



Concordia
UNIVERSITY • SAINT PAUL

STUDENT EMPLOYEE GUIDE

Employment at Concordia University is not guaranteed or for a definite term and may be terminated at will by either Concordia University or the employee, with or without cause.

ELIGIBLE STUDENTS

A student employee of Concordia University must:

1. Be enrolled and registered as a Concordia University student (does not include Post Secondary Enrollment Option [PSEO] students). Priority is given to students enrolled for 12 credit hours or more as an undergraduate; 6 hours or more as a graduate student; or are eligible for federal or state work-study. Exceptions exist for summer employment.
2. Have a United States Social Security number.
3. Have proper identification as determined by Form I-9. Must be able to complete section A or sections B and C. (See Appendix I)

FINDING and APPLYING FOR A JOB

Note: While preference in employment is granted to individuals who have received a federal or state Work Study award, a job is not automatically provided for students who are eligible for Work Study. All students must search for positions on their own.

Finding a Job

All employment opportunities, on-campus and off-campus, are listed online.

Job Selection

Student employees may be selected in one of four ways:

1. A student may refer to the web site for jobs which are currently active.
2. A supervisor may wish to rehire a student who was employed previously.
3. A student may be selected from classes conducted by the supervisor.
4. A student may initiate contact with a supervisor, faculty or staff.

Contacting the Supervisor and Interviewing

During the selection process it should be kept in mind that the decision to hire a student is based on the joint agreement between the supervisor and the student. Regardless of how the contact was made, no supervisor is obligated to hire a student who may not be suitable for the job. Likewise, no student is obligated to accept a job that he/she feels is not suitable for them.

It is the responsibility of the student to contact supervisors concerning job opportunities. During the interview, the student should answer questions as completely as possible; ask questions concerning the nature of the job, schedule, etc. Each student should know his/her schedule and limitations. For the best fit between a student employee and the position, the student should be honest and forthcoming. If a student knows he/she won't be able to fulfill the job obligations, it is recommended that s/he continue looking for a position that will be a good fit.

WORK HOURS

Work Schedule Limitations

The workweek for all student employees in all departments is from Saturday at 12:01 a.m. until Friday at midnight. The workday is from 12:01 a.m. until midnight. All students are eligible to work **up to 19 hours per week** (not to exceed 950 hours) during the academic year and **up to 29 hours per week during the summer**.

Should a student employee be assigned to two or more departments, the total of campus employment is used to determine overtime, as well as compliance for any 19-hour or similar cap on employment. These limits help to ensure the best opportunity for successful academic progress as well as access to student worker exemption to FICA taxes. This also ensures compliance with IRS Universal Availability rules. Violation of this rule will lead to job termination.

Breaks

Normally, provision is made for an unpaid 30-minute meal period to be taken by each student employee working eight or more continuous hours. A meal period may be paid if the student is on call during the meal, with the meal being subject to interruption to attend the duties of the position. The supervisor notifies the student in advance if his/her meal break is paid.

A rest break is provided when a student works four or more continuous hours. Such breaks must be limited to 15 minutes each. Each break counts as part of the working hours.

Overtime

No overtime hours, defined as hours worked over 40 within a given week, are assigned. Overtime hours worked without prior notice and approval from both the direct supervisor and Human Resources may result in termination of employment.

Vacations/Holidays

No paid vacation or holiday benefits are accrued by any student employee of the University. When the University is on official break, some student employment is available. Specific arrangements are to be made with the supervisor for work during such breaks.

Earned Sick and Safe Time

Students who work at least 80 hours in a year are eligible to accrue one hour of Earned Sick and Safe Time (ESST) for every 30 hours worked, up to 48 hours per year, beginning on the first day of employment in accordance with the City of St. Paul Ordinance. An employee is eligible to begin using ESST after 90 days of employment. Sick time is defined as time taken to care for one's own mental or physical illness or preventative care or that of a family member. Safe time relates to reasons affiliated with domestic violence, sexual assault, stalking, school closures due to inclement weather or other public safety issues for an employee or that of a family member.

Should a student employee be unable to report to work due to reasons noted above, they should notify their direct supervisor before the scheduled start of their shift on the first day

and each additional day of absence. ESSTS in excess of three consecutive days requires reasonable documentation consistent with the definitions of sick and/or safe time.

Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operation of the department. The supervisor may request the employee to provide a statement from his or her healthcare provider at any time concerning the justification for an unscheduled absence.

STUDENT RESPONSIBILITIES

Attire

While work attire is generally casual, the student is expected to dress appropriate to the assignment of work. At all times such dress is to be sensibly modest and in good taste. In addition, some positions on campus require additional restrictions or guidelines specific to the department. The supervisor has the right to ask the student employee to leave if the attire is not appropriate for the position.

Absence, Accidents and Employment Related Injuries

Notice is required as soon as possible in order to make necessary adjustments for an employee's absence. Failure to notify the supervisor without a compelling reason may result in termination of the employee.

Keys, Pagers, and Special Equipment

At times student employees may be issued special equipment for the performance of duties. Such equipment remains the property of the University and is subject to the regulations accompanying the issue of the equipment. Such equipment is to be used only for the purposes intended, and returned (or locked up as directed by the supervisor) when not in use. Generally this means that the misuse of the equipment may subject the user to civil or criminal action by others or the University, depending on the situation.

Technology and Privacy of Information Policy

Computer and telecommunication technology provides a variety of means for communications and transferring information. These include, but are not limited to, electronic mail, telephone communication, cellular communication and video communication. Technological developments may incorporate other forms in the future.

All student employees are advised that:

- The technology to which they have access, the information stored in it and information transferred through it are the property of Concordia University. These facilities and resources are for use in carrying out duties as an employee or as arranged by the University.
- During the course of normal maintenance operations, during checks to insure security, or at the request of the President, authorized personnel may monitor the use of these facilities and resources and they may examine information found there. Student employees have no reasonable right of privacy while using these university-owned systems.
- During employment, an e-mail address may be given to the student to be used for the sole purpose of employment within an office. This e-mail address may be used only during the hours that a student has agreed to work in the office, which has assigned the e-mail address. Student employment related e-mail addresses and all information received through these addresses are owned by Concordia University. The University has the right to terminate this e-mail address at their discretion. If policy is violated, the

student may be subject to disciplinary action, employment termination, and/or legal action.

- While any information encountered will normally be treated as confidential, any activities or information deemed inappropriate by the University or which may be unlawful will be reported to the proper authorities for further action. Inappropriate activities include, but are not limited to, personal use, viewing or transmitting obscene materials, harassment of any sort, and interfering with the use of these facilities by others. Concordia University will cooperate fully with law enforcement agencies in their investigation of unlawful events.

Passwords, Combinations, and Confidentiality

Occasionally the student employee is provided a computer password(s), combination(s) or other specialized information to access certain physical or informational properties of the University. When this occurs, it must be clearly understood by the student employee that information received is extremely confidential, is to be used only for the purposes intended in the need for access to perform assigned duties of the employee, and that **UNDER NO CIRCUMSTANCES** is the information obtained or accessible through such restricted access to be shared with any individual other than those with whom the information must be shared on a **NEED TO KNOW** basis in the performance of their assigned duties.

During employment and after termination of employment, students should hold confidential information of Concordia University in trust and confidence, and not disclose it, directly or indirectly, to anyone. Failure to comply with this requirement may subject the offender not only to immediate termination, but also the relief that the University or any impacted individual may have through federal, state, and local judiciary processes in courts having jurisdiction.

UNLAWFUL HARASSMENT POLICY

Concordia University is committed to offering employment opportunity based on ability and performance, in a productive climate, free of unlawful discrimination and harassment. Accordingly, unlawful harassment of any kind by supervisors or co-workers will not be tolerated. In addition, Concordia University will protect employees, to the extent possible, from reported unlawful harassment by students and other non-employees in the workplace. For more information about the Unlawful Harassment Policy, please refer to the Employee Handbook at <http://concordia.csp.edu/humanresources>

ETHICS IN THE WORKPLACE

Two of Concordia University's key values point specifically to integrity in the work place:

Excellence: Striving for the highest levels of performance and *integrity* in all that we do and, in so doing, achieving a reputation of excellence.

Service: Understanding and satisfying the needs of those we serve with *integrity*.

Part of Concordia's success is dependent on the trust and confidence we earn from our employees, students, parents and community. We gain excellence by adhering to our commitments, displaying honesty and integrity and reaching university goals through honorable conduct. It is easy to say what we must do, but the proof is in our *actions*. Please see the Employee Handbook for additional information on Ethics in the Work Place.

Concordia University's commitment to integrity begins with complying with laws, rules and regulations applicable to Educational business practices. Each of us must have an understanding of the company policies, laws, rules and regulations that apply to our specific roles.

Employees are encouraged, in the first instance to address any issues with their supervisor, the Director of Human Resources or the Provost and Chief Operating Officer.

Concordia University will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the company will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

Doing the Right Thing

Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I am doing comply with Concordia University's values and policies?
- Have I been asked to misrepresent information or deviate from normal procedure?
- Would I feel comfortable describing my decision at a staff meeting?
- How would it look if it made the headlines?
- Am I being loyal to my family, my company, and myself?
- What would I tell my child to do?
- Is this the right thing to do?

EMPLOYEE DISCIPLINE

Discipline and reprimand are often unavoidable in cases involving unsatisfactory work, absenteeism, loafing, power struggles or outright defiance. When discipline becomes necessary, a fair and equitable procedure of progressive penalties for work infractions should be implemented.

The object of any discipline is to correct the infraction in short order and restore the employee to productive employment. Discipline will be handled by the supervisor: initially a verbal warning, secondly a written warning, and finally, dismissal.

Supervisors will make a record of disciplinary action including verbal warnings. Copies of written warnings will be sent to the Human Resources Office. A copy will be given to the student employee outlining the problems and, if possible, summarizing history, previous discussions between the supervisor and the student employee (including oral warnings), and previous disciplinary action, if any.

Disciplinary action shall become effective upon the supervisor's communication of the action to the student employee. A student employee may appeal any disciplinary action in accordance with the grievance procedures as noted in the employee handbook found at <http://concordia.csp.edu/humanresources>.

Dismissal

A student employee may be dismissed from his or her position for just cause, which includes an unapproved absence from work. The student shall receive a written statement of reasons for dismissal.

The student employee may appeal a dismissal within 10 University workdays in accordance with grievance procedures. The appeal shall not affect the effective date of dismissal.

Absence for two consecutive shifts without authorization will be considered a resignation.

PAYROLL PROCEDURES

Once a student's payroll authorization has been processed they will be notified by email that they have an on-line timecard on the portal and be given their pin number. Instructions for completing the on-line timecard are found in this handbook.

Students must accurately record, each day worked, the times and number of hours worked. Hours are to be rounded to the nearest quarter hour. A student who knowingly falsifies timecard information will be terminated from the student employment program. Students may not work more than 19 hours a week, therefore there is no overtime for student employees.

When the student has finished entering their hours, they must "submit" them to their supervisor for approval in order to be paid. Once the supervisor approves the timecard the timecard is sent automatically to the payroll office.

In the event a timecard is not submitted on time, the student and supervisor will need to come to the Payroll office and complete the timecard to be paid at the next pay period.

ONLINE TIMECARD ENTRY INSTRUCTIONS

General Instructions

Logon to CSPConnect & Online Time Sheets

1. Open Internet Explorer.
2. In the address bar type <https://connect.csp.edu/>. This will take you to the Concordia portal. (Pressing the Ctrl key + the D key will place a link to the page under Favorites, allowing quick access to the page in the future).
3. **Login to Secure Area** using your network username and password.
4. Click on the Employee Tab.
5. Click on the correct time period under Time Reporting.
6. Fill in your hours on the timesheet that appears and then click Submit for Approval
7. You will need to electronically "sign" your timesheet with your PIN.
Your PIN will be emailed to you when you are placed into your student position. You will want to re-set it, following the instructions on how to re-set your PIN.

Resetting your PIN for the electronic signature

1. Open Internet Explorer.
2. In the address bar type <https://connect.csp.edu/>. This will take you to the Concordia portal. (Pressing the Ctrl key + the D key will place a link to the page under Favorites, allowing quick access to the page in the future).
3. **Login to Secure Area** using your network username and password.
4. Click on the Employee Tab.
5. Under Details of Employment, click on Reset PIN needed for timecards.
6. Follow the instructions provided on how to reset your PIN.

Note: It is recommended that time be entered on a daily basis and saved using this system.

Multi-job Employees – Student employees who hold multiple jobs will have a timecard for each position held. All jobs have their appropriate position number and departmental numbers associated with them. If you hold multiple jobs and do not have a timecard for each, you should contact your supervisor or Human Resources immediately. It is important that you enter your time information into the correct online timecard as each job may have different pay rates, supervisors, and other attributes. If you have a question as to which department is correct, contact your supervisor for that department's organizational code.