



Student Employee Policies and Procedures Manual

Office of Student Employment
Stetson University
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Introduction

This manual is published by the Stetson University Office of Student Employment to answer many of the questions student employees and their supervisors may have about student employment at Stetson. Its information and guidelines will help ensure that a student seeking employment on campus will receive fair and equal treatment by providing students and staff with current employment policies and procedures. It is the responsibility of students and supervisors to make sure they are aware of the policies and procedures pertinent to student employment.

Student employees at Stetson are a vital part of the university. With over 900 Student Employees working on campus, student employees play a significant role in the day-to-day functioning of Stetson University. Student employees perform a wide range of duties from general office assistance to those duties requiring highly specialized training in such areas as marketing and computer programming. Students gain important skills and experiences that will help them grow professionally and prepare them for their time beyond Stetson.

While the information contained in this publication is in effect at the time of publication, there is always the potential for revision in policy and procedures.

If after consulting this manual you still have questions, please contact the Office of Student Employment by phone at **386-822-7172** or email studentemployment@stetson.edu.

Student Employment Mission Statement

The Student Employment Program provides a best practice employment program where students grow in their career and academic pursuits through mentorship and experience as they actively contribute to the University.

Eligibility for Student Employment

Student Eligibility

All students are eligible to earn up to \$3000 per fiscal year in a student employment position, as long as the student is eligible to work in the United States.

Please see **Yearly Allocation** for more details.

Student Employment Programs: Federal Work Study

Students awarded a federal work study allocation as part of their financial aid award demonstrated a specific level of need on the results of their FAFSA. These students are eligible to seek on-campus employment through available resources and will be able to earn a portion or all of their allocated work study funds upon securing a student employment position. The granting of work study funds with the financial aid award does not guarantee placement in a position on campus or that a student will be able to earn all of the allocated funds.

Summer Eligibility

Current students are eligible to work on campus during the summer, however, they are subject to FICA taxes when they are not enrolled in classes. Student employment ends for graduating students the day of their graduation, unless the graduating student is enrolled in summer classes at Stetson, in which case it ends on their last day of classes.

Student Athlete Eligibility

In compliance with NCAA rules, student-athletes must report their employment to the University's Athletics Compliance Office prior to starting a job. The student-athlete must complete a form, which is then signed by the student-athlete and a compliance officer. Please note that adherence to the NCAA regulations is the responsibility of the student-athlete but is coordinated by the Athletics Compliance Office within the Athletics Department.

For questions concerning student athlete eligibility contact the Athletics Compliance Office at (386) 822-7490.

International Student Eligibility

For international students who are eligible to work on campus, the hiring process may take longer than domestic students and can require additional steps. International students should contact Roxanne Lewis from WORLD or Nora Huth, the Assistant Director of Student Employment, for assistance once offered a student employment position.

Finding a Job & Getting Hired

The Office of Student Employment does not guarantee employment or place students directly into an on-campus position. Students must apply for and attain positions on their own.

- *There are three ways to find a student employment position at Stetson:*
 1. HatterJobs website (See instructions below).
 2. Student Employment Job Fair held the first month of the Fall semester.
 3. Word of mouth: Asking advisors, friends, teammates, professors, staff, etc. regarding their knowledge of open positions and how to apply.
- *Steps to Search for Employment on HatterJobs:*
 - 1) Go to stetson.edu/career.
 - 2) Select the green login button.
 - 3) Log in with your Stetson credentials.
 - 4) Select “My Jobs” from the left column.
 - 5) Type “student employment” in the Keyword search box.
 - 6) Select the position that interests you.
 - 7) **Follow job specific application instructions.**

NOTE: There are many students applying for each position, students are encouraged to include information in their application that makes them stand out to the department. A student should visit the Career and Professional Development Office in the Rinker Welcome Center for assistance regarding any questions concerning resumes, cover letters, or how to make themselves stand out in the hiring process.

Once Hired

Students Who Have Never Worked for Stetson Previously

Students will receive on-boarding documents and instructions in their Stetson email. Students are required to complete their W-4 and I-9 forms before they can begin working on campus.

- **W-4 Form** - An IRS form that all student employees must submit at the time of hire. This form notifies Stetson regarding what taxes must come out of each paycheck.
- **I-9 Form** - A federal form that must be completed in person by all students hired for any position prior to their first day of work to verify eligibility to work in the United States. The I-9 form requires that employees present original documents to the Office of Student Employment.

- Acceptable I-9 Documents
 - Listed on the last page of the I-9 as acceptable documents, the employee can present one document from List A OR a combination of one document from list B and list C. All documents must be unexpired on the first date of employment.
 - The documents most commonly used by **domestic students** are:
 1. An original Social Security card and original photo I.D. (driver's license, school I.D., etc.) OR
 2. An original birth certificate and original photo I.D. (driver's license, school I.D., etc.) OR
 3. An original unexpired US Passport

***International students** will need different documents based on their visa and should email studentemployment@stetson.edu to find a time to meet to complete the necessary paperwork.

- New Student Employee Orientation- All new student employees must complete the online orientation. Communication regarding this process and timeline will be through email from the Office of Student Employment. Failure to complete orientation will result in termination.

All Hired Students

All students need to complete the Job Offer Acceptance Form for every position they accept as a student employee at Stetson University. This Form includes information regarding FERPA, safety, confidentiality, and the rights & responsibilities of our Student Employees.

Steps for Accepting a Job Offer

1. Login to your myStetson account.
 2. Select your **OneStop** tab.
 3. Select the **Forms** dropdown.
 4. Choose **Job Offer Acceptance**.
 5. Select your new position listed there.
 6. Read through the document and check the boxes next to each section.
 7. E-sign the form.
 - 8. Please note that the hiring process can take up to two weeks.**
- Student Title IX Training Course- Title IX Training is mandatory to be completed once a year in July, October, or February, depending on hire date. Communication regarding this process will be through email. Failure to complete training will result in termination.

Work Hours, Limits, and Schedules

Students typically work about 10 hours per week throughout the academic year. In special cases, student employees are allowed to work up to a maximum of 20 hours per week at all jobs combined during the academic year. A student's work schedule will be determined by the student and their supervisor(s) based on department needs and class schedule. During periods when classes are not in session, student employees may work up to 29 hours per week.

Students are not permitted to work during a scheduled class or exam time in any case.

Students are responsible for entering all their hours into web time entry and submitting their timesheets at the end of each pay period.

Federal law does not require lunch or coffee breaks. However, when employers do offer short breaks (usually lasting about 5 to 20 minutes), federal law considers the breaks as compensable work hours that would be included in the sum of hours worked during the work week.

Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time. Any extension of the break is contrary to the employer's rules, and any extension of the break can be reprimanded.

Bona fide meal (lunch/dinner) periods (typically lasting at least 30 minutes), serve a different purpose than coffee or snack breaks and, thus, are not work time and will not be paid.

A student cannot participate in a preliminary training period without pay. A student must be hired prior to a preliminary training period.

Each student must monitor their earnings in order to not exceed their yearly allocation.

NOTE: The more hours an employee works, the faster the student will earn the maximum amount of their yearly allocation. Once a student employee maximizes their allocation for the year, the student employee may be required to cease working.

Yearly Allocation

Student employment is funded by federal, state, grant, and University resources.

For students receiving Federal Work Study, the yearly allocation is shown on their financial aid profile indicating their eligibility to work. Student employees who are not receiving Federal Work Study will not see their allocation on their award, though they are still eligible to work and have the same \$3000 per fiscal year allocation.

The Office of Student Employment will consider increasing a student's yearly allocation based on demonstrated financial need or a student's unique ability to serve the institution. In each case, the supervisor or student will need to contact **studentemployment@stetson.edu** directly.

Wages, Payroll, and Tax Information

The Stetson standard wage for the 2020-2021 student employees is \$8.60/hour. Supervisors may request a higher rate in consultation with the Assistant Director of Student Employment, however, any changes to hourly earnings will not change the student's maximum of \$3000 per fiscal year allocation.

No salary, stipend, or lump sum payments are allowed. Therefore, all hours earned must be submitted and approved by the student and supervisor via electronic web time entry.

Student employees are paid on a bi-weekly pay schedule. To view the 2020-2021 pay period and pay date schedule, please follow this [link](#).

When a student employee is enrolled full time during the academic year, they will likely not pay FICA medical or social security taxes. Students not taking classes (typically in summer) will have FICA taxes taken out based on their W-4 form.

To find how much an unmarried person without dependents will have deducted in taxes per pay period, please consult page 51 of the IRS guide found [here](#).

For all tax and payroll questions contact payroll@stetson.edu.

Direct Deposit

Paychecks can be automatically deposited into a checking account, a savings account, or into multiple accounts.

To Setup Direct Deposit:

Complete the [Direct Deposit form](#) and turn into the Office of Student Employment.

Due to a pre-notification process, it may take up to two payrolls before a new direct deposit form goes into effect. Students can monitor the status of their paycheck on myStetson. Providing accurate bank information will avoid payment delays.

For more information regarding direct deposit email payroll@stetson.edu.

COVID-19 ADDENDUM: To complete a Direct Deposit Form, students should print out the form from the Forms and Materials page of our website and then submit a picture/scan of the completed form to the Payroll department at payroll@stetson.edu.

Student Employment Policy

Students, who are employed by the University through student employment, while classified primarily as students, have the additional rights and responsibilities as employees of the University.

Workers' Compensation

Student employees are covered under the University's workers' compensation insurance should a work-related injury occur. If an injury occurs, students should immediately contact their supervisor, who will follow the reporting procedures. Students, however, do not have other health, vacation, etc. benefits through the University.

Workplace Conflicts

If conflicts arise between student employees and their supervisor, supervisors shall make every effort to satisfactorily resolve the issue. Unresolved conflicts arising from employment or termination issues may be directed to the Office of Student Employment.

For further information on how workplace conflicts are resolved please reference [Stetson University Policies and Procedures](#).

Reappointment

A student employee is not guaranteed continued employment from one semester to the next. The supervisor may end the appointment at any time (see Termination Section below).

Leave

Student employees are not eligible for paid leave such as vacation, paid holidays, disability leave, funeral leave, sick leave, or jury duty. However, these can be considered reasons for excused absences when coordinated through their supervisor. Such leaves are without pay.

At-Will Employment

Stetson adheres to the principle of employment-at-will. In compliance with employment-at-will, the University or the individual employee may terminate the employment relationship at any time and without any advance warning. The severance of the employment relationship may be based on good cause, bad cause, or no cause at all.

Resignations

If a student decides to change jobs or stop working, it is customary to give the supervisor prior notice before leaving. Two weeks notice is the standard notice to give employers.

If there are any questions or concerns, students should contact the Office of Student Employment.

Terminations

Student employees may be terminated at any time for reasons including, but not limited to:

- Failure to satisfy the requirements of the job as defined by the supervisor
- Failure to fulfill the responsibilities and safety requirements for student employees as agreed to prior to employment
- A violation of the Stetson University Code of Community Standards
- In most cases these students are still eligible to work in other on-campus positions. In some situations, students will become ineligible to work on-campus based upon their reason for termination as determined by the Assistant Director of Student Employment.

Unemployment Compensation

Students working under the Student Employment program are not eligible for unemployment compensation after termination of employment, since they are considered temporary employees, throughout their tenure as students.

Nondiscrimination Policy Statement

It is the policy of Stetson University not to discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or any other category protected by federal, state, or local law, in its educational programs, admissions policies, financial aid, employment, or other school administered programs. The policy is enforced by Stetson and, where applicable, federal laws such as Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The University is an equal opportunity educational institution. For more policy information refer to Stetson University's [Equal Employment Opportunity and Nondiscrimination Policy](#).

The university's commitment to nondiscrimination and to equal employment opportunity applies to all personnel actions. These include, but may not be limited to, recruitment and employment, advancement and promotion, compensation, benefits administration, training, and development.

Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. The law forbids sex discrimination in all university student services and academic programs including, but not limited to, admissions, financial aid, academic advising, residential life, athletics, discipline, recreational services, health, wellness and support services, academic assignments and grading. Title IX also forbids sex discrimination in university employment and recruitment consideration or selection.

Title IX violations include discrimination on the basis of sex or gender and include sexual harassment, sexual violence, sexual exploitation, sexual misconduct, dating violence, domestic violence, and stalking.

It is the policy of Stetson University, in accordance with federal and state law, to prohibit unlawful discrimination. Sex discrimination includes a variety of behaviors that can limit or negatively impact educational opportunity. These behaviors include: sexual harassment, sexual violence, stalking, relationship violence (dating, domestic and intimate partner violence), gender identity, gender presentation and sexual orientation discrimination.

The Office for Civil Rights (OCR) in the U.S. Department of Education is responsible for enforcing Title IX.

For more information on Title IX please refer to [Stetson University's Title IX](#) page.

Gender-Based Misconduct, Sexual Assault, and Interpersonal Violence Policy Statement

Stetson University seeks to provide all members of the community with a safe and secure learning and work environment that is free of crime and/or policy violations motivated by discrimination, sexual and bias-related harassment, and other violations of rights. The University supports a zero-tolerance policy against discrimination or gender-based misconduct, sexual assault, and interpersonal violence toward any member or guest of the Stetson University community. Any individual who has been the victim of an act of violence or intimidation is urged to make an official report. A report of an act of violence or intimidation will be dealt with promptly. Confidentiality will be maintained to the greatest extent possible within the constraints of the law. for reasons of age, creed, race, ethnicity, national origin, religion, gender, disability, immigration status, marital status, political or social affiliation, sexual orientation, gender

Stetson University has procedures in place regarding the receipt, investigation, and resolution of complaints of sex and gender-based discrimination. The University will initiate a prompt, thorough, and impartial investigation into allegations of sex or gender-based discrimination. This investigation is designed to provide a fair and reliable determination about whether the University's nondiscrimination, Sexual and Unlawful Harassment, and/or Gender-Based Misconduct, Sexual Assault, and Interpersonal Violence policies have been violated. If so, the University will implement a prompt and effective remedy designed to end the discrimination, prevent its recurrence, and address its effects.

For additional information please refer to [Stetson University Policies and Procedures](#).

Americans with Disabilities Act

The Americans with Disabilities Act (“ADA”) and other federal, state, and local laws provide an opportunity for greater economic security for a significant number of citizens by providing orderly processes for achieving and maintaining employment. Beyond any legal requirement, the University strives to demonstrate its commitment to this concept by requiring the removal of unnecessary and artificial barriers to employee selection and work access and by maintaining an orderly and structured process for working with employees in an interactive process to make reasonable accommodations that allow an otherwise qualified individual with a disability to perform the essential functions of a job assignment. It is the policy of Stetson University to provide reasonable accommodations in employment to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the operation of the University’s business or would change the essential functions of the position. Retaliation against an individual with a disability for using this policy is prohibited.

Members of the college community who are protected under the law and who believe that they require consideration/accommodation must provide, in writing, the following information:

1. Describe the nature, severity, and duration of the employee’s impairment
2. The activity or activities that the impairment limits
3. The extent to which the impairment limits the employee’s ability to perform any specific employment activity or activities
4. Substantiates the need for accommodation and makes suggestions, if reasonably possible, for any specific accommodations

For more information please refer to:

- [Stetson's Reasonable Accommodation/Americans with Disabilities Act \(ADA\) Policy](#)