall. It is not uncommon for a student to check into many openings listed on the website before they are able to secure student employment.

Pre-Work Requirements

Under the Immigration Reform and Control Act, all student employees must complete and have authorized an Employment Verification Form (I-9) in the Human Resources office. Therefore, students authorized for either FWS or TURE should visit the Human Resources office once they arrive on campus in the fall, bringing along the necessary documents. A list of required documentation options can be obtained by contacting the Human Resources office.

A student cannot work until s/he has been authorized by the FAO and all appropriate forms are fully completed and authorized by the Human Resources office.

Time Sheets

Student employees must fill out a time sheet for each two week working period. Each time sheet must be completed with (1) the student name, (2) the student's Taylor Student ID, (3) the actual time worked with hours totaled (4) the student's signature (5) and supervisor signature. Time sheets are to be turned in to the student's supervisor for approval and signature. The supervisor is responsible to turn in all student time sheets to the Human Resources office no later than 9 a.m. on Monday immediately preceding the student payday Friday. Time sheets are available in the Human Resources office.

Paychecks

The Human Resources office will mail student paychecks to their campus address every other Friday. Paychecks issued will reflect hours worked the previous two weeks.

Student Wages

General student pay rates currently begin at \$5.75 per hour. In addition, the student pay program is designed to recognize students for continuing years of service in the same position/department. Therefore, students will receive an additional 10 cents per hour for each year of employment in the same position/department.

At Taylor University we also often use student employees in roles that require more than standard student employment. Two areas that require special wage considerations are those students that work as Student Supervisors and those that work in Student Employee Skilled Positions. In order to maintain consistency in pay rate application, special criteria have been established to make wage determinations for those types of positions.

All Student Supervisor positions and Student Employee Skilled positions wage rates are to be pre-approved by the Human Resources office. Approval forms are available through the Human Resources office. All questions regarding qualifications, the assigning of pay rates, and this policy should be directed to the Human Resources office.

A specific time sheet is to be filled out for Student Supervisor work, as well as for Student Employee Skilled Position work. These time sheets are available through the Human Resources office. Only “non-student” supervisors or managers can sign student time sheets verifying correct rate of pay and correct position work and only then after the position has been approved. All rates are effective year round, including the summer months.

The following criteria have been established to be used to determine if a student is a Student Supervisor or working in a Student Employee Skilled Position, as well as what pay scale is to be used for that position.

Student Supervisors

Criteria

For a student employee to be considered a “Student Supervisor” the responsibilities of their position must include:

supervision of at least one other student and in addition,
at least one of the following job responsibilities:

- Hiring the student staff they supervise
- Administering disciplinary action with other students they supervise
- Scheduling the working hours of the student staff
- Being responsible for the training of other student staff
- Being responsible for overseeing the activities occurring in their area

The pay rate for a Student Supervisor is \$6.25/hr with an additional \$.10/hr for each year of employment as a Student Supervisor.

Student Employee Skilled Positions

Criteria

For a student to qualify for “skilled pay” as a student employee, the student must:

have specialized training or be in the process of receiving specialized training and, in addition, be working in one of the skilled positions listed on the next page.

Skilled Positions for Student Employees

<u>Position</u>	<u>*Pay Range</u>
<input type="checkbox"/> Special Web Publications Designer	\$11.50-12.50
<input type="checkbox"/> Application Analyst/Developer	\$11.50-12.50
<input type="checkbox"/> Graduate Program Teaching Assistant	\$11.50-12.50
<input type="checkbox"/> Music Lessons Instructor	\$10.00-11.00
<input type="checkbox"/> Escape to Reality Specialist	\$10.00-11.00
<input type="checkbox"/> Programmer	\$10.00-11.00
<input type="checkbox"/> Safety Officer/Lifeguard	\$ 7.00-9.00
<input type="checkbox"/> Grounds Equipment Specialist	\$ 7.00-9.00
<input type="checkbox"/> Life Guard	\$ 7.00-9.00
<input type="checkbox"/> Network Services Support Specialist	\$ 7.00-9.00
<input type="checkbox"/> Desktop Services Specialist	\$ 7.00-9.00
<input type="checkbox"/> Other Skilled Positions	\$ 6.25-7.50
Music Accompanists	
Science Researchers	
Lab Assistants (non-teaching)	
Athletic Trainers	
Coaching Assistants	
Sports Information Specialists	
Help Desk Analyst	
Telecommunications Technician	

*The pay rate for a student working in a skilled student employment position can vary based on the value of the skilled position, as well as the student's skill level when entering into the position. The student's pay rate is to fall within the range for the position, as listed above, in increments of \$.25/hr, including an additional \$.10/hr for each year of employment in that skilled position.

6/26/02

Taylor University Bill

Every student that has been authorized to work at Taylor University has signed a statement of his/her intent to use earnings for educational purposes. Students are encouraged to accept his/her financial responsibility. Therefore, students with charges due on their Taylor University bill should be using a major portion of their paycheck to pay the bill. Students who have overdue bills and are not using their earnings to help pay off the bill may not be allowed to return the following term unless the bill is paid through some other source.

Federal Regulations

Most of the aid that is awarded to Taylor students is federally funded. These programs include Federal Work-Study, Federal Perkins Loans, Federal Supplemental Education Opportunity Grants, Federal Pell Grants, and Subsidized Federal Stafford Loans. According to federal regulations, funds may not be awarded to a student in an amount which when combined with other sources available to the student would exceed the student's demonstrated financial need. Therefore, students with federal financial aid may not earn in excess of their maximum earnings authorization. **Note: All work in the Dining Commons or as a Personnel Assistant (PA) will count toward your FWS eligibility!**

Grievance Procedures

In the course of the working relationship, personnel problems may arise between supervisors and student employees. If a student employee has a problem with a supervisor, s/he should confront the supervisor directly in an attempt to rectify the problem. In the event that the problem cannot be resolved, the Assistant Director of Financial Aid should be notified of the situation. A conference may then be called between the Assistant Director of Financial Aid, the student employee, and/or the supervisor. Remember, supervisors have the authority to fire as well as to hire.

Student Responsibilities

Student employees at Taylor University are an integral part of the institution's operation. In fact, over \$1,000,000 is paid to student employees each year. Therefore, students need to take their job responsibilities seriously. Furthermore, satisfied supervisors can make excellent references for future jobs.

Before accepting a job each student should consider and understand:

- 1) the supervisor's expectations,
- 2) possible work and class schedule conflicts, and
- 3) potential evening or weekend hours to be worked.

After accepting a job, a student should be sure to:

- 1) perform up to the employer's expectations,
- 2) dress appropriately,
- 3) be on time for work,
- 4) be honest and trustworthy, and
- 5) as Paul says in Colossians, "Work heartily as unto the Lord," for He is, in fact, your true employer.

SUPERVISOR'S SECTION

How and Whom to Hire

Supervisors are reminded that the main purpose of the employment program at Taylor University is to enable financially needy students to pursue a course of study. Since all student employment is coordinated through the FAO, a supervisor may **not employ a student unless the**

student has been authorized to work by the FAO. Also, we must remember that academics are the priority of our students. Students may not work during any scheduled class time; therefore, we request that you verify their class schedule before determining their work schedule.

If a supervisor cannot locate an authorized student who has the skills and/or the schedule to fill a certain position, the Assistant Director of Financial Aid should be contacted to help locate an authorized student. If a qualified student still cannot be found, the supervisor may ask the Assistant Director of Financial Aid to authorize another qualified student to fill the position. Exceptions to the rule will be rare as authorized students with adequate skills and/or schedules can be located for practically every position. For example, a supervisor knows of only two students to fill a job opening: one student is **highly qualified** for the job but **has not been authorized by the FAO** to work, and the other student has **adequate skills** for the job and **has demonstrated a financial need and is authorized by the FAO** to work. The supervisor must hire the latter student, since s/he has been authorized employment to help pay his/her Taylor expenses.

At the beginning of each year the FAO will send a listing of students authorized to work via email to each department supervisor, manager or chair.

Advertising of Job Opportunities

During the summer and the course of the academic year, supervisors may wish to have specific job openings advertised. To do so, please post your job through Pro Shop Connections. Questions regarding posting of jobs should be directed to Kim Thacker. Job openings will be listed at www.taylor.edu/admissions/finiad/fa_work_study.htm.

Using this process provides a place for authorized students to locate employment more easily. Once the job has been filled, the supervisor is to remove the job posting from Pro Shop Connections.

Student Time Sheets

Student time sheets (see Appendix 1) are available in the Human Resources office. At the end of each pay period for each student time sheet, the supervisor must: (1) verify the hours worked, (2) verify the total hours worked, (3) enter the student's hourly rate of pay, and (4) sign and date the time sheet. **Due to the short processing time, you must bring all student time sheets to the Human Resources office no later than 9 a.m. on the Monday immediately preceding the student payday Friday.** Late time sheets will not be processed until the next pay cycle.

Student Wages

General student pay rates currently begin at \$5.75 per hour. In addition, the student pay program is designed to recognize students for continuing years of service in the same position/department. Therefore, students will receive an additional 10 cents per hour for each year of employment in the same position/department.

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<input type="checkbox"/> Programmer	\$10.00-11.00
<input type="checkbox"/> Safety Officer/Lifeguard	\$ 7.00-9.00
<input type="checkbox"/> Grounds Equipment Specialist	\$ 7.00-9.00
<input type="checkbox"/> Life Guard	\$ 7.00-9.00
<input type="checkbox"/> Network Services Support Specialist	\$ 7.00-9.00
<input type="checkbox"/> Desktop Services Specialist	\$ 7.00-9.00
<input type="checkbox"/> Other Skilled Positions	\$ 6.25-7.50
Music Accompanists	
Science Researchers	
Lab Assistants (non-teaching)	
Athletic Trainers	
Coaching Assistants	
Sports Information Specialists	
Help Desk Analyst	
Telecommunications Technician	

*The pay rate for a student working in a skilled student employment position can vary based on the value of the skilled position, as well as the student’s skill level when entering into the position. The student’s pay rate is to fall within the range for the position, as listed above, in increments of \$.25/hr, including an additional \$.10/hr for each year of employment in that skilled position.

6/26/02

Grievance Procedures

In the course of a working relationship, problems may arise between supervisors and student employees. Every possible effort should be made on the part of the supervisor to correct any problems with a student employee. In the event that the problem cannot be resolved, the Assistant Director of Financial Aid should be contacted and s/he will set up a conference with the student and/or supervisor. Supervisors are encouraged to follow these procedures before terminating a student's employment.

Supervisor's Responsibility to Student Employees

Once a student has been hired, there are several good personnel practices that are to take place in order for the new student employee to become familiar with his/her job responsibilities. Some of these practices are:

Orientation: When students are informed of the role and importance of their job, they will more likely take pride in their job and be more committed to their job responsibilities. Therefore, students will be informed of the role of the department in the total institutional picture. Additionally, students will be informed of the importance of their job in relation to what the department as a whole is to accomplish

Demonstration of skills and procedures: Before a student works, s/he is to be informed, in detail, what the job expectations are regarding dress, production, hours to be worked, etc. Additionally, on-the-job training by the supervisor may be necessary to help the student employee understand how to best fulfill the job requirements.

Learning through work: In addition to paying for their educational expenses through work opportunities, Taylor students can also learn and develop important job skills and good work habits, which are essential in employment situations after college. Therefore, supervisors are encouraged to make their student worker's work experience as educational and meaningful as possible.

SUMMARY OF RESPONSIBILITIES OF STUDENT EMPLOYEES AND SUPERVISORS

Students

1. Cooperate with the FAO regarding employment policies and procedures.
2. Maintain good academic standing.
3. Carry a minimum of 6 credit hours per term.
4. Apply for FWS and TURE through the FAO.
5. Complete proper paperwork in the Human Resources office.
6. Fill out time sheets each pay period.
7. On the average, work the recommended hours per week and do not earn more than the maximum earnings authorization as listed on the Financial Aid Award Letter.

8. Use employment earnings to pay off educational expenses, i.e. tuition, fees, room and board.
9. Demonstrate good work habits.

Supervisors

1. Cooperate with the FAO regarding employment policies and procedures.
2. Contact the FAO to advertise job openings during the year.
3. Only hire students who have been authorized to work by the FAO.
4. Do not allow students to begin work until they have completed proper paperwork in the Human Resources office.
5. Do not allow students to work more than their authorized level or to average more hours per week than their recommended work load.
6. Sign time sheets and turn them into the Human Resources office no later than 9 a.m. on the Monday preceding the student payday Friday.
7. Make your student worker's work meaningful and educational.

TIME Sheet Scan In here

Appendix 1

Pay Scale for Regular T.U. Employment and Federal Work-Study (on-campus)

HRS/WK	FIRST TERM (16 wks) \$5.75/hr	INTERTERM (4 wks) \$5.75/hr	SECOND TERM (16 wks) \$5.75/hr	ACADEMIC YEAR TOTAL
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3	\$ 276.00	\$ 69.00	\$ 276.00	\$ 621.00
4	\$ 368.00	\$ 92.00	\$ 368.00	\$ 828.00
5	\$ 460.00	\$ 115.00	\$ 460.00	\$1,035.00
6	\$ 552.00	\$ 138.00	\$ 552.00	\$1,242.00
7	\$ 644.00	\$ 161.00	\$ 644.00	\$1,449.00
8	\$ 736.00	\$ 184.00	\$ 736.00	\$1,656.00
9	\$ 828.00	\$ 207.00	\$ 828.00	\$1,863.00
10	\$ 920.00	\$ 230.00	\$ 920.00	\$2,070.00
11	\$1,012.00	\$ 253.00	\$1,012.00	\$2,277.00
12	\$1,104.00	\$ 276.00	\$1,104.00	\$2,484.00
13	\$1,196.00	\$ 299.00	\$1,196.00	\$2,691.00
14	\$1,288.00	\$ 322.00	\$1,288.00	\$2,898.00
15	\$1,380.00	\$ 345.00	\$1,380.00	\$3,105.00

A student's pay rate is designed to recognize the student for continuing years of service in the same position/department. Students will receive an additional \$.10 per hour for each year in the same position/department.

Appendix 2

[REDACTED]

It is the policy of Taylor University not to discriminate on the basis of race, national origin, or sex in its educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act and Title IX of the 1972 Education amendments. Inquiries regarding compliance may be directed to:

Vice President for Administration and Planning
Taylor University
236 West Reade Avenue
Upland, IN 46989-1001
(765)998-5203

or

Office of Civil Rights
Department of Health, Education and Welfare
Washington, D.C.

[REDACTED]

8/06