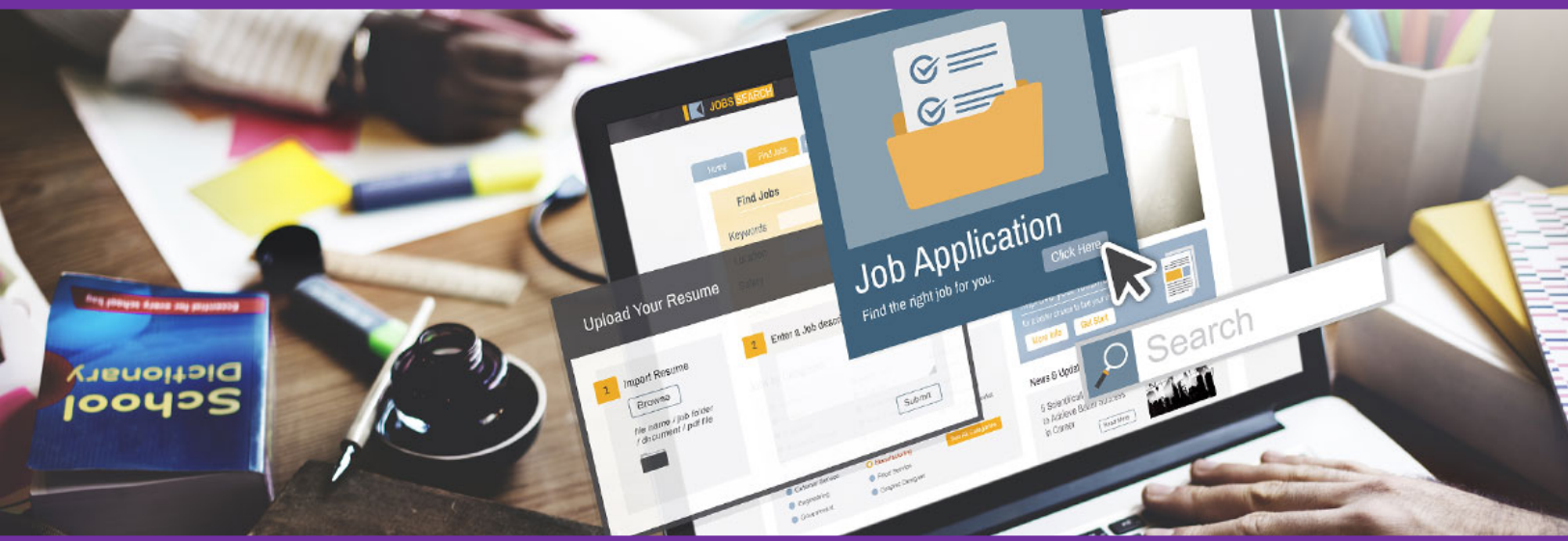


Supervisors Student Employment Handbook



Alcorn

WHERE KNOWLEDGE AND CHARACTER MATTER

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Student Employment Center

Student Employment is coordinated by Human Resources Management.

Location: 1000 ASU Drive; Lorman, MS 39096

Walter Washington Administration Building Suite 107

Phone: (601) 877-6188 **Fax:** (601) 877-6389

Email: sec@alcorn.edu

Office hours: Monday-Thursday 8:00am-5:00pm Friday 8:00 am – 4:00 pm

Handbook Overview

Student employment is an employment program and learning experience intended to provide the foundation for students to develop skill sets, gain and expand upon valuable work experience, and prepare for assuming careers in the work force. In exchange, student employees contribute to the successful operation of Alcorn State University. Students hold jobs in almost every area of college life thereby supplying a valuable workforce resource for departments, many of which rely heavily on student employees.

The Student Employment Handbook does not constitute a contract between Alcorn State University and its employees, but employees are expected to become familiar with its contents and to comply with the policies and procedures contained therein.

Equal Opportunity Policies

Alcorn State University is committed to equal opportunity and diversity in the workplace. We want to make sure that everyone feels our willingness to hear about issues and do everything possible to make this a welcoming, inclusive, and supportive place to work.

No person shall, on the basis of race, color, creed or religion, age, sex, national origin, political affiliation or physical disability status, except where age or physical disabilities are found to be a bona fide occupational qualification, be excluded from employment or participation in, and be subject to discrimination.

Discrimination

Alcorn State University is committed to creating and sustaining a productive, collaborative, and safe work environment. If an employee has knowledge of an action taken by an employee of the University that conflicts with or is in violation of policies, he/she should act on that knowledge and contact the proper University official.

It is the policy of Alcorn State University to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the University will provide reasonable accommodations for qualified individuals with disabilities. Further, the University will not tolerate harassment/sexual harassment. This policy applies to all employees regardless of position, consultants, and applicants for employment.

Additionally, it is the responsibility of all persons making employment decisions on behalf of the University to support this policy.

To realize the declarations as set forth above, Alcorn State University will, in all solicitations and advertisements for employment vacancies placed by or on behalf of the University, state its position as an equal opportunity employer. In addition, the University will consider through appropriate and designated procedures, the complaint or grievance of any individual who has reason to believe that he/she has been affected by discrimination because of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, disability, or any other characteristic protected by federal, state, or local law.

Harassment

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive is an intimidating, hostile, or offensive environment. Sex discrimination is strictly prohibited, including any form of sexual harassment and sexual violence.

Examples of discrimination and harassment include, but are not limited to:

- Refusing to hire or promote someone because of the person's protected status
- Demoting or terminating someone because of the person's protected status
- Jokes or epithets about a person's protected status
- Teasing or practical jokes based on a person's protected status
- Displaying or circulating written materials or pictures that degrade a person or group
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

Complaints of Discrimination and/or Harassment

Formal complaints of discrimination or harassment are addressed by a separate formal process. For a formal complaint to be considered, the employee should complete and submit the *Discrimination/Harassment Complaint Form* located on the Human Resources webpage located at <https://www.alcorn.edu/offices/finance-and-administration/human-resources/hr-forms>. The complaint must be filed within ten (10) days of the date the employee first knew (or with reasonable diligence should have known) of the decision or action giving rise to the complaint or grievance. Before filing a formal complaint, the employee should discuss his/her concern(s) with the lowest administrator who has the authority to address the complaint.

Employees who wish to make a complaint of sexual misconduct should follow the processes detailed in the University's *Discrimination, Harassment and Retaliation Policy* located on the Human Resources Employment Administration webpage located at <http://www.alcorn.edu/offices/finance/human-resources/employment-administration>.

Title IX

It is the policy of Alcorn State University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence), based on sex, in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. The Title IX Coordinator identified on the Educational Equity and Inclusion webpage at <http://www.alcorn.edu/offices/educational-equity-and-inclusion/> has been designated to oversee Alcorn's compliance with Title IX and to respond to reports of violations.

Complaints of alleged Title IX violations may also be filed with the Department of Education's Office of Civil Rights at www.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 800-421-3481.

Accommodation of Disabilities and Pregnancy

Alcorn State University is committed to providing a safe environment and endeavors to protect the health, welfare, and safety of all employees, students, and visitors. The University reasonably accommodates persons with disabilities. The Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act of 2008, is a federal anti-discrimination statute that provides protections to persons with disabilities in employment, public accommodations, state and local government services, and telecommunications.

Employees and applicants with a disability (as defined under the ADA, as amended) may be eligible for a reasonable accommodation that allows them to perform essential functions of their position or participate in the hiring process for an open position. A reasonable accommodation for an employee may include such things as changing the physical layout of the workplace, restructuring job duties, or modifying the work schedule. A reasonable accommodation for an applicant may include making certain, reasonable modifications to the application, screening, or interview process to ensure accessibility.

Employees who are pregnant may also be eligible for reasonable accommodations. Accommodations for pregnant workers may include more/longer bathroom breaks, access to places to sit, limits on lifting, and private space for nursing mothers.

For more information, contact:

Department of Health and Disability Services

Rowan Hall Health Services Center

1000 ASU Drive, #779

Phone: 601-877-6460

Fax: 601-877-2340

Workers' Compensation

Alcorn State University provides worker's compensation coverage under a self-insurance program, in accordance with Mississippi law. The cost of workers' compensation insurance is borne entirely by the University.

Workers' Compensation provides for payment for injuries and loss of time from work when employees become disabled as a result of job-related injuries. A Workers' Compensation Injury Report Packet is required to determine eligibility for benefits. The packet includes the following forms:

1. MWCC – Workers' Compensation – First Report of Injury or Illness with Instructions
2. Job Description Form
3. Statement of Claimant
4. Supervisor's Workplace Investigation Report
5. Authorization for Release of Health Information

These forms must be received by the Workers' Compensation Commission within ten (10) days after the first day of injury or illness. The packet is available on the Human Resources website and within the Human Resources office. Mississippi Law provides for a penalty of up to \$100 for each late report or late filing. The individual responsible for any late filing of the forms will be held liable for any penalty assessed by the Mississippi Workers' Compensation Commission.

To assist employees, supervisors, and department heads in avoiding any personal liability for this penalty, the following schedule is established for reporting work related injuries:

1. Employees are to report work-related injuries to their supervisor as soon as possible, but no later than 24 hours after the injury or illness, excluding weekends.
2. The injured employee shall complete the Statement of Claimant and the Authorization for Release of Health Information forms and submit to his/her department head or designee.
3. Department heads or their delegate shall complete the MWCC – Workers' Compensation – First Report of Injury or Illness and the Job Description Form. These forms and those completed by the injured employee or student worker will be forwarded to the Office of Human Resources within 48 hours of the accident, excluding weekends.
4. The Office of Human Resources will submit the forms to the University's workers' compensation insurance carrier, who will then forward information to the Mississippi Workers' Compensation Commission.

For more information regarding Workers' Compensation visit

<https://www.alcorn.edu/discover-alcorn/university-policies/human-resources>

Important Definitions

Federal Work Study

Federal Work-Study (FWS) is offered as a part of your total financial aid package to assist you in financing your education at Alcorn State University. This is money that does not have to be repaid. Federal Work-Study is a real job. The term "Work-Study" does not mean that you can study on the job. It means that you work to obtain the funds to be able to study at Alcorn. For more information <https://www.alcorn.edu/admissions/financial-aid/federal-work-study>

Student

A student is primarily a person enrolled in a school or other educational institution and who is under learning with goals of acquiring knowledge, developing professions and achieving employment at desired field.

Student Employment

Student Employment captures the job opportunities provided to Alcorn State University students on campus that are funded through federal, state, *and institutional* monies. All students that participate in the Student Employment program are considered student employees (part –time) and are not work-study eligible students.

International Students

Students who are studying at Alcorn State University on a student visa, for example a F1 or J1 visa. For more information regarding international students view online at <https://www.alcorn.edu/admissions/international-students>

Full Time Enrollment

Currently defined as a student being enrolled in at least 9 semester hours for fall or spring semester at Alcorn State University. Eligible for student employment.

Half Time Enrollment

Currently defined as a student enrolled in at least 6 semester hours for fall or spring semester at Alcorn State University. Eligible for student employment.

Less than Half Time Enrollment

Currently defined as a student enrolled in only 3 semester hours for fall or spring semester at Alcorn State University. Eligible for student employment.

Terms and Conditions of Employment

Student Employment & Work-study Eligibility

1. Work-study students shall not work more than one job at an average of 20 hours per week in their work-study status.
2. Student work-study, graduate assistants, research assistants, and all other student workers are part time employees of Alcorn State University. They shall not work more than one job at an average of 20 hours per week in their student employee status.
3. Student employees shall be employed without regard to race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Furthermore, Alcorn State

University will maintain an environment free from discrimination based on sexual orientation, gender identity or gender expression.

4. Student employees shall not be placed in budgeted university positions (positions must be designated for student hire only).
5. Student employees shall not work during hours in which their classes are scheduled.
6. Students must be enrolled in a minimum of three (3) credit hours to be eligible for student employment.

Summer Employment Eligibility

Current Alcorn State University students who wish to work during summer do not have to be enrolled in any classes in the summer, but must be registered or plan to attend the following fall/spring semester. During the summer employment term, FICA tax will be withheld for students enrolled less than half time.

Graduated Students

Students who have graduated from Alcorn State University (completed study and are no longer enrolled) may not continue working as a student employee; all student jobs will be terminated for all graduates based on the official list from the Registrar's office.

Compensation

Hourly Wage

Supervisors must confirm with their budget department funding for student wages for each student position.

Work Hours

Student work-study, graduate assistants, research assistants, and all other student workers are part time employees of Alcorn State University. **They shall not work more than one job at an average of 20 hours per week in their student employee status.**

During official holiday breaks (such as spring break, winter break, and summer) international and domestic students can work additional hours beyond the 5-20 hrs. not to exceed 29 hours a week. The department supervisors must pre-approve those hours prior to work performed.

Please note, that if a student works over 40 hours during any given week, the department will be responsible for overtime pay at time and one half. Departments must exercise due diligence to ensure student work hours do not exceed an average of 20 per week. **Habitual abuse of this requirement will subject the department to review and possible exclusion from student employment opportunities.**

Supervisors are required to educate their student employees about the importance of following the Payroll deadlines. Timesheets that are submitted late cause inaccurate reports in the Financial Aid and Payroll offices, as well as the department.

International Student Employees

Due to immigration regulations, working hours for international students must not exceed 20 hours a week while class is in session (Sunday- Saturday). Please note, this 20-hour limitation includes all hours worked from both hourly and stipend positions combined, whether you have to report that time on a timesheet or not. International students who work more than 20 hours per week during the academic year are in violation of their immigration status.

Recording Time Worked

The payroll schedule is located on the Student Employment Center web page. Student timesheets must be filled out accurately, and provided to the hiring manager on the last day of the pay period for confirmation of hours worked. The signature of both the manager and timekeeper are required. All signed timesheets need to be submitted to the Payroll office prior to established deadline. Failure to submit/approve timesheets on time may cause a delay in students' pay.

Receiving Pay

Alcorn State University has partnered with **Bank Mobile** to offer students options to receive pay.

- BankMobile Vibe Account
- Direct Deposit (savings and/or checking account)

Student can select their preference at the BankMobile website.

www.refundselection.com

Hiring Process

Finding a Job

Student employment opportunities are available online at <https://jobopps.alcorn.edu/hr/sessions/new>. Department supervisors will notify the SEC of vacant student positions by completing the requisition process for employment through the jobopps portal of PeopleAdmin.

Applications and Interview

Applications are submitted online through the jobopps portal of PeopleAdmin. The system will forward the applications directly to the department supervisor that made the request for the position. For this reason, no paper applications will be submitted to or accepted by the SEC office. Supervisors should conduct a professional interview when selecting and hiring student employees. Supervisors must ensure that the same questions and procedure is followed for each candidate.

Hiring a Student

Once a supervisor has selected a student employee candidate for hire, they will complete the hiring proposal online through PeopleAdmin. The Student Employment Center will contact the student employee through email and notify them of orientation and their start date. Student employees must complete the Student Employment Packet that is available online. During orientation the student will provide the completed student employment packet along with the listed documents below prior to their start date.

- Employment Eligibility Verification **(I-9)**
 - Complete form and provide original and unexpired identification to the Student Employment Center
- Employee Withholding Allowance Certification **(W4)**

Paperwork required for International students most commonly include the Student Employment Packet and the following documents and must be turned into the Student Employment Center prior to working.

- Employment Verification **(I-9)**
 - Complete form and provide original and unexpired identification to the Student Employment Center
 - Receipt of application for Social Security Number
- Employee Withholding Allowance Certification **(W4)**

Once an International student has received their Social Security Card in the mail they must bring in the original document to the Student Employment Center and their DSO (Designated Student Officer).

After all the documents have been completed, submitted, and verified, a supervisor will need to complete an EPAF.

Please note that the Student Employment Center recommends all student employees speak with a tax specialist and/or accountant when completing their W-4, as students are responsible for any resulting tax liability.

At the end of a tax year, when a student receives their W-2 from Alcorn State University, it is the student's responsibility to file Federal and State taxes in compliance with U.S. tax law. Alcorn State University holds no responsibility for the student's tax liability.

Students are prohibited to start working until all the forms listed above are on file with the Student Employment Center. Submitting required documents out of the recommended order outlined above can delay paperwork and payroll processing. Students and supervisors should allow at least one week for all submitted documents to be processed appropriately before the student begins working.

Ending Employment

Separation/Termination

Alcorn State University is an “At-Will” Employer. Therefore, any hiring is presumed to be “At-Will”; the employer is free to discharge individuals “for good cause, bad cause, or no cause at all,” and the employee is equally free to quit, strike, or otherwise cease work. As good work ethic, students who elect to stop working at their current position with intention of seeking other employment on campus, are encouraged to give their supervisor at least a one-week notice. Supervisors should complete and submit the Job Separation/Termination Form to the Financial Aid, SEC and Payroll Offices so the job can be terminated in the system.

The Student Employment Center nor the Payroll Office are responsible for finding other employment for students who voluntarily resign from their position.

Warnings and Termination

Absence from work or unsatisfactory performance is a serious concern. Legitimate reasons for absences do occur, but students are responsible for communicating with the supervisor in advance. Supervisors must provide student employees with feedback regarding their performance and provide opportunities to address performance concerns. Student Evaluation Forms should be completed each semester to inform students of their work performance. The original evaluation should be submitted to the office of human resources management to be placed in the student personnel file.

Expectations and Responsibilities

Supervisors shall:

1. Provide student vacancy information for graduate assistant, research assistant, and other student employment positions to HRM/SEC.
2. Provide the number of work-study student vacancies to Financial Aid.
3. Interview and select student employees assigned by Financial Aid.
4. Submit Hiring Proposal for student hires to HRM/SEC.
5. Prepare and submit student employee EPAFS.
6. Ensure that employees hired under student employee title codes meet the definition of a student employee and meet the conditions of Section 2 (Employment Provisions).
7. Ensure that all students employed for the first time and those re-employed have completed all paperwork required by HRM/SEC, including an I-9 within the first three days of employment.
8. Establish a work schedule and ensure that the job duties for each student employee are appropriate.
9. Supervise the student.
10. Establish a position description for each position and furnish signed copies (student) to HRM/SEC.
11. Verify and approve student employee hours reported (not to exceed an average of 20 hours per week).
12. Ensure accurate student employee hours are reported to Payroll.

Student employees shall:

1. Apply to vacant student employee position.
2. Report for scheduled interviews (with hiring department).
3. Complete student employment packets (after notice of hire).
4. Provide documentation of work eligibility.
5. Report for scheduled employee orientation with HRM/SEC.
6. Provide payroll information to Bank Mobile.
7. Report for work as scheduled.
8. Submit hours worked via timesheet.
9. Notify the Payroll Office of federal and/or state tax changes, as applicable.

Federal Work Study

Student's Expectations and Responsibilities

Prospective federal work study student employees shall:

1. Complete Federal Work Study Application at <https://www.alcorn.edu/admissions/financial-aid/federal-work-study> on the Financial Aid Webpage to be considered for eligibility.
If eligible, you will receive a Federal Work Study (FWS) Authorization Form.
Applications are available yearly from June 15th – August 1st.
2. A student may only apply to a Federal Work Study position, if he/she has received a Federal Work Study Authorization Form from Financial Aid.
Federal Work Study Student positions are located online: <https://jobopps.alcorn.edu/>
3. The student is required to attach the FWS authorization letter to the application in order to be considered for the Federal Work Study position they are applying for.
4. If selected, the student will:
 - A. Complete student employment packets (after notice of hire).
 - B. Provide documentation of work eligibility.
 - C. Report for scheduled employee orientation with HRM/SEC.
 - D. Provide payroll information to Bank Mobile.
 - E. Report for work as scheduled.
 - F. Submit hours worked via timesheet to their supervisor for approval.
 - G. Notify the Payroll Office of federal and/or state tax changes, as applicable.

Supervisors Expectations and Responsibilities

Hiring supervisors interested in selecting Federal Work Study students within their department, should do the following:

1. Post a position online using the job posting access portal (PeopleAdmin):
<https://jobopps.alcorn.edu/hr/sessions/new>
2. Review student applications via PeopleAdmin.
3. Send list of student applicants selected to the Financial Aid Programs Coordinator.
4. Complete an EPAF for students using the authorization letter uploaded in their documents submitted for consideration.
5. Orientate students after students' complete hire paperwork.
6. Approve student time sheets and submit to Financial Aid Programs Coordinator for approval.

Student Employment Policies

Adhere to all Alcorn State University Policies

Student employees must adhere by all Alcorn State University policies and rules. Failure to do so may affect your eligibility for continued employment.

Volunteering at Work

The Fair Labor Standards Act of 1938, as amended, prohibits Alcorn State University from accepting voluntary services from any paid employee. Students with a work-study award may not volunteer hours at their position during the course of their employment through the work-study program. Students cannot serve as an employee and a volunteer in similar capacities during the school year.

Confidentiality

Depending upon your job duties, you may have access to information that is sensitive, personal, or confidential. Examples of this type of information include:

- Information regarding other students and their families;
- Information regarding Alcorn State University and its operations;
- Information about legal or financial matters; or
- Information arising from an allegation of harassment, discrimination, or misconduct.

The information may be in written or verbal form. Regardless of the form and regardless of the source, you must protect the confidentiality of this information. At no time should confidential university information be downloaded or removed from the university without authorized supervisory approval.

Class Time

It is prohibited for a student to work while they are expected to be in class. There are no exceptions when classes are cancelled or has been excused by the instructor.

Break Periods

Student employees are required to take a 15-minute paid break within the four (4) consecutive hours worked, and are required to take an unpaid half hour break after six (6) consecutive hours of work. It is both the student and department's responsibility to keep a record of when breaks are taken.

Student Employee Conduct

Student employees are required to conduct themselves in the following manner:

1. **PUNCTUALITY** - Student employees must be on time and must communicate with their supervisor if circumstances arise that will cause them to be late.
2. **ABSENCE** - Student employees are responsible for contacting their supervisor in case of absence. All attempts should be made to give as much advance notice as possible.
3. **PROCESSES** - Student employees should discuss office policies and procedures with their supervisor and refrain from inviting friends into the office during work hours.
4. **WORK ASSIGNMENTS** - The first priority of the student employee is to gain experience that fosters a positive work ethic. If student employees do not have something to do, they should ask their supervisor for additional work or find something that needs to be done.
5. **RESPECT** - Proper respect must be shown to all customers of the university. This includes but is not limited to: visitors, vendors, faculty, staff, and students. It is expected that all employees will be courteous and helpful to others.
6. **CONFIDENTIALITY** - Work-related information is confidential and should not be discussed with others. Any information a student may come in contact with during employment is strictly confidential. Information should not be discussed outside work under any circumstances. Any violation of confidentiality will be subject to discipline up to and including termination of employment.
7. **EMERGENCY SITUATIONS IN THE WORK AREA** – If an emergency situation arises at work, the student employee should first notify their immediate supervisor. If the supervisor is not available, the student should call Campus Police at 601-877-3000.
8. **CELL PHONES** - Student employees are expected to refrain from cell phone usage while working.
9. **DRESS CODE** - Student employees are expected to report to work in attire that is appropriate for the position. This should not be confused with casual recreation attire. Student employees should check with their supervisors regarding specific departmental dress code expectations.
10. **COMPUTER/INTERNET USAGE** - Some student employment positions require the use of computers and the internet. Student employees should not use the workplace computers for personal reasons without permission from their supervisor.

Training and Feedback

Thorough training helps prevent misunderstandings and provides supervisors an opportunity to inform students of the job objectives. When supervisors give frequent feedback on job performance, students know how they are doing and have an opportunity to ask questions and respond to supervisor's comments. This kind of communication makes the job more rewarding for the students and gives them a chance to learn and improve. Supervisors should not underestimate the student's ability to handle a variety of different responsibilities and should provide new tasks when they are able to do so. An affirmation of job well done or giving corrective feedback is necessary from supervisors so that student employees are motivated to continue working hard or so they have a chance to improve when needed.

Student Employment Questions?

Direct your ASU Student Employment Questions to our email: sec@alcorn.edu.