



Student Employment Handbook

AQUINAS COLLEGE

(Revised August 9, 2006)

Equal opportunity and Non-Discrimination

Aquinas College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sexual orientation, political persuasion, gender, age, national origin, weight, height, marital status, or non-disqualifying disability in any of its education programs and activities, including admission and employment.

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INTRODUCTION

Student employees are an important partner in the success of Aquinas College. Students work in many areas of the college. Student work opportunities are a privilege, beneficial to the institution and the students.

Aquinas College understands student employees are students first and employees second. Students are expected to meet their commitments to the employment arrangement, arriving on time, completing work during scheduled hours and otherwise acting with dignity and respect for supervisors, staff, other students and the College.

Aquinas College is an at-will employer. Aquinas reserves the right to change pay, benefits, work hours or terminate employment without prior notice to employees, students or supervisors.

This document is intended to serve as reference for the students and supervisors who are participants in the student work program.

ELIGIBILITY

Students must meet the following criteria whether employed as a student worker, or, as a college work study student (see definitions below). During the fall and winter semesters students must be enrolled for a **minimum of six (6)** credit hours. (**Minimum of three (3)** credits during summer). Graduating students must terminate employment as of the last day of their final semester.

COLLEGE WORK STUDY (Subsidized by Federal or State Funds)

In order to be eligible for College Work Study (CWS), a student must demonstrate financial need, be at least a 1/2 time degree-seeking student (at least 6 credit hours) and be a citizen or permanent resident. To apply, students should submit a Free Application for Federal Student Aid (FAFSA). These forms are obtained from the Financial Aid Office, Hruby Hall. If a student demonstrates financial need as a result of filing the form, CWS may be awarded. Money awarded under the CWS program is earned (in the form of a paycheck) over the course of the academic year.

College Work Study students are limited to maximum earnings equal to the amount of their CWS awards. Aquinas College pays for 25% of student earnings and 75% is paid by the College Work Study Program.

Students on the College Work Study Program are limited to a maximum of 20 hours (or less depending upon their individual award) per week during class weeks (including finals week) and 40 hours per week during breaks

NON-DISCRIMINATION

Aquinas College does not tolerate discrimination or sexual harassment in the workplace. Complaints should be referred immediately to the attention of the employee's supervisor, manager, department chairperson or directly to the Director of Human Resources, 632-2499.

All complaints will be investigated.

EMPLOYMENT PROCESS

1. Students granted College Work Study must return their signed financial aid award letters to the Financial Aid Office in order to utilize these funds.
2. All students interested in obtaining a job must complete the required Aquinas, Immigration and income tax forms.
3. Students and supervisors should visit the following website for detailed information:

<http://www.Aquinas.edu/hr/student.htm>

20 HOUR RULE

Student employees may not average over 20 hours per week when school is in session (including finals week). Students may work up to 40 hours per week during breaks and summer session.

TIME SHEETS AND PAYCHECKS

1. Time sheets are to be filled out by students on a daily basis and signed (as approved) by supervisors, at the end of each week of work.
2. Time sheets are due in the Payroll Office by the dates listed on the student pay periods schedule.
3. All time sheets are to be delivered to the Payroll Office by either the Supervisor of the student employee.
4. Student paychecks are available at the Payroll Office, Hruby Hall, and may be picked up on the actual scheduled pay date from 12:00 p.m. to 5:00 p.m. Paychecks not picked up by the following Wednesday will be mailed.

WORK BREAKS

Student working four continuous hours should receive one paid fifteen minute break during every four hours of continuous work.

Students working eight continuous hours should receive two paid fifteen minute breaks and be allowed up to a one hour of unpaid “lunch” break.

Break periods may not be accumulated or preserved for a late arrival or earlier departure. Students should pre-arrange break times with their supervisors to meet work requirements.

HOLIDAYS

Student employees are generally not required to work on legal holidays. Exceptions may apply for departments required to maintain service such as Campus Safety or food services.

TIME OFF

In the event of accident, illness or other reason to be unavailable for work, the student employee must notify their supervisor as early as possible on each day of absence. Time away from the job is unpaid. Failure to provide prompt notification may be cause for disciplinary action. Excessive or continuous absenteeism may result in termination of employment.

VACATION

Paid time off is not available for student employees. Students wishing to take time off from scheduled work should contact their supervisor.

UNEMPLOYMENT COMPENSATION

Student employees are not eligible for Michigan Unemployment Compensation benefits.

EVALUATION

Supervisor should meet with student workers often to review and evaluate work performance. The areas of performance review are varied and should be related to work assignments.

JOB RELATED INJURIES

The following procedures are to be followed in case of an accident or injury that may occur while working.

1. Immediately seek medical treatment as necessary.
Contact your supervisor or Campus Safety Department ex. 3333.
2. Report all injuries to your supervisor as soon as possible.
3. Fill out an "Accident Report Form"... within 24 hours if possible.

All post-injury medical treatments are directed to Spectrum Health Occupational Services.

Spectrum Health Occupational Services –(5) Locations
973 Ottawa NW
4375 Canal SW
3350 Broadmoor SE
551 36th Street SE

For medical treatment needed after the above hours, you must go to:
Spectrum Health Occupational Services Open 24 Hours
2332 Alpine NW

DISCIPLINARY ACTION

Students who are not performing well may be subject to disciplinary action up to and including termination of employment. Suggested disciplinary actions include:

1. Verbal Warning
2. Written Warning
3. Suspension without pay.
4. Employment Termination

Aquinas College is an at-will employer and reserves the right to terminate employment without notice. This can include immediate termination for disciplinary reasons.

SUMMARY

This handbook is intended to provide student employees an overview of the policies and procedures guiding student employment at Aquinas College.

Contact Human Resources if you have questions about student work or the handbook.