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Overview of Student Employment

Included in this handbook are items each supervisor needs to know when employing a student. Student employee supervisors are asked to review and become familiar with all aspects of the student employment process. In the event that this handbook does not provide an answer to one or more questions, please feel free to contact the Student Employment Office at ext. 2900 or studentemployment@messiah.edu.

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.

Role of the Supervisor

The role of the supervisor is to facilitate a positive work experience for student employees by mentoring and guiding them, establishing expectations, and providing feedback and accountability that will facilitate learning within the workplace and for preparation of future work experiences. Supervisors are expected to work with the SEO to ensure appropriate hiring and onboarding, training, disciplinary, and other student employment and payroll procedures and policies are followed.

Student Eligibility

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) 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.

3) 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.

4) Student employment positions are reserved for actively enrolled students as a federal work study or institutional work assignment to supplement financial aid packaging. This policy is to ensure that institutional student wage dollars are provided to enrolled students. While graduated students are not eligible for student assignments after graduation, departments may submit requests to hire graduated students via a temporary, staff assignment through the Office of Human Resources & Compliance.

Federal Work Study Program

All student employees are part of either the Federal Work Study Program or the Institutional Work Program. Both are identical in terms of wage rates, scheduled hours, etc. The purpose of the Federal Work Study 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. Federal Work Study earnings must be used to pay educational expenses.

Institutional Work Program

In order to assist more students with employment opportunities, 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.

International Student Employees

Employment eligibility for International students is determined by the Student Employment Office based on visa type. International students, who are allowed to work by law, may only be entitled to work at Messiah College and may not exceed 20 hours per week during periods in which class is in session.
The Student Employment Handbook is compiled by the Student Employment Office annually and is made available to student employees and departmental supervisors annually. The handbook is an important source of many aspects of the student employment process. Students are to review this handbook upon hire. Supervisors must review this handbook annually.
Budgeting and Wages

Student hiring managers should work with the budget manager(s) in their departments to ensure available funding prior to moving forward with a request to post and hire a student employee. Student Employment does NOT monitor student salary/wage budgets to determine if sufficient funding is available for a requested position.

Academic Year

Academic year student employment positions are for the work period of August/September through May and coincide with the academic year calendar. This is inclusive of fall semester, J-term and spring semester.

Summer

Summer student employment positions are for the work period of May – August and coincide with the week after spring classes end to the week prior to fall classes beginning. Full time (40 hour per week) summer positions include room and board in addition to the hourly rate of pay. Summer wage expenses cross two fiscal years. For more information on how to budget for these positions, contact the Director of Financial Planning & Budget.

Summer Room & Board

Full time summer student employment positions include room and board in addition to the hourly rate of pay. Students who live on-campus during the summer and work 40 hours per week receive room and board in addition to their hourly rate of pay as part of their compensation. Departmental budgets will be charged for their student employees’ room and board costs. Students who work on campus in the summer and choose not to live on campus will receive an extra $1.00/hour of compensation in lieu of the room and board allowance, which will be charged to the departmental budget. Summer student employees working less than 40 hours per week will not be allowed to stay on campus unless there is an acceptable reason (approved by the Residence Life Office) to live on campus. Acceptable reasons include, but may not be limited to, a summer internship. With an acceptable reason, these student employees will be able to remain on campus only during the period of this acceptable reason. During this time, the student will be charged the standard weekly room fee.

Hiring decisions cannot be based on on-campus vs. off-campus residence for the purpose of saving budget money, so departments should be sure to budget accordingly for all summer
student positions. Basing hiring decisions on living arrangements, except where the position requires on-campus housing as a condition of employment, is discriminatory.

Compensation/Classification Structure (Wage Scale)

Student pay rates are determined by the Student Employment Office based on the duties of the position description. Pay rates are reviewed annually and are approved following government requirements, benchmark data, and internal guidelines. Departments may not establish their own pay rates or communicate any unapproved pay rates to students. Departments may contact the Student Employment Office to discuss established/approved pay rates.

Student pay rates for the summer of 2018 and the 2018-19 academic year are listed below. Most 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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<tr>
<td></td>
<td>Regular</td>
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<tr>
<td>Level 1</td>
<td>7.25</td>
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<tr>
<td>Level 2</td>
<td>7.35</td>
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<tr>
<td>Level 3</td>
<td>7.50</td>
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<tr>
<td>Level 4</td>
<td>7.65</td>
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<tr>
<td>Level 5</td>
<td>7.80</td>
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<tr>
<td>Level 6</td>
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<td>Level 7</td>
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<td>Level 12</td>
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<td>Level 13</td>
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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, 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.

Grant-Funded Positions

Grant-funded positions are generally funded from outside of Messiah’s operating budget. However, compensation for these positions is to be aligned with other similar Messiah student positions unless the content of the grant specifically requires a defined pay rate or dollar allocation for an assignment. Additionally, the same hiring process through Jobs.messiah.edu must be followed when filling these positions.

Student Eligibility for Wage Increases (Effective Summer)

Student job levels are adjusted by Student Employment at the end of the Spring semester. Students who are continuing to work in the same department AND who worked at least 12 weeks during the prior summer-fall-spring period will receive a level increase starting in the summer. New students assigned to a department will start at the entry level for the given position. All students who switch departments will start out at the entry level for the position in the new department.

MCSquare/Self-Service Applications

Student employee supervisors can view the following two items in the MCSquare Self-Service Supervisor Functions (MCSquare: MC Square |Self-Service Main Menu | Employee | Supervisor Functions):

1) Student Employment Roster Information
2) Student Employment Earnings History

Supervisors should periodically review their roster information to monitor the number of hours worked by their student employees to ensure that the student does not exceed their Federal Work Study allocation (if applicable) and/or departmental budget limits, monitor and report any payroll discrepancies to Payroll, and communicate any changes in employment status to the Student Employment Office.

Supervisors with the appropriate finance access rights may also view earnings summary information via the Finance Budget Query Self-Service application.
Employment Classifications

Employee

Students who perform a service to the College are generally considered employees of the College unless the student fits one of the classifications below. *Any determination of a relationship other than an employee-employer relationship must be evaluated and approved by the Student Employment Office.*

Opportunities for graduate students to be employed by Messiah College are limited to the Grantham campus, Harrisburg Institute, or the Winding Hill facility. When funds and positions are available, work assignments can be awarded to graduate students. To be considered eligible the graduate student must meet the following conditions: (1) Degree seeking, (2) Enrolled full time, and (3) Available to work at the Grantham campus.

Jobs opportunities for students who graduated must be processed through the Office of Human Resources & Compliance, as graduated students are not eligible for student employment.

Internships

Work study is coordinated through the Student Employment Office and Internships are coordinated through the Career & Professional Development Center. For-credit internships are not required to be paid internships. Not-for-credit internships are generally required to be paid and are subject to Fair Labor Standards Act regulations with regard to minimum wage.

Fellowships

Fellowships are educational experiences that are an extension of the student’s academic program. The primary purpose of a fellowship is to provide an opportunity for additional mentored student work outside of the traditional classroom. The primary benefit of a fellowship must be to the student and any benefit to a department or College must be, at most, minimal and ancillary to the benefit of the student.

Volunteers

Student employees generally must be paid for all time worked and may not volunteer their time.

For additional information on the College’s policy on Volunteers, see [section 1.04.07](#) of the Employee Policy and Procedure Manual.

Independent Contractors

Students are not to be hired as independent contractors. Any request for an exception MUST be communicated to the Student Employment Office in advance of any work being performed.
Student Employment, with the assistance of the Office of Human Resources and Compliance, will determine the appropriate worker status.

Students should be hired through Jobs.messiah.edu and, when hired, they should record hours worked to be paid accordingly.
Student Employment Policies

FERPA and Conversation with Parents, Guardians or Other Outside Parties

FERPA regulations require the College to perform due diligence when protecting student information. Due to these privacy regulations, once a student enrolls and begins classes for the first time, supervisors must use discretion and not acknowledge the student or any information about the student to a parent, guardian or other party outside of the College. If it becomes necessary to speak with a parent, guardian or other outside party regarding a student employee (e.g., student’s job, pay, schedule, performance, etc.), written consent must first be provided by the student. All student employment inquiries should be forwarded to the Student Employment Office.

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 employee 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

When a student 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 in need of medical treatment should not go to the Engle Center for a work-related injury as they are not on our panel of physicians. For any injury, the supervisor can call the Department of Safety and they can evaluate if additional medical treatment is needed (and at that point the student would need to use the list of providers if additional medical care is needed).

WORKNET Occupational Medicine on the Carlisle Pike provides transportation to their facility for treatment. If a student is injured and needs 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. If a student is injured and needs medical treatment outside of the hours that WorkNet would provide transportation, the supervisor can provide transportation or they can contact dispatch or safety and they will make arrangements with one of the on-call RA’s.

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 QUICK LINKS>EMPLOYEE FORMS>HUMAN RESOURCES>INCIDENT REPORT. It
is the 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.

**Off-Campus, Out-of-State and International Employment**

All student employment work assignments should occur at the 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. Any anticipated need for students to be able to perform all or part of the assigned work outside of Grantham or Winding Hill, whether elsewhere in Pennsylvania, in another state, or outside this country, must be communicated to, and approved by, the Student Employment Office. This communication and approval must occur prior to any posting or offer of employment.

**Student Work Hours Restrictions**

All student employees are limited to working no more than 20 hours per week during the academic year while classes are in session. This total can be in one job or a combination of multiple job assignments. Students enrolled in classes after a College-established vacation/break period may work a full-time assignment during the vacation/break period when the College is open, based upon office hours and available work during that period.

**Break Periods**

A designated meal break of at least 30 minutes, but generally not to exceed 60 minutes, must be provided to student employees who work six or more consecutive hours in a work day. A meal break will be unpaid time only if the employee is released from all work during this break period. Employees are encouraged, but are not required, to leave their immediate work area if necessary to assure full release from work responsibilities.

**Attendance**

Student employees are expected to regularly report to work on their scheduled shifts as outlined in the Student Employment Handbook. 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.

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 summer employees will need to leave campus within 24 hours of termination.

Additionally, 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.

Unpaid Time Off

Student employees are only required to be paid for time worked. This includes all scheduled/approved and unscheduled time. Items such as break periods, College-approved holidays, vacation requests, sick requests, funeral requests, emergency closures and jury duty are not considered time worked and are unpaid.

Travel Policy

Consistent with the Human Resources policy for non-student employees, the student employment policy indicates that all travel hours as a passenger or driver are included 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.

Overnight travel required for the assignment would result in reasonable expenses for meals and lodging being paid by the College. Day travel must be evaluated with Student Employment to determine if meals and/or lodging may be provided as a tax-free benefit. A staff employee
should be responsible to supervise students during any travel time out of the office. Exceptions must be discussed with Student Employment for approval.

Holidays

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.

Student employees are not benefit eligible and therefore do not receive holiday pay.

Emergency Closings

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. Travel concerns for commuter students should be evaluated prior to scheduling commuters to work during emergency closings. 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.

Promotion Policy

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.

Nepotism Policy

Messiah College seeks to employ students who are the most qualified individuals for each position. However, at times, the most qualified individual may be a member of the same family or household as the supervisor or another member of the hiring department.

If the student and the immediate supervisor are part of the same family or household, the student generally should not be hired in order to avoid any possibility of favoritism, conflict of
interest or potential to influence pay or employment status. When the student is a relative of another member of the department other than the supervisor, the department may choose to hire at their discretion.

The Student Employment Office is available to consult with any questions or requests for exceptions to this policy.

Use of Gift Cards

Student employees are hourly employees and may NOT be paid a stipend, honorarium, or gift card for work performed. Students must be requested for hire through Jobs.messiah.edu and, when hired, they should record hours worked to be paid accordingly.

All work hours must be recorded and submitted by the end of the pay period in which the work is performed.

Chapel Attendance

Messiah College has an established chapel schedule and attendance requirement. Departments/Supervisors are encouraged not to schedule student work hours during the chapel periods, where possible. Departments that do require work to be performed during a given chapel period should be flexible such that the same student is not required to cover the chapel shift during most or every chapel. Questions or concerns about the chapel policy should be directed to the College Ministries Office.

Mandatory Academic or Co-curricular Programming

Students should not be scheduled to work during scheduled class time. Additionally, there may be conflicts that arise 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. Supervisors should work closely with students to facilitate time off and 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 the disciplinary process.
Hiring Process

General Information

All student hires must be processed through jobs.messiah.edu (also known as PeopleAdmin). Jobs.messiah.edu is a job posting and applicant tracking system. It also serves as a repository for all job descriptions. Supervisors of student positions (‘student hiring managers’) will use this system when they need to create or modify a position description, post an open position, review applications, and submit hiring information. All student hires are processed through the jobs.messiah.edu system, whether an ongoing assignment or a temporary assignment. New student hiring managers must first contact the Student Employment Office to set up the required/requested access. First time users should also contact the Student Employment Office to set up a training session or view the training documentation.

Student hiring managers can access jobs.messiah.edu via the Employee Quicklinks channel on MCSquare or directly via https://jobs.messiah.edu/hr/.

The hiring process in jobs.messiah.edu includes:

1) Position Description → submitted by student hiring manager and approved by Student Employment
2) Posting → job must be posted by student hiring manager, but may be ‘not visible’ (or a ‘private’ posting)
3) Applications → students must apply for position; student hiring manager evaluates applications
4) Hiring Proposal → submitted by student hiring manager to Student Employment for approval

See the further details below on using the jobs.messiah.edu system to hire a student and the New Hire Checklist for additional instructions when hiring a student. Student employees must complete the federally required I-9 Employment Eligibility Verification Form and payroll forms before starting to work. Students should not be permitted to work until confirmation is received from the Student Employment Office that the student is approved for hire and may start working.

Student hiring managers should work with the budget manager(s) in their departments to ensure available funding prior to moving forward with a request to post and hire a student employee. Student Employment does NOT monitor student salary/wage budgets.

Academic Year Hires

In mid-to-late March, departments should begin the hiring process for the subsequent academic year. During this time, current academic year postings are closed by the Student Employment Office and departments that will have open positions are required to create new postings for
the subsequent academic year. All new hire requests must be submitted via the jobs.messiah.edu system.

Students returning to the same position in the subsequent year do not need to re-apply for the position, but rather are requested by departments via the Annual Roster Request Form, distributed to the departments by the Student Employment Office.

The completed Annual Roster Request Forms are due to the Student Employment Office by the end of April. New hire requests should be submitted by the end of the semester whenever possible, with the understanding that issues such as late student withdrawals or resignations may result in additional openings after the end of the semester.

Hiring proposals are approved on a rolling basis. However, hiring proposal not submitted until the start of fall semester may have a delay in approval. In these instances, the student will NOT be allowed to begin work until the hiring proposal is approved and required forms are submitted. Therefore, it is important to submit hiring proposals as soon as possible.

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.

Supervisors are strongly encouraged to contact the student’s current supervisor in the event of an anticipated job change to request release of the student from the current assignment. Student Employment will have the final approval on any during-semester job changes/transfers.

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. If a student must resign from 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 Student Employment Office.

Summer

Information/Instructions regarding the hiring of summer student employees is communicated to departments at the end of fall semester and at the beginning of the Spring semester. Summer employment typically provides students with full-time, 40-hour-per-week assignments, although this is not a requirement. 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.

All summer hires must be processed and approved for hire via a summer job posting in the jobs.messiah.edu system, even if the student has worked previously or is currently working for the department during the academic year. Departments are required to have all summer job postings ready for posting by the beginning of February. Departments hiring for one or more
new positions and/or replacement student employees will be required to attend the summer job fair, held in mid-February. Summer hiring proposals are due in mid-March, as communicated by the Student Employment Office.

1) Criteria for hiring a student for the summer include the student having completed the spring semester AND planning to return to Messiah College for the following fall semester. Graduates or withdrawn students cannot be placed in student positions. 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.

2) Incoming undergraduate students and transfer students are eligible for summer employment, but may not live on campus.

3) Graduate students may live on campus during the summer if they are employed in a full time student employment position.

4) Students who are eligible for the summer employment period will be allowed to work 14 weeks, with a maximum of 40 hours per week. In addition to the 14 weeks, students will receive 2 weeks of unpaid time off.

5) Students employed in an academic year job assignment should be given strong consideration for summer opportunities in the same position.

6) Full time summer student employees will have the option to live on campus. Students living on campus must complete a summer housing application with the Residence Life Office.

7) Students who live on-campus during the summer and work 40 hours per week receive room and board in addition to their hourly rate of pay as part of their compensation. Departmental budgets will be charged for their student employees’ room and board costs. Students who work and choose to live on campus in the summer must take the full room and board plan. The value of the board is considered taxable compensation.

8) Summer student employees working less than 40 hours per week will not be allowed to stay on campus unless there is an acceptable reason to live on campus. Acceptable reasons include, but may not be limited to, a summer internship. All acceptable reasons must be approved by Residence Life and the Student Employment Office. With an approved acceptable reason, these student employees will be able to remain on campus only during the period of this acceptable reason. During this time, the student will be charged the standard weekly room fee.

9) Student employees not living on campus will receive an extra $1.00/hr. of compensation in lieu of the room and board allowance, which will be charged to the departmental budget.

10) Hiring decisions cannot be based on on-campus vs. off-campus residence for the purpose of saving budget money, so departments should be sure to budget accordingly for all summer student positions. Basing hiring decisions on living arrangements, except
where the position requires on-campus housing as a condition of employment, is discriminatory.

Position Description

**General Information**

All student positions must have a position description on file with the Student Employment Office. Position descriptions include details of the position such as duties, skills required, etc. Position descriptions are created by student hiring managers in the jobs.messiah.edu system and approved by Student Employment. An approved position description is required for the position prior to the posting and hiring process.

**PeopleAdmin Procedural Overview**

A ‘Student Hiring Manager’ may create or modify a Position Description in jobs.messiah.edu by creating/viewing a new position description or cloning an existing position. When complete, the Position Description will be forwarded to Student Employment via the jobs.messiah.edu system for approval. Student Employment will review the new or cloned position for content, classification and compensation. Once approved, the new/modified position is then made available to the Student Hiring Manager and may be used for creating a new Job Posting.

**Documentation**

Instructions for creating and modifying position descriptions can be found here:

http://www.messiah.edu/info/21147/supervisors/2134/

Posting

**General Information**

A job posting is required for any open positions. A job posting is created from an approved position description. After a job posting is created, the application process can begin. More than one student can be hired using the same posting.

**PeopleAdmin Procedural Overview**

Using an approved position description, a Student Hiring Manager may create a job posting in jobs.messiah.edu for any open positions. The posting does not require Student Employment approval. Once created, the Student Hiring Manager can choose to: (1) Approve for Later Posting; (2) Post immediately; or (3) do a private posting, ‘Posted/Not Visible’. After a job posting is created, the application process can begin. In cases where a student employee has already been identified for a position opening that has not yet been
posted, the posting process is still required. In these cases, the “Posted/Not Visible” option allows the Student Hiring Manager to create a posting that is only visible to the desired student applicant so only that applicant can complete the required application and proceed through the system’s review and hiring processes.

If any changes are needed to a posting after it has been posted, the student hiring manager will need to notify Student Employment to make the changes. It is important that the Student Hiring Manager communicate to Student Employment when a Posting is to be Closed (i.e., removed for any new applications) or Filled (i.e., after completion of all new hires). Departments may choose to leave a posting open only for an immediate hire or it may remain open for up to the full academic year or summer if more openings are expected. All postings will be closed at the end of the academic year or summer.

**Documentation**

Instructions for creating a student job posting can be found here:

http://www.messiah.edu/info/21147/supervisors/2134/

**Applicant Review**

**General Information**

After a posting is created, applicants will apply for the position via the online applicant portal. When an application is received, the ‘student hiring manager’ will be notified via email. Applications can be reviewed and evaluated by the student hiring manager immediately and at any time via the jobs.messiah.edu system.

**PeopleAdmin Procedural Overview**

Applications are accessed via the ‘applicants’ tab within the posting. Student hiring managers may choose to review and interview as many applicants as desired until a selection is made. When the desired candidate is selected, a hiring proposal must be submitted. Any applicants not selected for the position should be moved to one of the ‘not selected’ statuses:

1) **Not selected – send email** – the system sends the applicant an email to let them know that they have not been selected for the position

2) **Not selected – no email** – this selection closes out the application, but does not send the applicant an email. This option may be used if the student hiring manager wants to send a more personalized response outside of the system, or if the applicant informed the student hiring manager that they were no longer interested in the position.
Documentation

Instructions for accessing an application can be found here:

http://www.messiah.edu/info/21147/supervisors/2134/

Interviewing

General Information

Questions to Ask & Not to Ask

The Administrative/Staff Recruitment Toolkit maintained by the Office of Human Resources and Compliance provides detailed information on the types of questions that cannot be asked in an interview:

http://mcweb.messiah.edu/documents/hr/supervisors/secure/Admin_Staff_Recruitment_Toolkit.pdf

Conducting Reference Checks (Optional)

Student Employment does not require supervisors to conduct reference checks on hires. However, supervisors may choose to collect references and conduct reference checks at their
discretion. Reference checks to the Department of Safety and Student Affairs may be requested if the position being filled is one for which this additional reference/background is necessary.

When conducting reference checks, keep in mind that questions that are illegal to ask in an interview are also illegal to ask of a reference. See the Administrative/Staff Recruitment Toolkit for additional information on conducting reference checks:

http://mcweb.messiah.edu/documents/hr/supervisors/secure/Admin_Staff_Recruitment_Toolkit.pdf

**Hiring Proposal**

**General Information**

When the desired applicant has been selected for hire, the ‘student hiring manager’ must submit a hiring proposal via the jobs.messiah.edu system to Student Employment.

Supervisors currently will make the job offer, but any job offer made prior to an approved hiring proposal by Student Employment must be communicated to the student that it is being made contingent upon Student Employment approval.

A completed hiring proposal (i.e., status of ‘Hire’) is required for (1) Student Employment to authorize employment; (2) the student to begin employment; (3) and to close the posting.

**PeopleAdmin Procedural Overview**

A hiring proposal is created in the jobs.messiah.edu system by first moving the desired candidate’s application to ‘recommend for hire’. The ‘student hiring manager’ then completes the hiring proposal information and submits it to Student Employment by moving the hiring proposal to ‘request to hire’. Upon receipt of the hiring proposal, Student Employment will review the hiring proposal to determine employment eligibility and confirm completion of required forms (e.g., Form I-9, etc.).

If the student is eligible to be hired, Student Employment will move the applicant to one of the following statuses and the ‘student hiring manager’ will receive a system notification email as to the status of the hire:

1) ‘Hire’ – student is approved for hire and can start working
2) ‘Hired Pending Forms’ – student is approved for hire, but must complete payroll forms and the Form I-9 before starting. **DO NOT allow the student to begin working.** Direct the student to the Student Employment Office to complete forms.
After the student completes the appropriate paperwork, Student Employment will change their status to ‘Hire’ and the ‘student hiring manager’ will receive a system notification. When the status is ‘Hire’, the student may begin working.

**Documentation**

Instructions for submitting a hiring proposal can be found here:

http://www.messiah.edu/info/21147/supervisors/2134/

**Closing a Posting**

It is important that the Student Hiring Manager communicates to Student Employment when a Posting is to be Closed (i.e., removed for any new applications) or Filled (i.e., after completion of all new hires). Departments may choose to leave a posting open only for an immediate hire or it may remain open for up to the full academic year or summer if more openings are expected. All postings still open will be closed at the end of the academic year or summer. Prior to requesting a posting to be closed, all unselected applicants must be moved to the appropriate “not selected” status as outlined above.
Onboarding Process

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.

The Student Employee Checklist outlines the items the student employee needs to do before starting to work.

Student employees MUST complete the federally required I-9 Employment Eligibility Verification Form and payroll forms in order to work. After the Student Employment Office has reviewed the hiring proposal AND the student has completed these forms, the supervisor will receive confirmation (via email) that the student has been approved for hire and may begin working. A student should not be permitted to begin working until a hiring proposal has been submitted and the ‘hire’ confirmation email from Student Employment has been received.

The New Hire Checklist outlines the procedures for onboarding a student employee.

Form I-9

A student MAY NOT BEGIN a work assignment without the I-9 Employment Eligibility Verification. (ORIGINAL, unexpired verifications documents for List A OR for List B and C are required; photocopies are not accepted)

1) Section 1 required by no later than first day of employment
2) May have up to three (3) working days to provide verification documents (only for assignments exceeding three days)
3) Must be completed in person in the Payroll/Student Employment Office

Work Permit

Students under the age of 18 must submit a work permit to the Student Employment Office prior to beginning employment.

Background Checks

Pennsylvania law requires employees responsible for the welfare of a child, or having direct contact with children, to obtain background check clearances before beginning employment. If the student employee will have direct contact with minor(s) under the age of 18, the student
employee is required to submit the following 3 background check clearances to the Student Employment Office prior to beginning employment:

1) Pennsylvania Child Abuse Clearance
2) Pennsylvania State Police Check
3) Federal Bureau of Investigation (Cogent) Fingerprinting Check

Additional information on completing and submitting background checks can be found on the Student Employment website.

Mandatory Reporter Training

Pennsylvania Act 31 requires employees in positions that have contact with minors to complete mandated reporter training. Mandatory Reporter training is required to be completed only by any student employee who is subject to the 3-phase background check process. Applicable student employees will be sent a link from ‘Abuse Prevention’ to access the online mandatory reporter training.

This training is required to be completed on or before the first day of employment.

Payroll Forms

New student employees are required to submit payroll forms, such as the Form W-4, Residency Certification Form, and the optional Direct Deposit Authorization Form prior to beginning a work assignment. Payroll Forms can be obtained at the Payroll Office or found on the student employment website.

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, or direct deposit change.

Online Student Employment Forms

The online student employment forms contain information related to the College’s expectations for employee conduct and important information related to workplace health and safety. Student employees should complete these forms within the first week of starting a new assignment. Failure to complete these forms may result in discontinuation of the job assignment until completed. These forms can be accessed via MCSquare: MC Square | Student Quicklinks | Self-Service Main Menu | Employee | Employment Forms

Confidential Information

Departments that have student employees that handle confidential information as part of their job duties should train their students how to handle confidential information and should review the College’s Commitment to Confidentiality with them. Departments should have a
A confidentiality agreement form that is reviewed and signed by the student employee prior to granting the student access to any confidential information.

Confidential information includes:

1) Student Records (e.g., course grades, GPA, class schedules, cumulative academic records, transcripts)
2) Financial information (e.g., student accounts, financial aid records, donor or parent financial data, bank and credit account numbers, credit histories, tax return data)
3) Disciplinary information
4) Social Security number or student number
5) Address and phone numbers
6) Other personal information
7) Confidential information about other students, parents, employees, guests, donors or applicants should NOT be released or shared 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.

Employee Compliance Training

All employees are required to complete the Safety, Health, & Environmental Training. Depending on the job assignment and what tasks are performed, some student employees may also be required to have comprehensive safety training on specific topics. The training list should be reviewed and completed during a new student employee’s first week of work. Completed forms should be submitted to the Student Employment Office.

New Student Employee Orientation

Academic Year

There is currently no centralized Student Employment orientation for new student employees. Each department is encouraged to have orientation for the department. A review of content from the Student Employment Handbook with the employees would be helpful.

Summer

Summer student employees are required to attend the summer student orientation meeting. Typically, the orientation meeting is held the week after graduation, with the exact date to be communicated to summer supervisors by the Student Employment Office.

Departmental Training

Departments are encouraged to hold orientation/training sessions for new student employees.
Continuing Student Employees

Generally, students who are employed in an assignment will be given the opportunity to continue in that assignment in a subsequent year. Departments may not arbitrarily decide to discontinue employment for one student employee and replace with another student employee in the same position. Exceptions to this general rule include reasons not limited to an academic schedule conflict, a departmental staff restructuring, or a disciplinary process.

Rehiring Process for Subsequent Years

The Student Employment Office distributes Roster Request Forms to student employee supervisors in mid-Spring semester (typically at the end of March). The Roster Request Form is used to communicate to Student Employment which of a department’s current student employees will be returning to work for the department the following academic year and which ones will not be returning. Completed Roster Request Forms are due to the Student Employment Office by the beginning of May. If requested on the Roster Request Form, students continuing in the same position do not need to re-apply through the jobs.messiah.edu system for the following academic year. 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. If a student is not returning to the position the following year, it should be indicated as such on the Roster Request Form and a Student Employment Resignation/Termination Form, indicating the student’s reason for resignation and signature, must be submitted along with the Roster Request Form.
Payroll Processing

The Student Employment Office works closely with the Payroll Office in the setup and processing of student employment jobs. All hiring is completed through Student Employment and all payroll processing is handled through the Payroll Office.

Timesheets

After a hiring proposal is submitted via jobs.messiah.edu, and the job is set-up, an online timesheet will be available for the student employee. Students must enter and submit their hours in the pay period in which those hours were worked. Supervisors of student employees must review and approve the student’s timesheet and submit them to the Payroll Office by the due date. **It is the responsibility of the supervisor** to review and approve and submit their students’ timesheets by the deadline so that students are compensated accurately for the hours that they worked, to meet payroll processing deadlines, and to comply with legal pay and tax reporting requirements.

If a timesheet has not been created, the student or supervisor should contact the Payroll Office immediately. See the timesheet instructions for additional instructions on completing and submitting student timesheets and the Payroll Processing Deadline Policy.

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 located and printed from the Payroll Office website 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. After it is signed by both the student and supervisor, the late
timesheet will need to be delivered to the Payroll Office in Old Main for processing on the next student payroll.

Overtime will be paid when the student works more than 40 hours in a Sunday–Saturday workweek.

Student employees must be paid for all time worked and may not volunteer their time

*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.*

**Pay Schedule**

Students are paid on a fixed biweekly payment schedule for both the academic year and the summer pay periods. The payment processing schedule is available on the Student Employment website. Additionally, the work periods for a given payroll can be reviewed on the timesheets.

Student employees have the option of receiving their pay either by direct deposit into any U.S. bank account or by check mailed to their campus mailbox. Earnings are paid directly to the student and are not applied directly to their student account.

**Temporary Student Employees**

There are occasions when departments may need to utilize a student’s assistance in a temporary assignment that is outside of the standard work study assignments. To be in compliance with employment law, these workers must follow the same requirements as new student employees. The student must apply and be hired as a student temporary employee through jobs.messiah.edu.

A department that is hiring a student for a temporary assignment must submit a hiring proposal through the jobs.messiah.edu system AND receive approval from the Student Employment Office prior to the student performing any work. **Departments must not allow students to perform work without prior approval.**

Student employees MUST complete the federally required I-9 Employment Eligibility Verification Form and payroll forms in order to work. After the Student Employment Office has reviewed the hiring proposal AND the student has completed these forms, the student hiring manager will receive confirmation (via email) that the student has been approved for hire and may begin
working. Do not allow a student to begin working until a hiring proposal has been submitted and the ‘hire’ confirmation email from Student Employment is received.

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 temporary workers so that the required documents can be completed in advance.

Payment for students completing a temporary assignment is processed via the on-line timesheet as outlined above.

Students may NOT be paid a stipend for work performed. All work hours must be recorded and submitted by the end of the pay period in which the work is performed. In other words, work performed during a pay period must be submitted on the timesheet to Payroll following the regular payroll deadlines. Student one-time or temporary payments cannot be invoiced per independent contractor agreements that are paid from an invoice.

Below is a list of approved pay rates for common temporary positions. Temporary rates are established to align with approved pay rates for regular student positions. If you have a student that will be performing duties not listed below, or if there is a need for a different pay rate, please contact the Student Employment Office for an approved pay rate prior to communicating a rate to the student.

<table>
<thead>
<tr>
<th>Position</th>
<th>Level</th>
<th>Hourly Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Assistants &amp; General Workers</td>
<td>1R</td>
<td>$7.25</td>
</tr>
<tr>
<td>- Office Assistants</td>
<td></td>
<td></td>
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<tr>
<td>- Child Care Workers</td>
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<tr>
<td>- Athletic Workers &amp; Referees</td>
<td></td>
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<tr>
<td>- Van Drivers</td>
<td></td>
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</tr>
<tr>
<td>Technical Assistants &amp; Related Positions</td>
<td>2H</td>
<td>$7.70</td>
</tr>
<tr>
<td>- Technical Assistants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Art/Web/Design Workers</td>
<td></td>
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<td>- Music Accompanists</td>
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<td>- Photographers</td>
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<tr>
<td>- Videographers</td>
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</tbody>
</table>
Supervisor 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:

2) Attend a Student Employment Supervisor training.
3) Follow the hiring process outlined in this document and receive approval from the Student Employment Office for any new student hires.
4) Notify the Student Employment Office immediately when a student has given notice of leaving an assigned position using the Student Employment Resignation/Termination Form.
5) Use the New Hire and Resignation/Termination Checklists to assist in these processes.
6) Assist the Student Employment Office in abiding by the hiring requirements outlined 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 approval from the Student Employment Office.
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. Provide students with the necessary training and guidance to facilitate the understanding of job responsibilities.
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) Monitor students to ensure timesheets are submitted for approval by the established payroll deadline. Approve and submit timesheets 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.
13) Manage the student employment disciplinary process, consulting with the Student Employment Office when needed.
14) Monitor the student wage budget for their department.
15) Review Employee Self-Service (under Supervisor Functions) for each student to compare student hours-to-date with the Financial Aid work award for the academic year. Supervisors are responsible to see that students do not exceed their Federal Work Study allocation.

16) 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.

17) Review position descriptions on at least an annual basis and update as needed.

18) Adhere to deadlines established by the Student Employment Office for items such as submission of Roster Request forms, academic year and summer hiring requests, etc.
Performance Evaluations

At this time, there is not a centralized performance evaluation procedure for student employees. Departments are encouraged to have regular, ongoing discussions with their student employees related to performance progress and areas for development. Departments are encouraged to conduct their own evaluations on a form and schedule this is most effective for their department (semester, annual, other). Departments are to retain any completed evaluations.
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. A decision to terminate requires approval from the Student Employment Office prior to any move to terminate employment. 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.

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.

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

In the event that a supervisor determines that immediate termination of employment is warranted, the termination shall not occur until the supervisor has obtained the approval of the Student Employment Office and the head of the department. A supervisor should ensure that a witness is present when an employee is notified of immediate termination.

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:

1) Insubordination
2) Neglect of duty
3) Dishonesty
4) Fighting or threats of violence
5) Theft, attempted theft or willful destruction of College property
6) Sabotage
7) Falsification of payroll, employment, or other College records or information
8) Unapproved absence of three consecutive days
9) Harassment
10) Using College IT equipment/infrastructure in a manner that is not in compliance with the ethical and moral standards of the College
11) Intentional violation of the principles embodied in the “Community Covenant”
12) Serious violation of Messiah College policies
13) Other serious wrongdoing, including that which may harm persons or property
14) Failure to follow established safety protocols and procedures, including failure to report a crime
15) 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.
Termination Process

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, student resignation, a departmental staff restructuring, academic suspensions or disciplinary actions most commonly through the Office of Student Affairs or the Department of Safety process.

When a student job assignment ends, the supervisor should submit the Resignation/Termination Form to the Student Employment Office. For all terminations due to performance or disciplinary issues, the supervisor must follow the disciplinary action procedures and file a copy of the Student Employment Disciplinary Notification form(s) with the Student Employment Office.
Reference Requests

Students who wish to obtain employment references should contact their supervisor directly to request a reference. 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.
Employment Verification Requests

Employment verification requests should be forwarded to the Student Employment Office for completion. Information related to a student’s employment should not be released without a signed authorization form from the student.

Government Contractor

At times, federal investigators may come to campus to speak with certain individuals/departments to verify past employment history of a student employee. The investigator must first stop at the Department of Safety to verify their identity and to request access to speak to certain individuals/departments. The Department of Safety will provide the investigator with a visitor’s badge and a form that lists the departments/individuals that the investigator has requested to speak with. Departments/individuals may give the investigator the requested employment information provided that the investigator presents his/her badge/ID, the form from the Department of Safety, and a signed release from the student employee.
**Contact Information**

**Student Employment Office:**

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 3015, Mechanicsburg PA 17055

**Payroll Office:**

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 3015, Mechanicsburg PA 17055

**Financial Aid Office:**

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
Forms, Links & Checklists

Student Employment website:  https://www.messiah.edu/studentemployment

Payroll Website:  http://www.messiah.edu/payroll

Jobs.messiah.edu:  https://jobs.messiah.edu/hr/

Student Pay Schedule & Timesheet Due Dates:  
http://www.messiah.edu/info/20243/payroll/387/pay_schedules

Student Employment Handbook:  

Jobs.messiah.edu Training Documentation:  http://www.messiah.edu/info/21147/supervisors/2134/

Background check information:  
http://www.messiah.edu/info/21146/student_employees/2081/background_checks

Harassment Policy:  http://www.messiah.edu/info/20592/compliance/1021/

New Employee Checklist:  Outlines the steps a new student employee must take upon hire.  
http://www.messiah.edu/download/downloads/id/2576/New_Student_Employee_Checklist.pdf

Payroll Forms Packet:  All new student employees must complete these forms before starting to work.  

New Hire Checklist:  Helpful information for departments/hiring managers that are hiring a new student employee.  

Resignation/Termination Form:  This form should be submitted to the Student Employment Office when a student employee resigns or is terminated.  
http://www.messiah.edu/download/downloads/id/2572/Student_Resignation_Cancellation.pdf

Disciplinary Notification:  This form should be used to record student employee disciplinary issues.  Send completed forms to the Student Employment Office.  

Student Employment Change Form:  This form is used to submit changes in employment status (change in hours, reactivation, promotion, etc.) to the Student Employment Office.  

Commitment to Confidentiality:  Departments that have student employees that handle confidential information should review this with them prior to giving access to confidential information.  
Safety, Health, & Environmental Training Information: All student employees should complete the online safety training. Certain positions require additional training on specific topics. This should be reviewed with new student employees (as applicable) during their first week of employment.

FAQ’s

Who is eligible for student employment?

If the student is at least a half-time Messiah College student and is eligible to work in the United States, they are eligible for on-campus student employment.

Can a student have more than one job?

Yes. However, students may not exceed 20 hours per week total from all jobs.

How many hours are students permitted to work?

Students may work up to a maximum of 20 hours per week total from all jobs. Actual hours are determined based on the hiring department’s needs/budget and the student’s availability.

I already know who I want to hire, do I need to post the position?

Yes, all student hires must be processed through Jobs.messiah.edu. In cases where a student employee has already been identified for a position opening that has not yet been posted, the posting process is still required. In these cases, the “Posted/Not Visible” option allows the Student Hiring Manager to create a posting that is only visible to the desired student applicant so only that applicant can complete the required application and proceed through the system’s review and hiring processes.

I’ve hired a student, what are the next steps?

Before a student can begin working, they are required to complete the federally mandated I-9 Employment Eligibility Verification form and payroll forms (Form W-4, Residency Information Form, and the optional Direct Deposit Authorization Form). Direct your student to the Payroll Office, 1st floor of Old Main to complete these forms. Do NOT allow the student to start working until you receive the ‘Hire’ confirmation email from the jobs.messiah.edu system. Also, direct your student to complete the Student Employee Checklist. It contains important instructions on
the next steps in the student employment process. Supervisors should also review the New Hire Checklist for additional instructions when hiring a student.

**Who do I contact for assistance with Jobs.messiah.edu?**

Contact Belinda Conrad, ext. 2900 or bconrad@messiah.edu or view the training resources found here: [http://www.messiah.edu/info/21147/supervisors/2134/](http://www.messiah.edu/info/21147/supervisors/2134/)

**If a student has worked on campus previously, do they need to complete payroll forms/I-9 form again?**

If the student has worked on campus within the last 12 months and has previously completed the forms, it is not necessary to complete them again. If it has been more than 12 months since the student last worked, they will need to submit payroll/I-9 forms again.

**How/When do students get paid?**

Student employees are paid on a biweekly basis (typically every other Friday) via check mailed to their campus mailbox or by direct deposit to their bank account. A full, detailed pay schedule can be found on the payroll website.

**Where can I view my student employment roster and earnings information?**

McSquare | Self-Service | Employee | Supervisor Functions | Student Employment Roster

**My student didn’t submit a timesheet, or has missed the deadline what do I do?**

Contact the Payroll Office for a timesheet, payroll@messiah.edu or ext. 2902

**A mistake was made on a previously submitted timesheet, how do I correct it?**

Contact the Payroll Office for instructions, payroll@messiah.edu or ext. 2902. Do not record hours from a previous pay period on the timesheet for the current pay period.

**How do I pay a student that is helping our department with a project, or on a temporary basis?**

The student must apply and be hired as a temporary student employee through Jobs.messiah.edu. A department that is hiring a student for a temporary assignment must submit a hiring proposal through the Jobs.messiah.edu system AND receive approval from the Student Employment Office prior to the student performing any work. **Departments must not allow students to perform work without prior approval.** To be in compliance with employment law, these workers must follow the same requirements as new student employees. Payment for
students completing a temporary assignment is requested via the standard student timesheet process.

**How do I pay a student a stipend?**

Students may NOT be paid a stipend or gift card for work performed. All work hours must be recorded and submitted to the Payroll Office. Before performing any work, the student must be approved for hire as a temporary assignment through jobs.messiah.edu.

**Where do I locate the Resignation/Termination Form, the Disciplinary Notification Form, or the New Hire Checklist?**

[http://www.messiah.edu/info/21147/supervisors](http://www.messiah.edu/info/21147/supervisors)

**Can I hire a student that has graduated?**

Students that have graduated are not eligible for student employment positions. Departments may submit requests to hire graduated students via a temporary, staff assignment through the Office of Human Resources & Compliance (x.5300; 717-796-5300; humanres@messiah.edu).

**How do I hire a student for a summer position?**

Information/Instructions regarding the hiring of summer student employees is communicated to departments at the end of fall semester and at the beginning of the Spring semester. All summer hires must be processed and approved for hire via a summer job posting in the jobs.messiah.edu system, even if the student has worked previously or is currently working for the department during the academic year. Departments not hiring a student that has worked for them previously must attend the Summer Job Fair (typically held in February).