

A Supervisor's Guide to Managing Student Workers



ST. JOHN'S
UNIVERSITY

Office of Human Resources
Student Employment

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SECTION I Introduction

Career placement success is one of the critical measures we use to assess the value of a St. John's education. Alongside quality instruction, experiential learning contributes significantly to the experience our students have while they are in college. Opportunities made available through on-campus student employment are an excellent way to positively impact student experience and increase the return on investment made by our students. Career development can take place in school, and student employment is one way to help our students as they chart their career path and prepare to graduate.

Just as the pieces of a puzzle fit together to complete a picture, so, too, the members of our University community connect to complete the picture that is St. John's. By joining students and employees through the opportunity of student employment, academic experience is enhanced with practical learning on the job in a supportive and challenging setting. The University is committed to supporting part-time, on-campus student employment, as it indeed benefits not only students, but the employing departments of St. John's.

Students play an integral role in many University offices. In return for their service and assistance, student employees gain valuable office and technical skills, perform work that may relate to future career plans, earn a competitive salary rate, have flexibility in scheduling work hours, and eliminate the additional cost of commuting to and from a workplace.

Requirements and Eligibility

To be eligible for student employment at St. John's University, a student must be in good academic standing with a minimum cumulative grade-point average of **2.0**. Students who are on academic probation are prohibited from working on campus. Students who fall below a **2.0** while working on campus will be terminated from 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, such as the **Annual Giving Phonathon, Academic Learning Commons, Global pLanguage Cultural Center (GLCC), Academic Support Services, and commencement exercises.**

A student **must** also 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 **nine credits**. Students retain this status during vacation periods from the University.

Regular Student Worker

A regular student worker is a student who is paid with funds that come directly from the employing department's budget. These students are not eligible for a college work-study grant.

College Work-Study Student Worker

A college work-study student worker is paid by a Federal Work-Study grant. This grant is a federally-funded program, which is available to full- 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.

College Work-Study Grant

A Federal Work-Study grant is good for one academic year (July 1–June 30 of the following calendar year). The supervisor of a college work-study student and the student should monitor the balance in the grant agreement regularly to ensure uninterrupted employment in the department (refer to "Managing the College Work-Study Grant" in Section III). In addition, each month all budget managers will receive a list from the Office of Student Financial Services detailing how much money has been used from a student worker's grant and the remaining balance. 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.

Each year, supervisors are responsible for making certain that a copy of each student's grant agreement is signed and received by the Office of Student Financial Services. Students are not permitted to work without a current grant agreement.

Work Hours

Student workers may work a maximum of **20 hours** per week during the academic year, 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.

SECTION II Getting Ready to Hire

Equal Opportunity Employment

As a supervisor, you should fully understand that equal opportunity employment is the law. This law prohibits discrimination on the basis of race, religion, color, national or ethnic origin, age, sex (including sexual harassment and sexual violence), sexual orientation, gender identity and gender expression, marital status, citizenship status, disability, genetic information, status as a victim of domestic violence, or status in the uniformed services of the United States (including veteran status). In accordance with these laws, the University also prohibits retaliation against anyone who has complained about discrimination, discrimination-related harassment, or otherwise exercised rights guaranteed by these laws.

Equal opportunity employment applies to all terms and conditions of employment, including, but not limited to, hiring, classification, promotion or transfer, discipline, discharge, layoff, compensation, job training, and benefits. The University supports the recruitment, employment, and advancement of women, minorities, individuals with disabilities, disabled veterans, and veterans of the Vietnam era for all positions that they are qualified to perform. Further, the University strives to enhance opportunities for mobility and promotion of qualified candidates who are current University employees.

The University's Equal Employment Opportunity (EEO) officer ensures that all University-wide educational and employment policies, programs, and practices are administered in accordance with the guiding principles of equal opportunity, applicable laws, and the University's identity as a Catholic and Vincentian institution. The EEO officer may be reached at **718- 990-1488**.

Job Posting

The recruitment office in Human Resources has responsibility for student employment. Supervisors with student worker openings in their department should contact the student employment website manager at **718-990-2331** to have their student positions posted on the University website. The hiring supervisor must complete and send a Student Worker Request Form (available on the St. John's Intranet under the "HR Forms" link on the Human Resources homepage or the Employee Resources Web page) to the student employment manager in order to initiate the department's request. The supervisor should be prepared to provide the following information about the position: job description; work hours; any special skills needed; specification whether the position is regular or work-study employment; identify a department representative who will receive the résumés; and 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).

Interviewing and Selection

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 manager. The hiring supervisor selects a candidate for employment and extends the employment offer to the student. The hiring supervisor must complete an **Electronic Personnel Change Form (EPCF)**, which notifies the **Office of Human Resources** of the student hired. The student will then receive instructions via e-mail from Human Resources regarding the employment process. Students on the Queens campus complete their employment paperwork in the **Office of Human Resources** in the **University Center, suite C**. Students on all other campuses complete their employment paperwork with their hiring supervisor.

When you have filled a student worker position within your department, alert the student employment manager and Human Resources will notify the remaining applicants that the position has been filled.

Hiring a New Student Worker

You are now ready to hire the student worker whom you have selected to fill the job vacancy. The student will receive e-mail notification from the HR student employment manager to complete the necessary new hire paperwork prior to beginning any work. Students on the Queens campus complete this paperwork in the Office of Human Resources and students on all other campuses complete it in their supervisor's office. New hire forms include two forms to be completed on paper, as well as additional forms to be submitted online; paper forms are as follows:

- **I-9 Employment Eligibility Form** with acceptable identification
- **IT-2104 Employee's New York State and City Withholding Allowance Certificate**

The paper forms can be printed out from the Human Resources page on the St. John's website (select "Forms" link) or copies can be requested from the student employment manager by calling **718- 990-2331**.

SECTION II Getting Ready to Hire

After the student provides these forms and acceptable documents, the **Electronic Personnel Change Form (EPCF)** is approved by Human Resources and the student is notified via e-mail to log in to UIS (under the Employee tab, “**Employee Toolkit**”) and complete the employment process, including completion of the following online forms:

- New Employee/Emergency Contact Information Form
- Biographical Information, Permanent Address, and Phone Updates
- Employee Tax Withholding W-4
- Direct Deposit of Paycheck
- Confidentiality Agreement
- Wage Theft Protection Form

If the student worker has completed the forms in your office because you are not on the Queens campus, please forward them immediately to the **Office of Human Resources**.

Once all necessary paperwork has been received by the Office of Human Resources, the student worker can begin to enter his or her work hours online. For assistance, please see the Web Time Sheet Quick Guide at stjohns.edu/faculty/hr/payroll/wts.

Background checks are required for student workers who work with minors. Student workers who work with minors on any St. John’s campus are also required to complete a background check. For more information, refer to policy #711, “**Minors on Campus.**” If you have any questions about whether or not a background check is required for your student worker, please contact the student employment manager.

For students who need access to Banner or shared network drives. Banner access is granted only to those students who must access the system’s records and information 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 or 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.

Hiring a Former Student Worker

If you are hiring a student who has worked previously in an on-campus job at St. John’s and has completed new hire paperwork within the past **12 months**, the hiring supervisor only needs to complete and submit an **Electronic Personnel Change Form (EPCF)**.

If more than a year has passed since the student was employed in an on-campus job at St. John’s, then the instructions under “**Hiring a New Student Worker**” apply.

Information on **Electronic Personnel Change Form (EPCF)**
The **EPCF** has replaced the paper **Personnel Change Form (PCF)** for all students hired. For the hiring supervisor to process the **EPCF**, he or she must have authorization and access to the **EPCF** on UIS. To secure access, all hiring supervisors must contact the payroll/HRIS project manager, at: **718-990-6374**.

The payroll/HRIS project manager will then notify the hiring supervisor when access to the **EPCF** has been granted and will schedule a training session to review the hiring steps and conditions required by the **EPCF**.

Student-Worker Transfers

Student workers are permitted to transfer to other departments. To be eligible to apply for positions outside of his or her current department, a student worker must have worked for his or her current department for at least one full semester.

For a transfer to take place, the receiving department supervisor must complete an **EPCF** indicating that the student is transferring

to the new department. The supervisor in the receiving department will need to enter the department information and the effective date on the **EPCF**.

To ensure the security of the University’s data and information systems, supervisors must notify their Banner data owner to terminate student access to Banner and/or shared network drives when students no longer work for their 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 for any user who no longer requires it, has transferred out of the department, or whose employment has been terminated.

SECTION II Getting Ready to Hire

Training for Supervisors of Student Workers

As a supervisor of student workers, the Office of Human Resources offers special training programs, designed especially for you, to prepare you for your managerial role. You are strongly encouraged to attend all of the following programs:

Student Worker Supervisor Training–Module I

This program focuses on defining the job description, assessing applicants' experience and fit for the position, interviewing and selection, orienting the student worker to the job, and establishing job expectations.

Student Worker Supervisor Training–Module II

This program focuses on assigning work, coaching, and providing feedback to the student worker.

Supervisor Training for New Student Worker Supervisors

This workshop focuses on the many aspects of student employment and your role and responsibilities as a student-worker supervisor.

Training on Title IX and Reporting and Responding to Sexual Assault on Campus

The Department of Education requires that training be provided to any employees likely to witness or receive reports of sexual harassment or sexual violence from students. As a supervisor of student workers, your participation in this training is vital to student safety.

Campus Connect: Student Suicide Prevention

The well-being of students is a primary concern at St. John's University. This important training opportunity, presented by the Center for Counseling and Consultation in collaboration with the Office of Human Resources, addresses the growing problem of suicide among young people. The workshop covers data, myths, warning signs, typical emotional reactions, and effective communication skills.

For program dates and registration:

- Log in to **UIS**
- Click on **"Employee"**
- Scroll down and click on **"Employee Workshops"**
- Click on **"HR Employee Training"**

The system allows you to register for one training program at a time. Once you have found a course and wish to register, select the session you would like to attend, scroll to the bottom of the page, and select your employee designation. Finally, click **"SUBMIT."** For each event registration, you will receive an e-mail confirmation and two event reminders.

Student Worker Hourly Rates Effective January 1, 2019

Student workers* are compensated at an hourly rate of \$15 based on the NYC minimum wage except for the following positions where a differential is offered.

Shift differential positions (evening/weekends)	Hourly Rate
• Animal Care Attendants	\$15.10
• Annual Phone Program	\$15.10
• Information Technology Computer Labs	\$15.10
• Library (Queens, Manhattan, Staten Island)	\$15.10
• Public Safety-Resident Safety Monitors	\$15.10

Positions requiring specialized skills and experience

• Academic Tutors for Student Athletes**	\$15.50
• GLCC Language Tutors**	\$15.50
• Sustainability	\$15.50
• TV Center Senior Technicians	\$15.50
• University Learning Commons Tutors**	\$15.50
• Writing Center Tutors**	\$15.50
• Design and Construction Accounting Support**	\$15.50

Lead Positions (job description required for approval)***

• Annual Phone program	\$15.50
• Campus Recreation	\$15.50
• Conference Services	\$15.50
• Public Safety Senior RSM	\$15.50
• Student Life	\$15.50

Positions that require certification and/or graduate status

• Campus Recreation Fitness Trainers	\$15.50
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Grant funded positions will be paid as directed in the approved grant.

*All student workers must maintain a fulltime enrollment status to work for the university. Defined as undergraduate 12 credits minimum and graduate 9 credits minimum

**The Tutor positions require a specific GPA and Faculty recommendations

***Lead positions do not have the authority to hire, fire, schedule hours or approve timesheets.

SECTION III On the Job

Scheduling

Each semester you and your student worker should establish his or her work schedule. Every attempt should be made to schedule work hours at convenient times and in accordance with the student's class schedule. However, the department's needs should also be taken into consideration when assigning work hours. You should discuss any special requests or schedule conflicts well in advance with your student worker. Once you have agreed to a work schedule, your student worker's inability to maintain this schedule will impact the coverage needs of the department and may result in his or her termination from employment.

Students are not permitted to work during their scheduled class time, even if class was cancelled. Exceptions to this are University-approved class holidays, such as Spring Break and Winter Break.

Orientation and Training

As part of the introduction to the student work experience, the student is required to complete our online Student Worker Orientation Program. As a new hire, they will receive an invitation to participate in the online training program via email. It is essential that they complete all four components of this 30-minute program: the video; PowerPoint presentation; quiz; and survey. The Orientation Program outlines the expectations of the student worker position, provides them with key St. John's employment policies, and highlights the importance of providing quality service to all our customers. You should talk to your student worker and call the Student Employment Office if any of the material is unclear to them or if you want to know more about part of the program. You will be informed of their participation, and the time they spend completing Orientation will be compensated as paid work time. For optimal performance, we recommend they use Google Chrome to access the material.

Aside from this Orientation Program, all individualized training that is required will be provided by your department or by you the department supervisor.

Departmental Training: Hiring supervisors are expected to provide students with localized training within the department. Each department trains new student workers according to the needs of the position. However, there are some general steps that can help any department to better acclimate new student workers:

- Introduce the student employee to all of the staff, including full-time staff, other student workers, faculty, and management. This gives the student a sense of belonging and is common courtesy for any person starting a new job with new coworkers.

- Explain all departmental procedures to the student. Provide helpful handouts if there are numerous details to grasp immediately, including how to answer the phone, who handles what types of calls, what forms are needed, frequently asked questions, staff member phone extensions, important names or codes to remember, and computer procedures for special systems. Be sure to define what is acceptable for student workers in terms of attendance, punctuality, appropriate attire, breaks, and other basic aspects of your departmental work environment.
- Give the student a tour of your workspace. Point out where things are, such as supplies, restrooms, vending machines, copiers, and fax machines. Impress upon the student worker that his or her contributions as a member of the team are important to the success of the overall department.

Compensation

Supervisors should be aware of the different 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, whichever comes first.

The college work-study student and his or her supervisor 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 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 workers 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 one dollar per hour. All undergraduate students who work the majority of their hours in the evening or on the weekend receive an additional 10 cents per hour.

SECTION III On the Job

Student workers are not eligible to receive any vacation pay, emergency closing compensation (policy #1028), or holiday pay, and they do not participate in employee health plans, unemployment insurance, or retirement programs. Students are covered, however, by New York State short-term disability (STD) benefits and worker's compensation. More information on these benefits follows. For STD filing procedures, refer to HR policy #603; for worker's compensation, refer to HR policy #618.

On-the-Job Injury or Illness

Student workers are covered by worker's compensation. The University pays the cost of this insurance, which provides weekly cash benefits and/or medical care for employees who are injured or become ill as a direct result of their job. If your student worker informs you that he or she has been injured or has become ill on the job, you should direct the student to report to the health services office. When a nurse is not on duty, the student should report to the **Department of Public Safety**. Either a nurse or a public safety officer will complete a **Form C-2** and forward it to the benefits office for processing and follow-up with the student worker. In the case of an emergency, the student may obtain treatment from an emergency facility. For a list of area hospitals for each campus, refer to HR policy #618 (Worker's Compensation) in the *Human Resources Policy Manual*. For more information on worker's compensation, contact the benefits office at 718-990-2363.

Short-Term Disability

Student workers are covered by New York State disability insurance. Short-term disability (STD) benefits are available to employees to replace, in part, wages lost due to injuries or illnesses that do not arise out of or in the course of employment. Disability benefits include cash payments only; medical care is the responsibility of the claimant. For more information on STD, refer to HR policy #603 in the *Human Resources Policy Manual* or contact the benefits office at 718-990-2363.

Sick Time for Regular Student Workers (does not apply to college work-study positions)

Regular student workers (non work-study) who work for the University for at least eighty (80) hours per calendar year are entitled to accrue one (1) hour of paid sick time for every thirty (30) hours worked, up to a maximum of forty (40) hours of paid sick time a year. This policy does not apply to student workers for hours worked and compensated by or through federal work-study programs or qualified scholarships. Eligible student workers may not begin to take their accrued sick time until after 120 days of employment.

Accrued sick time can be used for absences from work for any of the following reasons:

1. An eligible student worker's mental or physical illness, injury or health condition or need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care.
2. To care for a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or who needs preventive medical care.
3. When the University is closed by order of a public official due to a public health emergency, or when an eligible student worker needs to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency.

Procedures

Where an eligible student worker's need to use sick time is foreseeable, the University requires seven days advance notice. Where the need for sick time is not foreseeable, the University requires as much notice as possible. An eligible student worker who takes sick time for more than three (3) consecutive, scheduled work days may be required to submit to the Benefits Office documentation signed by a licensed health care provider indicating duration of sick time required, the expected return to work date, and confirming that sick time is for purposes allowed by the Act. Such documentation need not specify the nature of the student worker or family member's injury, illness or condition, unless otherwise required by University policy or by law. Health information about student worker or family member obtained solely for the purposes of utilizing sick time pursuant to this policy will be treated as confidential and shall not be disclosed except with the permission of the affected employee or as required by law.

Any unused portion of sick time may be carried over to the following calendar year; however, no more than forty (40) hours of paid sick time may be taken during any calendar year.

Sick time balance shall have no monetary value at termination of employment. When there is a separation from employment and the student worker is rehired within six months of separation, any previously accrued sick time that was not used will be reinstated.

To view the **Notice of Employee Rights** provided by the New York City Earned Sick Time Act, click on the link to the poster on the University's [Employment Posters](#) web page.

Non-Retaliation: Retaliation against any employee for appropriate use of paid sick time is unacceptable and strictly prohibited.

SECTION III

On the Job

Any employee who feels he or she has been retaliated against should immediately report the matter to [Human Resources](#). Employees also have the right to file a complaint with the [NYC Department of Consumer Affairs](#).

New York Paid Family Leave

Student Workers who work in New York, may be eligible for paid leave benefits and job protection in accordance with the New York State Paid Family Leave Benefits Law ("PFL"). Qualifying reasons for taking leave include: to bond with their newly born, adopted or fostered child; to care for a family member with a serious health condition; or for a qualifying military exigency. The cost of PFL is paid for through employee contributions at a rate determined by New York State. Student workers are required to have coverage, unless they waive the benefit and have signed and submitted a waiver.

The University's complete policy on PFL is included in the [HR Policy Manual](#) as policy #509 and provides definitions, eligibility guidelines, the time off and compensation phase-in schedule, waiver options, procedures for requesting leave, restrictions and other information. The University's PFL notice of compliance and statement of rights is located on the Federal and New York [Employment Posters](#) web page. Student workers can also contact the St. John's Employee Benefits Office on the Queens campus at ext. 2363 with questions; or obtain information from the government website at: <https://www.ny.gov/programs/new-york-state-paid-family-leave> or by calling (844) 337-6303.

SECTION III On the Job

Managing the College Work-Study Grant

You, as the supervisor, and your student worker are both required to monitor your student worker's earnings to ensure that he or she does not exceed the approved grant agreement amount. Budget managers will receive monthly reports for all college work-study students. A quick and convenient way for student workers to monitor their earnings is by using the **St. John's University Information System (UIS)**. The following are instructions for your student workers to follow:

1. Log in to St. John's University's Web site at stjohs.edu.
2. Click "UIS"
3. Click "Login UIS"
4. Provide your user ID and PIN, then click "Login"
5. Click "Student Services and Financial Aid"
6. Click "Financial Aid"
7. Click "My Award Information"
8. Click "Award History"
9. Locate appropriate academic year (i.e., 2012–2013) Academic Year
10. Locate "College Work Study" in the Fund column
11. In the "Amount" column, you are provided with the approved amount of your grant agreement note, this is the amount that you may not exceed)
12. In the "Paid to Date" column, you are provided with your earnings for the current year
13. To calculate how much is left on your contract, subtract the "Paid to Date" column from the "Amount" column

Make sure that both you and your student worker are aware of the status of earnings and grant monies remaining at all times.

Meals and Breaks

The University provides a half-hour, unpaid meal break to students who work more than six consecutive hours in a day. Any additional rest breaks are given at the discretion of the supervisor and are provided with pay according to the following guidelines: breaks may not exceed **15 minutes**; may not be taken at the beginning or end of the student's work hours; may not be added to a meal break; and rest breaks may not be accumulated.

Time Reporting and Pay Schedule

Completing Time Sheets (For Student Workers)

Student workers are required to complete time sheets electronically via UIS each pay period showing the exact number of hours worked (excluding the unpaid meal period) and any leave taken. Time should be rounded to the nearest quarter hour (15 minutes). The appropriate hours should be entered under the correct earning code. A "0" should be entered as the earning code to indicate unpaid time. In the unusual event that a student works through an otherwise unpaid meal break, that time must be recorded as time worked and compensation must be provided at the appropriate rate.

The online time sheet will calculate all hours. Some departments file time sheets electronically on behalf of their students and employees, so be sure to check your department's procedures. Time sheets must be submitted electronically on or before the end of the pay period. Supervisors will review and approve student time sheets and submit them electronically to payroll via UIS.

Be aware that falsification of a time sheet is considered grounds for termination. Employees are not allowed to complete, make entries on or sign a time sheet on behalf of someone else. For more information on time sheets, refer to HR policy #306 in the *Human Resources Policy Manual* or call the payroll office on the Queens campus at 718-990-1471; 718-990-6345.

Pay Schedule and Procedures

Student workers are paid on a biweekly basis on the same schedule as staff employees. For reference, the schedule is posted on the Human Resources Web site. Students who have direct deposit of their pay will receive an e-mail 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 the University Center, from 10 a.m. to 3 p.m. on the pay date. Students on the Staten Island and Manhattan campuses should pick up their checks from their supervisor before 3 p.m. on payday. Any paycheck that is not picked up from the payroll office or the student's supervisor before 3 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 manager in the Office of Human Resources in a timely fashion.

SECTION III On the Job

Applicable 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 Human Resources recruitment office. The recruitment office will ensure that the information provided conforms to University policy.

Employment of Relatives:

The University permits the employment of relatives with certain restrictions. A student worker may not work in the same department as an employee to whom he/she is related by blood or marriage. 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. For the general University policy on employment of relatives, refer to HR policy #109 in the *Human Resources Policy Manual*.

Employment of Minors:

The University adheres to federal and New York State Child Labor Standards concerning the employment of minors. HR policy #110 in the *Human Resources Policy Manual* outlines the legal requirements concerning the employment of persons under the age of 18. The law prohibits employment of minors under the age of 14. State law mandates that minors under the age of 18 obtain an employment certificate to work. School districts in New York State are responsible for issuing employment certificates and permits to qualified applicants.

Tuition Remission Recipients:

Students who are recipients of tuition remission through the University's benefits program are eligible to apply for on-campus employment.

Resignation/Termination of Employment

St. John's University is an "at will" employer; the University reserves the right to terminate a student's employment with the University 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. For more information on Employment at Will, refer to policy #101 in the *Human Resources Policy Manual*.

Should a supervisor wish to terminate a student worker for any reason, he or she should consult the Student Employment Manager in the Office of Human Resources prior to initiating the termination action. 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 full time in a graduate program in the University for the following semester. Seniors who complete their degree in December or May are permitted to work until the last day of final exams. Students who continue to work after this day will be charged to your department budget, because work-study eligibility ends with the completion of a bachelor's degree.

Terminating a Student Worker:

Prior to a student worker's termination from employment, notify the Student Employment Manager. To terminate a student's employment, the supervisor must notify the payroll office directly.

For assistance in completing the EPCF, view the [step-by-step instructional guide](#).

Terminating Access to Banner and Shared Network Drives:

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.

Student Employment Records

The recruitment office in Human Resources 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. A student may make a written request to the student employment manager to review the contents of his or her employment file. A student may not remove any contents of his or her file, nor is St. John's obligated to provide copies of file contents to students.

SECTION IV Expectations on the Job

Workplace Conduct

As members of the St. John's University community, student workers assume an obligation to act in a manner conducive to the maintenance of good order and respect for the rights and property of others. Their conduct is expected to be consistent with the University's core values and compatible with the goals and purposes of an educational institution established in the Vincentian tradition. As representatives of St. John's, the University expects its student workers to exhibit **professionalism** on the job and in their contact with others. Professional conduct can range from the manner in which they answer the telephone or address a visitor to the integrity and honesty with which they perform their work.

Attendance, Punctuality, and Absences

Student workers are expected to be at work at their scheduled start time and not to leave before the end of their scheduled hours. You should advise your student workers to contact you as early as possible—but **no later than 30 minutes** after their scheduled start time—in the event they are unable to report to work or will be delayed. Communicate to them that frequent absences and lateness impair the value of a student's service and could result in termination of student employment. Failure to notify you, their supervisor, will be considered an unexcused absence.

Supervision

Because student employment provides students with an opportunity to build professional and technical skills, your student workers **should not** work unsupervised. A staff, faculty member, or administrator within the department should regularly monitor the student's job duties and performance. The Office of Human Resources highly recommends that you attend training workshops developed for student worker supervision, which cover essential topics that pertain specifically to you in this managerial role. Current workshops offered are listed in **Section II: Getting Ready to Hire**.

Performance and Related Concerns

Student workers are expected to fulfill specific job requirements and meet established job standards while employed by the University. Although there is no formal performance management program in place for student workers, you are encouraged to discuss and resolve with your student worker any job performance concerns or complaints that arise over the course of employment. To assist in the resolution of concerns, the student employment manager can be reached at **718-990-2331**. You are also urged to attend the training workshops developed by the Office of Human Resources for student worker supervisors that cover essential topics such as assigning work, coaching, and providing feedback.

Human Resources provides the following guidance to supervisors for addressing concerns and taking corrective action measures:

- Address the issue immediately with the student.
- Verbal Warning—If the issue has been addressed and continues, the supervisor should meet with the student, inform the student that he/she is being placed on verbal warning, and communicate verbally to the student what steps or actions need to take place to remediate or resolve the issue. A timeframe for improvement should be established and agreed upon at this point.
- Written warning—If the student fails to make the necessary improvements or new issues arise, the supervisor should prepare a written warning that identifies the behavior or performance problem(s), defines the actions necessary to remedy the problem, and provides an acceptable timeframe. The written warning should include a statement that failure to make the necessary changes may result in termination of student employment.
- Should the student's behavior or performance continue to be unsatisfactory, the supervisor should contact the student worker manager to discuss termination of the student's employment.

Confidentiality

Student workers may have access to confidential material such as financial information, employee information, grades, telephone numbers, addresses, etc. They are prohibited from sharing information with others or using it for themselves for any reason not connected with University business. Under no circumstances are student workers permitted to release any information to any unauthorized person, including, but not limited to, a friend, outside caller, or other departments. A supervisor should handle requests of this nature. Breach of confidentiality is a serious offense and may result in termination of employment. You should remind your student workers that maintaining confidentiality is mandatory, as stated in the confidentiality agreement that they were required to read and accept online when they began their employment. For your information, this agreement is accessible through UIS under the **"Employee"** tab and the **"Employee Toolkit"** menu. Please ensure that all of your student workers have accepted the agreement.

Workplace Attire

Student employment is a training ground for professional employment and presenting oneself well is important. However, in balancing expectations for appropriate workplace attire, a student worker's status as student should also be considered. A student worker is expected to report to work in clothes that are neat and clean and that appropriately reflect the core values of the University, as well as the specific position he or she holds. When in question, the supervisor has the discretion to make decisions on what constitutes appropriate attire.

SECTION IV Expectations on the Job

Telephone Usage

Office telephones are an important means of conducting University business. Personal calls can interfere with important business calls and should be made only in an emergency. Urgent personal calls should be kept as brief as possible. Similarly, visits to the workplace from friends during work hours are not permitted. It is also important to remind students that they should limit the use of their cell phones while at work.

Use of University Property, Equipment, and Resources

The use of University property, equipment, and resources (i.e., facilities, copy and fax machines, postage, supplies, computers, the University name, stationery, telephones, etc.) by student workers must be limited to University business only. University property and resources are provided for University business, not personal use. Student workers should report problems with University equipment immediately to a supervisor.

The University's computers, network, and voice mail systems are intended for the University's business use. All records—including e-mail, voice mail and other messages—generated or stored on St. John's computers or systems are considered University records. The University reserves the right to access and disclose, at any time and for any purpose, all records sent over or stored in its systems. A person's use of the University's computers and/or systems constitutes his or her consent to this access and disclosure.

Student workers are responsible for understanding and complying with the University Computer and Information Security policy that governs the use of computing equipment, networks and information resources. You can direct student workers to a copy of this policy in the *Student Worker Resource Guide*; for more information, you can refer to policy #901 in the *Human Resources Policy Manual*.

Banner access should be granted only to those students who must access the system's records and information to perform their job functions. Upon hiring a student worker, if you determine that the student will need limited access to the Banner system and/or to shared drives on the network, you 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.

Discrimination and Harassment

St. John's University does not discriminate on the basis of race, color, national or ethnic origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity and gender expression, disability, religion, age, status in the uniformed services of the United States (including veteran status), marital status, status as a victim of domestic violence, citizenship status, genetic information in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990 and the Amendments Act, Section 504 of the Rehabilitation Act of 1973, Title VI or Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.

As a supervisor of student workers, you have a responsibility to be vigilant and to provide your student workers with a workplace that is free from harassment and discrimination. You will find the University's Notice of Non-Discrimination linked at the bottom of every page of the St. John's University website. The University's Policy Against Discrimination and Harassment and Related Complaint Procedures applies to the entire University community and can be found in the *Human Resources Policy Manual*, the *Employee Handbook*, *Student Worker Resource Guide*, and on the HR Employee Relations and Compliance website.

Related policies, which apply to student workers as well as other members of the University Community, include the University policy against **Sexual Misconduct and Sexual Abuse of Minors** and the **Bias/Hate Crimes** policy. You will find these topics and more addressed in the *Student Worker Resource Guide*, the *Employee Handbook*, and the *Human Resources Policy Manual*.

If you suspect behavior that is discriminatory or harassing in the workplace, report it to the employee relations and compliance office in Human Resources. **Keaton Wong** has been designated to handle inquiries regarding the University's nondiscrimination policies and to serve as the overall **Title IX Coordinator**. He can be reached directly at 718-990-2660.



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