

CONCORDIA COLLEGE

STUDENT EMPLOYMENT



HANDBOOK

Effective September 1, 2011

CONCORDIA COLLEGE
MOORHEAD MINNESOTA

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Student Employment

Definition of Student Employee

A student employee is one who is primarily pursuing an educational goal at Concordia College. Student employees must be enrolled at least half-time (12 credits, per semester). Graduates are not eligible for student employment. Students do not receive sick leave, vacation, holiday pay or any other employee benefits.

Non-Immigrant International Students

The maximum number of hours worked per week for a non-immigrant international student on an F-1 visa is 20 hours per week during the academic semester. That total includes work performed from all departments on campus. International students may work more than 20 hours per week during regular academic break periods and over the summer.

Purpose of Student Employment

Student part-time employment is both a means to achieve an education and is an education in itself. Student employment is an understanding of the student’s responsibility to the employer as well as the employer’s responsibility to the student. The purpose of this handbook is to establish and clarify those responsibilities.

The employment of students at Concordia College is designed to meet the following objectives:

- To provide opportunities for students to help meet educational expenses.
- To provide personnel for college operations. The college is well served by students working in a variety of job placements.
- To serve as an educational tool for students. Employment can and should be a valuable supplement to the student’s academic experience. Through work, students gain understanding of their skills and interests, exercise creativity and initiative, and develop confidence in their abilities.
- To establish good work habits and attitudes – such as dependability, efficiency, punctuality and thoroughness – that carry on beyond college years. Students are accountable for meeting work schedules and performing according to the standards and needs of their jobs.
- To offer opportunities for the student worker to obtain more responsible, challenging positions. Opportunities exist for advancement to positions involving management and supervision where students may learn leadership skills and acquire excellence vital to professional achievement.

Purpose of Concordia Student Employee Handbook

Concordia publishes the Concordia Student Employee Handbook to outline expectations and policies, and to detail office procedure. This publication does not include specific department policies and procedures that apply to student employment.

Student Employment Committee

A standing Student Employment Committee is responsible for monitoring student employment policies, ensuring policies are properly implemented, and making recommendations related to student employment to the president of the college. The committee also reviews requests related to the variable wage scale and makes the final determination on such requests.

The committee includes an HR and Payroll representative from the Office of Human Resources, who are responsible for coordinating the college's student employment program. In addition, there is one representative each from Facilities Management and Dining Services, as well as other representatives from support staff whose responsibilities include supervising student employees. One student representative is also included on the committee.

Important Phone Numbers

- Emergency
 - From a campus phone: 9-911
 - From other phone: 911

- Office of Public Safety
 - From a campus phone: 3123
 - From other phone: 218.299.3123

- Safety and Emergency Resources
 - Safe Walk: 3123
 - Work Related Injuries: 3682 or 4242

- Academic/Administrative Resources
 - Academic Affairs 3606
 - Human Resources 3339
 - Payroll 3339
 - Student Affairs 3455

General Employment Information

EXPECTATIONS

Students, in accepting a position, agree to meet the performance standards required of a given position. The supervisor is expected to make job expectations clear and to provide the training necessary for each student to become proficient.

In order for the college to operate in the best interests of all concerned, it is necessary for employees to conduct themselves in an appropriate manner, to comply with the directions of their supervisor, and to follow the policies and rules established by the department or unit.

Recommended procedures for supervisors to follow when position expectations are not met are covered in this handbook under Disciplinary Procedures.

FINDING A POSITION

On Campus

Available positions are advertised at the Concordia Job Shop located in Academy Hall. As a liaison between employers and students, this student-staffed employment service can help you find part-time, temporary, or summer employment on or off campus. Jobs are posted and updated on Careerlink, an online job posting site. Students can access Careerlink from the Job Shop or Career Center website. Questions about Careerlink or openings can be directed to a Job Shop staff member.

Off-Campus

Concordia maintains contracts with certain off-campus agencies which employ students under either federal or state work study. These agencies are nonprofit and operate in the public interest with no political or religious involvement. Positions within the agencies are open to those students who have either a state or federal work-study award, provided the position offers some relationship to the individual's academic and/or career objective. The Financial Aid Office maintains a listing of eligible off-campus work-study employers.

Summer Employment

There are opportunities on campus for full-time summer employment. Students need to make arrangements at the time employment is accepted for any vacations they might wish to take during the summer period, which is 16 weeks in duration. Only returning students or students enrolled for the following academic period are eligible for on-campus summer employment. Graduates are not eligible for student employment.

If a student has more than one on-campus employer during the summer, the student must ensure that hours worked in the on-campus positions do not exceed 40 hours per week.

WORKLOAD RECOMMENDATIONS AND SCHEDULING – Academic Year

It is recommended that students not exceed 10 hours of work per week. The primary objective for students, while at Concordia, is to concentrate on their programs of study. It is possible to hold more than one on-campus job. However, students must remember their responsibilities to their classes and to each employer.

Most positions require the student to be available to work during a particular time period. The employer will generally need to know the student's class schedule at the time of application in order to select an individual who is available to work when needed.

In some instances, hours for student employment are more flexible, and the employer may be able to hire a student before the student has received a class schedule.

DISCIPLINARY PROCEDURES

When an employee's performance does not meet expectations and informal attempts to correct the situation are not successful or when problems requiring disciplinary action are identified, the following procedures are recommended:

1. A problem-solving conference is scheduled. The supervisor and student employee identify and outline the steps necessary to resolve the problem. The supervisor prepares a conference report to document the meeting. The student and the supervisor keep a copy of this report. At this time, a review should be scheduled to ensure the problem has been resolved.
2. If the problem remains unresolved after establishing an action plan, the second step is a written warning stating that the student shall be terminated from employment if the problem remains unresolved. A copy is kept by the supervisor.
3. The third step is dismissal. The student is formally notified by the supervisor of the termination and of the last day he/she is expected to report to work. A report of the dismissal should be kept in the department's files. This step is taken only after the supervisor confers with the head of the department.
4. In severe circumstances, the supervisor, with the approval of the department head, has the option to dismiss the student employee without following the above process. Some of the possible reasons for immediate dismissal could include, but are not limited to: theft of college property, unexcused absence of three or more days, reporting to work under the influence of alcohol or drugs or using such substances during working hours, and gross insubordination.

ABSENCES

The student must notify the supervisor of unexpected absences due to illness or emergencies as soon as possible. The student must secure approval for absences from work (including academic breaks) in advance. If excessive absences occur, the supervisor may find it necessary to terminate the student's employment or to take other appropriate disciplinary action.

REST PERIODS

Department heads have the authority, but are not required, to establish and permit rest periods for up to 15 minutes each four-hour work period. Rest periods are paid work time, and are included as work time on the time record. Rest periods are not to be used to offset late arrival or early departure from the work site, to extend the meal period or to accumulate paid time off from one day to the next.

PROBLEMS ON THE JOB

The college recognizes that job-related difficulties and misunderstandings do arise. If a student is unhappy with a policy or has any work-related problems, it is hoped that the difficulties can be resolved as soon as possible. Most problems can be solved informally if there are adequate channels of communication between supervisors and employees.

If a student has questions about employment or a grievance, the first step is to discuss it with the immediate supervisor. If the problem cannot be resolved at that level, contact should be made with the director, department head, or other appropriate staff member.

JOB CHANGE/RESIGNATION

Student employees are encouraged to remain on the job for the length of time agreed upon with the supervisor. If, however, the student chooses to leave the position, the student is expected to provide a two-week notice to assist with transition.

Students who change departments on campus will begin employment in the new department at starting campus wage.

The College retains the right to separate employment at any time for any reason not prohibited by law, with or without prior notice.

RATE OF PAY

Wages on campus are based on a variable wage scale. Any exception to the variable wage rate, including students being paid with grant monies or by stipend, must be approved in advance by Human Resources.

To be eligible for a step increase, the student must return to the same department and must have worked at least 60 hours during the previous semester. If the student meets these criteria and the supervisor rates job performance as satisfactory, then the student will advance to the next step and receive a 10-cent pay increase. These increases will take place in September and January of the academic year and May if the student works during the summer.

These raises are not automatic. They are a privilege granted to an employee if he/she has a good work record with the employer.

Certain student employment positions that entail significant management responsibilities are eligible for a higher rate of pay. Increases are granted in 10-cent increments according to the same criteria that apply to the basic variable wage scale. Qualifications for the higher rate include, but are not limited to: supervising a group of workers on a shift, hiring and training other workers, and making independent judgments regarding procedures and policies on a regular basis.

The Student Employment Committee has the responsibility of determining if a student position qualifies for the student manager pay rate. A supervisor who wishes to have a student position evaluated for this purpose may contact the Human Resources director for information on how to present a request to the committee.

Off-campus work-study wages vary depending on the employer.

REQUIRED FORMS

I-9 Form must be on file in the Office of Human Resources before the student can begin work. A copy of the Social Security Card and W-4 Form are required for payroll purposes.

I-9 Form

The Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, requires all employers to verify the identity and employment eligibility of their employees – including students- before they begin working.

All Students working on campus for the first time must complete an I-9 form **before their first day of work**. Some departments are trained and authorized to finalize the completion of the I-9 form. All other I-9's will be completed in the Office of Human Resources.

To prove eligibility for employment, students are required to provide original documentation as outlined on the back of the I-9 Form. Photocopies and faxes of documents are not allowed; only original, unexpired documents can be used as proof of eligibility for employment.

W-4 Form

Students should complete a W-4 form prior to beginning work at Concordia. The completed form should be delivered to the Office of Human Resources. Once completed, the W-4 Form does not need to be redone unless the student wishes to make changes to the number of allowances they are claiming or the student has filed with the "Exempt" status. If a student wishes to claim "Exempt" status, a new W4 is required in February of each year.

By law, anyone who has not completed a W-4 Form will be considered to have claimed single with 0 allowances.

Reciprocity Exemption from Minnesota Tax Withholding

Students whose permanent addresses are in the states of North Dakota or Michigan wishing to exempt themselves from the withholding of Minnesota income tax from their paychecks should file Minnesota Reciprocity Form MWR, Affidavit of Residency, each calendar year prior to February 28. Residents of

North Dakota or Michigan must return to their permanent address at least once a month in order to qualify for the reciprocity exemption.

Blank forms and instructions are available in the Office of Human Resources, Lorentzsen.

Social Security Card

Federal law requires that any person seeking employment in the United States must have a Social Security number. To apply for a Social Security number or to replace a lost card, an application may be completed at the Social Security Administration Office in the Federal Building, 657 2nd Ave N, Fargo, N.D. A copy of this card is required for payroll purposes.

GETTING PAID

Payday

Students are paid bi-weekly (every other week) with a Friday pay date. If the payday falls on a holiday observed by the College, payday is advanced to the preceding workday. Each payroll will include all time submitted and approved within defined timelines noted in "**Time Reporting**". Corrections to payroll will be made with the next payroll.

Work Week

For payroll recordkeeping purposes, the work week at the College begins at 12:01 a.m. on Sunday and ends at 12:00 am Saturday.

Time Reporting

The use of electronic time records enables the college to pay its employees accurately and to maintain federally required wage and hour records. Time records are captured in the Kronos or Banner systems. The student and the supervisor must certify the accuracy of the time record before submitting and approving.

Time records submitted through CPort at the end of each bi-weekly period, as explained above in Step 11. Time sheets submitted late may result in delay of payment for one month. Payday occurs bi-weekly.

Banner Time Records must be submitted to the supervisor by noon on Monday, following the end of the payperiod (Saturday at midnight). The supervisor must review and approve the time record by noon on Tuesday. Time records are completed online as follows:

1. Login to C-Port.
2. Click on **Worklife** tab.
3. Click on **Single Sign-on to Self-serve Banner**.
4. Click on **Employee** tab.
5. Click on **Time Sheet**.
6. If employed in more than one department, make certain that the correct time sheet is selected under choice of *Title and Department*.

7. Click on ***Time Sheet***.
8. Click on ***Enter Hours*** under the correct date (the ***Next*** button may need to be clicked to achieve the correct week).
9. Enter the correct number of hours, to the nearest quarter hour.
10. Click on ***Save***.
11. If no more hours are to be worked during the existing pay period, click ***Submit for Approval***.

Kronos Time Record instructions will be shared by the department in which the student works.

Payment Method

Concordia offers direct deposit for payroll. You will need to know what type of account – checking or savings, the bank routing number and your account number. Direct deposit paystubs are viewable online through C-Port.

Paychecks of students without direct deposit will be sent to the student's campus PO Box during the academic year. To re-issue a paycheck requires a five to seven day lead time and a \$25 service fee.

Paychecks of students without direct deposit will be available for pickup on payday in the Human Resources Office (8 am to 1 pm) during the summer. Paychecks remaining after 1:00 pm will be mailed to the student's permanent address.

W-2

Each student will receive a W-2 form in January to use in the filing of federal and state income taxes. Students will have the option to receive an electronic copy of the form. To receive an electronic copy of the W-2 form through CPort, the following steps should be completed:

1. Login to CPort.
2. Click on ***Worklife*** tab.
3. Click on ***Single Sign-on to Self-serve Banner***.
4. Click on ***Employee*** tab.
5. Click on ***Tax Forms***.
6. Click on ***Electronic W-2 Consent***.
7. Click ***Consent to receive W-2 electronically***.
8. Click ***Submit***.

If the consent for electronic W-2 is not received through the completion of the above steps, a paper copy W-2 form will be sent out. To re-issue a W-2 requires a five to seven day lead time and a \$25 service fee.

Taxability of Student Wages

Student wages are taxable and reportable to federal and state tax agencies. Earnings are exempt from Social Security taxes during the regular school year if the employee is a full-time student. This exemption results in a savings of nearly 8 percent of earnings compared to the same earnings off campus. However, Social Security taxes must be charged for summer work.

PERFORMANCE EVALUATION

Employers are encouraged to conduct performance evaluations at least once a year. The purpose of performance evaluations is to promote mutual understanding between the student employee and the supervisor concerning job expectations. The performance evaluation lets the employee know where he or she stands with respect to perceived job performance. Effective evaluation is not simply a grading system, but is a means of measuring the student's development as a worker. During the performance review, the supervisor and student employee should identify areas of strength as well as areas of needed improvement.

Supervisors should not wait for the formal performance evaluation to discuss marginal or unsatisfactory performance. Performance problems should be addressed as soon as they are noted. If informal attempts to correct problems are not successful, then a formal problem-solving conference is recommended, and a written action plan should be formulated. If this is done, there will be no surprises when performance evaluation takes place; rather, performance evaluations will become a part of an effective supervisory program. A Student Employment Evaluation Form is available at the Human Resources website.

The form is designed to stimulate dialogue between the supervisor and the student employee. Many student employees may be inexperienced and new to their jobs. The rating category, "developing," can be used to indicate a new employee is progressing satisfactorily toward competence. The developing employee is aware of what is expected, asks appropriate questions, and shows a willingness to grow in the job. This rating could also be used for a proficient employee who is learning new responsibilities.

An employment record backed by good performance evaluations can be a valuable asset to students when they graduate and begin looking for employment. Supervisors who conduct performance evaluations and maintain records on their student employees are in a better position to provide meaningful references for student employees.

SAFETY AND SECURITY

Emergency Notification

- Emergency
 - From a campus phone: 9-911
 - From other phone: 911

- Office of Public Safety
 - From a campus phone: 3123
 - From other phone: 218.299.3123

Fire Emergency Procedures

In the event of a fire or at the sound of the fire alarm all individuals will evacuate the building through the nearest, safe exit. Students should be fully aware of their specific department procedures.

Medical Emergency

When you become aware of a person who is seriously injured call 9-911 (on campus) or 911 (off campus) and Security/Public Safety at 3123.

Tornado Emergency Procedures

At the sound of the National Weather Service siren (excluding Wednesday test periods), all building occupants should go to the lowest level of the building and wait for further instructions. Stay away from windows and any exterior doors.

Policies

EQUAL OPPORTUNITY FOR EMPLOYMENT

[\(Refer to Campus Policies\)](#)

Concordia College is an equal opportunity employer and equal opportunity educator. Concordia is fully committed to equal opportunity in employment decisions and educational programs/activities, in compliance with all applicable federal and state laws, for all individuals without regard to race, creed, color, national origin, religion, sex, disability, veteran's status, age, sexual orientation, marital status, status with regard to public assistance or membership or activity in a local commission as defined by law. Concordia will not tolerate discrimination on the basis of these protected class categories in accordance with all state and federal equal opportunity and affirmative action laws, directives, orders, and regulations.

CONFIDENTIALITY

Students handling confidential information have an obligation to keep all work-related matters confidential and to protect against unauthorized disclosure.

Confidential information, materials, and records include, but are not limited to:

- payroll records and information regarding salary
- Social Security Numbers
- personnel records [See Policy U705, Employee Access to Personnel Records.]
- computer system passwords and security codes
- research results not yet published, including manuscripts and correspondence
- budgetary, departmental, or University planning information
- litigation or other formal charges pending or in process and investigation of complaints
- patient care records including patient benefit plan enrollment, claims, billing matters, and data concerning research subjects
- student records
- donor and alumni information
- medical information and information designated as "Protected Health Information" under the Health Insurance Portability and Accountability Act (HIPAA)

Extreme care must be used in the storage and/or destruction of confidential information. Disclosure of confidential information can subject a student to disciplinary action, including termination.

OVERTIME

Under certain conditions it may be necessary for a student to work overtime (in excess of 40 hours per week), particularly if the student is employed on a full-time basis during the summer or during breaks. All overtime must be approved by the supervisor prior to the time the work is performed. Overtime pay is equal to 1 ½ times the hourly rate.

If a student has more than one on-campus employer, the student must ensure that hours worked in all on-campus positions do not exceed 40 hours per week.

WORKERS' COMPENSATION

Concordia College complies with federal and state OSHA regulations. Students who have an accident or are injured while on the job are covered by Worker's Compensation. Student employees are expected to comply with all safety laws, rules and regulations. Any unsafe working conditions, equipment or practices should be reported immediately to one's supervisor. Students are expected to wear any and all required safety gear while on the job. Fire protection and prevention practices must be complied with at all times.

All on-the-job accidents or injuries, no matter how small, must be reported to the student's supervisor and to the Risk Management Office (X3682 or X4242) within 24 hours of their occurrence in order for Worker's Compensation coverage to take effect. Injuries reported after the 24-hour deadline may not be covered by Worker's Compensation.

[Report of Injury Form](#)

EMPLOYEE RIGHT-TO-KNOW ACT, MINNESOTA

The Employee Right-To-Know Act is intended to ensure that employees are aware of the dangers associated with hazardous substances or harmful physical agents that they may be exposed to in their work places. If a student's job requires him/her to be routinely exposed to products, compounds or work processes which contain or generate hazardous substances or harmful physical agents, the student is entitled to receive training and specific information to enable safe performance of work responsibilities. The supervisor will contact the student concerning any necessary training.

Concordia College has information about hazardous substances and harmful physical agents that students may encounter available in the Product Safety Manuals located in certain work areas. The supervisor can provide access to the proper manual if required.

SEXUAL HARASSMENT

[\(Refer to Campus Policies\)](#)

It is the goal of Concordia College to maintain an environment free of discrimination based on gender. This statement concerns one form of sex discrimination - sexual harassment. We expect all in this community to foster positive attitudes and behaviors toward members of each gender. We wish to make explicit our abhorrence toward language, behavior and attitudes which intimidate, offend and debilitate members of this community. Furthermore, we encourage those who experience or observe forms of harassment to bring such incidents to the attention of those who carry special responsibility for nurture in this community.

SEXUAL MISCONDUCT

[\(Refer to Campus Policies\)](#)

Concordia College is committed to a safe and healthy environment and as such will not tolerate sexual misconduct in any form. Sexual assault is a crime and sexual harassment is a violation of federal and state laws and both are violations of individual rights and dignity. Members of the Concordia community, guests and visitors have the right to be free from sexual misconduct. When an allegation of sexual misconduct is brought forward, and a respondent is found to have violated this policy, serious sanctions will be used to ensure that such actions are not repeated. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Concordia Sexual Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated.

BIAS-RELATED VIOLENCE, INTIMIDATION AND HARASSMENT

[\(Refer to Campus Policies\)](#)

It is the goal of Concordia College as an academic and Christian community to maintain an environment free of violence, intimidation and harassment. Bias-related behavior based on race, religion, gender, age, ethnicity, national origin, physical appearance, disability or sexual orientation assaults the dignity and worth of the individual and will not be tolerated. Indeed, victimization will be actively opposed.

We expect that all members of this community will treat each other with dignity and respect, and that all members of the community will assume the responsibility of appropriately confronting acts of bias-related violence, intimidation and harassment which may occur. This policy statement identifies a non-exhaustive list of examples of behavior that are unacceptable and outlines the procedures for handling violations.

WEAPONS POLICY

[\(Refer to Campus Policies\)](#)

The college prohibits the possession or use of any object that could be considered a dangerous weapon on college premises - including in college-owned or personal vehicles - unless such possession or use is an approved requirement of an employee's job. A firearm or weapon may be used for class demonstrations, educational programs or a theatre production, but only after authorization has been granted by Security/Public Safety. The college retains final authority in determining what constitutes a

weapon and in evaluating potential dangers. Specifically prohibited items include knives, blades, nunchuck sticks, tazers, shockers, razor blades, brass knuckles, acid, metal pipes, stun guns, pistols, shotguns, rifles, ammunition, explosive devices, fireworks, pyrotechnics, or any other instrument capable of inflicting serious injury.

DRUG-FREE WORKPLACE ACT OF 1988

[\(Refer to Campus Policies\)](#)

This federal law requires that the manufacture, distribution, dispensing, possession or use of a controlled substance by college employees is prohibited. Those doing so will be subject to disciplinary action up to and including required participation in a rehabilitation program or termination.

Concordia College is appreciative of the vital contribution made by its student employees, which helps the college to function and fulfill its mission. The work experience can be a valuable part of the student's education. In order for this to happen, it is necessary for both the student and the employer to clearly understand the basic responsibilities of employment. This handbook has outlined some of these responsibilities. The Student Employment Committee sincerely hopes the information and guidelines provided will be useful. Any comments or suggestions for improvement of future editions are welcome.