STUDENT EMPLOYMENT MANUAL

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I. INTRODUCTION

This manual is designed for use by those who hire and/or supervise student employees and by students employees in the Federal Work-Study and/or Institutional Work-Study programs. Answers to various questions concerning policies, procedures, supervisor responsibilities and student responsibilities are provided for the user in this manual. Black Hills State University offers two distinct employment opportunities for students: the Federal Work-Study program and Institutional Work-Study Program. The similarities and differences in policies and procedures for these programs are also contained in this manual. The University supports consistent application of student personnel policies and procedures throughout the campus.

Student employment programs at Black Hills State University have three primary purposes:

1. To provide students with financial support,

2. To provide students with real world work experience, and

3. To help carry out the daily operations of the institution.

II. STUDENT EMPLOYEE DEFINITION

A student employee is a part-time employee who is concurrently enrolled at Black Hills State University with the primary goal of achieving a degree. Thus, the employment is interim or temporary in nature and is incidental to the pursuit of an academic program. Students are eligible for Federal work-study based on their FASFA. Federal work-study students will receive and email authorization at their BHSU email account at the beginning of August, which will be forwarded to the Electronic Personal Action Form originator and supervisor. Students should not begin working until an EPAF has been approved; this must be completed by the 12th of the month to be included in the upcoming pay period. If there are any questions, please contact Financial Aid. **Students may not perform any work or subsequently be paid for work performed before all steps in the hiring process have been completed.**

III. ELIGIBILITY FOR STUDENT EMPLOYMENT

In order for a student to qualify for student employment, the following criteria must be met (see Section VIII for International Students):

A. During the regular school year, the student must be enrolled in at least 6 credit hours for the semester in which the student is employed.

B. During the summer, a new student must be planning to enroll in at least 6 credits for the next fall semester, and a continuing student must be pre-registered for at least 6 credit hours in the fall semester. A student that will be graduating in the summer might be eligible to work on campus for all or part of the summer; these situations will be reviewed on an individual basis.

C. To work between semesters, a student employee must be pre-registered in at least 6 credit hours for the upcoming semester.

D. In order to be eligible for employment, student employees must be continually enrolled in the appropriate number of credit hours.

E. A student employee who will not be returning in the upcoming semester must terminate employment by the last day of the current semester.

F. **It is the employing department's responsibility to ensure that student employees are enrolled for the required number of credit hours each semester.**

Note: Eligibility requirements for student employment are separate from criteria required for Social Security tax exempt status.

IV. STUDENT EMPLOYMENT AUTHORIZATION PROCEDURE

A. DOCUMENTS NECESSARY FOR A STUDENT TO BE PAID:

• **Student Employment Authorization Form** –

After the Human Resource Office receives the required paperwork and documentation (see below) a payroll record will be created**. Completed forms and documentation must be submitted before a student begins working.** Processing time for any form submitted is approximately three days but it can be longer during peak periods.

Paperwork received after the 10th day of the month may not be included in the next month's payroll process. A student returning to work for a particular department must be authorized at least once per academic year. Each account change or pay rate change requires a new authorization form and a Termination of Employment form. Pay rate changes will be effective with the current pay cycle. Any student not meeting university requirements to work must resolve the problem BEFORE continuing employment. If a student should inadvertently work past eligibility, adjustments will be made in the payroll system for any unauthorized time worked until requirements are met.

• **W-4 Form** - This statement should be completed by the student and returned to the Human Resource Office.

• **I-9 Employment Verification Form** – Described below.

• **Direct Deposit Authorization Form** – Federal work-study students have the option of declining direct deposit; however, direct deposit is highly encouraged to avoid delays in pay. All institutional student employees are required to use direct deposit. This authorization will stay in effect until written notice is provided to the Human Resource Office.

• **Time sheets/SNAP** –Time Sheets may be accessed through the SNAP portal (http://snap.sdbor.edu). Any supervisor who approves web time entry is responsible for the accuracy of the information, and is certifying that the student has actually worked the hours reported.

***If, for any reason, a student does not submit a time sheet via SNAP for a particular pay cycle, a paper time sheet must be completed by the student and approved by the supervisor and a Time and Leave Correction Report (found on the HR website) must be completed by the supervisor. The time sheet can be requested from Kim Nida in Student Financial Services in Woodburn 114 and should be returned to the Human Resource Office along with the Time and Leave Correction Report. Payment for any paper time sheets will be the last working day of the following month.

***Supervisors - In order to approve student timesheets on SNAP, supervisors must be set-up with approver access. Please allow 1-2 weeks for your approver access to be completed if you haven't previously approved time sheets on SNAP . To expedite the process, you can contact HR and request

approver access prior to submitting your student authorizations. A web time entry approver's manual is located on the Human Resources web page on www.bhsu.edu. If you have any questions, please contact the Human Resources Office.

IMMIGRATION REFORM CONTROL ACT OF 1986

On November 6, 1989, President Reagan signed into law the Immigration Reform Control Act. This act makes it unlawful to knowingly hire an alien who is not properly authorized to work in the United States. Therefore, all students must submit verification of identity and employment authorization by bringing the original documents listed below to the Human Resources Office in Woodburn 202.

DOCUMENTATION REQUIRED

If one document is supplied from Group I, no further documentation is needed.

Group I - Identity and Employment Authorization

• US Passport should be consistent – either US or U.S.

• Certificate of U.S. Citizenship

• Certificate of Naturalization

• Unexpired Foreign Passport with Valid Unexpired Endorsement

Authorizing US Employment

• Resident Alien Card (Green Card) or Other Alien Registration Card

If no document is supplied from Group I, then two documents must be supplied, one from Group II and one from Group III.

Group II – Identity

• Valid BHSU ID Card

• Driver's License

• State Issued ID Card with Photograph

• Notice of Discharge from the US Armed Forces

• Document evidencing active duty or reserve status in the US Armed Forces

Group III - Employment Authorization

• U. S. social security card issued by the Social Security (other than card stating it is not valid for employment)

• Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)

• Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal

NOTE: Students must complete this procedure when they are initially hired as a BHSU student employee. They do not need to complete this procedure during subsequent years even though they may be employed in a different position within the University or an off-campus (FWS) agency. However, I-9 employment verifications expire three years from the date of hire. Students will not be paid unless their eligibility to be employed has been verified.

B. HOURS WORKED

In the fall and spring semesters, student employees will be restricted to no more than forty (40) hours of work per week.

Students are NOT eligible to work overtime hours.

C. SUMMER FEDERAL WORK-STUDY

Summer federal work-study is intended to be used for educationally-related expenses. By working a full/part-time summer federal work-study position, you are actually earning part of your financial aid for the coming school year. If you are not enrolled in classes during the summer, you will be expected to save your net earnings, minus any work-related expenses, for next year's educational costs. The following work-related expenses may be subtracted from your net earnings to determine your earnings that are counted as a resource for the next academic year: taxes, uniforms required for your job, travel, meals purchased at work, and actual day-care costs, if applicable. In addition to the items just above, dependent students are also allowed to offset their net earnings with actual room and board expenses only if they have remained in the Spearfish area solely to be employed under the Federal Work-Study Program and are not living with their parents. Independent students should seriously consider the effect of working during the summer on their financial aid award for the next academic year before starting a summer federal work-study position.

D. HOURLY WAGE GUIDELINES

Starting with the summer 2009 term (May 11, 2009), student employees can earn from $7.25 - $11.00 per hour. The pay rate is determined by the hiring department. Any supervisor who wishes to pay a student more than the maximum rate must complete a memo of justification for the pay rate requested and submit to the Human Resources Office. The supervisor and the department head of the unit must sign this memo of justification. Justifications must be based on job duties and market competition only.

Student Employee Compensation Plan

Class	Description/Qualifications	Hourly Rate		
I	Performs work of a routine or average nature under direct or limited supervision. Requires little decision-making. Includes data entry, basic clerical, general labor, custodial and grounds assistants.	Entry Max		7.25 8.25
II	Under general supervision, performs a variety of skilled tasks which require previous experience and/or technical or advanced knowledge related to the position. Includes high level comprehensive skills, responsibilities, training, and requires appropriate experience or course work beyond sophomore level and/or considerable discretion in judgment. Includes tutors, computer repair assistants, web design assistants and network services assistants.	Entry	Max	8.00 9.25
III	Under minimal supervision, works independently to perform work of a specialized or technical nature. Requires advanced training and/or experience. Work is normally within the student's course of study at the senior or graduate level. Employee may direct the work of others and/or be responsible for the project/assignment from conception through implementation and evaluation. Includes positions such as tutors, student interns in information systems or research assistants.	Entry	Max	9.00 11.25
IV	Pay Class IV is reserved for those cases where Black Hills State University is participating in a program involving outside entities at predetermined hourly rates, such as Student Technology Fellows, or where the nature of the position warrants a higher rate to attract candidates, such as the Life Draw Models.	Entry		11.00

E. COMMISSION

A flat rate may be used in certain circumstances if the department is paying a student on a direct commission basis, but must be approved by the Human Resource Office in advance.

For example: Jacket Journal Commissions

F. RAISES

To process a pay increase for a student, a new EPAF must be completed with the new rate of pay, and a Termination of Employment form (www.bhsu.edu/StudentEmployment) must be completed to end the time sheet for the old pay rate. Pay rate changes will be effective with the current pay cycle.

G. STUDENT PAYCHECKS

Students are paid on the last day of each month or the Friday before if the last day falls on the weekend. The cashier's window, located on the 1st floor of Woodburn Hall, distributes paychecks for students who work on campus and do not utilize direct deposit. Students should provide a self-addressed, stamped envelope to the cashier when they will not be on campus during a break period. If a student is employed in more than one position, the student will receive one paycheck. For federal work-study students who are not using direct deposit, the paycheck will be available for pick-up from the cashier's window in Woodburn Hall from 8:00 a.m. to 5:00 p.m. Monday - Friday. Paychecks for institutional work-study students not utilizing direct deposit are available after 3:00 p.m.

V. Rights and Responsibilities

A. SUPERVISOR'S RESPONSIBILITIES

It is the supervisor's responsibility to:

• Notify the Career Center of any job openings.

• During a job interview, it is essential that the employer clearly explain job responsibilities, performance expectations, pay rates, and work schedules associated with the position.

• Accurately complete the EPAF **before the student begins working by the 12th of each month.**

• After hiring a student employee, have the student bring the required documentation to the Human Resource Office so the rest of the paperwork can be completed.

• Provide the appropriate training and workspace for each student employee. Monitor the remaining work award for each federal work-study student.

• Notify the Career Center when positions become open, closed, or altered in any way and turn in the Termination of Employment form.

• Be certain the web time entry is accurate before approving and submitting on-line at the end of the pay cycle. The supervisor's approval and submission certifies that the student has actually worked all hours reported.

• Monitor student's six (6) credit hour requirement. This is the responsibility of the employing department.

● Notify the Human Resource Office when a student employee is no longer working by completing a Termination of Employment form (www.bhsu.edu/StudentEmployment).

B. STUDENT RESPONSIBILITIES

A student employee should make a serious commitment to his/her job. When hired for a position, the student becomes a member of a work unit that depends on him/her. Therefore, the supervisor may reasonably expect the student to:

• Report to work at the agreed-upon time, ready to work.

• Attend to assigned duties on the job, and not conduct personal business while at work.

• Work with a cooperative and positive attitude.

• Notify the supervisor as soon as possible if work schedule changes. Projects and exams may occasionally interfere with a work schedule; the student should notify the supervisor when such changes can be predicted.

• Record hours worked on SNAP each time you work.

• Work up to, but no more than 40 hours per week when classes are not in session.

• Submit completed web time entry to your supervisor no later than 9:00 a.m. on the 22nd of the month, unless otherwise notified.

• Notify the supervisor promptly in the event of a revision in the work award.

• Notify each supervisor if employed in more than one position on campus.

• Notify supervisor of any job-related accident.

• Student must maintain the minimum six (6) credit hour requirement.

The Federal Work-Study student also has responsibilities to the Office of Student Financial Aid. Since Federal Work-Study is based on financial need, the student is expected to:

• Notify Student Financial Services of any enrollment (credit) changes during the academic year.

• Maintain satisfactory academic progress (www.bhsu.edu/financialaid, choose Satisfactory Progress on the left-hand side).

• Earn no more than the pre-determined work award.

• Notify Student Financial Services of any changes in the family financial circumstances.

• Re-apply for financial aid each year (www.fafsa.gov) according to the deadline dates. The priority deadline for federal work-study is March 1.

• Submit all requested documents to Student Financial Services or the Human Resource Office in a timely manner.

C. STUDENT FINANCIAL SERVICES RESPONSIBILITIES

• Assist students in finding on-campus employment through the Career Center.

• Help students obtain career-related and practical work experience.

• Ensure University-wide compliance with Student Employment Policies and Procedures as established by the University. In addition, to recommend, and implement revisions.

• Help student employees understand their responsibilities and commitment to their jobs and their employer.

• Authorize payment of wages for student employees according to University guidelines and procedures.

• The office assists departments with their efforts to comply with appropriate regulations by monitoring payroll earnings, records, etc.

VI. Policy Guidelines for Student Employment

A. SOCIAL SECURITY TAX

Student wages are exempt from Social Security taxes if the following conditions are met:

1. Undergraduate student employees must be enrolled in at least six credit hours for fall and spring semesters and three credit hours during the summer session if employed during the summer session in order to receive student tax exemptions.

2. Graduate students must be enrolled in at least five credit hours for fall and spring semesters and three credit hours if employed during the summer session. Enrollment will be monitored prior to payroll checks being issued. If the enrollment criteria are not met, a total of 7.65% Social Security taxes will be withheld from all earnings for the pay period.

A matching amount will be charged to the budget from which the student's wages are paid. Hours worked between the fall and spring semesters are exempt from Social Security taxes if the student was enrolled in the previous semester and is eligible for enrollment for the upcoming semester.

B. EMPLOYMENT BENEFITS

The student employment program is considered a form of financial aid. Student employees are not eligible to receive other employment benefits such as, but not limited to: paid vacation, sick leave, holiday leave, medical, dental, life and long-term disability insurance, unemployment compensation insurance, and retirement benefits.

C. ON-THE-JOB INJURIES

Student employees are covered by Workers' Compensation Insurance for on-the-job injuries. Workers' Compensation provides for the payment of medical expenses and compensation to an employee who suffers the effects of an injury or who incurs an occupational disease arising out of and in course of employment. Compensability under Workers' Compensation is prescribed by State statutes and not by the University. Employees injured in a work-related accident should report all injuries immediately to their employer. The first on-line report of injury must be completed within three business days after the occurrence. Document the time, place, and names of witnesses and nature of the injury. Unless it is an emergency, do not seek first aid or treatment without informing your employer and going to authorized

medical providers. If it is an emergency, seek initial treatment at the nearest hospital emergency room or medical clinic, and then notify your employer as soon as possible. Notify the hospital or clinic that your injury is a workers' compensation injury and give the name, address and telephone number of your employer. Prompt reporting is the key! Avoid unnecessary delays or denials by notifying your employer immediately of an injury. Workers' compensation benefits may be reduced for injuries sustained in conjunction with the use of alcohol or controlled, non-prescribed drugs. Benefits may be forfeited if shown that the use of alcohol or controlled, non-prescribed drugs was the proximate cause of the injury.

D. EQUAL EMPLOYMENT OPPORTUNITY

Black Hills State University is committed to a policy of equal opportunity in student employment and personnel action without regard to race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age or disability. Evidence of practices that are not consistent with this policy should be reported to the Affirmative Action Officer.

Inquiries concerning compliance with the University's Affirmative Action policy and/or federal and state regulations should be directed to the Human Resource Office, Black Hills State University, 1200 University Street, Unit 9568, Spearfish, South Dakota 57799-9568, or phone (605) 642-6549.

E. PROHIBITION OF SEXUAL HARASSMENT

Black Hills State University is committed to the practice of maintaining a working environment free from actual or perceived sexual harassment. According to the EEOC's Guidelines on discrimination because of sex, harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act. Sexual harassment is defined as including unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature carried out by someone in the work place or educational setting. Such behavior may offend the recipient, cause discomfort or humiliation and interfere with job or school performance. Any such conduct that creates an intimidating, hostile, or offensive working environment is illegal and against the policy of this University. Any student employee who believes that

he or she has been the subject of sexual harassment should report the alleged act immediately to the Affirmative Action Officer or the Human Resource Office.

All complaints of sexual harassment and other discrimination will be taken seriously and processed immediately. The grievance procedure and sanctions for discrimination are detailed in the BHSU Policy on Sexual Assault.

The Policy on Sexual Assault is available in the Student Handbook, the Human Resources webpage or the Human Resource Office.

F. DRUG-FREE WORK PLACE

Student employees are expected and required to report to work on time and in appropriate mental and physical condition for work. Each employee is responsible to help ensure a drug-free, healthful, safe and secure work environment. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on University premises or while conducting University business off premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences. Student employees must, as a condition of employment, abide by the terms of this policy and report to the University any conviction under a criminal drug statute for violations occurring on or off University premises while conducting University business. A report of a conviction must be made to the appointing authority.

G. ALCOHOL/DRUG ABUSE POLICY

It is the policy of the Board of Regents of South Dakota to prohibit the unlawful possession, purchase, manufacture, use, sale or distribution of illicit drugs and alcohol by employees on property controlled by the Board of Regents and in connection with any institutionally-sponsored activities. If an employee is found in violation of Board of Regent's policy, federal or state laws, or local ordinances, the circumstances accompanying each individual case are considered when determining the consequences. Violations of this policy will result in disciplinary action up to and including termination, and may have legal consequence. While the University does not condone the use of alcohol and drugs, it does recognize that employees with alcohol and/or drug-related problems should be encouraged to seek help in dealing

with such problems. Employees are encouraged to use the University's counseling services, campus-related self-help groups (Adult Children of Alcoholics, Alcoholics Anonymous, or Narcotics Anonymous) and health insurance plans, as appropriate, when facing alcohol and/or drug-related problems.

The Policies on Alcohol, Marijuana, and Controlled Substances are available in the Student Handbook or the Human Resource Office.

H. USE OF TOBACCO POLICY

Smoking is prohibited in all buildings or portions thereof owned, leased or occupied by the Board of Regents except for portions of facilities that are occupied as residences. Smoking is not permitted in the common areas of dormitories or other multi-unit residences. For the purposes of this section, common areas include, without restriction:

elevators, restrooms, laundry rooms, recreation rooms, lobbies, corridors, stairways and building entrances and exits. Signs shall be posted at all entrance and exit ways of facilities stating the facility is smoke-free and that smoking is prohibited. Institutions are permitted to designate outdoor smoking areas.

I. DISMISSAL

Employment with the University is "at will" and may be terminated at any time. The University, at its discretion, may utilize progressive disciplinary procedures in circumstances determined appropriate as outlined in Section VII.

A student who feels aggrieved by a decision, action or non-action of the supervisor may file a written statement of grievance with the immediate supervisor within ten working days of the alleged decision action or non-action. Copies of the appropriate grievance procedure may be obtained from the Human Resource Office.

VII. Evaluation/Disciplinary Action/Termination

A. EMPLOYEE EVALUATION

A work performance evaluation for all student employees should be conducted at least once each academic year. The student employee and the student’s employer should complete the Employee

Evaluation Form (contact Kim Nida in the Student Financial Services office for this form.) This form is to be used for departmental evaluation and is NOT to be sent to the Student Financial Services Office. Both should then discuss the evaluation results and formulate goals for the future. This process should be used to facilitate interaction between the student and the supervisor.

B. CORRECTIVE DISCIPLINE INTERVIEW

Employers are encouraged to give positive feedback to students when warranted; however, there may be times during the academic year when a student employee is not performing up to your expectations as a supervisor. This may relate to attendance, punctuality, job performance, or attitude. At these times, it may be necessary to inform the student of your dissatisfaction with their performance. The Corrective Discipline

Interview Form (contact Kim Nida in the Student Financial Services Office for this form) has been developed to facilitate the procedure of informing a student when their work habits need to be improved. The first step in this process should be to verbally notify the student of the inappropriate actions. Hopefully, this will be sufficient to correct most problems. If the situation continues, the problem should be defined in writing on the Corrective Discipline Interview Form. Suggestions for improvement should also be detailed in writing, including an expected date of improvement. Both the supervisor and the student should sign this form so that there is a mutual understanding of the situation. This is a departmental process. Therefore, the form does NOT need to be sent to the Student Financial Services Office. The supervisor and the employee should maintain a copy. Once these procedures are followed, there will hopefully be an improvement in the situation. However, if the problem continues to be unresolved, it may be necessary to terminate the student employee. If this is necessary, the Termination of Employment Form must be completed (www.bhsu.edu/StudentEmployment).

C. TERMINATION OF A STUDENT

To terminate a student, fill out a Termination of Employment Form (www.bhsu.edu/StudentEmployment). Student workers are defined as "at will" employees, and as such, may be terminated at any time for non-discriminatory reasons. Although the above corrective discipline interview procedure is suggested, it is

not required. If the student's employer wishes to end a student's employment, there is no "for cause" requirement.

VIII. INTERNATIONAL STUDENTS

The Immigration and Naturalization Act makes the assumption that international students are here for the primary purpose of attending school. Employment in general is restricted. However, international students possessing an F-1 or J-1 visa may be employed through student employment, although they are subject to certain regulations, procedures and restrictions per immigration law. These should be followed not only to ensure students not lose their status as a legal alien but also to ensure the university is not responsible for employing an illegal alien. Additionally, an international student cannot displace an equally qualified student who is a U.S. citizen or a permanent resident.

A. International students must maintain their visa status. This includes carrying a full time course load during the academic year and keeping an unexpired and valid passport at all times. Undergraduates are required to maintain a minimum of 12 credit hours; graduate students are required to maintain a minimum of 9 credit hours, with the exception of students holding teaching or research assistantships. International students are not required to attend summer sessions.

B. International students can work up to a total of 20 hours per week university-wide while school is in session and full-time (40 hours per week) during holidays including summer, but must be pre-registered for at least 12 credit hours for the upcoming fall semester. Working more than 20 hours a week while school is in session causes an out-of-status situation, causing the student to be reclassified as an illegal alien. Both the student and BHSU can be subject to any penalties associated with illegal status.

C. International students who hold a J-1 exchange visitor visa must obtain written authorization for employment outside of a teaching or research assistantship. A graduate teaching or research assistantship is considered to be an integral part of a student’s course of study and, therefore, no formal work authorization is required by the INS. Permission is granted by a responsible officer of the exchange visitor program sponsoring the student. If BHSU is the sponsor, permission to work is generally

granted through the Office of International Studies. For those students sponsored through other agencies, the student must submit a request for work. The same hourly restrictions on employment apply to both F-1 and J-1 students.

D. International students must have a valid Social Security number. Numbers beginning with "899" or "900" are not valid for employment purposes. If the student does not have a valid SSN, he/she must apply for a Social Security card. To apply, an international student needs a letter of employment offer, which is available in the Human Resource Office in Woodburn 201. Take this letter to the Social Security Office in Rapid City (605 Main St, Ste 201) and complete an application. International students do not qualify for Federal Work-Study.