



## **Student Employment Handbook**

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Updated: August 12, 2019

Welcome as a member of the staff of Davis & Elkins College! This handbook is designed to help our student employees understand what the College expects from them and to better prepare you for the world of work after graduation. Your presence and contribution are invaluable to the overall mission of the College.

The purpose of this handbook is to inform student employees of basic policies and practices. Though you are expected to read, follow, and refer to the handbook, be aware that it is not a static document. The College will continually update it as policies and circumstances change. The most recent version of the handbook is posted on <http://www.dewv.edu/future-students/accepted-students/my-de> and in the Business Office in LA202. The current version of the Davis & Elkins College Policy Manual is also available to you at <http://www.dewv.edu/compliance-ethics/policy-manual>.

Though the handbook is quite thorough, it does not contain the answer to every question. Your questions are always welcome in the Business Office. All questions regarding student employment should be directed to the Payroll Coordinator. In their absence, questions may be directed to the Human Resources Director.

**Payroll Coordinator**

Erin Quint  
Business Office, LA202  
M-F; 8:00am – 4:30pm  
304-637-1346  
[quinte@dewv.edu](mailto:quinte@dewv.edu)

**Human Resources Director**

Jane Corey  
Business Office, LA203  
M-F; 8:00am – 4:30pm  
304-637-1344  
[coreym@dewv.edu](mailto:coreym@dewv.edu)

### **Employment Documentation:**

- ✓ No employment is permitted to commence without the proper documentation on file with the Business Office. All student employees who are working for the first time, or whose employment has lapsed for more than six months, must complete tax documents, including State Withholding, W-4, and the I-9. This paperwork must be completed prior to the first day of employment.
- ✓ **ALL** students (new and returning) **MUST** complete a Job Agreement and Student Employment Handbook form each year without fail.
- ✓ Any student who works prior to completing all employment tax paperwork may be considered a volunteer.

### **Key Policies:**

- ✓ Maximum hours permitted to work while classes are in session are **18 hours per week**. During school breaks (i.e. fall and spring breaks) students may work up to 20 hours per week. During summer, the Business Office will determine the maximum number of hours according to budget.
- ✓ Federal Work Study awards are valid from August 15 – May 15 of each year. Any unused portion of an award does not carry over to the next year
- ✓ **Any student employee who feels they need to discuss an employment related problem, and does not feel comfortable discussing with their immediate supervisor, is urged to contact the Payroll Coordinator or Director of Human Resources.**

### **Confidentiality:**

All student employees in the student employment program will be asked to read and sign a Student Confidentiality notice as part of this handbook. Federal law prohibits sharing any information you may learn about any D&E faculty, staff or students through your work as a student employee. Please refer to Statement of FERPA Understanding at the end of this packet.

### **Communication:**

Non-personal communication between staff and student employees will be through D&E email accounts, for both staff and students. **All student employees must check their D&E email account at least once each day.** Your supervisor will call you (on the phone number you provide) only if instantaneous communication is necessary.

Student employment can run smoothly only if everyone communicates freely with each other. Do not be afraid to ask for help if you need it. Leave notes. Ask for clarification if you do not understand a policy or procedure. Suggest new ideas for getting work done or for improving services. You're essential to the success of the student employment program, and we are very interested in what you have to say!

**Scheduling:**

Each office/department should provide student employees with a schedule of work in advance. If you have a conflict that will preclude you from working your shift, you **MUST** give your supervisor as much advance notice as possible of your absence. Missing a work shift without notice may result in suspension or termination. **If your supervisor asks you to work more than the maximum allowable hours per week, it is ultimately your responsibility to decline or obtain permission from the Payroll Coordinator.**

**Timesheets:**

All student employees use the same paper timesheet. Your supervisor should have them available for you, but you can also access them under the forms section on MyD&E or pick one up in the Business Office.

Please note the following timesheet policies:

- ✓ Timesheets should be filled out legibly and completely to ensure accurate and timely processing. Only report actual hours worked. Time should be rounded to the nearest 15 minutes.
- ✓ You must calculate and total hours for each week, as well as the total hours worked for the pay period. This is not your supervisor's responsibility.
- ✓ Timesheet due dates are listed at the bottom of the timesheet and you will also receive a monthly email reminder from the Payroll Coordinator. However, your supervisor may require timesheets to be submitted earlier than the due date to allow for approval time.
- ✓ Working remotely from your dorm room or in common areas across campus is not permitted unless approved, in advance, with the Payroll Coordinator.
- ✓ **Falsifying or tampering with timesheets is a violation of federal and state law. This includes forging timesheet signatures, recording hours you did not work, submitting timesheets for someone else or clocking in and out for someone else. This is grounds for immediate termination.**

**Payment:**

There will be one student payroll per month during the academic year. Payment will be based on the number of hours worked, as reported on the timesheet. No advances on student pay will be made. Students who owe a balance to the College are expected to apply their monthly earnings directly to their student account, unless other arrangements for payment of their account have been made. Checks can be claimed in the Business Office from the cashier on the last business day of each month. Please be prepared to show a photo ID.

Students who wish to have their paychecks applied directly to their student account will need to complete a Permission to Apply form with the Business Office.

At the end of each semester, final paychecks can be mailed to students by emailing the Payroll Coordinator in the Business Office and providing an address to mail the check. Only D&E student emails will be accepted.

### **Appropriate Office Attire:**

Because campus employment is a stepping stone to professional employment, it is expected that student employees conduct themselves as they would in a professional work setting. All student employees will be expected to dress appropriately. Students who come to work dressed inappropriately may be asked to change or go home.

The following items are **not acceptable**:

- ✓ Jeans with holes
- ✓ Mini-skirts
- ✓ Low-cut or strapless shirts; bra straps should not be exposed
- ✓ Sweat pants, saggy pants or pajamas
- ✓ Inappropriate slogans or wording on clothing, etc.
- ✓ Shorts should be at least finger-tip length

Ideal work attire should include:

- ✓ Dress shirts, Polo shirts, Blouses
- ✓ Skirts (appropriate length), Dress Pants, Khakis, etc.
- ✓ Some positions on campus may require employees to wear a uniform.

### **Cell Phones / Headphones / Laptop / Tablet Use:**

Student employees should not place personal calls on their cell phones while working. If you have your cell phone with you while on the clock, keep it out of sight at all times. Leave it in your pocket, backpack, purse, etc., and be sure it's silenced. Using a phone distracts from your work and is bad customer service—customers don't want to wait until the end of your phone call or text to ask questions or be served.

Calling and texting also distracts you from your work and makes it difficult for staff to communicate with you. If you need to make or receive an emergency phone call or text, let a staff member know what you're doing, and step outside the work area to make your call.

While working, you may not listen to headphones or earbuds. Student work duties may include answering the phone and greeting customers – jobs that are hard to do if you are listening to headphones or earbuds. Students should also refrain from checking social media on work computers while on the clock.

**Evaluations:**

At the conclusion of each semester, supervisors are required to evaluate the job performance of student employees. When evaluated, you will be provided with a copy of your evaluation. Supervisors should also explain, at the beginning of your employment, the standards to which you will be evaluated.

**Dismissal:**

We hope never to dismiss our student employees. However, if you habitually fail to show up to work or disobey student employment policy, you may be dismissed from your position.

The following transgressions are grounds for immediate dismissal:

- ✓ No call / no show when scheduled to work. **One warning is standard before termination.**
- ✓ Falsifying timesheets (any activities described under the timesheet policy section).
- ✓ Leaving work without permission during your shift (walking off the job).
- ✓ Excessive tardiness or calling off work.
- ✓ Sleeping on the job.
- ✓ Theft, misuse, or destruction of College property.
- ✓ Refusal to perform duties as assigned.
- ✓ Reporting to work under the influence of alcohol or illegal drugs, or using alcohol or illegal drugs on College property.
- ✓ Falsifying College records or violating faculty/staff/student confidentiality by disclosing data to unauthorized persons.
- ✓ Harassment or assault in any form: sexual, physical, verbal, etc.
- ✓ Assault of a fellow employee, official, individual doing business with the College or a member of the general public while at work or representing the College.
- ✓ For other, lesser offenses, it is typical to receive a verbal warning for the offense, a written warning for a second offense, and termination for the third offense.

**Golf Cart:**

Use of the golf cart is restricted to those students and employees who have participated in a training program. This is required by D&E College insurance regulations and is for everyone's safety. If your position requires you to operate a golf cart, you must take the mandatory training before you are permitted to drive.

**Background Check**

Certain student employment positions will require a background check. **Davis & Elkins College** ("the Company") may obtain "consumer reports" about you from a consumer reporting agency for employment purposes. A "consumer report" is a background screening report that may contain information regarding your criminal history, sex offender registry status, credit history,

employment history, education history, driving history, professional licenses, and other information about you.

### **Student Employment Wage Scale**

All student employees will be paid at least the current West Virginia minimum wage.

### **Statement of Equal Opportunity and Non-Discrimination**

Davis & Elkins College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the West Virginia Human Rights Act is an equal opportunity institution that does not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age, sexual orientation, disability, veteran status, gender identification, or genetic information or any other characteristic protected by federal, state or local law.

### **Harassment Policy**

Davis & Elkins College will not tolerate verbal or physical conduct by any student employee which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment. Harassment of any kind will not be tolerated, including harassment on the basis of race, religion, color, sex, age, national origin, ancestry, disability or familial status.

### **Sexual Harassment Policy**

Davis & Elkins College recognizes that all people have rights at work, including the right to be treated with respect and dignity, the right to be recognized and rewarded fairly for performance, and the right to a work environment free from discrimination and harassment. The College is committed to these rights. All people at the College are expected to treat each other in accordance with these rights. Faculty, staff, and students should be aware that any form of harassment and any form of illegal discrimination against any individual is inconsistent with the values and ideals of the College community.

### **Consensual Relations Policy**

In keeping with the College's Personnel Handbook, please be aware that relationships of a romantic or sexual nature with a non-student College employee are prohibited. Additionally, the College highly discourages such activities that may lead to the abuse or the appearance of abuse of this policy such as consuming alcohol with College employees, partying with, or accepting rides from non-student College employees.

**SIGN and RETURN to the Payroll Coordinator before employment begins.**

I have read and understand the student employee handbook and understand that any violation is grounds for correction, probation, suspension, or termination.

I understand that the most current version of this handbook is available electronically at <http://www.dewv.edu/future-students/accepted-students/my-de>

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_ Student ID # \_\_\_\_\_

**Confidentiality Waiver**

I understand that by the virtue of my employment at Davis & Elkins College, I may have access to records or information which contains individually identifiable information, the disclosure of which is prohibited by the **Family Education Rights and Privacy Act of 1974**. I acknowledge that I fully understand that intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Davis & Elkins College policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

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