



TAYLOR
UNIVERSITY

STUDENT EMPLOYMENT

HANDBOOK

**for Student Employees
and Supervisors**

OFFICE OF FINANCIAL AID

TAYLOR UNIVERSITY

TABLE OF CONTENTS

	<u>Page</u>
Introduction.....	1
Employment Goal Statements.....	1
Employment Policy Statements.....	1,2
STUDENT’S SECTION	
Student Employment at Taylor University	2
The Federal Work-Study Program	2
How to Apply for Federal Work-Study.....	2
The T.U. Regular Employment Program.....	3
Short-Term Employment.....	3
Summer Employment.....	3
Off-Campus Employment.....	3
How to Locate Employment.....	3
Pre-Work Requirements	4
Time Sheets	4
Paychecks	4
Special Student Wages.....	4,5
Taylor University Bill	5
Federal Regulations	6
Grievance Procedures	6
Student Responsibilities.....	6
SUPERVISOR’S SECTION	
How and Whom to Hire	7
Advertising of Job Opportunities	7
Student Time Sheets	7
Special Student Wages.....	7,8,9
Grievance Procedures	9
Supervisor's Responsibility to Student Employees	9

Summary of Responsibilities of Student Employees and Supervisors..... 10

Appendix 1 - Pay Scale..... 11

Appendix 2 - Student Pay Periods/Timesheet Submission..... 12

Non-discrimination Statement..... 13

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

- Federal Work-Study (FWS) is awarded through the Financial Aid Office (FAO) based on FAFSA data each year. The Career Development Office handles an online website in which available job openings are posted. **Before** beginning work on campus all students must visit the Human Resources Office to complete an I-9 form and have it authorized. This is very important as you cannot be paid until this form is complete.
- Students demonstrating financial need as determined by the FAO are to be given first priority in any student hiring.
- If no 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 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, other financial aid may be revised.

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. 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 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 the online Financial Aid Award Notification.

The Taylor University Regular Employment Program (TURE)

The primary purpose of the TURE program is to allow the FAO to authorize 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 Career Development Office 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. *Any student may pursue off-campus jobs without prior FAO approval.*

How to Locate Employment

Students who are looking for employment will access the Career Development Office job search site and log in at <http://taylor.experience.com/er/security/login.jsp>

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 record and submit their hours to their supervisor for approval by 11 PM on the Sunday after the end of the two-week work period. The method by which the hours are recorded and submitted will be provided by the supervisor at the time of hire. Students will be directed by the supervisor at this time to contact the student payroll office in order to complete the appropriate forms and provide the appropriate form(s) of identification in order to be placed on student payroll. Students should not be expected to report to work until this process has been completed.

Paychecks

Student paychecks are available in the student payroll office in the Freimuth Administration Building every other Friday and are to be picked up by 3 pm. The paycheck issued will reflect hours worked for the previous two weeks. Direct deposit to the student bank account or the student's Taylor account is available and encouraged. Forms are available in the student payroll office.

Special Student Wages

Student Supervisor

This student is to receive Student Supervisor pay because he/she:

- Supervises at least one other student (**this must be checked**) and has one of the following job responsibilities (**must have a least one checked**):
 - Hires the student staff s/he supervises
 - Administers disciplinary action with other students s/he supervises
 - Schedules the working hours of the student staff
 - Trains other student staff
 - Oversees the activities occurring in the area

[The pay rate for a Student Supervisor is \$7.65 with an additional \$.10/hr for each year of employment as a Student Supervisor. Time should be reported on Tower's online time sheet]

Skilled Student Employee

This student qualifies for student "skilled pay" because he/she (**both must be checked**):

- has specialized training or is in the process of receiving specialized training
- is working in one of the skilled positions listed below

<u>Position</u>	<u>Pay Rate/Hr</u> 09-10
<input type="checkbox"/> Graduate Program Teaching Assistant	\$11.50-12.50
<input type="checkbox"/> Web Designer/Developer	\$10.00-12.50
<input type="checkbox"/> Application Analyst/Developer	\$10.00-12.50

<u>Position</u>	<u>Pay Rate/Hr</u> 09-10
<input type="checkbox"/> Student Network Engineer	\$10.00-12.50
<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	\$7.25-9.00
<input type="checkbox"/> Grounds Equipment Specialist	\$7.25-9.00
<input type="checkbox"/> Life Guard	\$7.25-9.00
<input type="checkbox"/> Network Services Support Specialist	\$7.25-9.00
<input type="checkbox"/> Desktop Services Specialist	\$7.25-9.00
<input type="checkbox"/> IT Technicians (Computing Services, Network Services, Client Services)	\$7.25-10.50
<input type="checkbox"/> Other Skilled Position _____	\$7.25-7.50

[The pay rate for “skilled pay” 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. Time should be reported on Tower’s online time sheet]

Taylor University Bill

Every student who 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 their financial responsibility. Therefore, if a student has an outstanding balance due on his/her student account that is unresolved by other financial aid or private payments, he/she should be utilizing federal work study earnings to pay toward their account. A student can enroll in the FWS payment plan to authorize earnings be applied as payments to the student account. If interested the student must contact the Bursar to initiate enrollment in this plan and must have begun employment before enrollment can be completed. Any student who has a past due account and is not using FWS earnings to help pay off the account balance 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 Career Development. Questions regarding posting of jobs should be directed to Kim Thacker. Job openings will be listed at the Career Development Office eRecruiting website <http://taylor.experience.com/er/security/login.jsp> .

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 the Career Development web site.

Student Time Sheets

Student employees must record and submit their hours to their supervisor for approval by 11 PM on the Sunday after the end of the two-week work period. The method by which the hours are recorded and submitted will be provided by the supervisor at the time of hire. Students will be directed by the supervisor at this time to contact the student payroll office in order to complete the appropriate forms and provide the appropriate form(s) of identification in order to be placed on student payroll. Students should not be expected to report to work until this process has been completed.

Special Student Wages

General student pay rates currently begin at \$7.25 per hour. In addition, the student pay program is designed to recognize students for continuing years of service 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 who work as Student Supervisors and those who 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.

Student Supervisor

This student is to receive Student Supervisor pay because he/she:

- Supervises at least one other student (**this must be checked**) and has one of the following job responsibilities (**must have a least one checked**):
- Hires the student staff s/he supervises
- Administers disciplinary action with other students s/he supervises
- Schedules the working hours of the student staff
- Trains other student staff
- Oversees the activities occurring in the area

[The pay rate for a Student Supervisor is \$7.65 with an additional \$.10/hr for each year of employment as a Student Supervisor. Time should be reported on Tower’s online time sheet]

Skilled Student Employee

This student qualifies for student “skilled pay” because he/she (**both must be checked**):

- has specialized training or is in the process of receiving specialized training
- is working in one of the skilled positions listed below

<u>Position</u>	<u>Pay Rate/Hr</u> 09-10
<input type="checkbox"/> Graduate Program Teaching Assistant	\$11.50-12.50
<input type="checkbox"/> Web Designer/Developer	\$10.00-12.50
<input type="checkbox"/> Application Analyst/Developer	\$10.00-12.50

<u>Position</u>	<u>Pay Rate/Hr</u> 09-10
<input type="checkbox"/> Student Network Engineer	\$10.00-12.50
<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	\$7.25-9.00
<input type="checkbox"/> Grounds Equipment Specialist	\$7.25-9.00
<input type="checkbox"/> Life Guard	\$7.25-9.00

- | | |
|---|--------------|
| □ Network Services Support Specialist | \$7.25-9.00 |
| □ Desktop Services Specialist | \$7.25-9.00 |
| □ IT Technicians (Computing Services, Network
Services, Client Services) | \$7.25-10.50 |
| □ Other Skilled Position _____ | \$7.25-7.50 |

[The pay rate for “skilled pay” 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. Time should be reported on Tower’s online time sheet]

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. Complete and submit online time sheets each pay period by 11 PM on the Sunday following the end of the work 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. Advertise job openings online through Career Development.
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. Approve online time sheets no later than the Monday following the end of the work period.
7. Make your student worker's work meaningful and educational.

2009-10

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

HRS/WK	FIRST TERM (16 wks) \$7.25/hr	INTERTERM (4 wks) \$7.25/hr	SECON DTERM (16 wks) \$7.25/hr	ACADEMIC YEAR TOTAL
---------------	--	--	---	----------------------------

3	\$ 326.00	\$ 87.00	\$ 326.00	\$ 739.00
4	\$ 435.00	\$ 116.00	\$ 435.00	\$ 986.00
5	\$ 544.00	\$ 145.00	\$ 544.00	\$1,233.00
6	\$ 653.00	\$ 174.00	\$ 653.00	\$1,480.00
7	\$ 761.00	\$ 203.00	\$ 761.00	\$1,725.00
8	\$ 870.00	\$ 232.00	\$ 870.00	\$1,972.00
9	\$ 978.00	\$ 261.00	\$ 978.00	\$2,217.00
10	\$1,088.00	\$ 290.00	\$1,088.00	\$2,466.00
11	\$1,196.00	\$ 319.00	\$1,196.00	\$2,711.00
12	\$1,305.00	\$ 348.00	\$1,305.00	\$2,958.00
13	\$1,414.00	\$ 377.00	\$1,414.00	\$3,205.00
14	\$1,523.00	\$ 406.00	\$1,523.00	\$3,452.00
15	\$1,631.00	\$ 435.00	\$1,631.00	\$3,697.00

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 I

Timesheet Submission: Mondays. Students can submit their timesheets on the last day they work during the pay period; they do not have to wait until Sunday to submit the timesheet to the supervisor for approval. Supervisors can then approve it at any time before noon on Monday. Monday is the deadline but Supervisors do not have to wait until Monday if your worker has finished their part. If you are not available to approve the worker's timesheet, then please remember to set up a proxy. ***If it is not approved by the deadline, the worker will not be paid that Friday.*** Sorry but no exceptions will be made due to our timeframe to meet the payroll deadline.

Academic Year: 2009-2010	Actual Work Period Begins:	Actual Work Period Ends:	Web / Dept Timesheet Entry Begin Date:	Web Timesheet Entry End Date:	Must be entered by:	Pay Date:
		8/23/2009	9/5/2009	8/23/2009	9/6/2009	11:00 PM
	9/6/2009	9/19/2009	9/6/2009	9/20/2009	11:00 PM	9/25/2009
	9/20/2009	10/3/2009	9/20/2009	10/4/2009	11:00 PM	10/9/2009
	10/4/2009	10/17/2009	10/4/2009	10/18/2009	11:00 PM	10/23/2009
	10/18/2009	10/31/2009	10/18/2009	11/1/2009	11:00 PM	11/6/2009
	11/1/2009	11/14/2009	11/1/2009	11/15/2009	11:00 PM	11/20/2009
	11/15/2009	11/28/2009	11/15/2009	11/29/2009	11:00 PM	12/4/2009
	11/29/2009	12/12/2009	11/29/2009	12/13/2009	11:00 PM	12/18/2009
	12/13/2009	12/26/2009	12/13/2009	12/27/2009	11:00 PM	12/31/2009
	12/27/2009	1/9/2010	12/27/2009	1/11/2010	11:00 PM	1/15/2010
	1/10/2010	1/23/2010	1/10/2010	1/25/2010	11:00 PM	1/29/2010
	1/24/2010	2/6/2010	1/24/2010	2/8/2010	11:00 PM	2/12/2010
	2/7/2010	2/20/2010	2/7/2010	2/22/2010	11:00 PM	2/26/2010
	2/21/2010	3/6/2010	2/21/2010	3/8/2010	11:00 PM	3/12/2010
	3/7/2010	3/20/2010	3/7/2010	3/22/2010	11:00 PM	3/26/2010
	3/21/2010	4/3/2010	3/21/2010	4/5/2010	11:00 PM	4/9/2010
	4/4/2010	4/17/2010	4/4/2010	4/19/2010	11:00 PM	4/23/2010
	4/18/2010	5/1/2010	4/18/2010	5/3/2010	11:00 PM	5/7/2010
	5/2/2010	5/15/2010	5/2/2010	5/17/2010	11:00 PM	5/21/2010
	5/16/2010	5/29/2010	5/16/2010	5/31/2010	11:00 PM	6/4/2010

Appendix 2



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:

Associate Vice President — Human Resources
Taylor University
236 West Reade Avenue
Upland, IN 46989-1001
(765)998-4625

or

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