Welcome

The Student Employment, 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 Student Employment, Payroll and Financial Aid Offices want to meet your needs and expectations as well. During your time as an employee, the Student Employment Office will be available to answer questions that you may have. Feel free to contact the Student Employment Office at:

Contact: Belinda Conrad, Student Employment Coordinator
Email: studentemployment@messiah.edu
WWW: http://www.messiah.edu/studentemployment
Phone: 717.796.1800 x.2900
Office: Old Main 114 (inside the Financial Services Office)
Mail: Student Employment Office, One College Avenue Suite 3010, Mechanicsburg PA 17055

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
WWW: http://www.messiah.edu/info/21085/financial_aid
Phone: 717.691.6007
Office: Old Main Basement
Mail: Financial Aid Office, One College Avenue Suite 3006, Mechanicsburg PA 17055

Finally, the Payroll Office is available to assist with payroll questions pertaining to pay, direct deposit, taxes, W-2’s, and similar items. The Payroll Office can be contacted at:

Contact: Wendy McElwee, Payroll Specialist
Email: payroll@messiah.edu
WWW: http://www.messiah.edu/payroll
Phone: 717.796.1800 x. 2902
Office: Old Main 114 (inside the Financial Services Office)
Mail: Payroll Office, One College Avenue Suite 3010, Mechanicsburg PA 17055
Overview

The Student Employment Handbook is compiled by the Student Employment 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 appropriate office listed above.

This handbook contains a repository of student employment policies for Messiah College. Additional and related policies for the College may be maintained by various offices employing Messiah College students. In the event of any inconsistency between policies in this handbook and departmental policies, this Student Employment Handbook shall supersede all other student employment policies.

Messiah College does not discriminate on the basis of age, race, color, sex, national or ethnic origin, disability, or veteran’s status in the recruitment and admission of students, the recruitment of student employees, or the operation of any of its programs. Consistent with our nondiscrimination statement, the College does not tolerate abuse or harassment of employees, students or other individuals associated with the College. This includes, but is not limited to, vendors, contractors, and guests on the basis of, but not limited to, any of the above categories. Women and Minorities are encouraged to apply.

Role of Student Employment

Student Employment is first and foremost designed to provide students with financial aid to address the expense of attending College. Because this particular financial aid comes with the expectation of work, it also provides the College with a cost-effective, conveniently-located pool of temporary workers. Students gain opportunities to add work experience to their overall educational experience while providing support to a number of departments across campus. The program is designed to be flexible enough to allow students to find an assignment that fits with their availability. The type of work available varies and as such, the exact nature of the work and how closely the work reflects a student’s career goals, personal interests, or income needs varies significantly as well.

Role of the Student Employment Office

The role of the Student Employment Office (SEO) is to facilitate various human resources aspects of student employment. Specifically, the SEO facilitates position management, hiring and onboarding of all Messiah student employees. The SEO also facilitates policies, procedures and training to students and supervisors to facilitate a successful work relationship. Finally, the SEO coordinates with offices such as the Office of Human Resources and Compliance, the Payroll Office, the Financial Aid Office and others to help ensure hiring, onboarding, and student employee management are managed appropriately and the relationships with the Payroll Office, Financial Aid Office and others are functionally coordinated.
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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 during periods in which class is in session.

Matriculating F-1 visa students may begin employment no more than 30 days prior to the initial start of classes. Graduating F-1 visa students may not continue employment beyond the date in which the program of study has terminated, which is the date of Commencement.

Other conditions specific to international student employment are outlined within this handbook.
Internships

Internships are coordinated through the Career and Professional Development Center (http://www.messiah.edu/internship).

Graduate Assistantships

Graduate Assistants are employed through the Master of Arts in Higher Education program (https://www.messiah.edu/info/20441/higher_education_ma).
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 International Student Programs Office to obtain a social security number. International students, with proof/receipt of having applied for a social security number, 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 Student Employment Office and the International Student Programs Office.
3. The student must be enrolled at Messiah College on at least a half-time basis (undergraduate students enrolled for at least 6 credits; graduate students enrolled for at least 3 credits). Students in their final semester before graduation must be enrolled in at least the minimum number of credits required for graduation.
4. During a period of medical leave, a student will not be permitted to work in a student employment assignment. A student will not be permitted to return to work until approved to return to campus.
5. A continuing student (a student returning from an approved leave is exempted) 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. A student re-enrolling to College after an absence may work in the summer prior to returning if they are registered for classes for the fall semester. Students who have officially withdrawn for the following fall semester will be ineligible to continue the summer work assignment and ineligible to reside on campus. Any exception must be approved by the Student Employment Office.
6. First-time undergraduate students and transfer students may begin work the summer preceding starting coursework at the College, but may not live in on-campus housing. Graduate students may live on campus during the summer if they are employed in a full time student employment position.
7. Graduated students generally are NOT eligible for student work assignments AFTER their graduation from the College. Graduated students who are taking a CPA review course for credit through Messiah may continue to work in a student employment position.
8. 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. Students remain eligible for employment during both an academic warning and academic probation period. Students may not work during an academic suspension period.
9. 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 based upon office hours and available work during that period.

Graduate Student Employment Requirements

Opportunities for graduate students to be employed by Messiah College are limited to the Grantham campus or the Winding Hill facility. When funds and positions are available, work assignments can be awarded to graduate students. To be considered eligible 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/.
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, conference services, various administrative offices, etc. Job assignments may not be based off campus. All employment/work assignments should occur at Grantham Campus or the Winding Hill facility, with the exception of internships, for which the assignment must be located in Pennsylvania. Any work outside of these locations must be limited to infrequent occasional evening, weekend, or break periods.

Position descriptions for on-campus jobs are created by the hiring department and maintained in the Student Employment Office. The Student Employment 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. Any request for exception must be approved by the Student Employment Office. 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 Campus or the Winding Hill facility, with the exception of internships, for which the assignment must be located in Pennsylvania. Any work outside of these locations must be limited to infrequent occasional evening, weekend, or break periods. 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 time off, depending upon length of assignment. This vacation time may be used, if approved by the supervisor, to cover unpaid sick time

Students employed in an academic year job assignment will be given strong consideration for summer opportunities in the same position. Hiring is based upon position availability and match for required duties.
Applying for a Student Work Assignment

All public student job openings are published on the Jobs.messiah.edu recruitment system at [https://jobs.messiah.edu](https://jobs.messiah.edu). Students may access this site at any time from on or off campus. All students must apply through the Jobs.messiah.edu site for job opportunities.

Students may approach supervisors/departments to inquire about current or future openings, but students will still be required to apply through Jobs.messiah.edu.

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 June 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.

Accepting a Work Assignment

Incoming students who are assigned to a job assignment for the start of the first semester 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 **MUST** 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, unexpired verifications documents for List A OR for List B and C are required; photocopies are not accepted)*
  - Section 1 required by no later than first day of employment
  - May have up to three (3) working days to provide verification documents (only for assignments exceeding three days)
- Work Permit *(Required only for employees under the age of 18)*
PA residents (under the age of 18) – contact the school district in which you reside to obtain a work permit

Out-of-state residents (under the age of 18) – contact the Mechanicsburg Area School District to obtain a work permit

✓ Student Employment Required Forms
  o Students and supervisors will be notified if these forms are not completed by the pay date of the first scheduled payroll

✓ Background check clearances
  o Student employees in positions that involve contact with minors are required to submit background check clearances before beginning employment. Students and supervisors will be notified if this is a requirement of the position. Background check clearances must be renewed every 5 years.

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 Certification Form (local tax withholding)
✓ Safety, Health, and Environmental Training Orientation (online)

Finally, student employees receive their pay either via direct deposit to a bank account or via paycheck. Employment earnings cannot be applied directly to the student’s tuition account. 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 Student Employment Office will communicate the availability of the applicable employment and payroll forms for completion during the summer months. Staff from the Student Employment and Payroll offices 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 Student Employment/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 Student Employment and/or Payroll Office or visit the Student Employment and/or Payroll Office websites for student employment information and the necessary forms.

**Continuing Student Employees**

Students who have worked previously within the past twelve (12) months 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, direct deposit, or to re-certify eligibility in the event of expired work authorization documents on a prior I-9 form.

**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. 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 Student Employment Office. Students MUST bring originals of the employment verification documents to the Student Employment Office prior to beginning the work assignment.

**Student Temporary Jobs**

There are occasions where departments need to utilize a student’s assistance in a one-time or temporary 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 for one-time/one-day assignments 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 Student Employment Office maintains electronic copies of all forms on the Student Employment 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 Student Employment Office. Departments should, at no time, have a student work without the required forms having been completed.

**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 disability as defined by applicable law. Students requesting such accommodations are encouraged to contact the Student Employment Office who will subsequently work with Office of Human Resources & Compliance, the Office of Disability Services, and the department(s) employing the student to determine any need for accommodations.
Workers’ Compensation

Any injuries incurred while working, regardless of whether medical treatment is needed or not, must be reported to your supervisor immediately. When an employee is injured while working and needs to seek medical treatment, they are required to use a provider on our panel of physicians in order for the College’s workers’ compensation provider to pay for their treatment. Students who are injured while working and need to seek medical treatment should not go to the Engle Center for a work-related injury as they are not on our panel of physicians. WORKNET Occupational Medicine on the Carlisle Pike provides transportation to their facility for treatment. If injured and need transportation, the supervisor should contact WORKNET to arrange for the student employee to be picked up for treatment and then given transportation back to campus. WORKNET is open from 8 a.m. to 5 p.m. If a student employee experiences a life-threatening injury, an ambulance should be called immediately.

PLEASE NOTE: Any work related injuries (whether medical treatment is needed or not) must be reported within three (3) days via the online incident report which is located in MC Square>EMPLOYEE FORMS>HUMAN RESOURCES>INCIDENT REPORT. It is responsibility of the student employee’s supervisor to ensure this is completed and to provide the employee acknowledgement form to the injured employee at the time of the injury to sign and send to the Office of Human Resources & Compliance.

Student Employee’s Rights

Your rights as a student employee:

• To be treated fairly and equitably by your supervisor, other department employees, 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 Office 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.

- Once a student accepts a job offer that is approved by Student Employment, the student is expected to keep it throughout the semester. Students resigning from a job assignment during the semester may be ineligible for a new assignment until the subsequent semester. A student who resigns a job for any reason is required to provide a minimum of two (2) weeks’ notice to the supervisor and continue work in that assignment for those two weeks. Failure to provide notice and work the required two weeks will delay the start of any subsequent job assignment. A Student Employment Resignation/Termination Form is available from the assignment supervisor or the Student Employment Office.
- The student employee must arrange a suitable working schedule with the supervisor.
- The student employee is expected to work, and be adequately supervised, during open department hours. Exceptions must be approved by the supervisor and the Student Employment Office.
- No student employee can work for more than 20 hours per week during times when class is in session.
- Supervisors may ask employees who miss three (3) or more consecutive days of work, or have repeated absences, to provide a doctor’s note or a note from the Engle Center.
- First year and sophomore students are required to take a J-term course. Any such student not taking a class may not work during J-term, unless an academic exception is granted to allow the student to not take a J-term class.
- Students should not be scheduled to work during scheduled class time.
- Students may have occasional conflicts during the year in which academic or co-curricular events require a student’s attendance. These events will not typically include College-wide activities/events such as sporting events when requesting off as a spectator. Students will be required to request time off for these situations in advance and to work with supervisors on a revised work schedule, when possible. Students who do not report to work and do not request time off in advance for this type of activity can be subject to disciplinary action.
- 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.
- Consistent and reliable attendance is a critical component of the job. Students with call-offs, late arrivals for shifts or leaving early from shifts are subject to disciplinary action up to, and including, termination of employment.
- 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. Employees who miss work due to an unscheduled absence may, at the supervisor’s discretion, be required to work on an alternate day or shift during the same work week to make up the missed shift. During the summer only, employees unable to work an alternate shift during the same work week may be required to use their unpaid time off equivalent to the missed shift(s). Failure to make up the work or use unpaid time off, if required by the supervisor, can result in disciplinary action up to, and including, termination of employment. Terminated employees will need to leave campus within 24 hours of termination.
- 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.
**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.
- 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/Resignations**

Once a student accepts a job offer that is approved by Student Employment, the student is expected to keep it throughout the semester. A student who resigns a job for any reason is required to provide a minimum of two (2) weeks’ notice to the supervisor and continue work in that assignment for those two weeks. Failure to provide notice and work the required two weeks will delay the start of any subsequent job assignment. 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 Student Employment Office may be ineligible to obtain another work assignment until the subsequent semester.

Students who are interested in changing work assignments in a subsequent semester or academic year are required to provide two (2) weeks’ notice to the current supervisor. Failure to provide notice and work the required two weeks will delay the start of any subsequent job assignment. Students may view and apply for available job openings at Jobs.messiah.edu.

**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 Student Employment and/or Financial Aid 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). During a period of medical leave, a student will not be permitted to work in a student employment assignment. Students must be approved to return to campus, as outlined in the institutional policies related to medical leave. The College does not guarantee re-employment in the same job after a medical leave.
2. The Office of Student Affairs and/or the Department of Safety has indicated student disciplinary actions or similar items that should preclude employment.
3. 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 could be terminated or reclassified once the $2,250 has been earned.
4. 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 Student Employment Office. The College reserves the right to not employ a student in any future employment capacity 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 Student Employment 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 Student Employment 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 Student Employment Office.
3. **FINAL OCCURRENCE ➔** If the student remains uncooperative or performance remains unsatisfactory after the second warning, the student’s work assignment can be terminated. This termination notice must 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 must be submitted to the Student Employment 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 and, in failing to do so, are subject to disciplinary action, including termination of employment. Examples of willful misconduct (consistent with the Human Resources Employee Policy & Procedure Manual) which may lead to termination of employment include, but are not limited to, the following:

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  
n. Failure to follow established safety protocols and procedures, including failure to report a crime  
o. Failure to self-report arrests or convictions

This list is not intended to be exhaustive, but rather to be illustrative of the sorts of serious misconduct which may subject an employee to disciplinary action, including termination of employment.

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 generally 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, and Aquatics.

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 2018 and the 2018-19 academic year are listed below. Most College positions are included within the Level 1 through Level 4 categories, with some limited exceptions.

<table>
<thead>
<tr>
<th>Job Level</th>
<th>Hourly Wage</th>
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<tbody>
<tr>
<td></td>
<td>Regular</td>
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<td>Level 1</td>
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<td>Level 5</td>
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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 minimum 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. Promotions within the same department may be given up to a maximum rate of pay adjustment for the new position that includes one additional step adjustment for each year of service.

Summer Employees

Summer student employees working full time (40 hours per week) 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. Neither room nor board are available individually, but rather must be elected as a package. Students living on campus are required to have a room and board plan. Students working less than full time are not permitted to live on campus unless there is an acceptable reason (approved by the Residence Life Office) to live on campus. Summer employees are expected to work the entire length of the summer assignment. Summer employees who leave their job early, or if their job is terminated, will need to leave campus housing within 24 hours and may be ineligible for future campus jobs.
Additionally, summer student employees who live on campus are required to pay a $20/wk. charge which will be automatically deducted from the paycheck. This charge supports the summer student employment programming for resident student employees.

**Timesheets and Reporting Time Worked**

Students must complete timesheets accurately and in adherence to the established deadlines for a given payroll period. Timesheets cannot be paid until approved by the student’s supervisor or approved designate. In the event of a supervisor’s absence, a proxy may approve the online timesheet. 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 Financial Services 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 ensure 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 obtained from the intranet and completed by hand so that the hours can be placed on the appropriate pay period’s timesheet. This will ensure accurate payment of overtime as well as avoid issues related to worker’s compensation and falsification of timesheets.

Student employees must be paid for all time worked and may not volunteer their time. Unpaid time includes items such as lunch breaks, vacation, sick, or personal time, snow/emergency days, jury duty, etc. Student employees are not authorized to work during College-observed holidays, including the Christmas break period, unless authorized by their department and approved by the Student Employment Office. Overtime will be paid where the student works more than 40 hours in a Sunday–Saturday workweek. 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.**

**Travel Policy**

Consistent with the Human Resources policy for non-student employees, the student employment policy is to count all travel hours as a passenger or driver as compensable hours. Additionally, all hours spent at a conference, event, meeting or similar activity will be considered time worked. Time spent outside of these events including, but not limited to, sleeping, eating, personal social time, and similar items will typically not be considered time worked and is not compensable. Working meals will be considered hours worked.

Travel time plus all worked time would need to be recorded on timesheets and submitted to payroll following the standard reporting process. Comp time in alternate weeks due to significant travel is not allowed. All hours must be reported in the week worked/travelled. Travel time will be combined with work time for purposes of determining hours eligible for overtime pay.
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 Student Employment and/or Payroll Office via e-mail, memo, and/or the Student Employment 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, and receipt of the form in the Student Employment 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 must 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. Re-verification would be needed upon the expiration of a List A and/or List C document that confirms work eligibility.


**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.

**Residency Certification Form**

The Residency Certification 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 Certification Form can be found at [http://www.cumberlandtax.org/](http://www.cumberlandtax.org/).

**Pay Schedule**

Students are paid on a fixed biweekly payment schedule for both the academic year and the summer pay periods except for an extended first period at the start of fall semester. The payment processing schedule is available online at [http://www.messiah.edu/info/21146/student_employees/2151/pay_schedule](http://www.messiah.edu/info/21146/student_employees/2151/pay_schedule). Additionally, students will be able to review the work periods for a given payroll on their timesheets.

**Student Employment Chapel Policy**

Messiah College has an established chapel schedule and attendance requirement (see [http://www.messiah.edu/info/20052/chapel](http://www.messiah.edu/info/20052/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. Student work that is not related to the emergency but for which the supervisor authorizes in advance—and for which the student agrees to perform—will continue to be paid.
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 the department is unable to respond to the request, the department will notify the requestor of the inability to provide the reference. The requestor may then forward the reference request to the Student Employment Office who may be able to provide some general employment 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 Student Employment and Payroll Offices 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.