



Student Employee Handbook

This handbook provides the policies and procedures that govern student employees of the University of Dayton. Should you have any questions about the information that is contained in this handbook, please contact a representative by phone at 937-229-3249 (x93249), by visiting Flyers First, 411 St. Mary's Hall, or by email at studentemployment@udayton.edu.

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How Do I Get A Job On Campus?

Current job opportunities for student employees are listed at jobs.udayton.edu. The forms necessary to begin your employment at the University of Dayton are listed below. You must complete these documents prior to your first day of work. In order to facilitate this process, you must bring specific forms of identification (*see page 4 for list of these*) to the Flyers First Office (St. Mary's Hall, Room 411).

You must complete the following forms prior to your third day of employment:

1. Federal and state tax forms
2. Immigration Reform and Control Act Form (I-9 Form)

With the assistance of a member of the Flyers First staff you will complete these materials, ensuring your eligibility to work on campus. Once this is completed, you are free to interview for available on campus jobs.

Eligibility Requirements

Eligible students must meet the following conditions:

- Be accepted for enrollment or plan to continue enrollment.
- Be enrolled a minimum of six credit hours per semester during the regular school year as an undergraduate or a minimum of three semester hours as a graduate student.
- Be eligible to work in the United States and provide documentation to that effect.
- Your eligibility to work on-campus has been cleared through the Office of Financial Aid.
- Due to the registration requirements listed above co-op students are not able to hold an on-campus job during their work term.

International Students

According to DHS rules and regulations, international students must be registered full time in order to be eligible to work on-campus. International students must also gain the approval of the International Student and Scholar Services Office before obtaining a job on campus.

Responsibilities

You should begin your new job in a positive way and know what your employer expects of you regarding work performance, scheduling, and dress code. You should be aware of the specific policies and procedures of your employing department so that you can gain the most from your job experience. Ask questions, take the initiative, and learn as much as you possibly can. Also, be sure to obtain your employer's phone number and provide him or her with your local address and telephone number. Each job is unique and requires different skills and responsibilities; however, several universal responsibilities apply to all student employee positions.

At the University of Dayton, you are responsible for:

- Fulfilling the student employment eligibility requirements;
- Respecting the rights and property of your employer and fellow employees;
- Treating all coworkers, students, and patrons with courtesy and respect;
- Acting in a professional manner at all times and respecting the confidentiality of student and University records;
- Contacting your employer before your shift begins if an illness or emergency prevents you from reporting to work;
- Discussing changes in your work schedule with your employer and keeping your employer's needs in mind when revising your work schedule;
- Reporting to work on time;
- Reporting your work hours accurately and submitting your time cards to your supervisor;
- Speaking with your employer when duties or instructions are unclear or if problems arise;
- Dressing appropriately, according to the dress code of your place of employment;
- Maintaining a positive work attitude of cooperation and initiative;
- Performing your work to the best of your ability and making a personal commitment toward providing quality service;
- Presenting and discussing new ideas with your employer;
- Conducting personal business on your own time and avoiding excessive socializing during working hours;
- Monitoring your Federal Work Study (FWS) earnings if you are working under the FWS program so that you do not exceed the earnings limit and notifying your employer if your FWS award changes.

Immigration Reform & Control Act

Federal regulations require that every employed person prove employment eligibility by showing specific identification in order to complete the Federal Employment Eligibility Form (I-9). You will not be permitted to work on campus until Section 2 of the I-9 Form is completed in person at the Flyers First Office, St. Mary's Hall, RM 411.

To complete the Federal Employment Eligibility Form (I-9):

You should visit the Student Employment Office in person to complete the I-9 Form. You will need to have specific documents, listed below, to have Section 2 completed, and this process must be completed before your first day of work. Please note that we cannot accept photocopies or faxed copies of these documents.

You must present 1 document from column A **or** present 1 document from column B and 1 document from column C.

Lists of Acceptable Documents

List A

Documents that Establish Both Identity and Employment Eligibility

- 1 Current U.S. Passport
- 2 Certificate of U.S. Citizenship (*INS Form N-560 or N-561*)
- 3 Certificate of Naturalization (*INS Form N-550 or N-570*)
- 4 Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- 5 Alien Registration Receipt Card with photograph (*INS Form I-151 or I-551*)
- 6 Unexpired Temporary Resident Card (*INS Form I-688*)
- 7 Unexpired Employment Authorization Card (*INS Form I-688A*)
- 8 Unexpired Reentry Permit (*INS Form I-327*)
- 9 Unexpired Refugee Travel Document (*INS Form-571*)
- 10 Unexpired Authorization Document issued by the INS which contains a photograph (*INS Form I-688B*)

List B

Documents that Establish Identity

- 1 Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
- 2 ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
- 3 School ID card with a photograph
- 4 Voter's registration card
- 5 U.S. Military card or draft record
- 6 Military dependent's ID card
- 7 U.S. Coast Guard Merchant Manner Card
- 8 Native American tribal document
- 9 Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

- 10 School record or report card
- 11 Clinic, doctor, or hospital record
- 12 Day-care or nursery school record

List C

Documents that Establish Employment Eligibility

- 1 U.S. social security card issued by the Social Security Administration (*other than a card stating it is not valid for employment*)
- 2 Certification of Birth Abroad issued by the Department of State (*INS Form FS-545 or Form DS-1350*)
- 3 Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- 4 Native American tribal document
- 5 U.S. Citizen ID Card (*INS Form I-197*)
- 6 ID Card for use of Resident Citizen in the United States (*INS Form I-179*)
- 7 Unexpired employment authorization document issued by the INS (*other than those listed under List A*)

Work Study Programs

Federal Work Study Eligibility

Federal Work Study is a federally funded program established to encourage colleges and universities to provide on-campus job opportunities and off-campus community service job opportunities to their students. The funds are made available by the United States Department of Education and are to be awarded to students who demonstrate the highest financial need. The Office of Financial Aid applies for the funding in this program and determines the eligibility of students to receive these awards. The University pays a portion of the student wages and the government pays the remaining portion. In addition, FWS earnings are not reported as income on your financial aid application in determining your financial aid for the following academic year. However, FWS earnings are considered taxable earnings for tax-filing purposes.

To be considered for Federal Work Study employment, the Free Application for Federal Student Aid (FAFSA) must be submitted annually to the appropriate agency no later than mid March. The Office of Financial Aid will notify all Federal Work Study applicants of their eligibility.

Federal Work Study Earnings Limit

If you submitted a FAFSA and listed the University of Dayton as a recipient of your results, you were informed in your notification of Financial Aid Eligibility letter if you were eligible for FWS. The award amount listed on this letter indicates your earnings limit for the academic year.

Earning your maximum award will depend upon the number of hours you work and the pay rate you receive. Because FWS is a source of federal financial aid, your total gross FWS earnings may not exceed the amount of your FWS award. The Student Employment Office will notify you and your employer when your earnings are within \$200 of your FWS award amount. Once you earn your FWS award, your employer may choose to terminate your employment unless he or she agrees to pay your wages under University Funded Employment (meaning that your employing department's budget pays your entire wage). The Student Employment Office recommends that you monitor your academic year earnings so that you will know when you are approaching your earnings limit.

University-Funded Employment

University-Funded Employment is a program in which funds are provided by the University of Dayton to individual University departments as encouragement to use student labor on campus. This award is made by the Office of Financial Aid to any student interested in on-campus employment. Financial need is not a factor in this type of employment.

Federal Work Study Community Service Program

As an upper-class student receiving a Federal Work-Study award you are eligible to work off-campus with participating local organizations that improve the quality of life for members of the Dayton community. You will be employed by the University of Dayton to work at an agency location. If you are interested in earning your Federal Work-Study funds while you make a difference in the lives of needy individuals, visit the Student Employment Office located in Flyers First, SM411, for more information about agencies with available jobs.

Pay Procedures

Time Reporting

In order to receive a paycheck, your employer must complete all the steps required to hire you once you have been selected as an applicant from the jobs.udayton.edu website. Time will be submitted online for each pay period and your employer will verify this time. Pay periods run from the 1st of the month to the 15th (paychecks are issued on the 25th), and from the 16th day of the month to the 31st (paychecks are issued on the 10th).

Direct Deposit

The University of Dayton has implemented the mandatory direct depositing of pay for all employees, included student employees, eliminating the need to print paper checks.

The key advantages of direct deposit are:

- 1) the convenience of not having to go to the bank to deposit earnings,
- 2) earnings are automatically deposited if you are on vacation or off campus on payday, and
- 3) the timely, safe, and accurate deposit of pay. The regular pay date is the date used in crediting your account.

You will need to complete the '[Direct Deposit Form](#)' to arrange for this service. Although your paycheck can be deposited to the bank account of your choice, the Day/Air Credit Union, located in Marianist Hall, can provide you with options for savings and checking accounts as well.

Merit Raises

Pay increases are made at the discretion of individual departments and are based on merit.

Summer Overtime Policy

Overtime is not encouraged; however you are entitled to overtime pay on the rare occasion that you work more than 40 hours in a summer work week. The work week begins on Monday at 12:01 A.M. and ends on Sunday at midnight. If you are working more than one on-campus job, your hours are accumulated among them. Therefore, you are responsible for notifying each department of your other jobs, since the secondary employer is responsible for paying your overtime wages. In the event that you work more than 40 hours in one week, you will be paid 1.5 times your hourly wage for any hours in excess of 40.

Minimum Wage

The State of Ohio's minimum wage is currently \$7.95 per hour.

Income Taxes

As part of the application process, students are required to complete Federal and State tax forms before they are considered eligible to work on-campus. A Student Employment Representative will explain the procedure for completing these forms. A common question is whether to claim "1" or "0" exemptions on the tax forms. Claiming "1" results in a smaller amount of taxes being deducted from your paycheck, while claiming "0" results in a larger amount being deducted. You may change the number of exemptions on your tax forms throughout the school year. If you fail to adequately complete the tax forms, state law requires the Student Employment Office to withhold an amount from your paycheck based on the highest schedule.

Full time students are exempt from paying Medicare and Social Security taxes. In order for you to take advantage of this exemption, you must be registered as a full time student during the session in which you are working. Full time status as an undergraduate requires that you be enrolled for twelve (12) credits during the school year and six (6) credits during each of the summer sessions.

If you are a resident of Indiana, Kentucky, Michigan, Pennsylvania, or West Virginia, you may claim exemption from withholding of Ohio Income tax. Instead, that income is taxable in your home state. In order to claim this exemption, you must file Form IT4NR.

The W-2 forms, showing the calendar year's earning, will be mailed to your permanent mailing address soon after the first of the year. Use these forms to complete your federal, state, and local tax forms. The forms, which must be completed before April 15, are available at local off-campus post offices.

Job Separation

Resignation

You are encouraged you to submit a letter of resignation to your employer at least two weeks prior to your last day of employment. If your resignation is due to a conflict or disagreement with your employer concerning policy, schedule, work ethics, attitude, or other circumstances, you may want to discuss the problem with him or her before terminating from your position. If your resignation is due to sexual harassment and/or discrimination by either your employer or your co-workers you should consider speaking with a Student Employment representative.

As a student employee, you may voluntarily terminate your job at your own discretion. Reasons for your resignation might include:

- Course work overload
- Class scheduling conflicts
- Better job opportunity
- Co-op or intern opportunity
- Graduation
- Conflict with your employer or co-workers
- Personal reasons

Involuntary Separation With Notice

Your employer may terminate your job with notice for a number of reasons. These reasons may include:

- Discontinuation of the job
- Lack of departmental funding
- Scheduling conflicts
- Federal Work Study earnings maximum met

Your employer should attempt to give you two weeks prior notice and should explain the reason for the termination of employment.

Involuntary Separation Without Notice

The employer has the right to terminate student employees without notice for students found to be in violation of University behavioral standards. Some examples of violations include, but are not limited to:

- Time card falsification
- Repeated unexcused absences or tardiness
- Use of drugs or alcohol during or immediately prior to the work shift.
- Theft

As an exercise of its disciplinary authority, the University of Dayton also reserves the right to deny future employment to any student found to be in violation of time card falsification and theft.

Returning to Your Job after Academic Vacations

Before each semester ends, you should ask your employer about the possibility of returning to your position the next academic year or after returning from a leave of absence (e.g. co-op experience). Most campus employers offer continued employment. However, continued employment is not guaranteed since departments have the right to change staffing and programming.

University Policies & Procedures

Smoking Policy

The University of Dayton is committed to providing a safe and healthy environment on campus. In pursuit of this commitment, the University provides a smoke-free work environment for all employees. Therefore, smoking is prohibited in all interior areas of University-owned property. This policy applies at all times, not only during usual work hours. It prohibits smoking in areas including, but not limited to: offices, work areas, classrooms, laboratories, hallways, rooms, dining halls, libraries, galleries, reception rooms, and University-owned vehicles. Employees and students who serve in the function of receiving guests should, when necessary, remind visitors of this policy. Those who choose to smoke will be asked to leave a building. Noncompliance and/or repeated violations may result in citations and a fine or more serious disciplinary action. If problems are encountered, this matter should be referred to your supervisor.

Substance Abuse Policies

In order to ensure the University's commitment to a quality educational and work environment, every employee and student has a right to work and learn in an environment free from the effects of drugs and alcohol. The University of Dayton policy on alcohol is consistent with the law in the State of Ohio. This means that no individual may purchase, possess, or consume beer or any other alcoholic beverage until age 21.

In response to overwhelming student, faculty, and staff support, the University of Dayton is striving for a healthier campus. Smoking will be permitted only in designated areas. To review the policy and designated areas, please review the information at http://www.udayton.edu/international/connect/breathe_easy_ud.php.

The University's drug policy states the illicit and improper use, transfer, possession, and/or sale of illegal drugs and the possession and/or use of any type of drug paraphernalia are prohibited at the University of Dayton. Each student is responsible for adhering to these policies. If a violation occurs, disciplinary action will be taken. Penalties can include termination of employment, dismissal or expulsion from the University and possible criminal prosecution.

While the University will attempt to provide support and counseling services for those involved in substance abuse, it also will act firmly through disciplinary procedures to control drug abuse and the promotion of illegal substances in the campus and in the University community.

Worker's Compensation Policy

All students employed by the University of Dayton are insured under State Workers Compensation Laws. Ohio law provides for the payment of medical care expenses if you are injured while performing official employment related duties at the University of Dayton.

Injury on the Job

If you are injured on the job you must make your supervisor aware of your injury immediately. Every reasonable effort will be made to assist you in receiving prompt medical attention. U.D. Public Safety, or the University Rescue Squad, may be called if needed, and patrol officers are qualified in first-aid procedures.

It is important for you to complete the proper paperwork in order to file a claim and be reimbursed for your medical expenses. Please be sure to fulfill this obligation as soon as possible. For any additional information concerning the Worker's Compensation Policy or injury on the job, contact the Office of Human Resources, St. Mary's Hall, Room 118, 229-2541.

Grievance Procedures

Occasionally, conflicts arise in the work place between the student worker and the employer. Usually these conflicts can be resolved by taking the following action:

1. If you have a grievance concerning an employer's policy or procedure, make an attempt to discuss and settle the problem with your immediate supervisor. Do not be afraid to present and talk about your concerns. Try to stay calm and rationally present your argument. Emotional outbursts tend to cause friction. Determine what you want to talk about before you meet with your supervisor. In most cases, an honest discussion resolves the conflict.
2. If you are dissatisfied with your supervisor's response, you may want to then contact your department supervisor to discuss your concerns. Explain to him or her that you have already spoken with your immediate supervisor and are dissatisfied with the outcome. Possibly, the department supervisor can resolve the conflict.
3. If you are still unable to resolve the matter, make an appointment with the Dean of Admission and Financial Aid. Be prepared to present all the information pertaining to the matter.

4. The Dean will meet with all of the individuals involved and attempt to mediate the problem. Written records reflecting these proceedings will be maintained in your student employment file.
5. If the matter is not resolved to your satisfaction, you may appeal the resolution in writing to University's Grievance Board.

Nepotism Policy

No student employee should be employed in, or transferred to, a department which establishes a supervisory/employee relationship between two individuals who are related as follows: parent, child, stepchild, grandparent, grandchild, brother, half-brother, stepbrother, sister, half-sister, stepsister, uncle, aunt, nephew, niece, cousin, husband, wife, stepparent, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or any member of the same household.

The above includes not only situations where one person reports directly to another, but also to those situations where one person would be employed in a unit or department over which another person has authority or administrative responsibility.

Sexual Harassment

The State of Ohio prohibits sexual harassment as part of its civil rights law. The University of Dayton supports this position and is committed to creating and maintaining an educational environment for all students and a work environment for all employees which supports and rewards educational and career goals on the basis of ability and performance. Sexual harassment is fundamentally at odds with this commitment and is in violation of University policy.

Sexual harassment is understood to encompass a diverse range of behavior which includes, but is not limited to, unwelcome sexual advances or requests for sexual favors. Additionally, sexual harassment encompasses verbal or physical conduct which suggests, either explicitly or implicitly, that submission to such contact is a condition of an individual's employment or educational advancement, or conduct which has the effect of unreasonably interfering with an individual's educational or work performance or creates an intimidating, hostile, or offensive working or educational environment.

If you feel that you are being sexually harassed, it is important to follow these guidelines:

1. You are encouraged to report all incidents of sexual harassment when they occur. Student employees may report matters to their supervisor, the director or the vice president of their division, or to an administrator in the human resources, affirmative action or legal affairs office. Many sexual harassment complaints can be resolved by ordinary administrative action.
2. If you wish to start a formal process, you must file with a Grievance Officer a written and signed complaint that specifies the name(s) of the accused and the date(s) of the incident(s) and describes the offending conduct. You must file this formal complaint within six months of the most recent incident.
3. Within a week of receiving a formal complaint, the Grievance Officer will initiate an investigation of the alleged harassment. The Grievance Officer then prepares a report which calls for a formal hearing or dismisses the complaint.
4. If a formal hearing is called for, the complaint will be heard by a Hearing Board. You and the accused may have an advisor present at the hearing and every effort will be made to keep the identity of the parties and the information provided confidential. Within 10 working days after the hearing, the Hearing Board will write a report that includes its findings, its decisions, and any recommendations.
5. If the accused is found to have engaged in sexual harassment, a brief statement of the finding will become part of his or her student file. In addition, he or she will be subject to disciplinary or corrective action depending on the severity of the offense.
6. Appeals by students must be addressed to the President, whose decision is final.

Maximum Working Hours

Since student employment is considered part time work, you may work up to 20 hours per week while enrolled in classes. You may, however, work up to 40 hours per week during the summer if you are not enrolled in summer session classes, assuming you meet all other student employment eligibility requirements.

Having More Than One Job

There are a limited number of student employment positions on campus. Therefore, you are limited to holding only one student employment position at a time, unless that position is designated as an "on-call-only" position.

Limits on Co-op Students

Co-op students are not permitted to work in a student employment position during their co-op term.

Illness/Emergency Leave

If you are absent during a scheduled work shift, you will not be paid for those hours. If you become ill and/or an emergency arises and you are unable to work, you must notify your employer as soon as possible before your shift begins, so he or she can make necessary arrangements. If your illness persists for a long period of time, notify your employer of the situation so that necessary arrangements can be made.

If you are absent due to uncontrollable circumstances and you are unable to notify your employer, you will be able to explain your situation at a later time when you return to work. However, if you have no justification for your absence, you are subject to any disciplinary action taken by your employer (e.g. reprimand, dismissal).

Jury Duty

A student employee (18 years or older) may be summoned for jury duty. If you are currently scheduled to work your employer must keep your position available for you while you are serving jury duty. If only a phone call is required and you are not required to report in, you will be expected to report to your on campus work assignment. Jury duty is treated as an excused absence without pay. You will receive payment from the court.

Work Breaks

According to the Fall Labor Standards Act, you are not eligible for a rest break during work hours. However, most on-campus employers allow a 15 minute paid work break for every four hours of continuous work. Your work break is a privilege and if you abuse it your employer may cancel it. You cannot substitute your break for the first or last fifteen minutes of your work shift. If you are scheduled to work over a meal period you should plan to eat before or after your work shift. You will not be provided with an official paid meal break. If you work eight continuous hours, you are entitled to a one hour unpaid break. You should check with your employer for further information regarding your employing department's break policies.

Disabilities and Escort Services

Students with Disabilities

The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, provide that no otherwise qualified disabled student shall receive unequal treatment or be discriminated against under any program or activity receiving federal financial assistance. This means that a disabled employee must be able to perform the "essential functions" of his or her job, with or without reasonable accommodation. If you have a physical or mental impairment which limits your activities and wish to pursue an on-campus position, you should contact a representative in Flyers First in order to find a position which fits your abilities and interests.

Escort Service

The University of Dayton's Department of Public Safety is the recognized, lawful, professional police agency on all University property. Its objective is to make the University a comfortable and safe place for students, faculty, staff, and visitors. In an effort to fulfill this objective, the Department of Public Safety provides an escort service for students who find themselves leaving class, the library, or an on-campus job after dark. This service enables you to arrive safely at your place of residence. You are encouraged to utilize this service if you find yourself alone during your walk home. The Escort Service operates daily from 8:00 P.M to 3:00 A.M. and can be contacted through Public Safety at 937-229-2121.

Job Opportunities

On-Campus

On-campus positions are convenient and often offer flexible schedules which work around your class schedule. Your on-campus job search requires you to be patient, flexible, and persistent. If you cannot find a job right away, the best course of action is to check back the jobs listing often, as new jobs become available and are posted daily.

Off-Campus

The UD campus is in close proximity to some of the area's largest corporations and businesses which employ UD students. For additional information on off-campus jobs, please contact the [Career Services](#) located in the Alumni House, or at 229-2045.

Childcare

Many local families seek out University of Dayton students to fill part-time childcare positions in their homes. These positions are often flexible and conveniently located in the neighboring communities. Information on these opportunities can be found via the "[Hire a Flyer](#)" program.

Internships

The [Internship Program](#) allows you to work in a position aligned to your academic program. You may work 12-20 hours a week and receive academic credit for your work experience. For additional information on the Internship Program, please contact the [Career Services](#) located in the Alumni House, or at 229-2045.

Co-op Program

The [Cooperative Education Program](#) is a program which integrates classroom theory with work experience. Participating students alternate semesters of full-time study with semesters of full-time work. Co-op students must be able to meet the employment enrollment requirements to be eligible for on-campus employment. For additional information on the Cooperative Education Program, please contact the [Career Services](#) located in the Alumni House, or at 229-2045.

Summer Opportunities

You do not have to be registered for summer session classes in order to be eligible to work on-campus during the summer although you do need to be registered for the upcoming fall term. In addition, several camps and companies from Dayton and other mid-western cities recruit University of Dayton students for full-time summer employment. For additional information on off-campus summer jobs, please contact the [Career Services](#) located in the Alumni House, or at 229-2045.