



# ASBURY UNIVERSITY

*Academic Excellence & Spiritual Vitality*



## STUDENT EMPLOYMENT HANDBOOK

2022 - 2023

# Student Employment Handbook

## *A Guide for On-Campus Student Workers*

### **General Information**

The Human Resources Office .....	Page 3
Federal Work Study (and Community Service Jobs).....	Page 4

### **Processes**

Students: Finding a Job.....	Page 4
------------------------------	--------

### **Guidelines/Policies**

Student Employment Eligibility.....	Page 5
<i>Employment Time Frame</i>	
<i>High School Students</i>	
Salary Information.....	Page 5
<i>Time Cards</i>	
<i>Paychecks</i>	
<i>Pay Rate</i>	
Attendance.....	Page 5
<i>Punctuality</i>	
<i>Absences</i>	
<i>Schedule Changes</i>	
Maximum Hours.....	Page 6
<i>Weekly Hours</i>	
<i>Overtime</i>	
Summer Student Workers.....	Page 6
<i>Summer Housing</i>	
<i>Unpaid Interns</i>	
<i>Summer Student Worker Housing Applications</i>	
<i>Maximum Summer Hours</i>	
Regulations.....	Page 7
<i>Relatives</i>	
<i>Machinery</i>	
<i>Office Equipment and Keys</i>	
<i>Benefits</i>	
<i>Worker's Compensation</i>	
<i>Student Drivers</i>	
<i>FICA Tax</i>	
International Students.....	Page 8
<i>Social Security Numbers</i>	
<i>I-9 Form</i>	
<i>Eligibility for Work</i>	
<i>FICA Exemption</i>	
<i>Weekly Hours</i>	
Changing Jobs and Termination.....	Page 9
<i>Resignation</i>	
<i>Changing Jobs</i>	
<i>Termination</i>	
<i>Appeal Process</i>	

### **Tips for Students**

Solving Job Conflict.....	Page 10
Professionalism.....	Page 11
<b><u>Overview of On-Campus Jobs</u></b> .....	Page 12
<b><u>Conclusion</u></b> .....	Page 13

# STUDENTS

---

Asbury University depends on its student workers. Without you, meals could not be served, the Luce Center would not open, nor would the classrooms be prepared for class. Asbury appreciates its student employees and desires to give you a positive employment opportunity that will enable you to help other students, earn money, and receive valuable work experience. Working at Asbury can also give you a work schedule that is flexible with your classes, a job close to your residence hall, and a friendly atmosphere. Asbury University is a great place to work!

Your student job at Asbury University can be a career stepping-stone. This job will enable you to establish good references for future placement as well as broaden your experience and skills. All student jobs can become assets for future careers! Although you are encouraged to seek a campus job that allows you to develop skills in your major, jobs that are not specifically in your field are great resume builders and may help you get that first job after graduation. **Make the most of this opportunity!**

*Thank you for your service to our campus community!*

**“WHATEVER YOU DO, WORK AT IT WITH ALL YOUR  
HEART,  
AS WORKING FOR THE LORD, NOT FOR MEN.”  
~ COLOSSIANS 3:23 ~**

## GENERAL INFORMATION

---

### *The Human Resources Office (HR)*

- The Human Resources Office is the office at Asbury University designed to assist students in their job searches **on campus**. It serves students by providing a centralized place to find information about on-campus jobs. The HR Office also serves departments and supervisors by posting job vacancy notices as well as referring students to them in order to fill job vacancies.
- Information about off-campus employment can be obtained through the Office of Career and Calling. You may contact this office at ext. 2401 or through email at [careerandcalling@asbury.edu](mailto:careerandcalling@asbury.edu).
- The HR Office does not place students in their positions. It provides information and referrals of available jobs and student workers but does not place them in positions.
- **The HR Office is located on the second floor of the Administration Building. The office phone number is (859) 858-3511 ext. 2240.**

## *Federal Work Study (FWS)*

- Federal Work Study is awarded to eligible students by the Financial Aid Office. Eligibility is determined on the basis of financial need. If students have questions about their FWS eligibility or status, they should contact the Financial Aid Office.
- Federal Work Study is a federal need-based program and students in the program must be degree-seeking. Eligibility for the program is determined by information provided on the FAFSA.
- Although a job is not guaranteed for FWS eligible students, the University has a responsibility to attempt to give them an opportunity to work. Supervisors should keep this in mind when hiring student workers. Students, however, also have a responsibility to work at securing their own positions.
- FWS money is paid directly to the student via direct deposit and is not applied to the student account. The student is responsible for applying any earnings to their student account.
- Students are not required to have FWS in order to work on campus. The only jobs paid through the University that require FWS are the Community Service jobs (jobs held at local organizations, such as the Wilmore-High Bridge Community Service Center). These jobs will be posted on the Job Boards, as if they are on-campus positions.

## **PROCESSES**

---

### *Students: Steps to Finding a Job*

1. **Student Employment Application.** Some departments may require a student to fill out an application. Direct contact with the department will determine whether such an application is needed.
2. **Check the on-campus job postings.** Job postings may be found on the Human Resources Webpage and with the QR Code.
3. **Visit the departments with job openings and talk with the supervisor.** Follow up with the supervisors until you have found a position. Don't give up! Sometimes finding a job can be frustrating. If you are having trouble finding a job on campus and/or you have a Federal Work Study award, you may want to come by the HR Office for suggestions.
4. If this is your first on-campus job, you are required to **complete I-9, W-4 and K-4 forms.** You will also need to complete your direct deposit enrollment online. Instructions for enrolling in direct deposit are available from the Student Accounts and Human Resources offices. **You will not be paid until you have completed these items.**



NOTE: To complete the I-9 form, you must have either a valid passport OR a driver's license/Asbury ID **PLUS YOUR ORIGINAL SOCIAL SECURITY CARD or BIRTH CERTIFICATE.** If you have any questions about the required documents, please contact Human Resources.

# GUIDELINES/POLICIES

---

## *Student Employment Eligibility*

### **Employment Time Frame**

A student is eligible to work beginning with the term immediately prior to enrollment through the term immediately following enrollment. For purposes of eligibility, terms are defined as fall, spring, and summer. For example, if a student graduates in May, the student may only work during the summer term but would not be eligible for work after fall semester begins. There are no minimum class load requirements for a student to be employed; enrollment in any classes constitutes enrollment.

### **High School Students**

High school students cannot be paid as part-time student employees unless enrolled in the Asbury Academy, or the student has graduated from high school and has enrolled with Asbury University. Enrollment will be verified through the Registrar's Office.

## *Salary Information*

### **Time Cards**

Student workers must complete a time card or punch a time clock every time they work. Both the supervisor and the student must sign the card certifying the hours reported at the end of the two-week pay period. It is the student's responsibility to submit their timecard or verify that their supervisor has turned it in for them. The student will be paid the following Friday. Supervisors should clearly communicate when time cards need to be turned in by students in order to be signed.

### **Paychecks**

Paychecks are direct deposited biweekly on Fridays. The Student Payroll Schedule is available online on the Human Resources webpage under ["Student Jobs Documents & Forms"](#)

### **Pay Rate**

The majority of campus jobs pay at the minimum wage rate. However, some jobs pay slightly more, namely those requiring special skills, Facilities Services, ITS, and Dining Hall employment. Any rate other than minimum wage must be approved by Human Resources.

## *Attendance*

Being both a student and a school employee will be demanding on students' time. Therefore, time management is extremely important in balancing studies, student activities, and work schedule.

### **Punctuality**

The student worker should demonstrate professionalism by being punctual. Supervisors can encourage punctuality by setting department guidelines and by stating clearly that excessive tardiness may result in loss of work privilege.



## **Absences**

Each department should have a policy concerning student employee absences. A general guideline would be that student workers are required to give twenty-four hour notice for any non-emergency absences. Furthermore, the department may wish to set up a procedure for the student worker to be responsible for finding a replacement in non-emergency absences. Students should be aware that unexcused absences from work may result in loss of work privilege.

## **Schedule Changes**

*Any* changes in a student's work schedule must be approved by the supervisor. If the job is such that another worker in the department is qualified to fill the position in your absence, your supervisor may require you to find a replacement, except in cases of extreme emergency.

## ***Maximum Hours***

### **Weekly Hours**

Asbury recommends that students work no more than 20 hours per week (all on-campus jobs combined) during the fall and spring semesters to ensure that they are keeping up with their studies. During the summers and school breaks students may work up to 40 hours per week.

\*Please note that different limits may apply to international students. Please refer to the section in the Handbook titled "International Students – Weekly Hours"

### **Overtime**

Student workers may not work overtime hours. Students are permitted to work a maximum of 40 hours in accordance with Asbury University policy. *Any* exceptions must be pre-approved by the Human Resources Office.

## ***Summer Student Workers***

### **Summer Housing**

Students who are working on campus on a full-time basis (40 hours per week) and are taking no more than 1 class totaling no more than 3 in the seat credits during the summer school session may live in the residence halls (double occupancy) at no charge. This does not apply to online courses. These students are also exempt from participating in the meal plan. *To qualify for such, the student must fill out a Summer Student Worker Housing Application-see below.* The student may occupy the residence hall only during the time in which they are employed.

If working on campus less than full time (39 hours or less per week) **OR** taking more than 1 class totaling more than 3 credits during the *entire* summer, students will be charged the full room and board charge unless they have been exempted by the Assistant Vice-President for Business Affairs.

Summer job information will be available after spring break.

## **Unpaid Interns**

Students with unpaid internships must be registered for academic internship credit with Asbury University during the summer term and have completed all necessary contracts as required by the Registrar's office. The student may take no more than one class, totaling 3 credits for the summer outside of the internship. This does not apply to online courses. The student must perform the internship on campus for an Asbury University department and provide the service to the University. The student must perform the internship on a full-time, 40 hours per week basis. The student may occupy the residence hall only during the period of time in which they are completing the internship.

Combined arrangements:

A student may be considered for summer housing if they are serving in combined arrangement that includes both of the above conditions (employed and unpaid internship). The student must complete 40 hours of weekly service to the institution. The unpaid internship and paid employment must be in two separate departments and may not overlap. This separation must be reviewed and approved in advance by the Human Resources Office. An employee may not perform unpaid services to the university that are covered in their employment job description.

All summer workers living in the residence hall are subject to the regulations of summer residents. Room assignments and move in/move out dates are at the discretion of the Residence Life Office and may require students receiving housing under this policy to relocate depending upon changes in the housing schedule.

## **Summer Student Worker Housing Applications**

All applications for summer housing must be approved by Student Life and Human Resources. Rooms will be reassigned for the summer. Asbury University reserves the right to deny housing or remove from residence anyone who does not meet community standards or eligibility requirements. Community standards are in effect for the duration of the summer. Any questions about the community standards of summer workers may be directed to the Associate Dean for Residence Life.

**Applications are available in the HR Office after spring break.**

## **Maximum Summer Hours**

A student who works in the summer may not work more than 40 hours a week. Overtime is not permitted for student workers. *Any* exceptions must be pre-approved by the Human Resources Office.

## ***Regulations***

### **Relatives**

Spouses, parents, and other close relatives may work at Asbury University, provided their work areas are physically separated. It is University policy that spouses, parents, and other close relatives do not supervise each other.

### **Machinery**

Students under the age of 18 may not be hired to operate machinery such as meat processors, bakery machines, circular saws, and power-driven woodworking machines. This is in compliance with the Kentucky Child Labor Law.

### **Office Equipment and Keys**

Student workers should not use office equipment for personal use without the permission of the supervisor. If a student worker in the department has access to University keys, the student should be aware that misuse of the keys may be cause for losing their work privilege.

### **Benefits**

Student workers do not receive any employee benefits such as sick, vacation or holiday pay even when working full-time summer hours. Students receive the usual hourly rate when asked to work on a holiday.

### **Worker's Compensation**

Students are covered by Worker's Compensation during their work time on-campus. In the event of an injury sustained by a student worker on the job, a supervisor should be informed *immediately*. Supervisors should follow the worker's compensation procedure as they would for staff and faculty employees and notify Human Resources immediately.

### **Student Drivers**

Any student wishing to drive for University functions: (a) must be approved through Switchboard, and (b) must verify automobile insurance coverage. If driving a University-owned vehicle for University functions, the student may be paid an hourly wage when specifically approved by the appropriate Administrative Officer. If driving a personal vehicle for University functions, the student may be reimbursed for mileage at the appropriate rate but may not be paid an hourly rate.

### **FICA Tax**

Student workers employed during non-enrollment periods, specifically summers and semester breaks, may be subject to FICA (Social Security) tax if the student does not meet the government requirements for a "full-time" student. A full-time student is defined as a student who is registered for a minimum of 12 credit hours for fall and spring semesters.

## ***International Students***

### **Social Security Numbers**

Each international student must obtain a confirmation letter from the Social Security Office before they are able to begin working on campus. Students will be given a Social Security Documentation form by the Human Resources office to be signed by their Supervisor and DSO (Designated School Official for Student and Exchange Visitor Program). This document is needed when applying for the Social Security card and must be given to the Social Security Office. Once the student receives their Social Security card, it must be brought to the Human Resources office to complete employment documentation.



## **I-9 Form**

All international students must complete an I-9 form before beginning work. This form is available in the Human Resources. For the I-9 form students will need to bring their Passport & I-94 form, which can be found at <https://i94.cbp.dhs.gov/I94/consent.html>.

**The Human Resources Office must verify that international students have the correct documentation to work in the United States.**

International students are also required to complete a reverification of the I-9 form if their employment authorization documentation expires. A new I-9 form must be completed if the student has had a 12 month lapse in employment.

## **Eligibility for Work**

International students may work for Asbury University while enrolled or between terms. After graduation or termination of enrollment, students may work for Asbury University only if they are attending a graduate institution the following semester. They are able to begin working no sooner than 30 days prior to school starting.

## **FICA Exemption**

International students are exempt from FICA if they meet the following conditions:

- 1) a nonresident alien for U.S. tax purposes
- 2) hold an F-1, J-1, M-1, or Q-1 visa
- 3) are working in furtherance of the purpose for which the visa was issued (i.e., education)

## **Weekly Hours**

International students are limited to working 20 hours per week (all on-campus jobs combined) during the fall and spring semesters. If they are not in classes during the summers and school breaks, they are permitted to work up to 40 hours per week.

## ***Changing Jobs and Termination***

### **Resignation**

If student workers find a job to be too much of a demand on their time or not a good match with their skills, they may resign from the job. Each department may wish to set up a guideline for the amount of notice that would be appropriate. Supervisors may prefer to set a time frame when student workers will inform them if they are planning to work during the next school term. A general guideline for resignation is two weeks notice.

### **Changing Jobs**

Student workers may change jobs between semesters if they find a job that is more conducive to their school schedule or more beneficial to their career development. The HR Office discourages changing jobs mid-semester as it is often hard to find a replacement during the school term and it does not promote job professionalism.

### **Termination**

Discipline for student employees will vary according to the nature of the infraction and may be in the form of a verbal warning, a written warning, or immediate termination. Supervisors must work in consultation with the HR Office before making final decisions in these situations.

Although not an exhaustive list, the following examples constitute cause for termination. Asbury University, at its own discretion, may determine that other unlisted types of behavior constitute cause for termination.

- Excessive absenteeism
- Excessive tardiness
- Failure, neglect, or inability to perform assigned duties
- Failure to act in a courteous or cooperative manner toward employees, students, or the general public
- Violation of University or departmental rules
- Dishonesty
- Providing false medical statement
- Insubordination
- Fighting
- Falsifying employment application, resume, or references
- Job abandonment (unauthorized leave of absence exceeding 3 work days)

### **Appeal Process**

If a student feels that a termination decision was reached unfairly, the student may file a written appeal in the HR Office. The appeal should explain the situation clearly and should be filed within 7 working days of the termination. The appeal will be considered by the Director of Human Resources in consultation with the terminated student, and the supervisor.

## **TIPS FOR STUDENTS**

---

### ***Solving Job Conflict***

When you work closely with others, conflicts are bound to arise. Conflict management is not easy, but with practice you can learn to deal with conflict effectively and proactively. Whether you have a conflict with another student worker, a supervisor, or a customer, there are a few basic things to remember:

- Always discuss the matter directly with the person involved in the conflict situation, the sooner, the better. If another student worker is frustrating to work with, approach the student directly and respectfully rather than discussing the student with someone else.
- If the situation does not change, discuss the matter with your supervisor when it involves another student. In the case of conflict with your immediate supervisor that is not resolvable, you may discuss the matter with the head of the department.
- Avoid escalating the conflict. When emotions and frustrations are running high, it's best to take a few moments away from the situation. Try not to raise voice level or use inappropriate actions to express anger. This may cause more tension and stress instead of releasing frustration.

## *Professionalism*

Professionalism is very important in a student job. Being professional means being punctual, present and committed. Get off to a great start in your new student job by following these suggestions:

- Be punctual.
- Ask for time off in advance and only when absolutely necessary.
- When you say you will do something, do it. Follow through; be dependable and trustworthy.
- Be courteous and cheerful to those in your department as well as to customers and clients.
- Maintain confidentiality of the information with which you are working.
- Dress appropriately for the job.
- Follow the guidelines of the department.
- Handle conflict proactively. Discuss the matter directly and calmly before the problem can escalate.

Although your student job may not be your favorite job on campus, acting professionally and demonstrating a strong work ethic, helps build character that will be useful in all of your future employment. Eventually you may be able to find an on-campus job that matches your major and skills perfectly. A good reference from one on-campus job can make the difference in your getting another on-campus job. The most important step is to do your best at what you are doing *now*. The skills you are learning and references you are gaining will help you succeed in life.

# OVERVIEW OF ON-CAMPUS JOBS

Most departments employ student workers in some way. The following is a general overview of the student jobs at Asbury. This is not a complete list. For a full listing of all jobs and their descriptions, visit the Human Resources Office.

- Admissions Ambassador
- Lab Assistant
- Lab Clean-Up, Lab Dishwasher
- Lab Prep
- Computer Lab Monitor
- Computer Lab Supervisor
- Computer Class Assistant
- Student Grader (many departments)
- Bookstore Sales Clerk
- Dishwashers
- Cafeteria Servers
- Cafeteria Checkers
- Bakery Assistant
- Cafeteria Set-Up
- Christian Ministries Resource Center Assistant
- Clerical/Office Assistant (many departments)
- College Post Office Clerk
- College Post Office Mail Carrier
- Curriculum Lab Assistant
- Research Assistant (many departments)
- Concession Worker
- Laundry Personnel (Luce Center)
- Student Managers (varsity teams)
- Student Athletic Trainer
- Ticket Sales Personnel (Luce Center)
- Student Intramural Assistants
- Intramural Events Worker
- Intramural Referee
- Intramural Scorer/Timer
- Conference Services Assistant
- Internet Publisher
- Media Relations Specialist
- Assistant Producer
- Tutor (Writing Center)
- Student Archive Assistant
- Library Circulation Desk
- Media Center Assistant
- Lifeguard
- Special Events Set-up (Luce Center)
- Cable Television Personnel
- Student Accompanist
- Custodial Worker
- Carpenter Assistant
- Electrician Assistant
- Grounds Worker
- Parking Enforcement
- Security Officer
- Student Government
- Resident Assistant
- Student Driver
- Challenge Course Apprentice Staff
- Receptionist
- Switchboard Operator

**Good luck on your job search!**

**REMINDER:** All information regarding off-campus employment is posted with the Office of Career and Calling at ext. 2401.

# CONCLUSION

---

This handbook has been developed by the Human Resources Office. Any questions should be directed to the HR Office at extension 2240.

All statements in this publication are announcements of present policy only and are subject to change at any time without prior notice. They are not to be regarded as offers of contract.

Employees can be terminated at will by Asbury University. The procedures and policies indicated do not prohibit in any way the administration of this University from terminating an employee immediately and without prior notice.