



# Elizabethtown College

## Student Employment Handbook

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## Introduction

Student employment is very important to the success of Elizabethtown College. Student employment is not only valuable to the students who benefit from the pay and work experience, but also to the various departments at the college that depend on students to assist with their operation.

This handbook outlines the guidelines for student employment at Elizabethtown College. The handbook is subject to change at the sole discretion of Elizabethtown College. This handbook does not constitute a contract of employment, express or implied, between the student and Elizabethtown College.

Elizabethtown College reserves the right to terminate an individual's employment at any time. As a student employee, you are responsible for complying with the policies and procedures outlined in this handbook. Students hired under these guidelines are matriculating students at Elizabethtown College and any employment with Elizabethtown College is contingent upon satisfactory performance in the pursuit of their academic degree.

Any student employed at Elizabethtown College is required to sign a [Statement of Understanding of Privacy Act](#).

## Student Employment Eligibility

In order to qualify for student employment at Elizabethtown College a student must be registered for at least 4.0 credits for that semester. If a student is working in the summer, they must be registered for the upcoming fall semester or the current summer semester for at least 4.0 credits. Students who graduate and are not continuing their education through the five-year master program or another graduate program, cannot continue student employment after finals conclude during the semester they are graduating.

## Finding A On-Campus Job

At Elizabethtown College, all students that meet the credit requirements are eligible to work on-campus. All student employment opportunities are posted on [Handshake](#) website. Following the submission of applications, each department is responsible for reviewing all applications submitted and they will contact the student for interviews/hiring. Once hired, the department will contact the Student Employment Office (Human Resources/Payroll) to officially hire the student. Please be aware that Elizabethtown College does not guarantee student employment, however every effort is made to assist students in obtaining a position on campus.

## Employment Paperwork

As noted in the Finding A On-Campus Job section, all available student employment opportunities are listed on [Handshake](#) or by going to the Elizabethtown College [Student Employment Website](#) under current job openings.

After Human Resources is notified by the department, Human Resources will check to see if the student has payroll documents in the system. If the student does not have payroll documents in the system, the student will receive an email with instructions and the payroll documents that they need to complete and submit to Human Resources. All payroll documents can be found on the Student Employment website under the [Getting Paid](#) section. Students must not begin working before all documents are completed and submitted. Delays in completing the I-9 forms and other pre-employment paperwork will result in a delay on approval to start working.

The I-9 form requires original documents, such as an unexpired passport or two forms of identification, including a picture ID and a social security card, birth certificate or other acceptable documents. This list can be found on the third page of the I-9 form.

International students must have applied for their social security card and bring in proof of application before they can start working. The Human Resources/Payroll Office will need to see the original social security card once received to complete all the necessary forms.

## Student Position Classification (Pay Rates)

The pay rate for student employment is determined by the approved scale set by Elizabethtown College's Senior Leadership Team (SLT). Students and staff can access the student position classification spreadsheet on the Elizabethtown College student website under the [Getting Paid](#) section. Please note all classification spreadsheet(s) are subject to periodic review and may be updated at any time.

Currently, the student pay scale is based on the number of years a student has worked within a department. It is important to note that summer employment is considered separately from academic year when calculating years of service.

If a student supervisor believes a position is not correctly classified, they may submit a formal request via email for a review and potential reclassification. All request for pay adjustments must be approved by the Assistant Vice President of Human Resources. Supervisors should include an updated job description along with the requested classification level for consideration.

Formal requests should be sent to [payroll@etown.edu](mailto:payroll@etown.edu). Please allow time for the review process. If a reclassification is approved, the updated pay rate will take effect during the pay period in which the approval is granted. Retroactive pay adjustments will not be made for periods before the approval date.

## Tracking Time/Timecards/Payroll

Campus Wide, students are expected to use Paylocity to clock in/out while working for any department on campus.

Student payroll is processed by the Payroll office on a bi-weekly basis. A schedule of the pay periods along with the pay dates can be found on the Elizabethtown College student employment website under [Getting Paid](#).

An email reminder is sent the week of each student's pay to student supervisors to review timecards. It is the responsibility of the student supervisor of the department to review, edit, and approve student timecards by the deadline noted in the reminder email before each pay.

Failure to submit students missing time to meet a payroll processing deadline will result in a delay of the student receiving their pay which will be carried over to the next pay period.

## Direct Deposit

As a condition of employment, all student employees are required to participate in the direct deposit service to the banking institution of their choice. If a paycheck is bounced back from the bank due to incorrect information, a delayed payment of a paycheck will be available for pick up at the Human Resources office. Students are required to show their college ID to receive their paycheck. If the paycheck is not picked up within two weeks of processing, the paycheck will be sent to the permanent address the college has on file. Electronic earnings statements are available for all students to view at any time on Jayweb.

## Number of Hours You Can Work

During the Fall and Spring semesters when classes are in session, students may not work more than 20 hours per week during the semester. There are no limits on how many jobs a student can hold on campus. During breaks and the summer months, students may work up to 40 hours per week if approved by their supervisor(s). The number of hours available to work is determined by the budget allocation for the department and the department student supervisor.

**Note: It is the student and supervisor's responsibility to monitor the hours on student timecards to ensure that they do not exceed 20 hours per week during the semester. Three (3) warnings will be sent to the student and supervisor if the student exceeds 20 hours per week before actions are taken.**

## Confidentiality

All students are required to sign the statement of understanding of privacy act provisions when submitting their payroll documents. Student employees may have access to information that must be treated as confidential. This information may include, but is not limited to, student information, computer records, college activities, matters relating to college employees, and/or other matters. Due to the importance of maintaining confidentiality, any breach, either deliberate or through carelessness, will be grounds for dismissal. Breaches of confidentiality will be reported for appropriate disciplinary action to the Human Resources office and/or Student Life.

## Student Employment Training

It is the responsibility of all supervisors to provide adequate supervision and training to student employees. Many of our students may have had little or no formal work experience. All expectations regarding performance, job and work schedule should be discussed thoroughly with student workers prior to the start of employment.

## Responsibilities & Expectations

As a student employee you are a valued component of that office's organization and are expected to perform accordingly. We all must remember that we are offering a service to our constituencies, whether these "customers" are staff members, faculty, clients, alumni, or fellow students. We must realize that those we encounter, whether it is in person or on the phone are developing their impressions of the department/college by your actions and demeanor. Please bear in mind that how you represent the department/college is critically important to how the rest of the department/college is perceived by the college community. The following are basic rules during your employment:

- Always conduct yourself in a professional manner. Be attentive, polite, and tactful.
- Arrive on time, if you cannot report for work or need to alter your work schedule, notify your supervisor before your shift.
- Students should not be scheduled to work or pick up any shifts during their scheduled class times.
- Dress appropriately for the location and type of work you are performing.
- Ensure that the workplace is free from violence and harassment of any form.
- Follow workplace safety policies.
- Student Employees are held to the same standards, rules, and policies that apply to ALL Elizabethtown College Employees.

## Disciplinary Action

It should be clearly understood when working for Elizabethtown College that all rules and policies set in place by the Human Resources office and the department that the student works for should be followed. If necessary, disciplinary actions to those individuals who do not follow the rules and policies that are set by the college. Discipline may include, but is not limited to, oral or written warning, position changes, suspension, or dismissal from position.

## Termination

### Voluntary

Students may resign from a position at any time. It is recommended that students provide their supervisor with 2 weeks' notice when leaving a student employment position.

### Involuntary

Student workers are employed on an at-will basis. As such, Elizabethtown College reserves the right to terminate an individual's employment at any time for cause or no-cause. However, in general, when work performance issues arise, supervisors should immediately discuss the issue(s) with the student,

provide constructive feedback and document the conversation(s). All conversation(s) can be documented by using the [Corrective Action Template](#) on the Human Resources SharePoint. If the job performance does not improve, the supervisor should discuss the appropriate course of action with the Human Resources office and provide all documentation of conversations.

Work performance issues include, but are not limited to:

- Tardiness
- Absenteeism
- Reluctance or failure to meet job requirements as listed in the job description.
- Excessive use of the telephone for personal calls
- Excessive visiting with friends during working hours

Grounds for immediate dismissal include, but are not limited to:

- Falsification of time sheets and/or inaccurate reporting of time
- Theft
- Being at work under the influence of alcohol and/or illegal substances
- Use of College equipment or supplies for personal gain.
- Inappropriate disclosure or use of confidential information

## Work-Related Injury Policy

In case of a life-threatening emergency, resulting from an injury on the job, the student should report the injury to someone at work and go **DIRECTLY** to the nearest hospital emergency room.

In any case of a work-related injury or illness, the injury is to be reported immediately to a supervisor and to Human Resources where a Workers' Compensation claim will be completed. If medical attention for work-related injury or illness is required, the injured person must report to a physician listed on the Panel of Physicians (see list posted on campus employee bulletin boards or contact Human Resources, ext. 1406), except for emergency treatment which can be obtained from any medical provider. Non-emergency care, including follow-up treatment after an emergency, must be obtained from a Workers Compensation Panel Physician for the first ninety (90) days.

The [Workers Compensation Form](#) offers additional information. Please Contact Human Resources with any additional questions.