

Student Employment Handbook

**MONMOUTH
UNIVERSITY**

“[Student Employment] teaches me to organize my time better and it helps me to connect with other students and faculty on a more personal level.”

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Monmouth University Job Facts

Did you know that Monmouth University employs over 1,400 students in over 110 different departments annually?

Student Employee Thoughts

“I enjoy working as a M.U. student employee because I like being a part of the “behind the scenes” of Monmouth University. It’s good to get to know the hard working people at facilities management. Many hardworking un-recognized people keep this university running and operating. One of the biggest reasons people come to Monmouth is its “curb” appeal. I’m glad I can contribute.” - Louis Yuliano, Facilities Management

“I enjoy working as a M.U. student employee because it is an amazing experience. I am going to college to get a degree in Education and Special Education, and working the Keansburg after school program gives me first-hand experience. I get to help the students with their homework, giving me teaching experience. Although, at time, it is very difficult and frustrating, it is preparing me for my career.”

- Rebecca McBride, Keansburg Schools, Federal Work Study Program

“I enjoy working as a M.U. student employee because the writing center has given me the chance to work with students of all different majors. I have had the opportunity to not only help improve students’ writing abilities, but I’ve improved my own as well. My co-workers both students and professors alike, have always been personable and friendly making it fun to go to work. I truly love working at the Writing Center and will miss it when I graduate in May.” - Megan Jeffers, Writing Center

“I enjoy working as a M.U. student employee because at Two River Theatre working as the scenic artist’s assistant there are tons of benefits. As an art student a lot of the work I do can be incorporated into my own artwork. There are always new techniques to learn. Working closely with a professional artist, I learn a lot about what it is actually like to work in the field that I would not have been taught otherwise. The environment in the theatre is exciting within itself. Not only do I always get to feel like I am a part of something but there is no better way to see the fruits of your labor in such spectacular means than to see it as it is incorporated into a professional play. I am glad to be able to work at Two River Theatre.”

- Kim Grier, Two River Theatre, Federal Work Study Program

“I enjoy working as a M.U. student employee because I love meeting and assisting other Monmouth students while working. At the Math Center, I am able to use my knowledge to help others. When my peers enter the center they are usually overwhelmed by certain mathematical concepts. However, when they leave, they feel confident in their understanding of math. To me, there is no better feeling than knowing that I was able to help out another.” - Myra Dabkowski, Math Center

I. INTRODUCTION

This handbook has been designed to help students and supervisors understand student employment policies and procedures at Monmouth University. Student employees may be compensated through either Federal Work Study (FWS) funds, university funds, or grants. Regardless of the source of the student's funding, it is essential that all students and supervisors involved with student employment familiarize themselves with the information contained herein.

This handbook should be kept accessible and used as a reference. The contents of this handbook are NOT to be construed as a contract or agreement. **Nothing in this handbook or any other document provided to the student employee is intended to be, nor should be, construed as a guarantee that employment or any benefit will be continued for any period of time.** The contents are subject to revision by approval of the Director of Human Resources and the Vice President for Administrative Services. Individual departments may have established additional policies and procedures regarding student employment which they will share with each student employee. Departments' specific guidelines do not, however, supersede policies contained within this manual.

Questions concerning this handbook or student employment in general should be directed to the Assistant Director of Human Resources for Student Employment, located in Samuel E. and Mollie Bey Hall Room 127, 732-571-3569.



II. EQUAL OPPORTUNITY, HARASSMENT AND NONDISCRIMINATION STATEMENT

Monmouth University supports equal opportunity in every phase of our operation including recruitment, admission, educational programs, and employment practices of recruitment, hiring, promotion, reclassification, transfer, compensation, benefits, termination, layoff and return from layoff, social and recreational programs and any other aspects of education or employment. The University does not discriminate on the basis of race, color, creed, ancestry, national origin, nationality, sex (including pregnancy and sexual harassment), affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, marital status, domestic partnership or civil union status, age, liability for military service, protected veteran status, or status as an individual with a mental or physical disability, including AIDS and HIV-related illnesses or any other protected category under applicable local, state or federal law. The University also complies with all major federal and state laws and executive orders requiring equal employment opportunity and/or affirmative action.

Monmouth University affirms the right of its faculty, staff, and students to work and learn in an environment free from discrimination and harassment, including sexual harassment, and has developed procedures to be used to resolve discrimination or harassment complaints. A copy of the University-wide policy on discrimination and harassment, including sexual harassment, which describes the procedures for resolving such complaints, may be obtained from the Director of the Office of Equity and Diversity located at: 400 Cedar Avenue, Wilson Hall, Room 304, West Long Branch, NJ 07764, Phone: (732) 571-7577, Fax: (732) 263-5140.

Additionally, inquiries may be made externally to: Office of Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-1100. Customer Service Hotline Phone: (800) 421-3481, Fax: (202) 453-6012, TDD: (877) 521-2172, Email: OCR@ed.gov, Web: www2.ed.gov/about/offices/list/ocr/index.html

Equal Employment Opportunity Commission (EEOC)

Contact: <http://www.eeoc.gov>

June 3, 2016

General EEO Harassment Nondiscrimination Statement

III. UNIVERSITY POLICY ON STUDENT EMPLOYMENT

GENERAL POLICIES:

- 1) Student employment positions at the University may be filled by any qualified student awarded Federal Work Study. Positions may be filled by students who are not awarded Federal Work Study (e.g. “Student Help”) when a FWS student cannot meet all the valid skill requirements of the position, and all efforts to refer a qualified FWS student have been exhausted.
- 2) The following order of priority will be observed when placing students for student employment: full-time FWS students; part-time FWS students; full-time Student Help; part-time Student Help and tuition remission/tuition exchange students.
- 3) Non-matriculated students are not eligible for student employment.
- 4) Students who are the children of faculty, staff or administrators and/or immediate family members shall not be permitted to work in the same department as their family members.
- 5) Any full-time or part-time student who holds an Optional Practical Training Card (OPT), may not work on campus under the Student Employment payroll in an OPT position. Only those international students readmitted to Monmouth in a second full-time (9 credits graduate and 12 credits

undergraduate) degree program may be considered for employment through the Student Employment Office. These students may work a maximum of 20 hours per week (Monday – Sunday).

- 6) All U.S. citizens and eligible non-citizens who are undergraduate matriculated students must file a Free Application for Federal Student Aid (FAFSA) in order to be eligible for student employment.
- 7) The Office of Student Employment will be responsible for the administration of all student employment practices. This includes maintaining student job descriptions, processing all necessary forms, monitoring Hawks Career Link postings and applicants, referring students to vacant jobs, processing time cards and stipends and coordinating with University offices for all student employment-related requests and services.
- 8) Students will be permitted to begin working only after they have filed the Free Application for Federal Student Aid (FAFSA) and completed all necessary forms in the Office of Student Employment. Offices are not permitted to hire students or to allow them to begin work until all required documents have been completed.
- 9) Positions funded by University resources will be opened at the beginning of each new academic year to all FWS candidates. All student workers need to apply and be hired (even if they previously worked in the department).
- 10) If a supervisor is not willing to hire a FWS eligible student who has been referred for a position, (s)he must provide reasons as to why not. If such reasons are determined to be valid, and no other FWS candidate can be referred to the position, the Assistant Director of Human Resources for Student Employment may, in consultation with the appropriate department head, refer qualified Student Help candidates to fill the position.
- 11) It is the responsibility of department heads to provide the Office of Student Employment with a detailed job description for each student position they wish to fill via Hawks Career Link. This information must be provided to ensure that appropriately qualified students are referred to the position in a timely manner.
- 12) The minimum cumulative Grade Point Average (GPA) requirement for all Student Employees is the same as those noted in the Monmouth University catalog. The current requirements are: Freshman 1.60, Sophomores, Juniors and Seniors 2.0, Graduate Students 3.0. There will be one probationary semester granted to those who have fallen below the minimum.
- 13) Undergraduate and graduate students may not work from home or from their residence hall. Supervisors should consult Student Employment Office for more information or for any special cases.

- 14) Student employees driving automobiles on University business must maintain and carry a valid driver's license, vehicle registration and proof of insurance (e.g., NJ Insurance Identification Card), and exercise care in driving and maintaining the vehicle. The insurance covering the vehicle being driven is primary (e.g., if the student is driving his/her own vehicle, his/her insurance provides primary coverage). If the student is involved in a motor vehicle accident/incident while on University business he/she must cooperate fully with all investigating agencies and notify his/her supervisor and the Office of the General Counsel as soon as possible. Note, however, that no reimbursement is allowed for the cost of repairs (including any deductible) to a personal/private automobile. Any fines, summonses or towing charges that are incurred are the responsibility of the student employee.
- 15) Any student working as a Residential Life Resident Assistant or Head Resident Assistant may not work any other job on campus through Student Employment beginning July 1, 2015. During the summer months (mid-May until the end of August) if the student is not working a summer RA position, and is eligible to work on campus, an alternate job may be worked.

RELATED POLICY INFORMATION:

A student is defined as an individual who is matriculated, degree-seeking and currently enrolled at Monmouth. Individuals who do not meet this criteria are not eligible for student employment in any form (e.g. "FWS" or "Student Help").

Normally, incoming freshmen, transfer students and/or new graduate students may not start work until the first day of classes.

Once a student has graduated from Monmouth or has discontinued enrollment, he/she is no longer eligible to work as a student employee. It is the responsibility of department supervisors and the Assistant Director of Human Resources for Student Employment to ensure that no individual employed is in violation of this policy.

Students who work during the summer must show reasonable intent to continue enrollment during the upcoming fall semester. Pre-registration for the fall semester, serves as proof of reasonable intent. An individual may not work as a student employee if he/she is employed by Monmouth University as a faculty member, staff member or administrator. Graduate assistants are considered to be student employees under this policy.

IV. PAY RATE POLICY & PROCEDURES

Administration of student employee pay rates and relevant policies and procedures is the responsibility of the Assistant Director of Human Resources for Student Employment in

cooperation with the , the Director of Human Resources and the Vice President for Administrative Services.

It is the policy of Monmouth University that pay rates for all student employees will be based upon the responsibilities and qualifications of the position, the complexity of the duties and the level of responsibility assumed in the position. Student employee pay rates will not be based upon the academic level of the student. For example, graduate students will be compensated at the same pay rate as undergraduate students for performing in the same position, in the same department.

The Assistant Director of Human Resources for Student Employment, the Director of Human Resources, and the Vice President for Administrative Services will consider the following factors when reviewing a request for pay increases: job description and skills; fairness and equity with regard to current campus salaries, and pay rates at other New Jersey schools. Federal, state and local laws and other regulations pertaining to student employees, as well as prevailing area wages will also be considered.

The procedure for requesting a pay rate increase is as follows:

- 1) A department head should first consult with the Assistant Director of Human Resources for Student Employment to obtain feedback on general pay rate information and he/she would also be required to provide a current and revised job description for the position(s) to be increased.
- 2) Requests for increases of less than \$0.20 per hour may be determined directly by the Assistant Director of Human Resources for Student Employment. If the requested increase exceeds \$0.20 per hour, the request will automatically be referred to the Director of Human Resources, and the Vice President for Administrative Services for review. However the Assistant Director has the option to refer any request for pay rate increase to the Director of Human Resources, and the Vice President for Administrative Services.
- 3) At the time of the request, all supporting documentation for the increase must be submitted to the Student Employment Office. This includes evidence of sufficient funds (or plans to acquire them) necessary to cover the increased payroll cost.

Pay rate increases will not be granted to student employees based on job performance.

Pay rates for newly created positions will be determined by the Assistant Director of Human Resources for Student Employment in cooperation with the Director of Human Resources, and the Vice President for Administrative Services, and will be based on industry standards in academia in the state of New Jersey.

After reviewing all information, the Director of Human Resources, and the Vice President for Administrative Services will make a final decision and will convey that information in writing to the department head with a copy to be placed on file in the Student Employment Office. This decision is final and may only be appealed, by a member of the President's Cabinet.

V. FEDERAL WORK STUDY PROGRAM (FWS)

The Federal Work Study Program (FWS) provides employment opportunities for students who have demonstrated financial need. The program encourages community service work and work related to the student's course of study. Eligibility for FWS is determined by the Financial Aid Office.

Employing an FWS-eligible student is advantageous to the employer, as the on campus employer pays 25% of the student's wages from the departmental budget and the remaining 75% is paid via federal funding. (Off campus employers pay 30%). A "Student Help" (i.e. University funded) position means that 100% of the student's salary is paid from the departmental budget.

Monitoring Federal Work Study Earnings

Students may only be paid for those hours actually worked. Both students and supervisors are responsible for monitoring FWS student earnings. The Assistant Director of Human Resources for Student Employment will send a warning notice via e-mail to the student and the student's supervisor when the student is within \$200 of his/her earnings limit and concurrently request additional FWS funds from the Financial Aid Office; award increases will be made on a funds available basis when the student meets all other federal eligibility requirements. Once a student reaches his/her maximum earnings, that student can no longer be paid through the FWS program. A stop work notice will be sent to the student and the student's supervisor when the student reaches his/her maximum earnings. The student may continue to work, but must be paid as Student Help and only if the employer has the funds available to do so. If the employer is not able to fund the Student Help position, then the student must stop working and the position will be filled by another student hired in accordance with University policy.

Summer FWS

Students may be eligible to utilize their FWS awards during summer employment. The Student Employment Office will work with the Financial Aid Office on such determinations based on student requests. Please realize that awards are not automatically allotted. All questions regarding eligibility for Federal Work Study should be directed to the Financial Aid Office, 732-571-3463, or finaid@monmouth.edu.

VI. FWS COMMUNITY SERVICE PROGRAM

Students who are eligible for FWS funds have the opportunity to use their funds to work in community service positions, both off campus and on. Students who would like to use their funds for off campus employment at an eligible non-profit community service agency are encouraged to do so.

Per federal regulation, Monmouth University is required to spend at least 7% of the total FWS allocation granted to the institution to compensate students employed in community service activities.

For the purpose of the FWS program, community service is defined as:

Services which are identified by an institution of higher education, through formal or informal consultation with local nonprofit, governmental and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include:

- 1) Such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development community improvement and emergency preparedness and response;
- 2) Work in service opportunities or youth corps under Americorps, and service in the agencies, institutions, and activities, etc.;
- 3) Support to students with disabilities (including students with disabilities who are enrolled at the school); and
- 4) Activities in which a student serves as a mentor for such purposes as:
 - a) Tutoring
 - b) Supporting educational and recreational activities
 - c) Counseling, including career counseling

Most of the community service positions available are off-campus and require that students have their own transportation. Students have worked at the following agencies: the YMCA, Society for the Prevention of Cruelty to Animals (SPCA), Mental Health Association, Family and Children's Service, Monmouth Cares, Family Based Services, Two River Theater and many more. America Reads and America Counts tutors are also needed at local schools.

VII. LIMIT OF WORKING HOURS FOR PART-TIME STUDENTS DURING THE ACADEMIC YEAR

For the purpose of this policy, part-time status is defined as an undergraduate course load of 11 credits or less; part-time graduate status is a load of 8 credits or less. Should any course load changes occur during the semester in which the student is employed, resulting in a total credit load of less than 12 credits (or less than 9 graduate credits), the student will immediately be considered part time for employment purposes. Audited or incomplete classes and withdrawals do not count toward credit count. Part-time students shall adhere to the following guidelines regarding the maximum number of hours they will be allowed to work per week.

Graduate Students – U.S. Citizens

Students registered for:

- 1 credit may work up to 8 hours per week
- 3 credits may work up to *12.5* hours per week
- 6 credits may work up to *19.25* hours per week
- 9 credits may work up to 26 hours per week

Hours for students registered for credits not set forth above will be *adjusted* at 2.25 hours. For example, a student registered for seven credits would be allowed to work *21.5* hours per week.

Graduate Students - International

Students registered for:

- 1 credit may work up to 2 hours per week
- 3 credits may work up to 6.5 hours per week
- 6 credits may work up to 13.25 hours per week
- 9 credits may work up to 20 hours per week

Hours for students registered for credits not set forth above will be *adjusted* at 2.25 hours. For example, a student registered for seven credits would be allowed to work 15.5 hours per week.

Note: International graduate students are restricted by law to working a maximum of 20 hours per week.

Undergraduate students (U.S. and International)

Students registered for:

- 1 credit may work up to 1 hour 40 minutes per week
- 3 credits may work up to 5 hours per week
- 6 credits may work up to 10 hours per week
- 9 credits may work up to 15 hours per week
- 12 credits may work up to 20 hours per week

Hours for students registered for credits not set forth above will be *adjusted* at 1 hour 40 minutes. For example, a student registered for seven credits would be allowed to work 11 hours and 40 minutes per week.

VIII. HIRING PROCEDURES

- 1) When an office wishes to hire a student employee(s), the department head/supervisor must complete a job description for each position. The job description must be sent to the Student Employment Office for approval. Student positions will be filled according to Monmouth University policy (Policy #1, page 4).
- 2) Students interested in working on-campus may complete their profile on Hawks Career Link and search Hawks Career Link for on and off campus Federal Work Study jobs (FWS - On Campus Jobs/FWS - Off Campus Jobs) and on campus Student Help jobs (Student Help - On Campus Jobs). FWS students may schedule an appointment with the Assistant Director of Human Resources for Student Employment for additional assistance if needed.
 - a) Prior to working, students are required to complete all employment forms. In most cases new hires will be able to complete these forms through the online onboarding system through Ultipro. Required forms may include:
 1. Completion of the Free Application for Federal Student Aid (FAFSA)
 2. Student Employee Information Card
 3. Student Employment Referral Form (SERF) (for rehires)
 4. W-4 Tax Form
 5. I-9 Employment Eligibility Verification Form
 6. FERPA (Family Education Rights Privacy Act) notification form which governs the release of students' educational records
 7. Confidentiality Agreement
 8. Working papers – if under 18 years old
 9. Gender Equity Acknowledgement Form
 - b) In addition, students will be assigned trainings based on the jobs' requirements including Emergency Response Training and Preventing Harassment and Discrimination. See section XVII for more details.
 - c) Students who have filed a FAFSA and are not eligible for FWS may complete their profile in Hawks Career Link and search for Student Help on-campus jobs (Student Help - On Campus Jobs).
- 3) At the end of the spring semester supervisors should make arrangements with the Student Employment Office regarding any students they wish to rehire for the next academic year.

- 4) Students eligible for FWS may search for jobs online through the Hawks Career Link and attend the Hawks Career Link Launch event during the first week of school to search available employment opportunities. Following the Hawks Career Link event, the online job search should continue. Students may also make an appointment with the Student Employment Office to review work opportunities. Students may be contacted to meet with the department supervisor for an interview. If a supervisor decides to hire the student, the supervisor will “Report a Hire” in Hawks Career Link. If the student is a rehire the supervisor completes section “C” of the STUDENT EMPLOYMENT REFERRAL FORM and the form is returned to the Student Employment Office. If the student is a new hire, in many cases, the new hire paperwork will be e-mailed directly to the student to be completed through the online onboarding system through Ultipro.
- 5) If the student is not hired, he/she should return to Hawks Career Link to research jobs or visit the Student Employment Office to obtain other employment contacts.
- 6) A student employee, including any temporary employee, is not permitted to begin working until all necessary forms and trainings are completed and returned to the Student Employment Office. Timecards will not be processed from these students until their employment forms are complete.

Additional Information

- W-4 forms may only be given to students by the Student Employment Office.
- If a student is working more than one job on-campus, a Student Employment Referral Form must be completed for each position and returned to the Student Employment Office.

Returning Student Employees

Returning student employees (students who have worked on-campus previously) must complete a Student Employment Referral Form for each position that they work, every academic year.

Graduate Assistants

If a graduate assistant will be working hours in addition to their assistantship which are paid on a timecard, all required forms must be completed on an annual basis with the Student Employment Office. Students may not work more than twenty six (26) hours per week in all positions combined including their graduate assistantship position.

IX. ATTENDANCE

Students are required to report to work on time for each assignment. If a student cannot work because of illness or emergency, he/she must notify the supervisor as soon as possible via e-mail or phone before the shift begins.

Students must be sure to consider the demands of their academic schedule before committing to a work schedule. Students may not work during scheduled class time. Students should provide their supervisors with a copy of their class schedule to ensure there are no conflicts.

Student employees are expected to plan academic, personal and work schedules that do not conflict. Potential conflicts should be discussed with his/her supervisor well in advance. Tardiness and failure to provide adequate notice of absences are considered grounds for disciplinary action.

Attendance Policy

An unexcused absence is defined as an absence that has not been approved in advance by a student's supervisor. If necessary, disciplinary action may be imposed for tardiness or unexcused absences.

Student Work Schedule

Students are required to take at least a ½ hour break (unpaid) when working 8 or more hours consecutively.

- If students are under 18 years old, please contact the Student Employment Office for separate work hour tracking sheets and additional break rules and regulations.
- During the regular academic year, all full-time undergraduate students may work a maximum of 20 hours per week. Full-time graduate students may work up to **26** hours per week, except for international graduate and undergraduate students who are limited to a maximum of 20 hours per week.
- During holidays and when the University is not in session, all students are permitted to work up to **26** hours per week.

Student employees are not eligible for paid leaves such as vacation, disability leave, funeral leave, sick leave, jury duty, inclement weather, on-campus power failures, etc. Students are only paid for actual hours worked.

X. WORKERS COMPENSATION

Workplace Injury Procedures for Student Employees

Student Employees who are injured during the course of their University employment should immediately seek treatment at the University Health Center. If a work-related injury occurs while the University Health Center is closed, and the injury/illness is urgent, then the student employee should go to Monmouth Medical Center emergency room (or any emergency room). The injury must then be reported to their Supervisor, the Assistant Director Human Resources for Student Employment and the Office of Human Resources as soon as possible.

The student employee should obtain an official report of their injury and obtain a referral from the University Health Center or the Office of Human Resources for medical treatment. All medical treatments must be provided by the University's Worker's Compensation Insurance Carrier's approved medical facility, which will be provided by the University Health Center or the Office of Human Resources. Student employees should not seek treatment by their own medical doctor for a work related injury/illness as it may not be covered by the University's insurance. Additionally, student employees who do not properly report work-related claims may jeopardize being reimbursed by the University's Worker's Compensation Insurance.

Before a student employee returns to normal job duties a Release to Return to Work full duty from the attending physician must be presented to the Office of Human Resources.

XI. TIME REPORTING

In order to comply with Federal and State law regarding wage and hour issues and federal work study regulations, all student employees are required to punch in/out at the beginning and end of their work shift by utilizing the electronic timekeeping system, Ultipro Time Management (UTM). At the end of each pay period, student employees must review their timecard and certify that all hours are correct by submitting their timecard. The department supervisor is responsible for checking the accuracy of hours worked and ensuring that work did not occur during class time. No students shall be paid without proper verification of hours worked by the student and the department supervisor.

It is imperative that timecards be submitted to the Student Employment Office by noon on alternate Mondays in concordance with the student employment payroll schedule. **Timecards received after this deadline will not be processed until the following pay period.**

Timecards are legal documents and may be audited by the federal government, the Bureau of Citizenship & Immigration Services, and/or the Department of Education; they may also be used for insurance purposes. Falsifying hours, signatures or submission of a falsified timecard may subject the student worker to disciplinary action up to and including termination from the position. Additionally, disciplinary action may be imposed by the Office of Judicial Affairs.

Failure to adhere to these paperwork, time reporting and/or training policies will result on a hold immediately being placed on your records and registration.

Student employees are paid on a biweekly basis in accordance with the student employment payroll schedule. For students who work on campus, paychecks can be picked up at the student’s work location. Students who work off campus at a community service agency can pick up their paycheck in the Student Employment Office.

If a student employee believes they were paid improperly, he/she should immediately report this information to the Student Employment Office. Reports of improper payments will be investigated promptly and if an improper payment has occurred it will be promptly corrected.

The last day of employment must correspond with the last day of attendance at the University. For a graduating senior, the last day of work should be no later than the last day of final exams or commencement day, whichever is later.

DIRECT DEPOSIT

Direct Deposit is available for students. Student Employees may sign up for Direct Deposit through Ultipro.

Students enrolled in direct deposit will not receive a printed copy of their pay statement. Pay statements will be available online at <http://ultipro.monmouth.edu/>. To view pay stub information (past or present) – choose “**Myself**” on the left side of the screen, and then “**Pay**.”

Ultipro has many other features that the students may take advantage of including viewing/printing W-2 forms and their entire pay history from Monmouth University.

If you have any questions, please call the appropriate department listed below:

<u>Topic</u>	<u>Call</u>
Logging In	Helpdesk 923-4357
Paychecks/Direct Deposit/Taxes	Payroll 571-3469
Personal or Job Information	Student Employment 263-5706

XII. DISCIPLINARY POLICY

Student employees are expected to abide by the rules and regulations set forth in the Student Handbook as well as the policies and procedures described in this handbook. Failure to follow proper policies and procedures may result in disciplinary action up to and including dismissal from the position. Supervisors have the option of speaking with

the student on the issue and / or notifying the student in writing prior to discontinuing the student's employment.

If a student is dismissed from a position, the Assistant Director of Human Resources for Student Employment must be notified. Tardiness, poor attendance and/or any other type of dismissal, may affect future on-campus employment.

XIII. WORKPLACE PROHIBITIONS

- 1) Unauthorized disclosure of confidential information, and/or improper use or theft of Monmouth University property (i.e. office supplies, equipment, keys, mail, telephone or copy services);
- 2) Falsification of hours worked or of signatures on a timecard and/or influencing someone to alter a timecard;
- 3) Excessive tardiness or absenteeism;
- 4) Violation of weekly hour maximums;
- 5) Sleeping / loafing while on the job;
- 6) Rudeness, including obscene or abusive language toward students, faculty, staff, supervisors and/or members of the community; and
- 7) Unauthorized use of personal cell phones.

DISCIPLINARY ACTION

Violation of these prohibitions could result in immediate termination, restitution, and exclusion from Student Employment and/or the Federal Work Study Program and/or disciplinary action under the Monmouth University Student Code of Conduct. In addition, site-specific work rules may also exist. Students must see their supervisor for additional regulations.

In the event a student falsifies hours or forges signatures, the student will immediately be suspended from his/her job pending the outcome of a formal disciplinary hearing. If found in violation, the student will be terminated from his/her job and will be required to pay back all funds fraudulently collected.

Monmouth continues to have the authority to discharge any student, with or without cause, and without prior notice.

REWARDING THE STUDENT EMPLOYEE-NATIONAL STUDENT EMPLOYMENT WEEK

Monmouth University proudly participates in National Student Employment Week. The National Student Employment Association has declared that the first complete week in April be set aside to recognize the value of student employees and student employment professionals.

The purpose of this week is:

- 1) To enhance awareness of student employment and its important role in the higher education experience.
- 2) To recognize students who perform outstanding work while attending college.
- 1) To recognize the employer, who hires students and makes the student employment program such a success.

XIV. ATHLETES

Earnings from a student-athlete's on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete's full grant-in-aid or in the institution's financial aid limitations, provided:

1. The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;
2. The student-athlete is compensated only for work actually performed;
3. The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services; and
4. The student-athlete's employment is not part of the federal work study program.

XV. INTERNATIONAL STUDENTS

International students who are interested in on-campus employment must complete an *information card* in the Student Employment Office. International students do not need to file the FAFSA since they are not eligible for Federal Work Study.

International students who are not permanent residents but who have "F-1" or "J-1" visa status on their I-94 card and an original Social Security card or an original receipt from the Social Security Administration are eligible for on-campus student employment. It may take International students up to 12 weeks to obtain a Social Security number and

card. If a student presents a receipt, he/she must present an original Social Security card as soon as possible thereafter.

Hours

As stipulated by the U.S. Citizenship and Immigration Services (USCIS) laws and regulations, international “F-1” or “J-1” visa students are limited to **no more than 20 hours per week** of employment on campus during the regular academic year. **Violation of USCIS regulations could result in Monmouth University losing its authorization to enroll international students. Therefore, strict adherence to these regulations is required.**

The 20 hours per week limitation pertains to **all** positions that an international student may have at once. Included in this limit are hours worked as part of a graduate assistantship or scholarship.

Summer/Holidays

During the summer and holiday breaks and when the University is not in session international students are permitted to work up to **26** hours per week.

Any international student who violates the above regulations may be dismissed from his/her position. In addition, he/she may forfeit all on-campus employment privileges for a period of one year from the date of dismissal.

Taxes

International visa students may not claim exempt withholding status when completing the W-4 tax form. Wages and other compensation paid to a nonresident alien for services performed as an employee are subject to graduated federal and state withholding tax. Some international visa students are, however, exempt from FICA/Social Security/Medicare withholdings. To qualify for this exemption, students must present a copy of their visa to the Student Employment Office.

Optional Practical Training (OPT) Card Holders

OPT card holders may not work on campus through the Student Employment Office. An OPT card allows its holders to work off campus so that they may gain career training in their chosen field of study for a period of one year. Some fields such as Science, Technology, Engineering and Math may be granted a 17 month extension). (see Policy #5, page 5).

XVI. FICA TAXATION FOR STUDENTS

Student employees at colleges and universities are generally exempt from FICA (Social Security and Medicare) taxes. This exemption is based on the principle that students working for institutions of higher education are employed incidentally to their student status, and are not considered as having entered a career employment relationship that would justify FICA coverage.

The exemption provides that certain students working for a school, college, or university are exempt from FICA coverage if the student is enrolled at least half time; regularly attending classes at that institution; is not a full time employee; and is not a career employee eligible to receive or participate in certain employment benefit plans (e.g. vacation, sick, 403(b), reduced tuition). This exemption applies to all services performed during any payroll period that falls wholly or partially within the academic term. (e.g. fall academic term begins September 6 and the payroll period is August 28 to September 10, then the exemption applies to services performed beginning August 28th). The student FICA exemption does not apply to services performed during school breaks of more than 5 weeks.

Individuals registered less than half time during an academic term are subject to FICA taxation.

EXEMPTION FROM FEDERAL INCOME TAX WITHHOLDING

Per IRS rules, “You cannot claim exemption from withholding if : (a) your income exceeds \$1,050 and includes more than \$350 of unearned income (e.g., interest and dividends) and (b) if another person can claim you as a dependent on their tax return.” Students **are** subject to this criteria when determining exemption status. Students are not exempt from federal withholding because of their student status. Refer to IRS Publication 505, Tax Withholding and Estimated Tax, for more information about whether you qualify for exemption from withholding.

Employees who have an exempt status must file a new W-4 form each year by February 15 to maintain exempt status. The Payroll Office sends the W-4 forms to the students' departments via interoffice mail. If a new W-4 form is not completed, the employee's status will be changed to single with zero withholding allowances.

The W-4 is required for all new employees or for all previous employees who change their withholding allowance.

Students will be mailed a W2 form (statement of earnings) to the address on their paycheck by January 31st of each year if they have worked any time during the prior year. Any additional questions concerning this process can be answered by the Payroll Office, 732-571-3469.

XVII. TRAINING

EMERGENCY RESPONSE TRAINING

Emergencies can create a variety of hazards for workers in the impacted area. This training will provide important information explaining what you should be prepared for in the event an emergency occurs on campus. Preparing before an emergency incident plays a vital role in ensuring that employers and workers know how to keep themselves safe when an emergency occurs. Proper employee training such that employees understand their roles and responsibilities within the University's Emergency Action Plan will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies. Information will also be shared about what different types of responses you might see from emergency personnel on campus, depending on the type of emergencies.

All student workers are required to attend this training session. Time spent at this training is paid and must be notated on the student's timecard.

BLOODBORNE PATHOGEN TRAINING

Protecting employees from occupational exposure to disease-causing viruses and bacteria has become an extremely significant issue in the workplace. Work situations, which present the possibility of contact with blood or some other bodily fluid or biological agents, could pose a risk to infectious diseases. For example, the Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and Human Immunodeficiency Virus (HIV) are pathogens that are transmitted through blood and other bodily fluids. Employees who have the potential to come in contact with blood or other potential infectious materials face the possibility of contracting these viruses and developing severe health problems.

Student workers who are required to attend this session include Lifeguards, Laundry Room/Equipment Room Attendants, Art Lab Monitors, Theater Set Designers, Biology and Chemistry Lab Assistants, Facilities Management Staff, Head Resident Assistants and Athletics Sports Camp Counselors. This training needs to be completed annually.

If the student worker elects to complete the online Bloodborne Pathogen Training, it must be completed during work hours at one of the University's computers with the ability to print the training certificate.

All time spent at trainings is paid and must be notated on student timecards.

HAZARD COMMUNICATION

It is the desire and intent of Monmouth University that employees be informed about the hazardous substances they may encounter in the workplace, and learn the appropriate protective measures to work safely with those substances. The Hazard Communication

Program fully informs students of the dangers involved with handling hazardous chemicals, so that they can safely perform their job.

Chemical exposure may cause or contribute to many serious health effects such as heart ailments, kidney and lung damage, sterility, cancer, burns and rashes. Some chemicals may also be safety hazards and have the potential to cause fires and explosions and other serious accidents. This training provides the necessary information to employees, so they can participate in, and support, the protective measures in place at their workplace.

Student workers who are required to attend this session include Lifeguards, Laundry Room/Equipment Room Attendants, Art Lab Monitors, Photo Lab Workers, Theater Set Designers, Biology and Chemistry Lab Assistants and Facilities Management Staff. Student workers in the Biology and Chemistry laboratories shall also be trained in the Chemical Hygiene Plan by their supervisors.

FALL PROTECTION

On occasion, Monmouth University employees may be required to perform work in areas that cannot be accessed from the ground or from solid construction. The purpose of this training program is to ensure that each employee is trained and made aware of the safety provisions which are to be implemented when working on elevated surfaces such as ladders, scaffolding and/or lifts. The training will instruct employees how to recognize fall hazards and how to prevent them.

Student workers who are required to attend this session include all students who participate in work environments where they may encounter ladders, scaffolding or mobile elevated work platforms.

All trainings are conducted by the Director of Compliance/Risk Manager and must be completed upon initial assignment to their job. A copy of these training schedules may be obtained by contacting the Office of Compliance.

Questions regarding these policies should be directed to the Director of Compliance/Risk Manager at 732-263-5355.

FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA) ONLINE TRAINING

The online FERPA training course is available to student employees through eCampus in a video and text format.

FERPA training is extremely important. This online course is **MANDATORY** for student employees who may be required to handle, or have access to, student information or educational records as part of the requirements of their position. Student employees should take the online training session during the course of their normal work schedule. In order to be in compliance a student employee must receive a passing grade is 70%.

PREVENTING DISCRIMINATION AND HARASSMENT ONLINE TRAINING

All student employees are required to complete a self-paced harassment and discrimination training program entitled “Prevent Harassment Together”. This program instructs the employee on the various aspects of harassment and discrimination in the workplace. Access to the online training program is available through eCampus.

All student workers are required to complete this training initially upon hire, and every three years. Time spent at this training is paid and must be notated on the student’s timecard.

PROTECTING CHILDREN: IDENTIFYING AND REPORTING SEXUAL MISCONDUCT ONLINE TRAINING

Student employees who work with minors through a University sponsored position are required to complete this online training available through eCampus. Time spent at this training is paid and must be notated on the student’s timecard.

XVIII. QUESTIONS FREQUENTLY ASKED BY STUDENTS/SUPERVISORS

How can I apply for a job on-campus?

In order to apply for a job, you must visit Hawks Career Link, complete your profile and make a resume. Federal Work Study students will search for jobs by “FWS - On Campus Jobs” and “FWS – Off Campus Jobs”. Student Help students may search by “Student Help – On Campus Jobs”. Please also visit the Student Employment Office in Room 127 of Bey Hall if you need further assistance. If you have a Federal Work Study Award, you may also schedule an appointment with the Student Employment Office and apply for a job on (or off) campus.

What is Federal Work Study?

Federal Work Study (FWS) is a federally funded program that assists full-time undergraduate students with the cost of education based on financial need. The wages earned by students who have completed the Free Application for Federal Student Aid (FAFSA) and are awarded FWS will be subsidized by the government – 75% paid by the government and 25% paid by the University department (30% off-campus agency). The rate which students make will not be affected by their status as FWS or non-FWS (Student Help). The grant “opens up” more job opportunities for FWS students to work both on and off campus.

What kinds of jobs are available?

Positions are available in both academic and administrative departments. Other typical areas that employ students include the Library, Athletics, Residential Life, Information Management, Facilities Management and External Affairs.

Must I apply for Financial Aid in order to work on campus?

All undergraduate, U.S. Citizen and permanent resident students must file a Free Application for Federal Student Aid (FAFSA) form each year in order to be considered for student employment.

How do I know if I am eligible for Federal Work Study?

The Financial Aid Office will notify you via an award letter. You may also view your award letter on WebAdvisor at <https://webadvisor.monmouth.edu>. If you have any questions about your eligibility for FWS call the Financial Aid Office at (732) 571-3463, email at finaid@monmouth.edu or visit the office on the first floor of Wilson Hall room 108.

How will I know when I exhaust my FWS award?

Both the student and the employer share the responsibility of monitoring FWS earnings to ensure that the FWS award limit is not exceeded. Students may track their FWS award in Ultipro. The Assistant Director of Human Resources for Student Employment will also send warning notices to a student when a student is approaching his/her FWS award limit.

Can my FWS award be increased?

In some cases, yes. Adjustments to FWS allocations can be made if an applicant's financial need allows for an increase, and if FWS funds are available to finance the increase. The Financial Aid Office is responsible for handling all FWS award increases.

What if I do not earn the full amount of my FWS allocation?

Students are awarded maximum FWS based on financial need. Students may earn any portion of the award up to the established maximum and are not obligated to earn the full amount of the award. If the full amount is not earned, the Financial Aid Office will not make up the difference, and the remaining amount will be unused.

What forms do I need to complete in order to work on campus?

Students are responsible for completing the I-9 Employment Eligibility Form and a W-4 tax form as required by the federal government. Students must present proper identification in order to satisfy the I-9 requirement. Acceptable identification includes an original document to establish employment eligibility AND an original document to establish identity. For a list of acceptable ID's please visit www.uscis.gov/i-9. All documents must be unexpired. Students will also fill out a student employee information card, a Student Employment Referral Form for each job and material regarding the Federal Educational Rights And Privacy Act. Additionally, international students must also show their student visa, current I-20, I-94, and passport. A receipt from the Social Security Administration will be accepted for International students beginning employment.

Why do students have to show specific original identification when completing employment forms?

In accordance with the Immigration Reform Control Act of 1986, all employers must verify that individuals are authorized to work in the United States by having every new employee complete a Form I-9. It is unlawful to knowingly hire an alien who is not properly authorized to work in the United States. Therefore, all students must submit an I-9 form and verification of employment eligibility to the University and present original documentation to the Office of Student Employment establishing employment eligibility and identity. This must be done prior to beginning work.

How many hours a week can I work during the regular school year?

Undergraduate full-time students may work a maximum of 20 hours per week during the academic year. Graduate students may work up to 26 hours per week. All international students, however, are limited to 20 hours per week during the academic year. At no time may a student work in excess of 26 hours per week at Monmouth. If a student is part time, the hourly limitations are outlined on pages 10 and 11 of this Handbook.

Can I work during the summer?

During the summer, all continuing students, including international students, may work up to 26 hours per week. In order to work, students must be registered for either Summer classes or for the Fall semester.

What if I want to work off-campus?

If you have FWS, you can use that award to work off-campus in a non-profit community service organization in any of over 30 agencies listed. Examples of agencies where students have recently been employed include Family & Children's Service, SPCA, Monmouth Cares, Monmouth County Regional Health Commission and the Long Branch Free Public Library.

If you are eligible, you may also peruse the part-time job listings offered through the Career Services Office. Several area agencies seek students who are looking for part time employment off-campus not related to FWS.

How often will I get paid? Where do I pick up my paycheck?

Paychecks are issued on a biweekly basis and can be picked up in the department where you work. Students who work off campus with a community service organization receive their paychecks in the Student Employment Office. Direct deposit is also offered.

What is the difference between a Federal Work Study position and a "Student Help" position?

A Federal Work Study position means that the department pays 25% of the student's salary and the remainder is paid from the student's Federal Work study award. MU pays 100% of the "Student Help" wages.

When I switch from Federal Work Study to “Student Help,” what happens? What do I need to do?

Depending upon the department's budget, the student employee may or may not be able to continue working. If he/she can continue, the student will need to switch to “Student Help” (10004) in order to be paid.

What forms does a graduate assistant need to complete if they are working additional hours outside of their assistantship?

A graduate student receiving a graduate assistantship who also wished to work in a student employment position needs to complete forms with the Student Employment Office. A Student Employment Referral Form for each position is required. Hours must be documented on a timecard.

Are student wages able to be garnished?

Yes, student wages are subject to garnishment.

When I move or change my name, why must I also notify the Student Employment Office?

Updated and accurate information is important because paychecks and/or all other tax information (including W-2) are sent to your home address.

How do I submit a name or address change for my paycheck and W-2?

Students may submit address changes through Ultipro.

XIX. SUPERVISOR RESPONSIBILITIES

- 1) Comply with all student employment policies and procedures.
- 2) Provide the Assistant Director of Human Resources for Student Employment with job descriptions for all jobs available in his/her area by posting jobs in Hawks Career Link.
- 3) Monitor FWS earnings, making sure students do not exceed their maximum award amount.
- 4) Monitor weekly hours to ensure students do not work more hours than permitted.
- 5) Make sure timecards are completed properly, submitted and approved at the end of each pay period.
- 6) If you need to impose disciplinary action, please contact the Assistant Director of Human Resources for Student Employment. Additional disciplinary problems may be referred to the Associate Vice President for Student Services.

- 7) Notify the Assistant Director of Human Resources for Student Employment of any changes in the employment status of student employees.
- 8) Train student employees to successfully carry out the duties of their jobs and share a clear and detailed job description with them. Make their employment valuable and rewarding.
- 9) Ensure all hours recorded have been worked and do not overlap with students' class times. When departments do not correctly verify student hours, the department accounts may be over-charged.

Please consult Student Employment Office for more information or for any special cases.

XX. STUDENT RESPONSIBILITIES

- 1) Follow all student employment policies and procedures.
- 2) Complete all required employment documents and trainings with the Assistant Director of Human Resources for Student Employment before starting work.
- 3) Be punctual and work the agreed upon hours. Be dependable and considerate of supervisors.
- 4) When late or absent, call or e-mail your direct supervisor as early as possible before the beginning of the shift. Give your supervisor as much time as possible to arrange for someone to cover your position.
- 5) Perform to the best of your ability, cooperate with the department's procedures, and have a positive work attitude.
- 6) Act in a professional manner. Remember that all actions reflect on the University as well as yourself.
- 7) Maintain confidentiality where required.
- 8) Submit timecards at the end of each pay period to avoid delays in payment.
- 9) Ensure that your work hours do not occur during class time. Verify that hours are only submitted for payment once. Finally, check that the hours do not overlap with any other job.
- 10) Monitor FWS earnings, making sure the maximum award amount is not exceeded.
- 11) Appropriate dress is required. Please ask your supervisor if you are unclear as dress codes do vary between different offices.

11) Inform your supervisor at least one week in advance, preferably longer, when terminating employment so a replacement may be hired.

13) Ask for help concerning anything you do not understand.

INTERPRETATION

Should any questions arise over the interpretation of any material covered within this handbook, the Assistant Director of Human Resources for Student Employment will be responsible for resolving disputes, when appropriate, the Director of Human Resources and the Vice President for Administration Services will assist.

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