



PAYROLL OFFICE

**STUDENT  
EMPLOYMENT  
HANDBOOK**

**2012 Summer  
2012-13 Academic Year**

One College Avenue  
Grantham, PA 17027  
(717) 766-2511

*(Revision Date: 05/02/12)*

## Welcome

The Payroll and Financial Aid Offices would like to extend a warm welcome to you in your joining our working community or continuing your employment at Messiah. We hope that you find employment here very rewarding and wish you to have a job experience that meets or exceeds your goals and expectations.

As part of the Messiah community, the Payroll and Financial Aid Offices want to meet your needs and expectations as well. During your time as an employee, the Payroll Office will be available to answer questions that you may have. Feel free to contact the Payroll Office by e-mail at:

Contact: Belinda Conrad, Student Employment Coordinator  
Email: [Payroll@messiah.edu](mailto:Payroll@messiah.edu)  
WWW: <http://www.messiah.edu/offices/business/payroll/>  
Phone: 717.766.2511 x.2900  
Office: Old Main 111 (inside the Business Office on Grantham Campus)  
Mail: Payroll Office, PO Box 3011, One College Avenue, Grantham, PA 17027

Additionally, the Student Financial Aid Office is available with questions pertaining to federal, institutional, and international work and the financial aid package. The Student Financial Aid Office can be contacted at:

Contact: Michael Strite, Associate Director of Financial Aid  
Email: [FINAID@messiah.edu](mailto:FINAID@messiah.edu)  
WWW: [http://www.messiah.edu/offices/financial\\_aid/](http://www.messiah.edu/offices/financial_aid/)  
Phone: 717.691-6007  
Office: Old Main Basement (on Grantham Campus)  
Mail: Financial Aid Office, PO Box 3006, One College Avenue, Grantham, PA 17027

## Overview

The Student Employment Handbook is compiled by the Payroll Office and is made available to student employees and departmental supervisors annually. This handbook is an important source of many aspects of the student employment process and the student work programs—applying for a job, accepting appointments, performing work duties, receiving pay for work performed, and ending job assignments.

Both students and supervisors are asked to review and become familiar with all aspects of the student employment process, as there will be accountability to the content within this handbook. In the event that this handbook does not provide an answer to one or more questions, please feel free to contact the Student Employment Coordinator in the Payroll Office or the Financial Aid Office.

*Messiah College does not discriminate on the basis of gender, race, color, age, disability, or national or ethnic origin.*

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## **The Federal Work-Study Program**

The Federal Work-Study (FWS) program was authorized by the Higher Education Act of 1965 and has been amended in subsequent federal legislation. The purpose of the program is to provide employment for students who have demonstrated financial need and must work to earn money to pursue their education. Messiah College applies annually for federal funds which provide up to 75% of the total wages paid to the student. The remaining 25% of the student's earnings are paid by either the postsecondary institution receiving the Federal Work-Study allocation, or by cooperating off-campus agencies with which the College may have a working agreement for this purpose.

In order to assist more students with Work-Study opportunities, Messiah College applies additional institutional funds to the federal funds received. The institutional share varies from 50% to 70% in any given year.

**Federal Work-Study earnings are subject to applicable taxes and must be reported on applicable income tax forms.** Earnings received are to be used to pay educational expenses, as communicated on the Free Application for Federal Student Aid (FAFSA) form and by the Financial Aid Office.

## **Institutional Work Program**

Messiah College has also placed a significant amount of money into its own institutional work program. A student does not have to be considered as having financial need to participate in this program. This benefits students who do not demonstrate financial need via the standard need analysis formula, gives additional students the opportunity to obtain a work assignment on campus, and allows more student employees to be available to meet needs across campus. The Institutional Work program is identical to the Federal Work-Study program in terms of wage rates, scheduled hours, available jobs, etc.

**Institutional Work assignment earnings must be reported on financial aid applications (i.e., FAFSA). These earnings are also subject to applicable income taxes and must be reported on applicable income tax forms.** Earnings received are not required to be used to pay educational expenses.

## **International Student Work Assignments**

International students who are allowed to work by law, may only be entitled to work at Messiah College (typically determined by visa type). These students will receive communication from both International Student Recruitment and International Student Programs regarding student employment opportunities. The Student Employment Office works closely with both of these offices to determine job assignments. International students, by law, may not exceed 20 hours per week. Other conditions specific to international student employment are outlined within this handbook.

## **Work Eligibility**

### General Work Requirements

1. The student must be eligible to work in the United States. This eligibility is confirmed via the I-9 Form (Employment Eligibility Verification Form) discussed later.
2. Any international student not having been issued a social security number should coordinate with the Office of Multicultural Programs to obtain a social security number. International students are allowed to work temporarily without issuance of a social security number, but must have received one by the deadline established by that office. When the social security number is received, the student should promptly notify the Office of Multicultural Programs and the Payroll Office.
3. The student must be enrolled at Messiah College on at least a half-time basis (i.e., one-half of the minimum credits required to be considered a full-time student). Students in their final semester before graduation must be enrolled in at least the minimum number of credits required for graduation.
4. Students may work during the summer in a student employment role, if the student met the half-time requirement for the preceding spring semester AND is planning to meet the requirement for the following fall semester. First-time students may begin work the summer preceding starting coursework at the College, but may not live in on-campus housing. Graduated students generally are NOT eligible for work assignments AFTER their graduation from the College.
5. The student must be capable of maintaining satisfactory academic progress in a course of study, as defined by approved academic guidelines, and available within the Registrar's Office.
6. Students who will be returning to classes after a College-established vacation/break period may work a full time assignment during the vacation/break period.

### Graduate Student Employment Requirements

Opportunities for graduate students to be employed by Messiah College are limited to the Grantham campus. When funds and positions are available, work study assignments can be awarded to graduate students. To be considered for a work study position you must meet the following conditions: (1) Degree seeking, (2) Enrolled full time, and (3) Available to work at the Grantham campus (hours vary with assignment).

### Federal Work-Study Requirements

The Financial Aid Office assumes the responsibility to make work awards consistent with federal regulations and coordinate them with other financial assistance programs. More information is available in the Financial Aid website at: [http://www.messiah.edu/offices/financial\\_aid/](http://www.messiah.edu/offices/financial_aid/).

1. If the student demonstrates financial need as determined by the Free Application for Student Financial Aid (FAFSA), the student can be offered a Federal Work-Study assignment. If the student does not demonstrate financial need, the student could be offered an Institutional Work assignment.
2. The student must be a U.S. citizen or eligible non-citizen to be eligible for the Federal Work-Study Program.

## What Types of Work Opportunities Are Available?

During the academic year, numerous federal and institutional work assignments are available on campus in various areas such as dining services, campus events, facility services, various administrative offices, etc. All employment/work assignments should occur at Grantham or Philadelphia Campus or the Harrisburg Institute, with the exception of internships, for which the assignment must be located in Pennsylvania.

Position descriptions for on-campus jobs are created by the hiring department and maintained in the Payroll Office. The Payroll Office will work with departments/supervisors to regularly review and update the position descriptions. Position descriptions are currently made available upon request.

Generally, students do not work more than 10 hours per week during the academic year while classes are in session. However, weekly schedules may range from 5 to 20 hours depending on the student's class schedule, the amount of work available, and the size of the approved work allocation. Students must not exceed a grand total of 20 hours per week for all work assignments during periods in which class is in session. Financial Aid typically establishes a work allocation award for the full academic year and based upon an average of 10 hours per week over a 30-week period (15 weeks fall semester, 15 weeks spring semester). The amount of work assignment dollars allocated is not a guaranteed earnings amount, but rather an estimation of earnings.

Students are strongly encouraged to work with the supervisor to set up a regular work schedule, working the same number of hours per week. This type of schedule allows students to pace work, and therefore earnings, over the entire year.

## Summer Employment Opportunities

Some on-campus jobs are also available during the summer, generally as institutional work assignments, although job opportunities during the summer are more limited. All employment/work assignments should occur at Grantham or Philadelphia Campus or the Harrisburg Institute, with the exception of internships, for which the assignment must be located in Pennsylvania. Summer employment typically provides full-time, 40-hour-per-week assignments, although this is not a requirement. In addition, summer student employment has some specific items that are outlined elsewhere in this handbook, such as:

- ✓ Rate of pay and non-cash housing compensation
- ✓ Taxability of housing based upon job requirements
- ✓ Eligibility for up to two (2) weeks of unpaid vacation, depending upon length of assignment. This vacation time may be used, if approved by the supervisor, to cover unpaid sick time

## Applying for a Student Work Assignment

Students may request, or be selected for a job assignment, in various ways:

1. Application on File → students complete an *optional* Student Employment Application to be maintained in the Payroll Office. Departments/Supervisors will be able to access and review applications on file to aid in the selection process.
2. Student-Initiated Search → students may contact departments on campus regarding any job openings.
3. Department-Initiated Search → departments will, at times, request student employees for a position within the department. In these cases, departments may choose to review available student employment applicants to select one or more applicants for review and/or hiring into the job assignment. Departments will contact students directly.

4. Web-Initiated Search (not yet available at time of publication) → supervisors and students will be able to access a common job posting site where supervisors will post job openings and students will be able to review and reply to jobs of interest.

## **Notification of a Work Assignment**

Eligibility for a work assignment is not a guarantee of employment. For first-time assignments, if a student applicant is found to be eligible for a work assignment, and a work assignment is available, both the student and the department will receive notification from the Student Employment Coordinator. Notifications for students beginning a work assignment at the start of the academic year are typically made during the summer that precedes the academic year—between July 1 and the start of fall semester classes. Notifications for students beginning a work assignment at the start of the summer are typically made by approximately May 1. Students receiving a job assignment at any other time will generally receive notification on a rolling basis after the assignment has been requested and approved. Generally students are notified of their eligibility for the academic year program during the summer preceding the academic year in question. Subsequent job assignments do not currently require evaluation and approval by the Student Employment Coordinator.

## **Accepting a Work Assignment**

Students who are assigned to a job assignment are required to accept the work assignment—by the date specified by the Student Employment Coordinator—via the job acceptance form which is available via Self-Service. Failure to accept a work assignment may result in a forfeiture of the work assignment.

## **Beginning a Work Assignment**

### **New Student Employees**

All students who plan to begin student employment for the first time are required to complete and submit various forms to be authorized to begin a work assignment. Any student who is considering beginning student employment is encouraged to review these forms as well. Students beginning work at the start of a semester should plan to complete the required paperwork prior to arrival on campus and bring the required documentation to campus to avoid delays in beginning a work assignment.

A student may not begin a work assignment without the following:

- ✓ Valid Social Security Number (*exception: international students applying for card at time of arrival*)
- ✓ I-9 Employment Eligibility Verification (*ORIGINAL verifications documents for List A OR for List B and C are required; photocopies are not accepted*)
  - May have up to three (3) working days to provide verification documents
- ✓ HR Employment Forms Packet
  - Students and supervisors will be notified if these forms are not completed *by the pay date of the first scheduled payroll*

In addition to the forms listed above, the following forms are required of all student employees by the timesheet deadline of the first scheduled payroll:

- ✓ W-4 Employee Withholding Allowance Certificate (*federal tax withholding*)
- ✓ Residency Information Form (*local tax withholding*)

Finally, direct deposit is available to all student employees. Students interested in direct deposit must complete the Direct Deposit Authorization Form. Currently, over 75% of Messiah student employees are paid via direct deposit. Even though it is not required to have your pay directly deposited into your bank account, there are a number of benefits to having funds deposited directly into a bank account:

- ✓ your check will not get lost in the mail
- ✓ you will have immediate access to your pay
- ✓ there will be no delay in receiving your pay when you go home for the summer or for breaks
- ✓ you avoid check replacement fees for lost checks

To avoid any payroll processing delays, the Payroll Office encourages that all required forms be completed by the first day of employment, whenever possible.

For students beginning work in the fall semester, the Payroll Office will communicate the availability of the applicable employment and payroll forms for completion during the summer months. The Payroll Office staff will also be available during Fall Welcome Week to assist with completion of the required forms and answer any student employment questions. Students will be able to obtain and/or complete all the required student employment paperwork at this time. Students needing to complete the I-9 form should plan to visit the Payroll station during this time to complete your work authorization. Please be sure to review the I-9 form to see what types of ID documentation you will need to bring with you. For detailed information on date, time and location, please refer to the Fall Welcome Week information and schedule.

In limited cases, individual departments may be authorized by the Payroll Office to be able to aid in the completion of the required Payroll paperwork, including the I-9 verification. Departments who have been authorized will communicate this arrangement with their student employees.

For students completing the required paperwork prior to arrival, for students unable to visit the Fall Welcome Week station, for students hired at other times throughout the year, or for students who need to make changes to previously-submitted paperwork, please visit the Payroll Office and/or visit the Payroll Office website for student employment information and the necessary forms.

### **Continuing Student Employees**

Students who have worked previously as a student employee need not complete the new hire paperwork identified for new student employees. However, continuing student employees must complete new paperwork for items such as a name change, address change, or to re-certify eligibility in the event of expired work authorization documents on a prior I-9 form.

Continuing student employees should maintain a copy of the *Student Employment Work Authorization Card* to present to the employment supervisor each subsequent academic year and/or summer. More detailed information on this card is provided later in this document.

### **Student Employees Returning to Work After a Break in Service**

Student employees are evaluated as continuing employees—from one academic year to the next—so long as the student remains continuously enrolled as a student during the break in work. Whether or not the assignment to which the student is returning is the same as the prior assignment does not exempt an employee from this requirement. Work during the summer term is not required to be considered a continuing employee.

Employment law requires all employees who have a break in service to re-verify employment eligibility by completing/updating the I-9 information on file with the Payroll Office. Students **MUST** bring originals of the employment verification documents to the Payroll Office prior to beginning the work assignment.

### **Student Single (One-Time) Payments**

There are occasions where departments need to utilize a student's assistance in a one-time work assignment that is outside of the standard work study assignments. To be in compliance with employment law, these workers generally must follow the same requirements as new student employees. One exception is that the full I-9 form, not just Section 1, must be completed prior to performing the required work. Departments must not allow students to perform work without the required forms.

The Payroll Office maintains electronic copies of all forms on the Payroll website. Therefore, the supervisor may download and print out forms for the student's completion prior to the work assignment. Printed copies of these forms are also maintained in the Payroll Office. Students performing work in one-time assignments will also be issued the *Student Employment Work Authorization Card*. Departments should, at no time, have a student work without the required forms having been completed. To be prepared for situations where the work to be performed may be requested with limited advanced notice, departments should consider maintaining a "temp pool" of one-time workers so that the required documents can be completed in advance.

Any forms completed by the student and submitted to the supervisor must be forwarded to the Payroll Office for filing.

Ongoing assignments should not be paid via multiple One Time Payment forms, but rather through requests for work study students

Payment for students completing one-time assignments is requested via the *Request for Single Student Payment* form that is available on the Payroll website. Students completing these assignments should **NOT** complete a standard student timesheet. Processing and paying one-time student payments **MUST** follow the regular payroll schedule. In other words, work performed during a pay period should be submitted on a one-time pay to payroll following the regular payroll deadlines.

### **Student Employment Work Authorization Card**

To assist the College and the individual hiring departments in following required employment law, each student employee will be issued a *Student Employment Work Authorization Card* upon completion of the required paperwork. Students must present this authorization card to the hiring supervisor prior to commencing work. It is the responsibility of both the student employee and the supervisor to confirm that the required paperwork has been completed by the required deadlines.

BOTH students returning to the same department in a subsequent academic year or summer AND students changing job assignments within an academic year or summer must show the Student Employment Work Authorization Card to the student's supervisor.

In the event that an authorization card has been lost, the Payroll Office can reissue a card to the student. Additionally, in the interim until a replacement card is issued, a department/supervisor may contact the Payroll Office to confirm work eligibility.

### **Reasonable Accommodations due to Disability**

Messiah College is committed to complying with The Americans with Disabilities Act and will make reasonable modifications or accommodations for any student with a professionally-diagnosed disability. Students requesting such accommodations are encouraged to contact the Student Employment Office who will subsequently work with Office of Human Resources, the Office of Disability Services, and the department(s) employing the student to determine any need for accommodations.

### **Student Employee's Rights**

Your rights as a student employee:

- To be treated fairly and equitably by your supervisor and Messiah College
- To know what is expected of you concerning your work schedule, duties, and other requirements made by the supervisor
- To be informed about your work performance through verbal communication and performance evaluations
- To be able to contact the Student Employment Coordinator to express issues/concerns related to your employment
- To be paid for all hours worked

### **Student Employee's Responsibilities**

As a student employee, you make a commitment to Messiah College and your hiring manager that you will perform your job duties assigned to you to the best of your abilities. Student employee positions are real jobs and should be treated as such. Consider your job an opportunity for professional development and an excellent occasion for you to build skills outside the classroom. In addition, your department supervisor can later serve as an employment reference.

In addition to the policies/responsibilities listed in this Handbook, individual departments may have supplemental department-specific policies. In the event of any disagreement between policies, the Student Employment Handbook will take precedence.

#### **Attendance and Work Schedules**

Students are hired as part-time, temporary employees and should be scheduled as such. We rely on the management skills of supervisors and the good judgment of student employees to take all factors into

consideration when establishing work schedules. Supervisors and students should insure that academic pursuits remain the top priority.

- The student employee must arrange a suitable working schedule with the supervisor.
- No student employee can work during time scheduled for class or more than 20 hours per week during the academic year.
- Student employees should not work more than their awarded hours. Students who are hired under the Federal Work Study Program risk having some of their other aid reduced if they work over this allocation.
- Report to work on time when you are scheduled to work and let your supervisor know when you arrive for work.
- If you need to miss work for any reason, request permission from your supervisor in advance.
- In case of an emergency, contact your supervisor as soon as you know you will miss work. Notification should be received 24 hours in advance, whenever possible.
- Making up time for excused absences is at the discretion of the supervisors.
- The student employee and supervisor may jointly revisit and revise a work schedule, as needed.
- Although the on-campus job is supervised by the College, it is still a job and carries all the responsibilities of an employment situation. Once a student accepts a job, the student is expected to keep it throughout the semester. Students terminating a job assignment during the semester may be ineligible for a new assignment until the subsequent semester. If a student must terminate a job for any reason, two (2) weeks notice should be given to the supervisor. A Student Employment Resignation/Termination form is available from the assignment supervisor or the Payroll Office.

### **Attitude**

- Supervisors count on student employees to work and need for the student to act in a professional manner concerning all aspects of your work.
- Always perform your assigned duties to the best of your ability.
- Listen carefully to what others are saying.
- Give clear and polite responses to:
  - Other students
  - Messiah College employees
  - Visitors
- Respond positively to constructive criticism.
- Make the effort to establish good working relationships with the supervisor and other co-workers, including other student employees.
- Always follow Messiah College and departmental policies and procedures.

### **Competency**

- Follow instructions correctly and completely.
- If instructions are not clear, ask for clarification in order to complete each task accurately.
- If you are not able to complete an assignment because you don't have the skills or training necessary, tell your supervisor immediately.

### **Appearance and Dress**

- You represent Messiah College and as such, it is important that you dress appropriately for your job. Your supervisor should provide you with specific guidelines regarding dressing for the job. Student employees are expected to follow the dress code policy established by the student employee's department. In the absence of a departmental dress code policy, the acceptable dress code is defined

to be business casual. If you are unsure about the appropriate attire for your job, please ask your supervisor for specific information.

### **Conditions of Employment**

- Follow the policies of the College and the department in which you are working.
- Enroll in a minimum of one-half the minimum full-time load (at least six credits during the term).
  - *Exception: Students in their final semester before graduation must be enrolled in at least the minimum number of credits required for graduation.*
- Maintain satisfactory academic progress as defined by the College.
- Student employees are temporary, hourly employees who are hired on an as-needed basis. Messiah College makes every effort to employ as many students as possible, but there is no guarantee that a student will find a position.
- Students, as at-will employees, may be terminated at any time during the term, academic year or summer.

### **Confidentiality**

Confidential information includes:

- Student Records (e.g. course grades, GPA, class schedules, cumulative academic records, transcripts)
- Financial information (e.g. student accounts, financial aid records, donor or parent financial data, bank and credit account numbers, credit histories, tax return data)
- Disciplinary information
- Social Security number or student number
- Address and phone numbers
- Other personal information

*DO NOT* release or share confidential information about other students, parents, employees, guests, donors or applicants with anyone, including family members, either by phone or in person. Unauthorized release of confidential information is a serious violation of federal laws, including the Family Rights and Privacy Act (FERPA) and the Gramm-Leach-Bliley Act. Respect the records as if they contained your own personal information.

*DO NOT* discuss department issues with others.

*DO NOT* remove files or other materials from the work place.

A breach of such confidentiality or any act of dishonesty may be just cause for your immediate dismissal.

### **Personal Business and Cell Phones**

While at work you are expected to concentrate on your work. The following behaviors are not acceptable in the work place and do not reflect a strong and committed work ethic:

- Extended personal phone calls, accepting excessive personal calls (via a desk phone or your own cell phone), and/or use of instant messaging while working
- Having friends drop by for visits to the workplace
- Conducting personal business such as paying bills during work
- Reading/writing personal emails, blogging, texting, twittering, or joining chat rooms while working

In addition, you need to check with your supervisor as to whether or not it is acceptable for you to have a cell phone in the work place. Due to matters of confidentiality, your supervisor has the right to determine that cell phones are not appropriate in the work place.

## **Job Changes**

A student cannot change jobs during the semester/summer without first securing permission from the current supervisor and in coordination with the Payroll Office. Initial acceptance of the work assignment indicates that the student is willing to keep that particular job for the entire semester/summer. Students who begin and subsequently quit a Student Employment job prior to the end of the semester/summer without the approval of the supervisor and/or the Payroll Office may be ineligible to obtain another work assignment for the subsequent semester.

Students who are interested in changing work assignments in a subsequent year, should contact the Student Employment Coordinator in the Payroll Office. Students may also communicate with individual supervisors within the desired department to obtain details of the job assignment. These contacts should be made and completed by March/April to facilitate the job assignment process for the upcoming academic year.

Note that supervisors in the various departments can also request the students that they want to have work for them the next year. The Payroll Office works very closely with the department supervisors in the placement of students so it is very important that student-supervisor communications occur in a timely fashion—typically by late March for upcoming academic year assignments.

## **Job Terminations**

Generally, students who are employed in an assignment will be given the opportunity to continue in that assignment in a subsequent year. Exceptions to this general rule include reasons not limited to an academic schedule conflict, a departmental staff restructuring, or a disciplinary process. Student employees are employed at will and are NOT guaranteed a job assignment for any specified length of time.

The Financial Aid and/or Payroll Office may terminate a student's job for any of the following reasons:

1. The student is no longer enrolled and attending classes (e.g., withdrawal, suspension, medical leave)
2. The student has earned the authorized amount. For example, if the student has been granted \$2,250 in Federal Work-Study funds, the student's employment will be terminated once the \$2,250 has been earned.
3. Financial aid received subsequent to obtaining a work-study job (state or local scholarships, etc.) has changed the student's eligibility to receive work-study funding.

Below are examples of behaviors that will result in disciplinary action, including the possibility of immediate dismissal by the supervisor/department and/or the Payroll Office. Eligibility for future job assignments will be evaluated based upon the reason for termination from an assignment.

1. Excessive tardiness or absences without a legitimate excuse
2. Sloppy or unclean appearance
3. Carelessness or lack of attention that results in injury to property, person, or public relations
4. Inappropriate conduct including profanity, physical violence, sexual misconduct and harassment
5. Discourtesy or failure to work harmoniously with fellow employees
6. Breach of confidentiality
7. Theft
8. Being under the influence of drugs or alcohol

9. Falsification of time reports
10. Incompetence or poor attitude on the job
11. Willful misconduct

### **Disciplinary Process**

In the event of a behavioral, disciplinary, or similar issues, the supervisor/department, student employee, and Payroll Office, will follow the steps outlined below:

1. **FIRST OCCURRENCE** → The student is given a verbal warning by his or her supervisor. The supervisor discusses the problem with the student and suggests ways of improvement during a specified time period. The Student Employee Disciplinary Notification Form should be completed by the supervisor and a copy sent to the Payroll Office.
2. **SECOND OCCURRENCE** → If the problem still exists after the specified time period elapses, the supervisor conducts a disciplinary interview with the student worker. The Student Employee Disciplinary Notification Form should be completed by the supervisor and a copy sent to the Payroll Office.
3. **FINAL OCCURRENCE** → If the student remains uncooperative after the second warning, the student's work assignment will be terminated. This termination notice should be put in writing. It should include the nature of the offense and the dates of the first two warnings. A copy of this termination notice should be submitted to the Payroll Office to be placed in the student employee's file.

### **Termination of Employment for Willful Misconduct**

All student employees of the College are expected to refrain from willful misconduct. Examples of willful misconduct (referenced from the Human Resources Employee Policy & Procedure Manual) which may lead to termination of employment include:

- a. Insubordination
- b. Neglect of duty
- c. Dishonesty
- d. Fighting or threats of violence
- e. Theft, attempted theft or willful destruction of College property
- f. Sabotage
- g. Falsification of payroll, employment, or other College records or information
- h. Unapproved absence of three consecutive days
- i. Harassment
- j. Using College IT equipment/infrastructure in a manner that is not in compliance with the ethical and moral standards of the College
- k. Intentional violation of the principles embodied in the "Community Covenant"
- l. Serious violation of Messiah College policies
- m. Other serious wrongdoing, including that which may harm persons or property

This list is not intended to be exhaustive, but rather to be illustrative of the sorts of serious misconduct which, depending on the circumstances of the conduct, may result in a range of actions from the progressive disciplinary process to suspension or immediate termination of employment.

In the event that a Department Director determines that immediate termination of employment is warranted, the termination shall not occur until the Department Director has obtained the approval of the Student

Employment Coordinator and the appropriate Vice President or Provost. A Department Director should assure that a witness is present when an employee is notified of immediate termination.

### Job Levels

Messiah College operates within a system of job levels and wage incentives. A student will be considered to be an entry-level employee (typically level 1) in their first year of employment and, if they work at least twelve weeks during that year, will advance to the next level for the next year if the student stays in the same department. Each level has a higher rate of pay. Additionally, some areas are considered “hard to fill” and have a higher rate of pay than a job at the same level in a regular department. A non-exhaustive list of departments that have one or more hard-to-fill positions include: Dining Services, Campus Events, Safety, Aquatics, and the Philadelphia Campus.

A student who switches departments will revert back to the entry level for the new position. Students who discontinue enrollment at the College and re-enroll at a later date will also revert back to the entry level for the new position. Students who make a lateral move to a different job within a department will continue at the current job level—based on years of service—at the discretion of the department. Students changing to a lower-level job assignment in the same department will revert back to the entry level for the new position, with any exceptions requiring approval from Student Employment.

### Pay Rates / Compensation

Pay rates are reviewed annually and are approved by the Student Employment Review Board (SERB), following government requirements, benchmark data, and internal guidelines.

Student pay rates for the summer of 2012 and the 2012-13 academic year are listed below. Most College positions are included within the Level 1 through Level 4 categories, with some limited exceptions.

Job Level	Hourly Wage	
	Regular	Hard to Fill
Level 1	7.25	7.55
Level 2	7.35	7.70
Level 3	7.50	7.85
Level 4	7.65	8.00
Level 5	7.80	8.15
Level 6	---	8.30
Level 7	---	8.45
Level 8	---	8.60
Level 9	---	8.75
Level 10	---	8.90
Level 11	---	9.05
Level 12	---	9.20
Level 13	---	9.35

Job Promotions: Student employees may, at times, receive a promotion into a higher-level student position within a department. A student employee who is promoted to another position within the same department will receive at least the minimum pay rate for an employee starting in the new position. In the event when an employee's rate of pay for the current position equals or exceeds the starting rate of pay for the new position,

the student employee will be entitled to a rate of pay for the new position at the first pay level that exceeds the student employee's assigned rate of pay in the current position.

Summer student employees generally receive either: (1) a taxable or non-taxable room and board benefit (if living on campus), or (2) an additional \$1.00/hr. on the above-listed rate (if living off campus). Determination of the taxability of the room and board benefit for resident student employees is dependent upon the College's requirement that employees in the assigned position are required to live on campus for the benefit of the College. Most summer positions do NOT require residence on campus and, therefore, room and board would be a taxable benefit.

### **Timesheets and Reporting Time Worked**

Students must complete timesheets accurately, neatly, and in adherence to the established deadlines for a given payroll period. Timesheets cannot be paid until approved/signed by the student's supervisor or approved designate. Timesheets signed by the supervisor but unsigned by the student may be paid, but the student's signature must subsequently be obtained. In the event of a supervisor's absence, a proxy signature may be obtained following the supervisory hierarchy of the immediate supervisor. Timesheets that are not received in the Payroll Office by the established deadlines will not be processed until the next scheduled student payroll, in accordance with the Payroll Deadline Policy. Payroll deadlines are available on the Payroll Office website and are posted in the Business Office. Students may be subject to disciplinary action for failure to submit timesheets by the due date.

Students are paid only for hours worked, but MUST report and be paid for all hours worked, even if the student exceeds the budgeted hours and/or pay for the assignment. If a student works unauthorized hours, disciplinary action can be taken if, for example, the student was previously instructed to not exceed budgeted hours and/or pay). It is the supervisor's responsibility to assure a student does not exceed the approved hours.

Any unreported/late reported hours cannot be added to a current timesheet. Instead, the timesheet for the affected period(s) must be requested from Student Employment so that the hours can be placed on the appropriate pay period's timesheet. This will assure accurate payment of overtime as well as avoid issues related to worker's compensation and falsification of timesheets.

Student employees may not volunteer their time. Unpaid time includes items such as lunch breaks, holidays, vacation, sick, or personal time, snow/emergency days, jury duty, etc. Overtime will be paid where the student works more than 40 hours in a Sunday–Saturday workweek. Supervisors may ask employees who miss three (3) or more consecutive days of work to provide a doctor's note or a note from the Engle Center. It is important that students maintain their work schedule. *Deliberate falsification of timesheets or other work-study records can be considered embezzlement of federal funds and is punishable under law. A supervisor has the right to terminate an employee guilty of falsification of timesheets.*

**Official payroll-issued timesheets must be used and these timesheets may not be altered.** If a timesheet is lost—or hasn't been received—the student or supervisor should contact the Payroll Office for a replacement.

## **Payroll and Tax-Related Documents**

Information presented in this section is current at the time of publication. Forms, additional information, and all updates will be communicated via the Payroll Office via e-mail, memo, and/or the Payroll Office website.

### *I-9 Employment Eligibility Verification Form*

Student employees may complete the I-9 form prior to the actual first day of work, as long as the student has been offered and accepted a job assignment. Section 1 of the I-9 form must be completed prior to beginning the first day of employment. Student employees are not authorized—and therefore are NOT allowed to begin work—until the completion of Section 1 of the I-9 form, including the returning of the form to the Payroll Office. Students have until the end of the third work day to provide documents to verify employment eligibility for Section 2 of the I-9 form. For employees working less than three (3) days in the assignment, both Section 1 and Section 2 must be completed on the first day of employment.

Students who suspect that they will be unable to provide documentation to complete the form within the required time period should contact the supervisor to discuss a possible adjustment in the start of the work assignment. Failure to have a completed I-9 form within three (3) work days of beginning a work assignment will result in the employee being unable continue work until the I-9 form has been completed. Specific details regarding the presentation of an application for required documents are outlined on the I-9 form.

Based on the documents provided to verify initial employment eligibility, the need may arise for the student to re-verify employment eligibility. The re-verification date will typically be listed on the *Student Employment Work Authorization Card*. Re-verification would be needed upon the expiration of a List A and/or List C document that confirms work eligibility.

More information on the I-9 form can be found at: <http://www.uscis.gov/>.

### *W-4 Employee Allowance Withholding Certificate*

The federal W-4 form is a required form for calculating federal tax withholding. The form also includes worksheets (which are optional) and instructions—both for the employee's use only. Only the section of the W-4 below the dotted line on page 1 is required to be completed and submitted to the Payroll Office.

More information on the W-4 form can be found at <http://www.irs.gov>.

### Residency Information Form

The Residency Information Form is a required form for calculating local tax withholding. Local tax withholding is based on an employee's permanent residence. In the case of most students, this would be the student's "home" residence and not their Messiah College address. For local tax withholding purposes, international students may specify the United States address to which mail will be delivered while in the United States, rather than an international address.

More information on the Residency Information form can be found at: <http://www.westab.org>.

### **Pay Schedule**

Students are paid on a fixed payment schedule—most often on a bi-weekly basis—for both the academic year and the summer. The payment processing schedule is available online at [http://www.messiah.edu/offices/business/payroll/student\\_payroll/student.html](http://www.messiah.edu/offices/business/payroll/student_payroll/student.html). Additionally, students completing timesheets will be able to review the work periods for a given payroll on the timesheet.

### **Student Employment Chapel Policy**

Messiah College has an established chapel schedule and attendance requirement (see <http://www.messiah.edu/ministries/Chapel/>). Departments/Supervisors are encouraged not to schedule student work hours during the chapel periods, where possible. However, the job responsibilities in some departments may require work to be performed during part or all of a given chapel period. Questions or concerns about the need to work during the chapel period should be directed to the department/supervisor and/or the College Ministries Office.

### **College Emergency/Closed Policy**

The College may, on occasion, be delayed or closed in the event of an emergency, including snow delays/cancellations. Student employees generally are not required to report to work during—and will not be paid for—times in which the College is operating under a delay or closure. Limited departments (including, but not necessarily limited to, Dining Services) may have policies related to essential student employees and these departments are responsible for communicating any such departmental policy to all affected student employees. Student positions deemed as needed to provide essential services will be paid for time worked during the closing/emergency.

## Supervisor's Responsibilities

Supervisors play a key role in making a student's work experience a valuable asset for future employment.

A good supervisor must be firm, patient, and understanding. It is desirable that all supervisors encourage student employees to develop characteristics of good judgment, dependability, initiative, good working relationships, responsibility, and pride in work.

*Supervisors are expected to:*

1. Review the Student Employment Handbook and the Human Resources Employee Policy and Procedure Manual on at least an annual basis.
2. Attend the annual Student Employment Supervisor training session.
3. Complete a Student Employment Master Hire Form to notify the Payroll Office of new hires, transfers, and/or terminations. Approval must be received from the Payroll Office before a student starts to work.
4. Complete the Student Employment Resignation/Termination Form for all students who are resigning from a job assignment.
5. Use the New Hire and Resignation/Termination Checklists to assist in these processes.
6. Assist the Payroll Office in abiding by the hiring requirements outlined under Student's Responsibilities and in the collection of required employment and tax-related forms. Do not allow a student to begin work without a completed Form I-9 and a Student Employment Work Authorization Card.
7. Work with each student to determine an acceptable work schedule. The schedule should be flexible enough to accommodate student's needs.
8. Be aware of any other current job assignments for the student that can affect available work hours.
9. Define the student's duties and explain the job as thoroughly as possible, providing the student with a copy of the job description. Providing the necessary training, guidance, and understanding to students is an important part of the supervisor's responsibility.
10. Notify the Student Employment Office if there is a need to accommodate a student with a disability, as all student employees are covered under the Americans with Disabilities Act. The Student Employment Office will initiate discussions with Disability Services, the student employee, and the department as appropriate.
11. Assure reasonable supervision of student employees during the work assignment to monitor safety and work of the student employee. Student employees should not be left unsupervised for extended periods of time.
12. Maintain timesheets in a secure location in which students cannot access each other's timesheets.
13. Distribute, collect, sign, and add the student ID# to the timesheet at the end of each pay period and deliver the timesheet to the Payroll Office before the established deadline. Late timesheets will not be processed until the next scheduled payroll. **NOTE: Departments submitting late timesheets may be assessed a fee for the additional processing—as outlined in the Payroll Deadline Policy.**
14. Manage the student employment disciplinary process, consulting with Payroll where needed.
15. Notify the Payroll Office immediately when a student has given notice of leaving an assigned position using the Student Employment Resignation/Termination Form.
16. Monitor pay periods and the number of hours worked by each student within the pay period. ***Supervisors are responsible to see that students do not exceed their Federal Work Study allocation.***
17. Monitor the student wage budget for their department.
18. Review the computerized summary sheet for each student (comparing student hours-to-date with Financial Aid work award for the academic year) that is sent by the Financial Aid Office to each supervisor on a monthly basis. Supervisors should check this to be sure that no student has worked over their allotment.
19. Follow the guidelines established by the Fair Labor Standards Act (FLSA) of 1938, as amended. FLSA establishes guidelines including, but not limited to: (1) the prohibition of employers from

accepting voluntary services from any hourly-paid employee; and (2) the requirement to record and pay for all time worked for hourly employees, including any overtime due.

A Student Employment Academic Year Roster Request Form will be sent to all supervisors in March prior to the start of each academic year. The supervisors are requested to complete and return this form to the Payroll Office by April 25. Student position title, number of students required, and the number of hours to be worked should be outlined on this form. A Student Employment Summer Roster Request Form is distributed in January prior to the start of the summer work period. Supervisors are requested to complete and return this form to the Payroll Office by March 31.

The Payroll Office has job descriptions on file for many student positions. Prior to, or concurrent with, the creation of a new position, a job description should be submitted to the Payroll Office. A position description template will be provided by the Payroll Office.

Students who show an interest in a particular job or have a defined skill are encouraged to contact the Payroll Office and/or an individual supervisor/department in the particular area of interest. The supervisor can include the student on the request roster for the next academic year if so desired. **Students who have already been assigned a job should not go to different supervisors at the beginning of the semester and ask to change jobs for that semester.**

On occasion, inter-departmental transfers can be made at the change of semesters. The Student Employment Master Hire Form and the Student Employment Resignation/Termination Form should be completed by the respective department to indicate the resignation/termination and new hire of the student employee. The Payroll Office will then consider the advisability of the transfer. Transfers may be granted in the event that a student has a specific skill needed in the new department. Remember, the supervisor has trained students in their current job and does not want to lose them.

Additional requests for Student Employment students may be made to the Payroll Office, adhering to budgetary limits, throughout the year. The Payroll Office maintains optional applications and also a list of students who are interested in a work assignment. Eligible students will be referred as long as they are available and Student Employment funds permit. It should be noted, however, that the Student Employment program is not one which accommodates sporadic or emergency needs, but rather is intended to provide regular work opportunities for students.

### **Reference Requests**

Students who wish to obtain employment references for one or more student job assignments should contact the supervisor directly to request a reference. Messiah College should not be listed for reference purposes, as the Student Employment Office does not prepare references, but only employment verifications upon request. Questions related to the process of requesting and obtaining references should be directed to the Career Center.

In the event that a reference is requested from a supervisor who is no longer employed, the department in which the student worked may, at their discretion, respond to the reference request if there is sufficient knowledge to respond to the request. If not, the department should notify the requestor that the individual to provide the reference is no longer employed and subsequently forward the reference request to the Student Employment Office who may be able to provide some general information.

## **Responsibilities of the Financial Aid Office**

1. Interpret the federal regulations pertaining to the Federal Work-Study program. The Financial Aid Office is the final authority in interpreting these regulations.
2. Work with the Payroll Office in determining federal vs. institutional aid awards.
3. Notify supervisors if any of their students are working over their allotment and work with supervisors if the student's position must be terminated or their allotment increased.

## **Student Employment Review Board (SERB)**

Messiah College has a Student Employment Review Board. Some of the responsibilities of the board are to set student pay rates, act on recommendations from students and supervisors for changes in the Student Employment Program, and mediate concerns between students and supervisors.

If a student or supervisor wants to bring a recommendation, proposal or concern to the Review Board, please contact the Student Employment Coordinator in the Payroll Office for more information.

## **Appendix A – List of Student Employment Forms**

The following is a list of common student employment forms. Copies of these forms can be obtained from the Student Employment (Payroll) website (<http://www.messiah.edu/offices/business/payroll/students/home.html>) and/or from the Student Employment Coordinator in the Payroll Office.

- Student Employment Position Description
- Student Employment Application Form
- Student Employment Academic Year Roster Request Form
- Student Employment Summer Roster Request Form
- Student Employment New Hire Checklist
- Student Employment Resignation/Termination Checklist
- Student Employment Master Hire Form
- Student Employment Work Authorization Card
- Student Employment Resignation/Termination Form
- Student Employee Disciplinary Notification Form