

Eastern Michigan University  
University Advising & Career Development Center  
200 McKenny Hall

## **Student Employment Policy**

*Revised 5/1/17*

National Student Employment Association statistics show that nearly two-thirds of today's college students hold part- or full-time jobs while in school. Student Employment is an important educational experience and an alternative form of financial aid. It is a means of preparing for a meaningful career by developing skills and contacts that will help secure a job after graduation.

Because the students' primary goal is the pursuit of an education, employment should complement their educational goals.

### **What is a regular (RE) student employee?**

A regular student employee is any EMU student working for an EMU department on campus where they are paying 100% of the student's wages.

### **What is a college work-study (CWS) student employee?**

In these situations the student works for an EMU department and their wages are paid from their CWS award. *Please note: All CWS awards must be earned through work performed.*

### **Off-campus CWS program**

Students also have the option of earning their work study award through work performed at an approved off-campus, non-profit organization.

### **How to search and apply for a student employment job**

The University Advising and Career Development Center posts open on-campus jobs on [emich.joinhandshake.com](http://emich.joinhandshake.com), use your emich username and password to access Handshake. This website also lists openings for off-campus part time jobs located near the university. Not all available on-campus student employment positions are posted on the Handshake website. It is a good idea to contact departments you are interested in working for to inquire about current or future openings.

#### **Application Tips**

- Create a resume, even if you have limited work experience it is a good idea to have one, this shows greater initiative and a higher level of interest in obtaining employment
- Fill out applications completely, write "not applicable" if an area doesn't apply to you

- If you have a work study award be prepared to show a copy of the award amount to a potential employer. You can print your award amount from your student tab in your my.emich account under the financial aid/award section.
- Be prepared to discuss the hours you are available to work (bringing your class schedule is a good idea)
- Practice interviewing (research potential interview questions, practice answering them)

### Student employment rules

1. Undergraduates: Students must be enrolled for a minimum of 6 credit hours per semester. The exception to this rule is during summer term a student needs be enrolled 6 credit hours or be pre-enrolled for at least 6 hours for the following fall semester in order to be eligible for employment.

Graduate: Students must be enrolled for a minimum of 4 credit hours\* per semester. The exception to this rule is during summer term a student needs be enrolled 4 credit hours\* or be pre-enrolled for at least 4 hours\* for the following fall semester in order to be eligible for employment.

\*Ph.D. students are only required to be registered for one credit hour to be eligible for student employment

*Each student is granted an automatic one-time exemption to the minimum enrollment requirement in their last semester of attendance prior to graduation.*

2. Maximum work hour policy: Students who are United States citizens or permanent residents of the United States may work the following number of hours:

Fall & Winter      29 hours per week

Summer              29 hours per week

Semester breaks    29 hours per week

Per federal regulation, international students may work the following number of hours:

Fall & Winter      20 hours per week

Summer              29 hours per week

Semester Breaks    29 hours per week

Check with the Office of International Students & Scholars for any questions regarding working hour rules for international students. ***Please remember it is the student's responsibility to know and comply with their visa regulations.***

**Overtime** is defined as hours worked in excess of 40 hours per week or 8 hours per day. University policy prohibits both student employees from working overtime and University departments from scheduling them for overtime.

3. **Criminal background checks:** Students are required to submit an electronic authorization to conduct a criminal background check. Authorization can be accessed by going to: my.emich account, student tab, consent to criminal background check. Students will read and answer the criminal history question, click the authorization box and submit their consent. The university conducts a criminal background check and sex offender registry check on all student employees at the time of hire. *It is important to be honest when answering the criminal history question. Prior criminal history does not necessarily exclude you from holding a student employment job. The nature and date of the offense as well as the nature of the job will be considered.*
4. **Student employment policy:** Students are required to acknowledge receipt of this policy. Acknowledgement is given by going to: my.emich account, student tab, hourly student employment policy. Students will review the policy then certify receipt by clicking and submitting.
5. **Form I-9:** Every student employee must have a completed I-9 on file with UACDC. *The I-9 is a federal form used to document that each new employee is authorized to work in the United States.*

## **Pay Rate**

Typically students earn minimum wage unless they have a specialized skill set that warrants a higher pay rate.

The State of Michigan's minimum wage is as follows:

January 1 <sup>st</sup> , 2017:	\$8.90 per hour
January 1 <sup>st</sup> , 2018:	\$9.25 per hour

## **Reporting Hours Worked**

Students enter their hours worked through web-time entry in their my.emich account under the employee tab. For assistance with time entry please contact the payroll office at 487-2393.

*Please note: It is considered fraud to enter hours for which you did not work. Departments perform periodic checks to verify accuracy. Falsifying hours worked is grounds for immediate termination.*

## **Breaks and Lunches**

EMU allows employees a paid 15 minute break during each four hours worked and an unpaid 30 minute break/lunch for 6-8 hour shifts.

## **Benefits**

Student Employees do not qualify for vacation, sick leave, emergency leave, holiday pay, health benefits or unemployment insurance.

## **Workers' Compensation**

All EMU student employees are covered under the Michigan Worker's Disability Compensation Act. If a student employee is injured on the job the student employee must immediately report the incident to his/her supervisor and complete a report of employee injury. For more information contact Risk Management and Workers' Compensation at 487-1357.

## **Student Responsibilities**

Expectations are the same for both regular student employees and college work study student employees. Students are responsible for performing the assigned duties given by their supervisor. It is important that students know employer expectations regarding performance, dress code and conduct. Although each job is different and the skills and responsibilities may vary, all students are responsible for maintaining the following work standards:

- Arriving on time for their scheduled shift
- Notifying supervisors ahead of time if they are going to be late or absent
- Treating all co-workers, supervisors, students and customers with respect
- Dressing appropriately as outlined in the department's dress code policy
- Refraining from conducting personal business while at work (this may include use of social media, cell phones and texting)
- Maintaining a positive attitude while at work
- Completing and submitting web-time entry on time
- Handling all confidential information with care
- Keeping track of work study hours and earnings and notifying their supervisor when funds are low to make sure the allotted amount is not exceeded
- Providing current contact information

## **Duration of Employment**

Students are at-will employees and can be terminated without cause at any time; however the following will be grounds for immediate termination:

- Excessive absence or tardiness
- Refusing to fulfill job responsibilities
- Violation of Student Code of Conduct
- Forging web time entry (falsifying time worked)
- Sharing of confidential information

## **Progressive Discipline**

Our office suggests using a progressive discipline policy to allow students the opportunity to learn and grow from their student employment experience. *See below for sample progressive discipline form.*

## **Employee/Employer Conflicts**

It is the responsibility of the employee and employer to address any work related problems that arise. Most disagreements are minor and can be resolved by arranging a meeting with the supervisor to discuss the problem. If the problem cannot be resolved at the supervisory level the student should discuss the concerns with the department head. If this fails the student can make an appointment with the UACDC office to discuss the student employment grievance process.

Informal Resolution:

Most difficulties can be resolved through open, direct discussion among the parties involved. Students are therefore encouraged to communicate their job-related concerns to their direct supervisor. The student and the campus employer should work collaboratively to resolve the issue fairly and informally within the department.

Disputes that cannot be resolved informally may be submitted to the formal grievance process only if the student employee is alleging an incorrect interpretation or application of a published University Student Employment policy, procedure, or work rule. Claims of discriminatory treatment should be directed to the Office of Diversity and Affirmative Action.

Formal Resolution for Student Employees: Meeting with the Director of University Advising and Career Development.

The student employee must complete and submit a Student Employment Complaint Form to the UACDC's Office within a reasonable time, not to exceed 10 (ten) working days, after the alleged incident occurs. Employee Complaint Forms and information are available at:  
[http://www.emich.edu/uacdc/students/find\\_job/studentemploymentgrievanceform.pdf](http://www.emich.edu/uacdc/students/find_job/studentemploymentgrievanceform.pdf)

Upon receipt of the complaint, the Director of UACDC (or his/her designee) will schedule an appointment with the student to discuss the dispute. The purpose of this meeting will be to confirm that informal resolution is not an option and to direct the student to appropriate resources for further assistance. If the matter is not settled, the Director of UACDC shall forward the complaint to Office of Student Conduct and Community Standards and inform the student that he/she may enlist the assistance of the University Ombudsman for advisement throughout the grievance process.

EMU does not require departments to conduct annual performance evaluations, however it is encouraged to provide feedback and growth opportunities for our student employees. *See below for sample student employee performance review.*

# Eastern Michigan University

## Progressive Discipline Notification Form

Employee

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date of hire: \_\_\_\_\_

Name of Supervisor Completing Form: \_\_\_\_\_

Level of Progressive Discipline:

Verbal Warning/Counseling

Suspension for \_\_\_\_\_ days

Written Warning

Termination

Reason for progressive discipline (be specific, giving dates and times of incidents and list any dates of previous counseling sessions. Remember to state only the facts pertaining to this situation).

Corrective action to be taken:

It is expected that the condition noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you will be subject to further disciplinary action, up to and including termination.

Your signature is intended only to acknowledge receipt of this notice; it does not imply agreement or disagreement with the notice itself.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Employee Performance Review

A=Outstanding    B=Exceeds expectations    C=Meets expectations    D=Does not meet expectations

Employee Name: \_\_\_\_\_ Date of Review: \_\_\_\_\_

Job Skills	Rating	Comments
1. Telephone Etiquette		
2. Computer Competence		
3. Verbal/Written Communication Skills		
4. Courtesy		
5. Office Demeanor		
6. Information Handling (Confidentiality)		
7. Attendance		
8. Other (describe)		

### Professional Demeanor

Job Skills	Rating	Comments
9. Quality of work-produces quality work, completes assignments in a timely manner		
10. Productivity- produces the work expected from the position		
11. Dependability- Faithful in reporting work and remains on task		

12. Initiative- Little direction needed, efficient		
13. Punctuality- Consistently arrives on time; meets agreed upon deadlines		
14. Style of Dress- Dresses appropriately, meets department standards for position		
15. Responsibility- Accepts responsibility for actions taken		
16. Positive Image- Serves as a positive representative of the department		
17. Communication- Communicates appropriately with staff & clients		
18. Responsiveness- Demonstrates and inclusive attitude, maintains patience, acts with sincerity		
19. Cooperation- Willing to compromise and resolve disagreements		

Additional Comments (if any):   
Employee Comments (if any):   
Is any action being taken to help this employee improve his/her performance? Yes No Specify:

I have reviewed this employee's job performance in good faith, using the best information available to me.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that I have reviewed this performance review. My signature indicates that I have been advised of my performance status and does not necessarily imply that I agree with this evaluation.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_