Student Employment

<table>
<thead>
<tr>
<th>Section: Employment</th>
<th>Policy Number: 111</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Office: HR/Recruitment</td>
<td>Effective Date: 04/01/01</td>
</tr>
<tr>
<td></td>
<td>Revised: 08/01/07; 08/10/12; 12/01/12</td>
</tr>
</tbody>
</table>

Policy

St. John’s University is committed to supporting part-time, on-campus student employment to benefit both the departments of the University and the students they employ. Student employees play an integral part in many University offices. In return for their service and assistance, the University provides student employees with an opportunity to benefit in many ways. Through their work experience, students gain valuable office and/or technical skills, perform work that may relate to future career plans, earn a competitive salary rate, have flexibility in the scheduling of work hours, and save the additional cost of commuting to and from a workplace.

Requirements and Eligibility

To be eligible for employment at St. John’s University, a student must be in good academic standing, with a cumulative index of 2.0 or above. Students who are on academic probation are prohibited from working on-campus. Students who fall below a 2.0 while working on-campus may be terminated from employment.

Students who, as dependents of an employee, are recipients of the University Tuition Remission benefit are eligible to apply for on-campus employment.

Students are permitted to work at one on-campus job only. Exceptions to this policy are functions that require the services of students on a one day or one week basis. These functions include the University Phonathon, Academic Learning Commons, GLCC, Academic Support Services and commencement exercises.

Additional Specific Requirements for Regular Student Employment:

A student must be in full-time attendance at St. John’s University. A full-time student is any undergraduate student who is registered for a minimum of 12 credits, or any graduate student who is registered for a minimum of 9 credits. Students retain this status during vacation periods from the University.

Additional Specific Requirements for College Work Study:

The Federal Work-Study Program (FWSP) is open to full-time and part-time matriculated undergraduate students who demonstrate financial need. Special emphasis is directed to full-time students and those from low-income families. Continued eligibility is based on the student making satisfactory academic progress.

A Federal Work Study grant is good for only one academic year, beginning July 1st and ending June 30th of the following calendar year. Supervisors are responsible for collecting a copy of each student’s grant agreement to ensure continued eligibility.

Job Posting and Hiring Procedures

The Recruitment Office in Human Resources has responsibility for student employment. Supervisors with student worker openings in their department should contact the Student
Employment Supervisor at (718) 990-2331 to have their student positions posted on the university website. The hiring supervisor must complete and send a Student Request Form (available on the St. John’s Intranet under the HR Forms link on the Human Resources homepage or the Employee Resources page) to the Student Employment Supervisor in order to initiate the department’s request. The supervisor should be prepared to provide the following information about the position: 1) job description; 2) work hours; 3) any special skills needed; 4) specify the opening as regular or Work-Study; 5) identify the department representative who will receive the resumes; and 6) include any additional pertinent comments.

Hiring supervisors should make sure to have a clear understanding of the financial impact of the position, whether it rests with the department (for regular student worker positions) or with funds provided by a federal financial aid grant (for Work-Study positions).

Once an opening for student employment has been listed with the Recruitment Office, the job is posted online and students can begin to apply. Supervisors receive a detailed report of all applicants from the Student Employment Supervisor. The supervisor selects a candidate for employment and extends the employment offer to the student. The hiring supervisor must complete an Electric Personnel Change Form (EPCF), which serves to notify Human Resources of the student hired. The student will then receive instructions from Human Resources regarding the employment process. Students on the Queens campus complete their employment paperwork in the Office of Human Resources in CCK Hall. Students on all other campuses complete their employment paperwork with their hiring supervisor.

Training
The Office of Human Resources conducts a formal orientation program for new student workers offered during the Common Hour. Student workers are paid for attending this program. Supervisors of student workers are encouraged to attend a special training program designed especially for them. Program dates and registration information are available on the Office of Human Resources Training and Development webpage. In addition, hiring supervisors are expected to provide students with localized training within the department.

Work Hours and Scheduling
The maximum number of hours per week that a student employee may work during the school year is 20, with a maximum of 35 hours per week during vacation periods. Full-time employment during the breaks is not a requirement and is contingent upon the needs of the department.

Each semester the supervisor and student arrange a work schedule. Every attempt is made to schedule work hours at convenient times and in accordance with the student’s school schedule. The department, too, has scheduling needs that must be taken into consideration when assigning work hours. Therefore, special requests or schedule conflicts should be discussed well in advance with the supervisor in order to ensure adequate coverage in the department.

Compensation
Supervisors should be aware of the difference in the sources of funding for student employment positions. Regular student employees are paid with funds that come directly from the employing department’s budget. College Work-Study students are federally funded and receive a specific Work-Study allocation to indicate the total wages they are allowed to
earn during the academic year. This individual yearly allocation cannot be exceeded. The duration of a Work-Study student’s employment varies based on the student’s need-determined work-study allocation or the end of the academic year, which ever comes first. The supervisor of a college Work-Study student, and the student him/herself, should monitor the balance in the grant agreement regularly to ensure uninterrupted employment to the department. In addition, the Office of Student Financial Services forwards monthly reports to the budget managers so that the department can monitor the monies associated with the grant agreement. The student’s employment will cease once federal Work-Study monies are depleted, unless the department has funds in the budget to pay for the student’s continued employment.

All matters regarding eligibility and grant amounts should be discussed with the College Work-Study Coordinator in the Office of Student Financial Services.

Student employees are paid an hourly rate as determined by their job category. Generally, positions in higher categories require prior training or technical skills and, therefore, may offer a modest differential in pay. Graduate students receive an additional 10 cents per hour. All undergraduate and graduate students who work the majority of their hours in the evening or on Saturday or Sunday receive an additional 10 cents per hour.

Student employees are not eligible to receive any sick, vacation, or holiday pay and do not participate in health, unemployment insurance, or retirement programs. Students are covered, however, by New York State Disability (STD) benefits and worker’s compensation. For information and filing procedures for STD, refer to policy #603, and for worker’s compensation, refer to policy #618.

**Pay Schedule and Procedures**

Student employees are paid on a bi-weekly basis on the same schedule as staff employees. The bi-weekly payroll schedule is posted on the Human Resources website. Students who have direct deposit of their pay will receive an email notification on or before the pay date and can view their paystub online.

Students on the Queens campus who do not have direct deposit may pick up their paychecks from the Payroll office in CCK Hall between the hours of 10:00 a.m. and 3:00 p.m. on the pay date. Students on Staten Island and Manhattan should pick up their checks from their supervisor by 3:00 p.m. on payday. Any paycheck that is not picked up from the Payroll office or the student’s supervisor by 3:00 p.m. on payday will be mailed to the current address on file for the student.

Supervisors should remind students that any change in name, address, or student status must be brought to the attention of the Student Employment Supervisor in Human Resources in a timely fashion.

**Related Employment Policies**

**Verification of Employment Information:** Any employee who receives a request for employment information about a current or former student worker should direct the caller, or forward the written request, to the Human Resources Recruitment Office. The Recruitment Office will ensure that the information provided conforms to University policy.

**Student Employment Records:** The Human Resources Recruitment Office maintains the official employment files for student workers. Access to information in the files is restricted due to the need to maintain privacy and confidentiality. Students may make a written request to Human Resources to review the contents of their employment file. Students may
not remove any contents of their file, nor is St. John’s obligated to provide copies of file contents to students.

**Employment of Relatives:** The University permits the employment of relatives with certain restrictions. An employee may not participate in decisions regarding the hiring, retention, performance, status, or salary of a student worker who is a relative. In addition, an employee shall not be in the position of direct supervision of a relative who is a student worker. Relatives who are employed by the University should be especially sensitive to the need to preserve impartiality and confidentiality. Breaches of privacy or confidentiality may result in termination of employment. See policy #109 for the general University policy on Employment of Relatives.

**Employment of Minors:** Refer to policy #110 for information regarding the legal requirements concerning the employment of persons under the age of 18, including work hour limitations and night work restrictions.

**Tuition Remission Recipients:** Students who are recipients of Tuition Remission through the University’s benefits program are eligible to apply for on-campus employment.

**Workplace Conduct**

**Appropriate Attire:** Student employment is a training ground for professional employment. However, in balancing expectations for appropriate workplace attire, a student worker’s status as student should also be considered. Student workers are expected to report to work in attire that is neat and clean and that appropriately reflects the Core Values of the University, as well as the specific job a student worker holds. When in question, supervisors have the discretion to make decisions on what constitutes appropriate attire.

**Attendance:** Students should contact their supervisor as early as possible, but not later than 30 minutes after their scheduled start time, in the event they are unable to report to work, or will be delayed. Frequent absences and lateness impair the value of a student’s service and could result in termination of student employment. Failure to notify a supervisor is considered an unexcused absence.

**Computer and Information Security:** Student employees are subject to the University’s policies on the appropriate use of information technology. See policy #901 on Computer and Information Security for specific information regarding the use of computing equipment, networks, and information resources. Banner access by students should be granted only to those students who must access the system’s records and information in order to perform their job functions. Upon hiring a student worker, if the supervisor determines the student will need limited access to the Banner system and/or to shared drives on the network, he/she should discuss these needs with the appropriate Banner Data Owner. Authority to grant and limit user access is the sole responsibility of the University’s Banner Data Owners. Supervisors should review their department’s user access each semester, and remove or modify the access rights of employees and students as necessary to maintain information security.

**Telephone Use:** Supervisors should remind student employees that University telephones are for business use only, and should not be used for personal calls unless required by an emergency. In addition, except for emergencies, cell phones are not to be used while working and should either be turned off or placed in silent mode. Similarly, visits to the workplace from friends during a student employee’s work hours are not permitted.
Meals and Breaks

Students who work for more than six (6) consecutive hours in a day shall be provided an unpaid meal break of one-half hour. Any additional rest breaks for student workers are given at the discretion of the supervisor and are given with pay according to the following guidelines: a rest break may not exceed 15 minutes; it may not be taken at the beginning or end of a student’s work hours; it may not be added to a meal break; and rest breaks may not be accumulated.

Performance and Related Concerns

Student employees are expected to fulfill specific job requirements and meet established job standards while in the employment of the University. Although there is no formal performance management program in place for students, supervisors are encouraged to discuss and resolve with their student workers any job performance concerns or complaints that arise over the course of employment. The Student Employment Supervisor (extension 2331) is available to assist in the resolution of concerns, when necessary.

Termination of Employment

A student’s employment with the University may be terminated at any time, with or without cause or reason, as determined by the department supervisor. Similarly a student may resign at any time, although the University requests that the student provide a two-week notice of resignation. Should a supervisor wish to terminate a student employee for any reason, he or she should consult the Student Employment Supervisor in Human Resources prior to initiating the termination action. To terminate a student’s employment, the supervisor must notify the Payroll department directly.

In order to ensure the security of the University’s data and information systems, supervisors are responsible for notifying their Banner Data Owner of the need to terminate student access to Banner and/or shared network drives when students no longer work for the department, or any time that access is no longer required. Supervisors should conduct access reviews within their department at the end of each semester, and modify or remove access to any user who no longer requires it.

At the time of graduation from the University, a student becomes ineligible for further employment as a student worker. Therefore, students must be terminated from employment prior to graduation day. The only exception to this policy is if a student has been accepted as a full-time student in a graduate program in the University for the following semester.