



UNIVERSITY OF
RIO GRANDE
& RIO GRANDE COMMUNITY COLLEGE

Student Employee Handbook

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Introduction to Student Employment

Student employees play a vital role in filling employment needs in many areas of the university and are an integral part in the success of the University of Rio Grande and Rio Grande Community College. Without the category of student employee, it would be very difficult to fill employment needs and do so within budgetary guidelines in many departments of the university.

Student employees are those whose major efforts are directed toward receiving a formal education and are employed part-time. The following document outlines the policies and procedures, which govern student employment at the University of Rio Grande and Rio Grande Community College.

Although students work for a variety of reasons, many students need the earnings to help finance their education. Others recognize that the skills and work habits gained on the job will benefit them when they seek full-time employment. Students can complement their academic studies by providing real world opportunities for students to put into practice those things learned in the classroom.

Student employment at RIO has three primary purposes:

- 1.To provide students with a source of financial support
- 2.To furnish valuable work experience to complement their academic pursuits
- 3.To help carry out the daily operations of the university

Equal Opportunity Policy and Student Employment

The University of Rio Grande and Rio Grande Community College rigorously pursues affirmative action to provide all people equal opportunity for employment without regard to race, color, religion, national origin, sex, age, marital or family status, disability, or sexual orientation and seeks to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era. All recruitment and hiring of student employees needs to support this policy statement. The Equal Opportunity and Affirmative Action Office website is:

<http://www.rio.edu/academics/page.php?ID=equalopportunity>.

Eligibility

In order to qualify for a student employment position, a student must be accepted for enrollment as an undergraduate, post-baccalaureate, or graduate program leading to a degree or certificate, carrying at least six (6) credit hours and maintaining basic academic standards.

Regarding summer employment, if the student was enrolled for the required 6 or more credit hours during the spring semester and/or is enrolled for at least 6 credit hours for fall semester, but is not enrolled for summer classes, he/she may still be qualified as a student employee during the summer semester.

Any student who fails to maintain the required minimum 6 credit hours during any academic-year semester must be terminated as a student employee immediately. A student cannot be employed as a student employee upon graduating.

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Students who have an Accounting or Community College halt are not eligible for student employment positions.

Hiring Forms

The following hiring forms need to be filled out and returned to the hiring department, in order to set-up and process your new employment.

The following information will be required to complete the final hiring process.

- Student Employment Application
- Work Card Application
- Copy Photo ID / Driver License
- Passport
- Birth Certificate / Social Security Card
- Confidentiality Statement
- Student Employment Orientation Attendance

Break Policy

Student employees who work a four-hour block shall be allowed to take a fifteen-minute break (with pay) near the middle of their work period. Breaks cannot be deferred to a later work period and breaks are not cumulative.

Termination/Resignation

Student employment can be a valuable learning experience for students. However student employee is expected to perform and meet the standards outlined by their employing department and remain productive.

Student employees are employed at the discretion of the hiring department. Due to a department's operational needs, staffing requirements, and/or funding

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limitations, a student's employment may be discontinued at anytime notwithstanding the term for which the student was hired.

A student employee shall give ten (10) days notice of resignation, unless otherwise agreed with the hiring department.

Termination Procedure

If termination is the result of unsatisfactory job performance, the student employee may be given an opportunity to improve his/her performance prior to termination. A student employee may be informally counseled relative to substandard job performance. If performance does not improve, a written warning letter should be issued to the student employee. The warning letter shall include a complete explanation of unsatisfactory performance and the acceptable standard of performance. A copy of the letter shall be sent to Human Resources Department.

Notice of termination should be issued in writing and a copy sent to the Human Resources Department.

Student Payroll

The Human Resources Department processes student employee payroll, provides hiring documents, student compensation administration, payroll verification, and policy interpretation.

The hiring department must submit student's timecard to the Human Resources Department located in Allen Hall 101 by the third working day after the last pay day.

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If timecards are not submitted on time and correct, **paychecks will be delayed.**

Timecards must be submitted semi-monthly and include the following information:

- Student Name
- Student ID Number
- Employing Department
- Date
- Start and End Time
- Student Signature
- Supervisor Signature

Student employment pay rate is \$7.30 for all student employees.

Student Labor

Student labor employment positions are available in selected university departments. Student labor employment differs from Federal Work-Study Program in that students do not need to qualify on the basis of financial need. The employing department is also responsible for 100 percent of the student employee's wage.

A student labor employee must be registered for at least 6 (six) credit hours to be considered for student employment. If the individual was enrolled for the required 6 or more credit hours during the spring semester and/or is enrolled for at least 6 credits for fall semester, but is not enrolled for summer classes, he/she may still be classified as a student labor employee during the summer semester.

Students who have an Accounting or Community College halt are not eligible for a student labor position.

Pay Periods

Student employees are paid on a semi-monthly basis. Student's checks will be available for pick-up with student I.D. on the 15th and 30th of each month in the Accounting Office located in Allen Hall office 204. During scheduled break periods, payroll checks will be mailed to student's address on file.

The Accounting Office will hold payroll checks for one (1) week or five (5) business days for student pick-up. After the one week period, all payroll checks are mailed to student's address on file.

Overtime

Student employees are ineligible to have a work schedule that would result in overtime compensation.

Benefits

Benefits including, but not limited to, annual leave, sick leave, holiday pay, health insurance coverage, retirement, and other benefits for which regular employees of The University of Rio Grande and Rio Grande Community College are eligible, shall not apply to student employees.

Federal Work-Study Employment

Federal Work-study programs at the University of Rio Grande and Rio Grande Community College are programs designed to augment student educational goals with work experience. These programs aim to increase student skills while strengthening student connections to the campus and civic communities. Federal Work-Study programs are funded by federal money and are

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administered by the Financial Aid Office, located in the Allen Hall office B-1.

Students are awarded federal work-study based primarily on need and availability of funds through the application process of the Free Application for Federal Student Aid (FAFSA). All departments of the University of Rio Grande and Rio Grande Community College are eligible to employ work-study students, as are designated off campus agencies that are approved by the Financial Aid Office as work sites.

To comply with Equal Employment Opportunity guidelines, all hiring departments should publicize any and all of their student positions utilizing the student employment job posting web site.

For students who are awarded Federal Work-Study, keep in mind that funds are limited. Therefore, you have a limited amount of time to secure employment on the Federal Work-Study. Typically, awards are cancelled for students who do not begin working by October. Students who have been awarded Federal Work-Study and secure a position are not allowed to earn more than the awarded amount from the Financial Aid Office. **Once you have received the full amount of the award, the student must resign and STOP working.**

Retention of incumbents in positions from year to year is encouraged as a means of increasing student skills and abilities and deepening the relationships that encourage student retention and academic pursuits. Some students work in full-time work-study positions during the summer that further enhance their experience.

Irregularities that involve the misuse of federal or state funds, such as misrepresentation of hours worked or employer interference with student academic pursuits must be reported to the Director of the Financial Aid.

Student Employee of the Year Award

The Department of Human Resources seeks nominations from on-campus employers each spring semester for the university "Student Employee of the Year" award. A committee of approximately five staff and administration selects the yearly winner from among the nominees. The award is based on the student's reliability, quality of work, initiative, professionalism, uniqueness of contribution and an essay addressing their student work experience.

Students must meet the following criteria:

- Undergraduate or graduate student employed on campus
- Student must be employed for a minimum of 3 months full-time or 6 months part-time during the nomination period June 1 through May 31.

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I have received a Student Employee Handbook. I have read the handbook and understand the contents of it. By signing this statement, I hereby agree to adhere to the rules as outlined in the University of Rio Grande and Rio Grande Community College Handbook.

Student's
Signature: _____

Student ID Number:

Date: _____

Please return only this page of the Handbook to the hiring department.
Keep the remainder for your records.