



Student Employment Policy and Procedures Manual

Approved for use on July 1, 2015



Dear Student Supervisors, Managers, and Students employees:

Santa Clara University employs students on campus to perform varied tasks that greatly contribute to the functioning of the Santa Clara community. The University's commitment to educating the whole person is advanced through on-campus employment. Working on campus will not only provide students with wages; it will give them the opportunity to gain marketable work experience for future career endeavors. As confirmed by numerous studies, students can improve grades, form beneficial workplace habits, improve organization and time management skills, and develop a stronger connection to Santa Clara University through employment with our University.

The Student Employment Policies and Procedures Manual contains policies, procedures, requirements and responsibilities of student employees and their supervisors. Student employees and supervisors are expected to familiarize themselves with the policies and procedures in this Manual.

The Santa Clara University student employment offers wonderful opportunities for student employees to accomplish School and Department goals while giving student employees valuable out-of-class learning opportunities. Student employees and their supervisors are an important part of the campus community and your work is greatly appreciated.

If you have any questions, please contact Mariela Rodriguez, Student Employment Program Manager, x5488 or send an email to studentemployment@scu.edu.

Sincerely,

The Department of Human Resources

STUDENT EMPLOYMENT POLICY AND PROCEDURES MANUAL

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PREFACE

Students who accept a student employment position are bound to the policies and provisions contained within the Student Employee Policy and Procedures Manual (the "Manual") (as may be changed from time to time by the University at its sole discretion), and are accountable for their actions and behaviors as articulated in the Santa Clara University Student Conduct Code.⁶

Santa Clara University ("SCU" or the "University") student employees are at-will employees. At-will employment may be terminated with or without cause and with or without notice at any time by the student employee or SCU. This manual does not alter the at-will nature of any student employment positions at Santa Clara University.

Santa Clara University is an Equal Opportunity/Affirmative Action employer, committed to excellence through diversity, and, in this spirit, particularly welcomes applications from women, persons of color, and members of historically underrepresented groups. The University prohibits unlawful discrimination and harassment in employment and educational programs and services on the basis of race, color, religious creed, sex, gender, sexual orientation, religion, marital status, registered domestic partner status, veteran status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, gender identity, gender expression, or any other consideration made unlawful by federal, state, or local laws. Additionally, it is the University's policy that there shall be no discrimination or retaliation against employees who raise issues of discrimination or potential discrimination or who participate in the investigation of such issues.

The University will provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability under the law.

For questions regarding policies and procedures in the Student Employment Policy and Procedures Manual, please contact Mariela Rodriguez, Student Employment Program Manager x5488 or send an email to studentemployment@scu.edu.



SECTION 100: STUDENT EMPLOYMENT ELIGIBILITY

⁶ Unless otherwise noted, the terms "student(s)" and "student employee(s)" refer to undergraduate and graduate student employees.

In order to be employed by Santa Clara University as a "student employee," a student must be enrolled at Santa Clara University as a matriculating (degree-seeking) student. Students from other universities, colleges, or high schools as well as non-matriculating SCU students will not be considered for student employment positions.⁷

Incoming students may be hired for student employment positions once they have enrolled at SCU (primarily done through orientation). Student employees may begin working once they have registered for classes and completed the necessary hiring paperwork.

A SCU student who has completed his/her coursework may continue to work up to 40 hours per week as a student employee for one academic term after completing his/her required coursework toward his/her degree(s).⁸ An international student must stop working for the University upon completing required coursework toward his/her degree(s).

Student employment eligibility ends on the day a student separates from the University for any reason other than completing his/her coursework toward his/her degree(s).

⁷ Students who receive payment for extracurricular school-related activities in connection with dramatics, student publications, bands, choirs, debating teams, radio stations, intramural and interscholastic athletics, and other similar endeavors are not considered student employees. Students receiving stipends for such extra-curricular activities are not employees of the University and are not covered by this Manual.

⁸ Students who complete their coursework at the end of the spring quarter may work until August 31st of the same year as a student employee.

SECTION 200: HIRING PROCESS

A department that wishes to hire a student who is under the age of 18 should contact the Department of Human Resources to obtain work restriction information.

Section 201: Position Posting Requirements / Background Checks

All on-campus student employment positions must be posted on the University's employment opportunities web site for a minimum of two business days. Each student employment posting must contain the position title, start date, description of department, qualifications, clearly defined duties and responsibilities, hourly wage, number of hours per week, work schedule, and application instructions. In addition, each description must have a department contact name, campus location, phone number, and e-mail address.

Background Checks

As determined by the hiring department, certain student employment positions may require background checks as a condition of employment. If the Department believes the position requires a background check, the hiring manager should inquire with their HR Senior Partner **before the position is posted**. The background check must be completed through the Department of Human Resources on the final candidate before the student is hired.

Section 202: Interviewing / Checking

References Interviewing

The University encourages all departments to conduct a thorough search to fill its open student employment positions. While interviewing all applicants is not required, it is suggested that University departments interview the top finalists for each open position.

Checking References

Checking references for potential student employees is permitted. Review the Human Resources Web site for more information about checking references.

Section 203: Student Employment Action Request (SEAR) Form

Once a department has selected a student(s) to fill its open position(s), an SEAR form must be generated for each student employee. The SEAR form authorizes the creation of a student employment record in the University's payroll system. It also authorizes departmental budget expenditures for a specific student employee and it must be completed in its entirety whenever a student is hired.

The SEAR form is to be completed by a department administrator with budget authorization privileges on the day the student is hired and must be submitted via email to the Student Employment Office prior to the student's first day of work. SEAR forms are to be submitted via e-mail to studentemployment@scu.edu. Incorrect or incomplete SEAR forms will be returned to the hiring department for correction, which may delay the processing of the student employee's paperwork.

All SEAR forms expire on June 30th of each year. New SEAR forms must be submitted each fiscal year in order to keep students active in the payroll system. The Manager of Student Employment will notify campus when the Student Employment Office is ready to receive SEAR forms for the new fiscal year.

The SEAR form is not a contract between the student and the University. Additionally, the form does not alter the at-will nature of student employment positions on campus.

Section 204: Updating an Existing Student Employee Record

Once a student is employed in a particular position, the SEAR Form is used to authorize the following activities: increase or decrease in compensation, extension of work periods, re-classification of position, termination, or change in Position Control Number (budget distribution string). This form is to be submitted via e-mail to studentemployment@scu.edu by the student employee's hiring manager or a department staff or faculty member.

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Section 205: New Employee Documents

Students who have not previously worked in a student employment capacity at Santa Clara University must go to the Department of Human Resources to complete the authorization to work in the United States (I-9), tax withholding (W-4), and SCU Student Employment Agreement forms. Typical documents required for international student employees include their foreign passport, Social Security card, I-20, and I- 94 documents. Completed paperwork must be submitted in order to complete employment processing (including payroll).

The I-9 and W-4 forms MUST be submitted to the Department of Human Resources BEFORE a student can begin to work on campus.

When the new employee documents are submitted to the Department of Human Resources, the student will receive a "white card" receipt indicating that they are authorized to work.

W-4 (Employee Withholding Allowance Certificate)

Federal and state law requires that the W-4 form be completed to determine appropriate withholding for federal and state income tax purposes. Student employment wages are subject to applicable federal and state income taxes. Certain tax exemptions may apply to international students.

I-9 (Employment Eligibility Verification)

The I-9 form is required by the Immigration Reform Control Act (IRCA) of 1986. Federal law requires that Santa Clara University verify both the identity of the individual and his/her eligibility to work in this country.

Paperwork Due Dates

Both the student employee and hiring manager are responsible for ensuring that all documents are submitted to the Student Employment Office in a timely manner.

Due to the payroll cycle, paperwork that is submitted on or before the 1st of each month will be processed for the 1st – 15th pay period and the student will receive his/her first check on the 22nd of the same month. Paperwork that is submitted between the 2nd and 16th of each month is processed for the 16th – 31st pay period and the student will receive his/her first check on the 7th of the next month.

Errors in any hiring document may delay the processing of paperwork. All information must be correct on the forms before they are submitted to the Department of Human Resources to ensure timely processing.

Section 206: International Student Employee Procedures

Immigration regulations place certain restrictions on the hiring of nonresidents enrolled as students in U.S. educational institutions. All international student employees must have a Social Security number in order to be processed in the University payroll system.

International students with H-1 visas are not permitted to work on campus as student employees.

An international student must stop working for the University upon completing required coursework toward his/her degree(s).

For more information about employment options for international students, see the International Student Resources Office Website at <https://www.scu.edu/globalengagement/international-students/> or the Career Center Web site at <https://scu.edu/careercenter/>

SECTION 300: COMPENSATION

Section 301: How a Student Receives Payment

1. Complete an SEAR form for the hired student.
2. Student must confirm employment eligibility (completion of I-9, W-4), if applicable.
3. Hours are submitted by the student and approved by the supervisor on Ecampus
4. Funds are drawn from the department's account based on the Position Control Number (PCN). The PCN is linked to a specific supervisor and distribution string that is provided on the student's SEA form.

Section 302: Compensation Guidelines

Student employees are required to be compensated with an hourly wage. Departments may not issue stipend payments to any student employee who is working in a student employment capacity. In addition, the University does not permit departments to establish commission-only student employment positions. Student employees are not eligible for bonuses.⁹

Student employment positions should be classified by considering the duties and responsibilities assigned to the position. Managers and supervisors are responsible for considering the level and complexity of student employment positions in their department. They must make every effort to ensure consistent salaries in relation to similar student employment positions in their department.

Student employee hourly salary rates range from the prevailing CA minimum wage to \$18.25 per hour. If a department would like assistance to determine an hourly wage for a position, it may contact Mariela Rodriguez, Student Employment Program Manager x5488 for a position evaluation.

Student employees may receive periodic salary increases based on their performance, increase in job responsibilities, or gained knowledge. Departments are encouraged to establish guidelines for salary increases so that they are applied consistently. For instance, departments may want to establish guidelines so that students receive a 50 cent per hour salary increase annually to recognize the student employee's increasing level of knowledge and skill in the position.

Section 303: Online Timesheets

Once a student employee's paperwork is complete (I-9, W-4 and SEA forms), the Department of Human Resources will enter the new job into the payroll system and a new "HR Self-Service" link will appear in the student's eCampus account (after an overnight system update). The "HR Self-Service" link will take the student to the online timesheet. Students are required to enter all hours worked online for the current pay period and one pay period in the past (if applicable).

Student employees are required by law to report all in and out times on their online timesheets on a daily basis, including meal periods. Hours must always be reported exactly as they are worked. For additional information regarding the online timesheet

⁹ Any exceptions must be pre-approved by the Manager of Student Employment.

system and its use, please visit the eCampus "For Employees" site at <https://www.scu.edu/ecampus/employees/index.cfm>.

If a student neglects to fill in hours for work prior to one pay period in the past online and no longer has access to the online timesheet, he/she must fill out and submit a paper timesheet to their supervisor.

It is Payroll Policy that supervisors must complete a Manual Check / Paper Timesheet Processing Form for all paper timesheets. The paper timesheet and processing form should be submitted directly to Payroll for processing. **There will be a \$50 processing fee for each paper timesheet.** Paper timesheets that are submitted without a fully completed processing form (including account information) will not be processed.

It is ultimately the supervisor's responsibility to ensure that his/her student employees are reporting their hours in a timely fashion.

Each student employee must sign his/her own paper timesheet. Student employees may not sign their supervisor's name, a department administrator's name, or another student employee's name on any paper timesheet under any circumstance. Falsification of a signature on a paper timesheet by a student is a violation of Student Employment policies and the Student Conduct Code.

In addition, supervisors may not sign a student employee's name on a student employee's paper timesheet. Falsification of a signature on a paper timesheet by a staff member is a violation of University policies.

Each student employee should keep copies of any paper timesheets he/she may have had to submit.

Section 304: Paychecks/Advices/Direct Deposit

Direct Deposit: Student employees are strongly encouraged to utilize direct deposit to receive their pay. To activate direct deposit, the student employee must complete the Direct Deposit Authorization Form and submit it to the Student Employment Office. Direct deposit requires two payroll periods for initial setup. Once the direct deposit is in effect, all paychecks **and** student refunds will be deposited into the designated account.

Paychecks: For students not utilizing direct deposit, paychecks are mailed to the student employee's mailing address that is listed on Ecampus. If the student employee does not have a mailing address, Payroll uses the permanent address for check mailing purposes.

Advices: Student employees may view their electronic paycheck stub (advice) on eCampus.

Section 305: Taxes: FICA Exemption

Student employment wages are subject to applicable federal and state income taxes. Student wages are exempt from Social Security, Medicare, and State Disability Insurance tax (FICA) during academic terms. During academic breaks lasting longer than five weeks (summer break), student employees must pay the employee portion

of the FICA taxes.¹⁰ In addition, students who graduate and work one quarter past graduation must also pay the employee portion of the FICA taxes. Any student employee registered less than full time at the University may be subject to Social Security and Medicare tax withholdings.

Certain tax exemptions may apply to international students.

Section 306: Benefits – Sick Leave

Student employees are not eligible for benefits such as health care, tuition remission, paid vacation leave, or retirement. Effective July 1, 2015, student employees may be eligible for sick leave, as outlined below:

A student employee who works at least 30 days a year from the beginning of their employment accrue one hour of sick leave per every 30 hours worked. Sick leave may carry over from year to year and may be accrued to a maximum of 48 hours. Up to 24 hours of paid sick leave may be used per year. Sick leave cannot be used on days the employee is not scheduled to work, such as days off and University holidays. Sick leave is credited each pay period and is reflected on the student employee's wage statement.

Sick leave may be used when a student employee's illness or injury prevents the employee from working. Student employees may use sick leave when it is necessary to be away from work for less than one full day due to medical or dental appointments scheduled during the student employee's working hours. Student employees may also use sick leave for absences resulting from being a survivor of domestic violence, sexual assault, or stalking.

Sick leave may also be used when illness, injury, medical or dental appointments in the student employee's close family require the employee's absence from work. Close family is limited to the student employee's spouse or person who stands in substantially the same relationship, children or legal guardians or wards of the employee or spouse, parents and parents-in-law, parent surrogate, brothers and sisters of the employee, grandparents and grandchildren of the student employee, and any other dependent family members living in the student employee's residence. Use of sick leave for this purpose may not exceed 24 hours per calendar year for student employees.

Upon termination of student employment, the student employee's accrued sick leave balance will not be paid to the student employee. If a student employee separates from employment and is re-hired by Santa Clara University within one year from the date of separation, any previously accrued and unused sick leave shall be reinstated.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days is prohibited.

¹⁰ An academic break is defined as a period of time between academic terms when a student is not attending classes.

Section 307: Federal Work Study Program

Some Santa Clara students receive an allotted amount of Federal Work Study (FWS) money that may be earned over the course of the year. This allotment is based on the student's financial need as determined by the FAFSA and the Financial Aid Office.

Santa Clara University encourages all departments to hire Work Study students whenever possible because these students have demonstrated financial need for a position on campus.

If a Work Study-eligible student is hired, the student's wages are split between the department budget and FWS money, as determined by the Financial Aid Office. It is recommended that the supervisor help the student employee track his/her Work Study allotment to ensure that he/she does not exceed the allotment or has ample time to request an increase to his/her allotment.

Each Work Study student employee is responsible for tracking his/her total wages to ensure that the wages do not exceed his/her FWS allotment. In the event that a student employee uses all of the Work Study allotment before the end of the academic year, he/she may apply for an increase to the allotment. To request an increase, the student employee must make an appointment with a Financial Aid advisor.

If the student employee's allotment cannot be increased and the hiring department requests to keep the student on its payroll, the department must submit a Student Assignment Change Form. At this time, the Student Employment Office will change the student employee's PCN to a non-Work Study PCN to reflect this change. The department is then responsible for 100 percent of the student employee's wages.

Off-Campus Work Study Positions

In some cases, the University enters into contracts with off-campus organizations so that a student may earn his/her SCU Work Study allotment by working for an off-campus employer.

The student must complete online timesheets as if he/she was working on campus and comply with all other Student Employment policies and procedures. The student is paid from the University budget and Federal Work Study funds.

The University does not establish Work Study contracts with employers outside of the Bay Area.

Contact the Department of Human Resources for more information about off-campus Work Study positions.

SECTION 400: WORK SCHEDULES

Student employees are eligible to work up to nineteen (19) hours per week during academic terms. Due to visa restrictions, it is critical that international students, in particular, adhere to the 19-hour rule while school is in session. During academic breaks, and over the summer, **all** student employees may work full time (40 hours). Student employees who repeatedly exceed the 19 hours per week maximum may be prohibited from working as a student employee the following quarter.

The standard work week for all University positions begins at 12:01 a.m. Sunday and ends at midnight the following Saturday.

A department that hires a student who is under the age of 18 should contact the Student Employment Office to obtain work restrictions, if any apply.

Section 401: Overtime Hours

Student employee overtime hours must receive written approval from the student employee's supervisor prior to working the overtime hours. Even if a student employee works overtime during an academic term, he/she is still expected to remain under 19 hours per week. Departments are encouraged to limit overtime expenditures for student employees. **Student employees less than 18 years of age are prohibited from working overtime.**

Provisions for overtime compensation are governed by both the Fair Labor Standards Act (FLSA) and the California Labor Code. Overtime is time worked for Santa Clara University in excess of eight hours in one day or 40 hours in a work week. The **total hours** worked for one or more University departments MUST be counted in determining overtime even if employment in any one department does not exceed the standard eight-hour workday or 40-hour work week. Overtime hours worked by student employees must be recorded and compensated. Overtime hours are paid by the department in which the overtime is generated. Student employees are responsible for reporting this overtime.

Payment of Overtime

Overtime is defined as hours worked at SCU in excess of eight hours in one day or 40 regular (non-overtime) hours in a work week. Overtime hours are compensable at one-and-one-half times ($1\frac{1}{2}x$) the student's regular hourly rate. Hours worked over 12 in one day are compensable at two times (2x) the regular hourly rate.

Up to eight hours worked on the seventh consecutive day are compensable at one-and-one-half times ($1\frac{1}{2}x$) the student employee's regular hourly rate. Hours worked beyond eight on the seventh consecutive day are compensable at two times (2x) the regular hourly rate.

Section 402: Working on a University-recognized Holiday

A student employee is entitled to holiday pay only if he/she works on a University-recognized holiday. Student employees who work on a University-recognized holiday must be compensated at time-and-one-half ($1\frac{1}{2}x$) of their base wage. These hours must be reported on the online timesheet. Holiday hours must be pre-authorized in writing by the student employee's supervisor.

SCU classifies the following as University-recognized holidays: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve.

Section 403: Mandatory Breaks

The State of California mandates that breaks are given to employees working a minimum number of hours per day. It is the student's responsibility to take a duty-free **30-minute meal period that is required after five consecutive hours** worked. Students may leave their worksite for this meal period and the supervisor must ensure that during the meal period, the student is not performing any work and is relieved of all duty. This meal period should be recorded on the employee's online timesheet, as it is not compensable.

It is the student's responsibility to take one paid 10-minute rest period for every 4 hours of work or a major portion thereof. For example, if a student works for six (6) hours, he/she is entitled to two (2) ten minute breaks.

Section 404: Multiple Positions

A student employee may have multiple positions on campus as long as the total hours worked per week from all of his/her positions is less than 19 during academic terms and 40 during the summer and academic breaks.

Supervisors are strongly encouraged to confirm with the student if he/she has other jobs. No student should work or be scheduled more than 19 hours for all jobs combined during academic terms.

SECTION 500: WORK-RELATED POLICIES

In addition to the Student Conduct Code, students who accept a student employment position are bound to the policies, provisions, and expectations referenced in the Manual.

Section 501: Drug-Free Workplace Policy

Student employees are required to maintain a drug-free workplace in their student employment positions. Contact the Department of Human Resources for more information on this policy or to obtain a copy of the Drug Free Workplace Act of 1988 (Public Law 100-440 and 100-690). Contact Benefits in the Department of Human Resources at x1934 or x4097 for Employee Assistance Program for information or questions regarding drug misuse or abuse.

Section 502: Work-related Injuries and Illness / Workers' Compensation

A student employee must immediately notify his/her supervisor of all work-related injuries or illnesses. If an employee's illness or injury is not life threatening, the employee or supervisor should immediately contact the Department of Human Resources at 408-554-4392 for further information. In a life threatening situation, call 911 immediately.

The hiring manager is responsible for ensuring that the incident is reported to Benefits, x1934 or x4097 and for providing the necessary forms to the injured student employee or for more information.

Section 503: Motor Vehicle Operator Policy

Student employees operating motor vehicles for University purposes are covered under the University's Motor Vehicle Operator Policy. Supervisors and student employees must review the Operator Policy before a student employee drives a University-owned vehicle or operates a motor vehicle for University purposes.

Student employees under the age of 18 are not permitted to drive University vehicles or operate motor vehicles for University purposes.

Contact the University Finance Office with questions regarding this policy.

Section 504: Working with Confidential Documents and Information

Departments are responsible for ensuring that student employees understand the procedures for properly handling confidential University documents and information. A confidentiality statement must be signed by the student employee if his/her position(s) involves work with, or access to, confidential documents, to clearly communicate expectations related to the care of sensitive material. Schools or Departments should contact the Department of Human Resources for questions relating to a Confidentiality Statement.

Section 505: Prevention of Unlawful Harassment and Discrimination Policy

Student employees are covered under the University's Prevention of Unlawful Harassment and Discrimination Policy, Policy 311 of the Staff Policy Manual, which outlines policies and procedures pertaining to any form of workplace harassment.

For immediate concerns, a student employee or supervisor should contact the University's EEO and Title IX Coordinator, Belinda Guthrie x4113.

Section 506: Students Supervising Students

In some circumstances, student employees may supervise other student employees. When this is the case, the department supervisor must ensure that the student supervisor has completed the required sexual harassment training. Please contact the Office of Affirmative Action for more information.

Consensual Relations Between Employees and Students

In addition to prohibiting sexual harassment under the Policy on Unlawful Harassment and Unlawful Discrimination, the University prohibits any consensual dating, romantic, or sexual relationship between an employee and a student over whom that employee has any instructional, supervisory, advising, or evaluative responsibility.

Such a relationship is fraught with problems, including the potential for exploitation, favoritism, and conflict of interest. The appearance of impropriety or unfairness may also adversely affect the learning and work environment for other students and employees. This policy applies to faculty, staff, and student employees.

Employees who violate this policy are subject to sanctions for misconduct under the policies of the Faculty Handbook, Staff Policy Manual, or Student Employment Handbook, as appropriate to their employment status.

Employees or students with questions about this policy should contact the University's EEO and Title IX Coordinator or the Department of Human Resources.

Section 507: Student Employment Document Security and Access

The Student Employment Office maintains and ensures the confidentiality of all student employee documents and records. Only University staff/faculty members with an official University-recognized need to know and the student employee may access a student employee's employment documents.

I-9's and W-4's are only to be maintained by the Department of Human Resources. Copies and originals of these documents may not be kept by the hiring department.

Hiring departments must ensure that all student employment documents (electronic and paper copies) are stored in a secure location and access to the documents is limited. In addition, departments must submit all materials related to a student's employment to the Department of Human Resources for inclusion in the student's University employment file once a student leaves the department.

A student employee wishing to view his/her employment file should contact the Department of Human Resources. The student employee may inspect and review only the records that relate to him/her.

Section 508: Dress Code

Student employees must abide by the dress code requirements set forth by the hiring department. The supervisor should communicate what constitutes appropriate dress when the student employee is hired.

SECTION 600: WORK PERFORMANCE POLICIES

Section 601: Performance Evaluations

Performance evaluations are not required for student employees. Hiring managers, however, should communicate with their student employees regarding work-related performance on an ongoing basis. Constructive feedback is an important part of the student employee's work experience and the department is encouraged to help the student in developing good workplace habits. If a hiring manager feels that a full performance review is necessary, he/she is free to use the Student Employment Performance Evaluation or other appropriate documents.

Section 602: Voluntary Termination

At-will employment may be terminated with or without cause and with or without notice at any time by the student employee or SCU. When possible, a student employee should give two weeks notice to the supervisor if he/she requests to terminate his/her assignment in an on-campus position.

To terminate the student employee's employment record in the database, the hiring manager should write **TERMINATED** in bold letters across the face of the timesheet, indicate the last day worked, sign and date the form, and send the original to the Student Employment Office. Supervisors should make sure that all their student employees who are no longer working are terminated in a timely manner. This will ensure accurate payroll records for the department and the student.

Departments should also submit the Student Assignment Change form to terminate a student's employment with the department.

Section 603: Discipline and Dismissal

Nothing in this section alters, in any way, the at-will nature of student employment.

Occasionally, it may be necessary to terminate a student employee. Termination usually occurs only after the student employee has received an oral or written warning and has been given an opportunity to improve unsatisfactory performance or conduct. Supervisors are free to use the Student Employment Progressive Discipline Process as a tool, however it is not required.

If the nature of the problem is so severe or performance does not improve, the supervisor may prepare a written memorandum detailing the problem, performance or conduct and the necessary measures required to correct it, if any. Such memorandum is recommended, but not necessary. If used, a copy of the memorandum should be placed in the student employee's personnel file.

The above system is not formal. At any time the University may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment with or without prior warning.

Section 604: Conflict Resolution

The Student Employment Office is available to provide departments and student employees with conflict resolution services to assist with work-related situations. The EEO>Title IX Coordinator should be contacted for situations which may involve the University's Prevention of Unlawful Harassment and Discrimination Policy.

In conflict situations between the student employee and his/her supervisor, the student employee and the supervisor are encouraged to resolve the matter with each other as soon as possible. If resolution is unsuccessful or is not appropriate under the circumstances, either the student employee or the supervisor should submit his or her concerns in writing to Mariela Rodriguez, Student Employment Program Manager x5488 within one week of the unsuccessful resolution or occurrence of the issue (if resolution was not attempted). If the conflict is unable to be resolved by the Student Employment Program Manager, the Director of the Career Center and the second-level supervisor of the hiring department will jointly review the matter and make a decision as to the outcome.