

# DEPARTMENTAL HIRE PROGRAM

Handbook for Student-Employee Supervisors



Office of Human Resources  
Xavier University of Louisiana

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If after reading this handbook you have questions or concerns, please call 504.520.5738 or stop by the Office of Human Resources located on the 4th Floor, XUSouth Building-Room 410. Business Hours: Monday-Friday 9AM-4PM  
Office Phone-504.520.7537 ☉ Office Fax -504.520.7937

## **Xavier University of Louisiana Office of Human Resources**

### **Mission Statement**

Xavier University of Louisiana, founded by Saint Katherine Drexel and the Sisters of the Blessed Sacrament, is Catholic and historically Black. The ultimate purpose of the University is to contribute to the promotion of a more just and humane society by preparing its students to assume roles of leadership and service in a global society. This preparation takes place in a diverse learning and teaching environment that incorporates all relevant educational means, including research and community service.

### **Affirmative Action Statement**

Xavier University of Louisiana (hereafter referred to as XULA) affirms a commitment to freedom from discrimination for all members of the University community. The University expressly prohibits discrimination against any person on the basis of race, religion, national origin, marital status, gender, age, disability, political affiliation, or sexual orientation. Harassment is a form of discrimination. The responsibility for and protection of this commitment extends to students, administration, faculty, and staff. It encompasses every aspect of employment, every student, and community activity.

### **Purpose of this Handbook**

It is very important that you read and understand the material presented in this handbook. If you do not understand the policies in the handbook, the Office of Human Resources (hereafter referred to as HR) is able to answer any questions you may have. If these policies and procedures are violated we retain the right to take corrective action defined later in this handbook.

### **The Family Educational Rights and Privacy Act of 1974**

(FERPA or the Buckley Amendment) is a [United States federal law](#) codified at [20 U.S.C. § 1232g](#), with implementing regulations in title 34, part 99 of the [Code of Federal Regulations](#). The regulations provide that educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education must provide students with access to their education records, an opportunity to seek to have the records amended, and some control over the disclosure of information from the records. With several exceptions, schools must have a student's consent prior to the disclosure of education records. Examples of situations affected by FERPA include school employees divulging information to someone other than the child's parents about a child's grades or behavior, and school work posted on a bulletin board with a grade.

This privacy policy also governs how state agencies transmit testing data to federal agencies.

The law allows students who apply to an educational institution such as graduate school permission to view recommendations submitted by others as part of the application. However, on standard application forms, students are given the option to waive this right.

FERPA specifically excludes employees of an educational institution if they are not students.

The act is also referred to as the *Buckley Amendment*, named for one of its proponents, Senator James L. Buckley of New York

## **Policies and Procedures: Student Supervisors**

### **Introduction**

These guidelines, policies, and procedures have been developed to meet the needs of student-employees and their supervisors. HR is responsible for maintaining the employee record for the Departmental Hire Program (hereafter referred to as DHP). Work experience enables students to explore career options, discover strengths and weaknesses discover likes and dislikes and experience how academic learning applies to the working world. Studies indicate that students who work a moderate number of hours per week are more likely to stay in school and achieve as high, or higher, GPA as students who do not work. It should also be noted that employers prefer to hire college graduates who have had work experience. Student employment is intended to be a learning experience and a productive activity requiring clearly defined guidelines. It provides opportunities for students to finance their college education and prepare for the working world via the processes of interviewing, hiring, training, supervision, performance evaluations, relations with coworkers and the public, meeting expectations, and developing good work habits. We encourage supervisors and student-employees to be aware of their responsibilities and be active agents in making the employment experience positive for all parties. With a wide-ranging spectrum of jobs we can be sure that our student-employees have the opportunity to gain experience in fields that are closely aligned with their career objectives. Supervisors are responsible for making sure that students maintain their eligibility to work, tracking earnings, and resolving work-related problems.

### **Hire Process and Completing Student PAFs**

- A student may apply with any department willing to hire them as an employee of the DHP. The department must provide a Personnel Action Form (serves as a work contract-hereafter referred to as PAF) to HR on the student's behalf prior to the student being eligible to render any services. It is the responsibility of both the student and the supervisor to know what timeframe that the student is being hired to begin and end a position with the department. This ensures that the student is working within that timeframe. A student-employee must not exceed the contracted begin and end dates without a new PAF being provided to HR on his behalf first.
- It is a violation of Federal and XULA policies to allow a student-employee to begin working in a department without all of the necessary hire paper work on file.
- Your department's PAF originator should complete a PAF that is completely filled in with every signature listed in the *Approvals* section signed, and then the document should be submitted to HR.

- Once a student is hired, the supervisor must instruct the student to immediately report to HR prior to the first day of work and not to exceed the third work day. It is a violation of Federal and XULA policies for a student to begin working without new hire documents on file (Student Employee Data Record, Employee Verification Form I-9, W-4, L-4, and provide one form of identification from List A or 2 forms of identification 1 from List B and 1 from List C of the I-9). Human Resources is available in room 410 XUSouth Building to complete new hire documentation during normal business hours M-F 9:00 AM-4:00 PM. Student PAFs will not be sent to Fiscal Services to be budgeted unless the new hire packet is on file in HR first.
- If any information is left off of the PAF, the PAF will be returned to the originating department for correction.

### **Appropriate Account Codes for a Student PAF**

There are only two established student account codes that should be used on a student PAF, 6301 (Hourly Wages) and 6401 (Student Stipends).

- Student account code 6301 should be used for hourly pay rates. If the job title suggests that students are performing a work-related duty for payment (ex. Chemistry Student Lab Assistant), it is appropriate to use this code. Departments who set students up under the account code 6301 should submit monthly student timesheets to HR by the 1<sup>st</sup> of each month or the last business day prior to the 1<sup>st</sup>, whichever happens first. These students will be paid on the 15<sup>th</sup> of each month, or the last business day prior to the 15<sup>th</sup> whichever happens first.
- Student account code 6401 should be used *strictly* for student stipends. Stipends are used to students who are receiving payment for a service requirement not viewed as employment income, but as a scholarship or fellowship allowance granted by your department (ex. MARC Scholar). Your funds must stipulate in the award, that the funds are able to be used for student stipends.

### **PAF Schedules**

- Students being paid on the 15<sup>th</sup> (account code 6301-hourly wages) of the month must have a PAF on file in HR before the 25<sup>th</sup> of the month prior to the first payment. (ex. First payment is due June 15<sup>th</sup>, PAF must be submitted to HR by May 25<sup>th</sup>).
- Students being paid on the 30<sup>th</sup> or 31<sup>st</sup> (account code 6401-student stipends) of the month must have a PAF on file in HR before the 10<sup>th</sup> of the same month that the first payment is due. (ex. First payment is due June 30<sup>th</sup>, PAF must be submitted to HR by June 10<sup>th</sup>)

## **Supervision and Identifying Supervisors**

- Due to safety concerns, XULA requires all student-employees to be supervised at all times by a full-time staff or faculty employee.
- The student-employee supervisor has the ultimate responsibility of providing PAFs and timesheets to HR on the student's behalf.
- If a new student-employee supervisor is appointed for your department please be sure to notify the Compensation Analyst for Students. This ensures that the Compensation Analyst for Students will be able to communicate any new guidelines, deadlines, or any other concerns effectively with all supervisors.

## **Timekeeping**

- Student-employee timesheets for the department must be submitted by the supervisor *only (students are not allowed to submit timesheets to HR)*. They must be hand delivered only.
- It is your responsibility along with your student to ensure that timesheets are complete so that they can be submitted to HR by the specified deadlines. Remember that the student is rendering a service for pay and timekeeping rules should be strongly enforced to ensure proper payments and payment dates.
- Timesheets must be received in HR by 12:00 PM on the 1<sup>st</sup> of each month or the last business day prior to the 1<sup>st</sup>, whichever comes first. (ex. If the 1<sup>st</sup> of the month falls on a weekend, timesheets are due on the Friday before the 1<sup>st</sup>).
- Payrolls are distributed on the 15<sup>th</sup> of every month for hourly waged student-employees and on the 31<sup>st</sup> of every month for student-stipend payments received for a service requirement not viewed as employment income, but as a scholarship or fellowship allowance granted by your department.
- Supplemental payrolls are not designed as a convenience if a regularly scheduled payroll is missed. Therefore if the current payroll is missed due to negligence, the student will be subject to wait until the next scheduled payroll to receive payment.
- Timesheets must be signed by both the supervisor and the student-employee to be acceptable.
- Supervisors must communicate with students to verify whether the student may be working in multiple DHP positions. Supervisors should also be aware of students who work in multiple departments prior to hire so that

collaboration with the other department about the student's specific work schedule can be outlined by each department to prevent duplicate time entries and/or overtime issues which are prohibited.

- Student-employees cannot work during scheduled class times, even if the class has been canceled for the day.
- It is a supervisor's responsibility to verify that a student being hired as a student-employee is enrolled at XU and is eligible to work in the U.S. If a student from another university is being hired, he/she must be treated as a regular staff employee and not a student-employee.

### **Approvals for Students Working on Weekends or School Holidays**

- Weekend or holiday work dates, must be approved with the supervisor's initials handwritten next to each weekend or holiday date that a student is allowed to work. Weekends or holidays *will not* be paid without the supervisor's handwritten initials (we cannot assume that a student was approved to work because your department is operational 24/7). A supervisor's signature only, which is not accommodated by his /her handwritten initials next to the appropriate dates, is not grounds for weekend or holiday approvals and will create docked payments.

### **Maximum Work Hours**

- During enrollment periods (also including summer school), departmental hires *must not* exceed 20 work hours per week. This requires the student and his supervisor to monitor the semester/yearly awarded amount to ensure time worked does not exceed the total contracted dollar amount.
- During non-enrollment periods (winter break and summer non-enrolled), departmental hires *must not* exceed 40 work hours per week with a one hour lunch break each day.

### **Federal Campus Work Study Program vs. Departmental Hire Program**

Federal Campus Work Study student-employment is a separate entity from Departmental Hire Program student-employment; however, the procedures may in most areas be quite similar. One rule that must be remembered is that students may *not* work a Federal Campus Work Study position and a Departmental Hire simultaneously; this violates the Office of Financial Aid's policy.

### **Student Taxes Withheld**

Student-employees are required to pay Federal and State taxes. The Internal Revenue Service regulates that Federal Insurance Contributions Act or FICA (*Social Security and Medicare tax*) be exempted from students enrolled for what XULA defines as fulltime. In XULA's case, we also acknowledge  $\frac{3}{4}$  time

and categorize this time as fulltime hours and exempt the withholding as well. We do not withhold the tax unless a student falls below  $\frac{3}{4}$  time. Being enrolled at least  $\frac{3}{4}$  time will exempt the student from paying FICA taxes. However, if at any point in a semester he drops to below  $\frac{3}{4}$  time or if he works during a non-enrolled period as a student who has either pre-registered or the intent to register for the next academic semester, he will be subjected to pay FICA taxes. (ex. *undergraduate enrolled for 12 hours in the Fall semester would be exempt from paying FICA taxes, but if he drops down to 9 hours that same semester, he will begin to pay FICA taxes beginning with the next available payroll or if the same undergraduate student enrolls in summer school with less than 4 credit hours he will be subjected to pay FICA taxes.*)

### **Terminations**

Terminations may happen for a few reasons:

- Voluntary
- Graduation
- Dismissal by from the department
- Transfer from the department
- Non-return to the University

If a student terminates from a department for any reason, it is his responsibility to return any University possessions (keys, equipment, materials provided to by the University to complete daily tasks, etc.). HR must receive a new PAF requesting termination for the student from your Departmental Hire Program.

### **Rights and Responsibilities: Students**

#### **Reasons for Corrective Action (As defined in the Staff Employee Handbook)**

All of the actions under the following categories are considered unacceptable behaviors or performance. The groupings are illustrative and should not be considered either exclusive or limiting in achieving effective, efficient, and equitable employment practices.

#### **Attendance & Punctuality**

- Unauthorized absences from work for more than four occurrences in a thirty-day period.
- More than four unauthorized late arrivals or early departures from work in a thirty-day period.
- More than four instances of returning late from lunch or break in a thirty-day period.

### **☒ Behavior**

- Violation of XULA Policies and Procedures for student-employees, departmental operating rules or related directives.
- Harassment or any discriminatory act based on race, religion, national origin, marital status, gender, age, disability, political affiliation, or sexual orientation.
- Performing personal work or class work during business hours.
- Violation of safety rules.
- Violating XULA code of student conduct regarding behavior or actions involving students.
- Leaving work area for personal reasons without permission.
- Unauthorized or personal use of university equipment or materials for personal use. This includes telephones, faxes, computers, vehicles, tools, etc.
- Making unauthorized solicitations during work hours and in work areas. (Examples: soliciting for Avon, meals, candy, Girl Scout Cookies, or political candidates).
- Engaging in unethical conduct which violates the present standards of the community.

### **☒ Performance**

- Inefficiency, incompetence, or negligence in the performance of duties, including failure to perform assigned tasks or failure to discharge duties in a prompt, competent and reasonable manner.
- Refusal or inability to improve job performance in accordance with written or verbal direction.
- Revocation or suspension of license where job duties require licensing. An student-employee is required to notify his or her supervisor in the event his or her license has been seized, suspended or revoked (e.g., a student-employee is required to drive a vehicle and his/her driver's license is suspended or revoked).
- Careless, negligent, or improper use of XULA property, equipment or funds, including unauthorized removal or use for personal purpose.

### **☒ Immediate Dismissal**

Immediate dismissal may be invoked for any of the following non-exclusive reasons:

- Unauthorized release of confidential information or official records.
- Leaving work area without being properly relieved.
- Falsifying, removing or destroying records, reports or documents.
- Theft.
- Dishonesty about job related matters to supervisors, staff, faculty, or the public.
- Deception in securing employment for the employee or for someone else.
- Possession or use of an illegal substance or alcohol while performing work for XULA.

- Willful endangerment of staff, fellow students, faculty or the public.
- Threatening an employee, fellow student or visitor with harm or injury.
- Failure to comply with a lawful request from a supervisor.
- Viewing or electronically mailing pornographic or obscene materials on personal computers.
- Creating or sending a computer virus.

### **Violence in the Workplace**

XULA believes that everyone should have a work environment that is free of fear, intimidation, threats, harassment, or violence. A person who is having a domestic or personal problem is encouraged to seek professional counseling. A student-employee may also seek counseling through XULA's Counseling Center and Campus Ministry. It is the policy of XULA that harassment of any form is prohibited and will not be tolerated. Each supervisor and student-employee has a responsibility to maintain a work environment that is free of any form of violence or harassment.

- If a supervisor or a student-employee believes that an employee, faculty or fellow student's behavior is unusual or erratic, the behavior should be reported to the University Police.
- All threats, written, verbal, or sexual should be taken seriously and reported to the appropriate level of supervision, University Police, and the Director of Human Resources.
- It is the policy of XULA to immediately terminate anyone who threatens (verbally, in writing or e-mail), strikes another person, or who brings a weapon to the workplace.
- Please contact the Director of Human Resources, the Counseling Center or University Police if you have any questions regarding workplace violence.

### **Possession or Sale of Drugs or Alcohol While on XULA's Property or Engaged in XULA's Business**

It is grounds for immediate dismissal of any employee possessing illegal drugs, alcohol, or prescribed medication with the intent to sell them on XULA's property or while engaged in the performance of XULA's business.

### **Telephone Usage: Student**

Personal phone calls should be made on a student's own time, unless it is an emergency. Students are not to make or receive personal phone calls at any time if it means tying up business lines.