Student Employment Handbook

Office of Career Services

Student Affairs

(Revised August 21, 2015)

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PREFACE

Welcome to the Student Employment Program! This guide will help you understand how the program works, as well as what some guidelines are once involved in the program. We hope this is a useful tool you may use throughout your employment with Lawrence Technological University.

INTRODUCTION

Lawrence Technological University participates in several types of student employment programs: the federal and state funded work-study program and the institutionally funded student assistant program.

The objectives of the student employment program are:
- To offer jobs to students who need to earn funds to help pay for their educational expenses while enrolled at Lawrence Technological University.
- To provide work experiences that will enhance the student's educational and/or occupational goals while gaining professional development.
- To provide services that would not otherwise exist for Lawrence Technological University or for other participating public or private profit and nonprofit organizations.

The Office of Career Services (OCS) staff work in conjunction with Human Resources, Business Services and Financial Aid to develop and implement University policies and procedures for the student employment program. Students should note, however, due to budget constraints and position availability, the University cannot guarantee all students an opportunity to work on or off campus. Students are encouraged to follow the directions in this manual and partner with the OCS in finding positions.

The OCS is the lynchpin for managing on and off campus open positions available to students. This is primarily organized in Handshake, and is explained on page 13. Students wishing to gain more knowledge about student employment may schedule an appointment with a career services advisor by calling 248.204.3140 or emailing ltuocs@ltu.edu. The OCS is open Monday – Friday, 8:30 a.m. – 4:30 p.m. located in the A. Alfred Taubman Student Services Center, C404.

MISSION STATEMENT

In keeping with Lawrence Technological University's tradition of linking theory to practice, student employment is seen as another aspect of the student's educational experience. The skills and attitudes developed through working, whether an extension of knowledge gained in the classroom or those related to more routine tasks, are important components of the student's professional development. Consequently, a student's on-campus and off-campus employment should accurately reflect the realities inherent in permanent employment.

The student employment program will expose student employees to the unwritten aspects of the world of work. Therefore, the program will focus on developing student employees through on-going student employment programming. Furthermore, we recognize the attainment of these objectives is ensured through a cooperative effort between supervisors of student employees and the OCS.

Section 1: WHAT IS THE WORK-STUDY PROGRAM?

The Lawrence Technological University Work Study Program (WS) is funded through the Federal Work Study Program and the State of Michigan Work Study Program. Under these programs, the sponsor (Federal Government or State of Michigan) subsidizes 75% of the work-study earnings. Hiring departments support the remaining 25%. The University administers this program in accordance with the laws, federal regulations, and instructions issued by, or on behalf of, the Department of Education as well as its own institutional policies.

A. In order to qualify for a Work Study (WS) award, students are required to file the Free Application for Federal Student Aid form (FAFSA), and must also meet the following conditions:

   1. Be a citizen, national, or permanent resident of the United States (students attending LTU on a visitor or student visa are not eligible to participate in this program)
   2. Indicate "yes" to interest in work-study question on FAFSA
   3. Demonstrate financial need through the financial aid application process and receive a Work Study award
   4. Maintain good standing and satisfactory academic progress with a GPA of 2.0 or better while employed in the program (must be enrolled at least half time each semester worked)
   5. Not be in default on any federal Title IV loan program or any state loan program and not owe a repayment of a federal grant or state grant or scholarship.

B. All Work Study program awards are given for the academic year (approximately August-April). Student eligibility to participate in the Work Study program is reviewed annually. Students must re-qualify for WS eligibility for work during the summer at the beginning of the summer term. Earnings during the academic year vary and are dependent upon maximum earnings level and the number of hours actually worked. Each student is paid bi-weekly by direct deposit for the number of hours worked. WS earnings are considered income, and subject to tax guidelines. To learn more about tax guidelines, please contact the Payroll Office.

C. Financial need is defined as the difference between the total cost of a student's educational expenses and the amount of money the student and his or her parents are expected to contribute to those costs. To be eligible to receive a WS award, a student must meet the following criteria:

   1. Be in financial need of the earnings from such employment in order to pursue a course of study.

   2. Be capable of maintaining a good standing in such course of study while employed.

   3. Be willing to work for Lawrence Technological University as part of their financial aid package

4. Be a matriculated student.

5. Be a citizen of the United States or an eligible non-resident.

D. Students are expected to apply WS earnings toward educational expenses at the University. Students with questions regarding the determination of Federal or State Work Study awards should contact the Office of Financial Aid. Students who have accepted a Federal or State WS award should review information regarding the job search policies in this manual and contact the OCS if further information is needed.

E. The OCS continuously develops work opportunities both on and off campus. However, WS jobs are on a first-come, first served basis. Although there are position postings throughout the academic year, most WS positions are filled during the first month of each semester. Therefore, having an award does not guarantee placement.

F. NOTE: No student may begin employment under the work-study program unless first approved by the Office of Financial Aid, Human Resources, and the completed new hire paperwork has been processed.

Section 2: OFF-CAMPUS COMMUNITY SERVICE WORK STUDY PROGRAM

The University also offers an off-campus community service program. Employers and employment opportunities are developed by the Office of Career Services before each academic year. Eligible employers include private for-profit organizations, nonprofit organizations, local schools, and local and county government agencies. Off-campus employment opportunities are designed to enhance the student's educational experience through hands-on training that is academically relevant and in the public interest. These employment opportunities are not always readily available due to funding constraints.

Community service jobs are defined as jobs designated to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. Included are 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, and community improvement. Also included are support services to students with disabilities, and activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling, including career counseling. Community service jobs are offered by local nonprofit, governmental, and community based organizations.

The community service requirement means more job opportunities for students at all levels of study. Students can earn money to pay for educational costs as well as provide a valuable service to the community. The Office of Career Services at Lawrence Technological University is continuously developing paid, part-time community service opportunities both on campus and in the Wayne, Oakland, and Macomb Counties. Whenever possible, students will be matched to jobs that will provide an education related experience. Students interested in obtaining an off campus community service position should contact the OCS for more information.

Section 3: FAMILY LITERACY PROGRAM

The Family Literacy program is an initiative calling on college students to help local children learn to read well. Several Lawrence Technological University Work Study (WS) positions have been dedicated for this national literacy endeavor. This program provides students with part-time employment that (1) provides additional support to teachers, caregivers, parents, and librarians to ensure all children learn to read well and independently, and (2) provide college students with a rich experiential service learning opportunity. For example, in the past, LTU has partnered with Southfield's Thompson K-8 International Academy.

Section 4: LTU STUDENT EMPLOYMENT PROGRAM

Lawrence Technological University also provides on-campus employment opportunities to students ineligible for need-based student employment. The program employs students on campus only. Although positions are contingent on individual department budgets, this program is open to all LTU students who meet eligibility requirements (See below).

If a student assistant was previously hired by a department as a WS student and the maximum award is earned, the department has an option of continuing the student assistant in the LTU student employment program. In this case the hiring department would be responsible for 100% of the student's wage.

A. STUDENT ELIGIBILITY:

1. Student employment is available to undergraduate and graduate students currently enrolled in classes at LTU. To be eligible for on-campus employment all the following conditions must be met:
    a. Be a matriculated student at the University.
    b. Enrolled in minimum of 6 semester hours in an undergraduate program or 4 semester hours in a graduate program (Continuing Education credits are not counted toward semester hour requirements) and maintain good academic standing (minimum 2.0 GPA) (3.0 GPA for Graduate students)
    c. Pursuing a degree or certificate.
    d. Possess a valid social security number or be eligible to apply for a SSN.
    e. Verify employment eligibility by completing an I-9 Form and submitting appropriate documentation to the hiring department supervisor.
    f. Not on probation or suspension as a result of a disciplinary hearing.
2. Students not registered for summer classes (and students registered for 3 credits or less) may work up to 30 hrs. /week during the summer term if they are registered for fall classes. Students who are taking more than 3 credits during summer term are subject to the 20 hour per week maximum imposed during the standard academic year.
3. Students who have completed their studies (i.e. graduated) are ineligible to work through the student employment or work study program after their final week of classes. If the hiring department wishes to hire the graduating student, the student employee must be reclassified by the Human Resources Department.
4. Any exceptions to the above may be granted after careful review by the Director of Career Services.

B. INTERNATIONAL STUDENT ELIGIBILITY

1. To be eligible for on-campus employment international students must meet all requirements for domestic students (See Student Eligibility above), and also:

a. Be enrolled with a minimum of 6 credit hours, or have a full-time equivalency for the semester of employment.
b. Have a valid F1 or J1 Visa.

2. International students seeking employment who DO NOT already have a social security card, must have a job or job offer BEFORE he or she can apply for a social security number. International students must follow the procedures listed below:

a. Search the Office of Career Services Handshake website for job openings and apply for employment. (See page 13)
b. After receiving an offer of employment, the hiring department should work with the student(s) to complete all new hire paperwork. All hiring paperwork is hosted on the Career Services main website www.ltu.edu/career_services under the tab 'LTU Student Employment.'
c. Upon completion of the hiring paperwork, the hiring department will provide the first authorization letter (original) to the student. International Programs will verify student eligibility, status, and will provide a second letter of authorization for the student to apply for a social security number. The student will be contacted by International Programs to pick up both authorization letters.
d. The student then may apply for a social security number at the Social Security Administration (directions provided on the OCS website and in the lobby of International Programs). After the Social Security Administration verifies eligibility, the social security card (SSC) will be mailed to the student. SSC's typically will arrive in the mail between two to four weeks from the date of application. Once the student receives his/her SSC, they must bring the card to the hiring department to be copied and included in the hiring paperwork to be forwarded to Human Resources.
e. Once the student has completed all hiring paperwork and provided all authorization documents, the hiring department will send all information to the Provost's Office, Human Resources, and Financial Aid. Human Resources will notify the department when the student is eligible to start work. A student may not begin working until all hiring paperwork has been processed.

Section 5: TERMS OF EMPLOYMENT

A. STATEMENT OF STUDENT RESPONSIBILITY:

1. Student employees are required to comply with the performance standards established by the department for which they work. Students who fail to perform in a satisfactory manner may be removed from their assignment and from the student employment program at any time.

2. Any student who accepts a student employee position accepts the responsibility of maintaining professional standards and agrees to:

a. Perform his or her job assignment in a serious and responsible manner. Student employees are required to adhere to the following rules and policies regarding the privacy and confidentiality of student records information:

   1. Student records, in whole or in part, are not to be removed from any university office by student employees unless they are requested to do so by their supervisor.

   2. Student employees granted access to student records information are accountable for the protection of the information and its contents while it is in their possession.

   3. Accessing personal record information of relatives, friends, or peers, is prohibited.

   4. Discussing personal record information of relatives, friends, or peers, is prohibited.

   5. When given a work assignment that requires the use of the Banner Student Information System, student employees are to access student information only for the assignment on which they are working. Student employees are also prohibited from working with their own records.

b. Refrain from discussing assignments outside the office.

c. Refrain from making personal use of university equipment or office supplies except as designated by a supervisor.

d. Follow a predetermined work schedule that is acceptable to both the student and the employer and not report hours for scheduled class periods.

e. Adhere to the limitations described under "Student Eligibility" and not exceed maximum number of hours except when otherwise approved by the Director of Career Services.

f. Not report unearned hours on their timesheet.

g. Notify the supervisor, as soon as possible, when illness or other circumstances prevent the student from working.

h. Dress appropriately, be dependable and prompt, and conduct him/herself in a businesslike manner. Students in high-visibility areas should consult their supervisors for the appropriate dress code.

i. Refrain from studying or doing homework assignments during working hours unless permitted by the supervisor.

j. Discuss any work-related problems with the supervisor. If the problem cannot be resolved, the student should contact the Office of Career Services.

k. Give the supervisor at least one week's notice before terminating a job assignment.

l. Not begin work in any position until the employment has been approved by Human resources and all new-hire paperwork has been completed and approved.

m. Maintain a minimum GPA of at least 2.0 every semester while employed on campus. (See Employment Probation, Section H)

n. Notify their supervisor if their enrollment status drops below half time or if they are placed on academic probation.

o. Stop working immediately upon reaching the maximum earnings level allowed by their Federal Work-Study award (unless otherwise approved by the hiring department).

3. Employees, employee/students, and student employees are strictly prohibited from unauthorized access, entry, alteration, tampering, falsification, copying, or distribution of academic, personnel or payroll records. Violations shall include but not limited to the alteration of grades or any other records related to the academic performance of students; registrations, drops, withdrawals, or overrides; alteration of pay, vacation, sick, or leave balances; or assisting, attempting to assist, or conspiring to assist another employee or student in committing the offenses outline above. Employees, employee/students, and student employees in violation of this policy will be dismissed for cause, as well as subjected to a judicial review process, which includes the possibility of expulsion from their academic program and the university.

4. Students must read, understand, and adhere to these rules and policies relative to privacy and confidentiality of student records information. Violation of the aforementioned rules or policies may subject a student employee to immediate termination of employment. (See Section F)

B. PAYROLL PROCEDURES FOR STUDENT WORKERS

1. Student Workers are paid bi-weekly with the pay period beginning on Sunday and ending two weeks later on Saturday. Student Workers must enter all hours worked for the pay period and submit the time sheet to their Approver before midnight on the Sunday immediately following the close of the pay period. (see the Bi-Weekly Payroll Calendar) The pay date is the Friday following the end of the pay period.

2. The Payroll Calendar is available in Banner Web Time Entry (WTE) and can be accessed by clicking on Employee Services, then Bi-Weekly Payroll Calendar.

3. Hours are entered on a time sheet via Banner WTE. Student Workers can receive instructions on how to use the system from the Office of Career Services.

4. If hours are not submitted for approval by the deadline, the Student Worker will need to e-mail the hours, including time-in, time-out, total hours worked each day,

and total hours for the pay period to his/her Approver/Supervisor. The Student Worker's Approver/Supervisor will email payroll with approval of hours. Payment for hours submitted after the deadline cannot be guaranteed for the regularly scheduled payday.

5. In the Fall and Spring semesters, students are permitted to work up to a total average of twenty hours per week. However, during breaks and summer (if the student is enrolled for 3 credits or less), students are permitted to work up to forty hours per week. (See details under Student Eligibility) Students are not allowed to work more than 40 hours per week. Hours permitted is also based on department funding.

6. For the benefit of the Student Workers and the payroll department, all Student Workers are requested to complete the Direct Deposit Authorization Form is included in the new hire paperwork. Signing up for direct deposit will ensure Student Workers receive their pay on the pay date.

7. Pay information, such as Direct Deposit breakdown, Earnings and Deductions History, and Pay Stubs can be viewed on Banner WTE at any time.

8. All checks are mailed at the end of the day before Payday.

9.   Questions regarding payroll can be directed to the Payroll Supervisor or HR/Payroll Assistant at payroll@ltu.edu.

10. Student workers who are U.S. Citizens have Social Security and Medicare taxes (FICA) deducted from their pay only if they are registered less than half-time (6 credits undergraduate and 3 credits graduate) for Spring, Summer and Fall semesters. Non U.S. Citizens who are here on F-1 Visas are exempt from these FICA taxes for 5 years from their date of entry into the U.S. J-1 Visa students are exempt for 2 years from the date of entry into the U.S.

C. WAGES

All student employment programs provide for payment on an hour's wage-for-an-hour's work basis. Students are only paid for the hours they work. Fringe benefits such as paid sick leave, vacation pay, and holiday pay are not permissible under the student employment programs.

1. Currently, minimum wage in the State of Michigan is $8.15/hour. Student wages will start at a rate equal to either the State of Michigan or United States Government minimum wage level, whichever is higher. For current Federal minimum wage information, go to http://www.dlol/topic/wages/#.UHWZLC7A_ng. For State of Michigan minimum wage information, go to http://www.michigan.gov/cis/0,1607,7-154-27673_27909-140972--,00.html. Wages can be adjusted to reflect the skill levels required to perform the work. For information or assistance concerning appropriate wages, please contact the Office of Career Services.

2. Additionally, students may earn merit increases per the supervisor's discretion if they are returning to the same or promoted position the following academic year.

3. All wages earned under the student employment programs are subject to federal and state income tax. Students must complete a Form W-4 in order to have federal income tax withheld. The MI W-4 must be completed to have state income tax withheld.

D. BREAKS AND MEAL PERIODS

Students are entitled to breaks and meal times based on the amount of consecutive working hours.

1. Breaks
   a. Student employees should be given a 15-minute break during each continuous four hour work period. Breaks are scheduled by the supervisor. Breaks must be preceded and followed by a work period. Rest periods cannot be accumulated.

2. Meal Periods
   a. Student employees are required to take a 30-minute unpaid lunch if they are working an extended period of time in excess of 6 hours.

E. DRESS CODE

Departments may require a particular dress for students depending on the work environment. Due to certain job responsibilities, departments may allow students to dress more casually or professional. Students should discuss with their supervisors regarding the appropriate dress code for the department.

Below are suggested examples of clothing not appropriate for the workplace regardless of the job responsibilities.

- Cutoffs
- Flip-flops
- Inappropriate print on any visible piece of clothing
- Ragged clothing
- Halter tops or tank tops without clothing to cover
- Micro-miniskirts
- Revealing attire
- Bare midriff
- Low-rise shirts and pants
- Underwear as outerwear

Repeated failure to adhere to the general dress code guidelines as well as specific department dress code guidelines will be grounds for termination from the job.

F. APPLICATION PROCESS

Students interested in applying for student assistant positions on campus and in the community should create a profile in Handshake. Instructions on how to create an account can be found

in Section 6. Postings will be added throughout the year, with typically more opportunities shown at the beginning of each semester. Attend an information session periodically scheduled to learn how to take advantage of this opportunity and/or meet individually with a staff member from the Office of Career Services in order to fully utilize this service.

G. JOB RELATED PROBLEMS AND GRIEVANCE PROCEDURES

Students should make a serious attempt to resolve any on-the-job problems with supervisors or peers. If the problem cannot be resolved at this level, then an appointment should be made with the Director of the Office of Career Services (OCS). The OCS will contact the supervisor or peer in a final attempt to resolve the problem informally. If informal attempts to resolve the problem are unsatisfactory, a formal grievance procedure is available. To file a formal grievance, please contact the Office of Career Services.

H. EMPLOYMENT PROBATION

Student employees may be placed on Employment Probation if the student fails to maintain a semester GPA of 2.0 /Graduate level 3.0, is not performing work satisfactorily, or fails to adhere to the standards set forth in the Terms of Employment and Student Responsibilities (Section 5). The following process should be followed when placing a student on Employment Probation:

1. The supervisor should first meet with the student and explain the specific areas of deficiency.

    a. The supervisor and student should agree on a written list of areas of required improvement, and a specified time period in which the student must demonstrate improvement in those areas.
    b. If the student fails to meet the required improvements within the specified time period, she/he may be terminated (See Section 5, G and I).
    c. Exceptions to this policy may be requested by the student's supervisor, and must be approved by the Director or Career Services or the Dean of Students.

I. TERMINATION PROCEDURES

Students who fail to meet the requirements specified in an Employment Probationary (See Section 5, H) period may be terminated as follows:

1. The student's employing department will notify the Office of Career Services of intent to terminate a student employee. The Office of Career Services is available to review the termination recommendation and approve or request a review of the case. If approved, the supervisor will notify the student of termination, and process termination paperwork.
2. In the event the student is supervised by someone other than the hiring department, the following termination process should be followed:

    a. If termination is requested due to financial considerations, the department which is financially responsible for the student's wages may request termination by the supervisor.

b. If termination is requested due to performance, the supervisor may make the decision to terminate, after following the recommended process above.
c. If the financially responsible department wishes to terminate the student employee for any other reason other than financial, a recommendation must be made to the supervisor, requesting termination. The supervisor will review the request. In the event that the supervisor and the requesting department cannot agree, the Office of Career Services is available for advising.
d. If resolution is not reached, the Director of the Office of Career Services may bring the case to the Dean of Students for final review.

3. Exceptions to these guidelines may be made upon recommendation by the student's supervisor to the Director of Career Services, and/or the Dean of Students.

Section 6:   HANDSHAKE

Every student will automatically be issued a Handshake account upon enrollment. To create a student profile, please utilize the following instructions:

A. Go to www.ltu.joinhandshake.com
B. Click on " Lawrence Technological University Single Sign on"
C. Login using your blackboard username & password
D. Complete profile
E. To upload a student resume to Handshake:
    1. Click on "Profile" tab
    2. Click on the "Documents" tab, then "New Document"
    3. Fill in proper document information
    4. Use your browser to select and upload your resume

F. To search for a job on campus from the Handshake homepage:
    1.   Click on the "Employers" tab
    2. Use keyword, "Lawrence Technological University Student Employment"
    3. Click on provided link
    4. Apply for any position for which qualifications are met

For questions regarding Handshake or assistance with resumes, mock interviews, job searching techniques, or other career related questions, please visit the Office of Career Services located on the fourth floor of the A. Alfred Taubman Student Services Center between 8:30 a.m. - 4:30 p.m., email us at ltuocs@ltu.edu, or call 248-204-3140 to make an appointment.

Section 7: On-Campus Student Employment Agreement

On-Campus Student Employment Agreement

[Department Copy]

I, _____, have read and agreed to all policies and procedures outlined in the Lawrence Technological University Student Employment Manual. By signing, I agree to be held responsible for each component.

Student Signature:

_____Date:_____

Department Supervisor Signature:

_____Date:_____

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[Employer Copy]

I, _____, have read and agreed to all policies and procedures outlined in the Lawrence Technological University Student Employment Manual. By signing, I agree to be held responsible for each component.

Student Signature:

_____Date:_____

Department Supervisor Signature:

_____Date:_____