



**STUDENT  
EMPLOYEE  
MANUAL**



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## **PREFACE**

This section contains a summary of the student employment policies that apply to all hourly student employees of Oklahoma City University departments. We encourage both students and supervisors to carefully read and familiarize themselves with the policies.

If you have any questions about student employment that are not answered here, contact the Student Accounts Office in the Administration Building (office hours 8:00 am to 5:00 pm) or call 405-208-5730. We will be glad to assist you.

While every effort has been made to ensure the accuracy of the statements contained in this booklet, the booklet does not constitute a contract between the university and its student employees. The policies described are subject to modification, addition, or deletion at any time at the sole discretion of the university. Although this booklet is intended as a comprehensive statement of the student employment policies, the university is not precluded from relying on a policy that is not included herein.

Student Accounts shares the university's commitment not to discriminate in employment practices in violation of state or federal law. Oklahoma City University is an equal opportunity, affirmative action employer. The university recruits, hires, trains, administers, disciplines, and promotes qualified persons for each job without regard to race, color, sex, religion, national origin, sexual orientation, disability, or veterans status.

## **UNIVERSITY POLICY STATEMENT ON STUDENT EMPLOYMENT**

Oklahoma City University supports the concept of student employment. In addition to earning money to help cover educational cost, students can gain significant experience and skills from their work. In support of that concept the university strives to provide job opportunities through departments that require various levels of responsibility, experience, and skill, and thereby enhance each student's educational experience and goals. Student employees are not entitled to university employee benefits with the exception of the State of Oklahoma workers compensation.

## **STUDENT EMPLOYMENT POLICIES**

The following policies apply to all student employees who will be hired and set up on the university's payroll. Each department may establish its own additional policies regarding student employment provided they are not inconsistent with the policies stated here. Students are entitled to request and receive a copy of any written statement of additional employment policies that apply in their department. .

## **NATURE OF EMPLOYMENT WITH OKLAHOMA CITY UNIVERSITY**

This handbook is intended to provide student employees with a general understanding of our personnel policies. Student employees are requested to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with OCU. However, this handbook cannot anticipate every situation or answer every question about employment.

## **CONFIDENTIALITY**

Student employees must have an understanding that the information to which they have viewing access is very sensitive and confidential in nature and must be held in strict confidence to protect the rights of Oklahoma City University employees and students.

Student Employees will not, at any time, knowingly provide access or information to individuals inside or outside the university, except as duly authorized under university policy or as authorized by designated administrators of the employee.

## **DEFINITION OF A STUDENT EMPLOYEE**

Any student seeking a degree at Oklahoma City University who is enrolled as a student (2 hours or more) may be hired as a student employee.

Student workers are primarily students; their employment is incidental to their school attendance. Following their enrollment they can seek employment on campus. In contrast, staff members are primarily employees whose educational endeavors are incidental to their careers.

In order to establish and retain eligibility during the employment period, student employees must demonstrate satisfactory academic progress by maintaining cumulative grade point averages no lower than:

Undergraduate.....	2.00
Graduate.....	3.00
Law .....	1.835
Student Professional.....	2.75

Any student employment candidate must be able to provide proof that he/she has been issued a Social Security number by the Social Security Administration of the United States Government. Employment will not begin before such proof is presented to the Student Employment Department.

Students who have graduated may not work as student employees. Individuals who are not seeking a degree, students in non-degree continuing education programs, or spouses of students may not be hired as student employees.

## **TYPES OF STUDENT EMPLOYEES**

**Work Study/Student Employee:** a student who has met specific work qualifications and been awarded an allowance from one of the specially-funded programs below:

- Federal Work Study is a need-based allowance awarded through Financial Aid. The federal government pays 75% of the allowance, and 25% is paid by OCU. U.S. citizenship or permanent residency requirements must be met to be eligible for Federal Work Study.
- Departmental Work Study is a student who has been hired by a department and is paid directly from that department's budget for a specific purpose and set time frame.
- Institutional Work Study is an allowance awarded through the Student Job Center. OCU pays 100% of the allowance. A student must be enrolled in each term to be eligible for the Institutional Work Study Program.
- International Work Study is an allowance awarded by the International Student Office. OCU pays 100% of the allowance. An international student must establish eligibility with the ISO for International Work Study.

**Graduate Assistant:** a graduate student who has been awarded an allowance for special project work by the school in which he/she is enrolled. A graduate student must apply directly to the Petree School of Arts & Sciences, Meinders School of Business or School of Music to receive a GA allowance.

**Internship:** may be paid or unpaid, on or off campus.

**STUDENT PROFESSIONAL:** A program that provides a limited number of highly competitive, professional-level positions on campus for upperclassmen. Selected students will be engaged in intellectually challenging work and will assume major responsibilities for strategic initiatives, special projects and/or research.

## **SUBMISSION OF DOCUMENTS**

Students who accept an offer of employment with Oklahoma City University must complete the hiring process prior to beginning work. Student employees must provide proof of receipt of a Social Security number before beginning work. Documents not submitted in a timely manner will delay student employment eligibility.

The new employee must complete the following documents: W-4 Form, Authorization for Automatic Deposits, I-9 Employment Eligibility Verification form (must present documents in support of eligibility, as specified on the back of the form), Confidentiality Statement, and Student Handbook Acknowledgement Copy (last page of the Student Handbook).

**All** students must submit a signed social security card as one of the required documents for the I-9.

The Immigration Reform and Control Act of 1986 created a national employment verification system that places responsibility for verification of the identity and employment eligibility of all employees on employers. Effective June 1, 1987, the law requires employers to request and examine documentation of the identity and employment eligibility of all newly hired and rehired employees, both students and non-students. All United States citizens, permanent residents, and non immigrant visa holders must submit documentation.\*

After their documents are reviewed, employees must complete and sign an eligibility verification form (Immigration and Naturalization Service form I-9) in the presence of their supervisor or designated representative of the university.

\* For specific guidelines and instructions for non US citizens or resident aliens, contact the International Students Office at 405-208-5984.

## **EMPLOYMENT RELATIONSHIP**

A student employee will work only during the period for which he or she was hired. Employment during any period creates no expectancy for future employment. Student employees may be hired for any portion of the academic-year or summer employment periods.

During the initial thirty-day of employment in a given university department, a student employee serves in an introductory period. An employing department may extend the introductory period for an additional thirty days. At any time during the introductory period, a student employee may be terminated at the sole discretion of the university. Such a termination is not an act of discipline.

The employment of a student may be terminated at any time for financial or program reasons as determined at the sole discretion of the department. A student who wants to resign his/her position should provide at least two weeks notice to the immediate supervisor.

## **ATTENDANCE and PUNCTUALITY**

It is a student's responsibility to report to work on time. If a student cannot work because of an illness or an emergency or will be late to work, he or she must notify his or her supervisor as soon as possible before the shift begins. In case of a conflict, such as academic or personal, student employees are expected to make every effort to plan work schedules that do not conflict. Potential conflicts should be discussed well in advance with supervisors. Tardiness and failure to provide adequate notice of absence (as determined by the supervisor) are considered grounds for disciplinary action by the employing department.

## **ASSIGNMENT and SCHEDULING WORK**

Student employee work shifts and work assignments are determined at the discretion of the department. If students are expected to continue to work past the end of the term or return to work before the beginning of a term, departments are required to inform students of this at the time of their offer of employment.

The maximum hours per week a student employee may work at all university-regulated assignments combined are restricted as follows:

Full-time enrollment (Fall & Spring).....	23 hours per week
Part-time enrollment (Fall & Spring).....	23 hours per week
Full-time & Part-time enrollment (Summer).....	30 hours per week
Student not taking classes during Summer only.....	30 hours per week

\*\*\*\*\* (Must be pre-enrolled)

International Students can't work more than 20 hours per week in the fall & spring semesters

Students can't work more than 8 hours per day

## **Conduct**

During work hours, student employees are required to perform their work assignments. Homework, reading and other personal work are ***not*** permitted during work hours.

## **PERSONAL RELATIONSHIPS in the WORKPLACE**

Student employees who are relatives of persons currently employed by OCU may be employed only if they will not be reporting directly to a relative.

## **COMPENSATION**

Hourly rates of pay for student employees are determined by the Student Employee Job and Wage Classification System. The system provides for several job levels into which all hourly student jobs are classified by Human Resources. Job levels are broad categories encompassing general duties and expectations of responsibilities and include job titles. Each job level has a basic starting range wage. The university reserves the right to compensate student employees at rates of pay

other than those expressed in the wage scale as, in its judgment, special circumstances may require.

### **ATTIRE**

Requirements for attire are determined at the discretion of the employing department and should be communicated at the time of the job offer. Remember you are not only representing yourself, but your department and the University.

### **REST BREAKS**

Each department, at its own discretion, may choose to allow paid rest breaks within the guidelines listed below. Rest breaks are generally not afforded unless the student works are least four hours straight.

- To qualify for a rest break, an employee must work a time block of at least four hours.
- A rest break should not exceed fifteen minutes.
- Rest breaks may not occur at the beginning or the end of the work day and may not be added to a meal break or other off-duty time.
- Rest break time may not be accumulated.

### **MEAL BREAKS**

Each department, at its own discretion, may allow students to have a meal break. This time is not compensated.

### **PAY PERIODS**

For payroll purposes, the university work week normally commences at 12:01 a.m. Saturday and ends 12:00 midnight Friday. Student employees are paid semi-monthly. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Please be aware there may be discrepancies between hours submitted to payroll and hours actually paid. The Payroll Office will make adjustments if a timesheet is found to be incorrectly calculated. Please compare the pay stub to the timesheet submitted each pay period and report any differences to your supervisor.

## **TIME SHEETS**

Student employees are required to document the hours they have worked on an approved university time sheet. For a student to be paid, the time sheet must be completed and approved by the supervisor online. The completed timesheet will be submitted to the payroll office according to the published payroll schedule. These actions are the responsibilities of the student and supervisor. Time should be recorded in whole numbers and in decimals. Time should be calculated in increments of quarter-hours (i.e. 1:00 pm to 3:20 pm = 2.25 hours, 8:30 am to 9:55 am = 1.5 hours).

The time sheet must be an accurate account of the hours worked for each week. The supervisor who approves the time sheet must be a regular university employee - not a student supervisor - and must have personal knowledge of the hours worked by the employee. Supervisors must certify the accuracy of the time card. Deliberate falsification of a time card by any student employee is a ground for dismissal.

### **To Access New Time Sheet:**

1. Visit: <http://www.okcu.edu>
2. Click Quick Links
3. Click BlueLink
4. Enter your User Name and Password
5. Click Login
6. Click on the Employee tab
7. Click on "Student Employees click here for Time Sheet" link  
(*in the Time/Leave Reporting box on the left*)
8. Click on button (under My Choice) to access your current Time Sheet and use the drop down arrow to select correct pay period
9. Click Time Sheet button at the bottom

### **To Record Time:**

1. Click on the 0 on the appropriate day
2. Enter hours in the Hours: box
3. Press enter or the Save button (*hours should now be displayed in the pay period chart below*)
4. Enter time in daily or weekly and save each time
5. Click the Next button to view more of the pay period
6. Once you are sure that all your time is recorded correctly click Submit for Approval (**DO NOT** click Submit for Approval until you've entered **ALL** hours).
7. You will then be asked if the time is correct. If correct click submit.

## **PROFESSIONALISM**

The work atmosphere at OCU is vibrant and a fun place to be. However, appropriate behavior is required at all times and when others are in the office it is best to keep professionalism at the highest. Professionalism is defined as the act of being proper, courteous, kind, respectful, customer service orientated and mature.

## **CUSTOMER SERVICE**

One of the primary goals that any student worker should have is to be friendly and most helpful to anyone on the campus. It is important to meet the needs of our customers. Be attentive to anyone who may come into the department and greet them quickly and courteously.

## **EVALUATION OF JOB PERFORMANCE**

Supervisors are strongly encouraged to conduct periodic evaluations of each student employee's performance. The method of evaluation is determined by the employing department. The criteria on which student employees are to be evaluated must be available to student employees. Evaluations of job performance will be conducted by the employee's immediate supervisor. Student employees must have an opportunity to comment on the evaluation of their job performance. Evaluations become a part of the student employee's university work record.

## **DISCIPLINE**

Students workers are defined as "at will" employees, and as such, their appointment may be ended at any time. Although the above corrective discipline interview procedure is suggested, it is not required. If the university wishes to end a student's employment, there are no "for cause" requirements.

## **WORKERS COMPENSATION**

Workers compensation provides benefits to student employees for injuries or illnesses arising out of and in the course of employment. Contact the benefits office in the Office of Human Resources for additional details.

## **UNEMPLOYMENT**

Students are not eligible for unemployment wages.

## **SEXUAL HARASSMENT**

Sexual harassment in the workplace is a violation of federal and state laws as well as university policy. The university defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
- submission to or rejection of such conduct of an individual is used as the basis for an employment decision affecting that person;
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or learning environment.

Human Resources is available to assist all student employees with sexual harassment problems or questions. All discussions are confidential.

## **MANDATORY ONLINE TRAINING**

OCU has implemented three mandatory online compliance course requirements focused on the prevention and/or reporting of sexual harassment in the higher education work environment, sexual misconduct involving minors and the Family Education Rights and Privacy Act. OCU requires regular completion of these courses not only to aid in promoting a healthy campus climate, but also to comply with our legal liability insurance requirements. A timesheet will not be created for the student until the three training modules have been completed. The training is mandatory and will need to be completed every 2 years.

## **OTHER**

Telephones and all other university materials and resources present at a work site are for business use only and are not to be used for personal matters. Student employees should advise their friends not to make social calls to them while they are at work.

Student employees are required to turn off personal cell phones or pagers while in the workplace, and may not use personal cell phones for outgoing calls. Any exception to this rule must be approved in advance by the student employee's supervisor.

Computer usage: Please be very cautious in your use of the Internet. Personal use should be minimized and care should be taken when visiting sites. Unauthorized use of information or visiting sexually explicit sites is strictly forbidden.

All proprietary and other information concerning the business and affairs of the university and its clients should remain private and confidential and should not be repeated to others or used for personal gain.

Oklahoma City University is an equal opportunity employer.

## **EMPLOYEE ACKNOWLEDGEMENT**

I have received a copy of the Oklahoma City University Student Employee Handbook this date. I understand the handbook provisions are not intended to serve as an employment contract, and am subject to change from time to time.

I further understand that: (i) revisions to the handbook may occur from time to time, and such revisions shall apply to my employment; (ii) a copy of any such handbook revisions will be made available to me by OCU; and (iii) it is my responsibility to read and comply with the provisions of the handbook, as revised.

I acknowledge and understand: (i) my employment has no specified term of duration; and (ii) either I or OCU may terminate my employment at will, so long as there is no violation of applicable federal or state law.

Employee Name (printed) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Signature \_\_\_\_\_

CWID (B#) \_\_\_\_\_

OCU Email \_\_\_\_\_

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