



**CONCORDIA ST. PAUL**

# **CSP Student Employee Handbook**

Concordia University, St. Paul

Prepared by Concordia University, St. Paul  
Owner: Human Resources



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## Section 1: Introduction

### Welcome Message

Welcome to employment at Concordia University, St. Paul (CSP)! We are so glad you are part of our team! At CSP, we believe in nurturing an environment of excellence and fostering a culture of professionalism and school pride. As a CSP student employee, you play a vital role in shaping the University's image by representing the institution and its values to the wider community.

### Important Contacts

Department	CSP Staff/Faculty Contact
<b>Human Resources (HR):</b> -Onboarding Paperwork -I-9 Verification -Timesheet Help -Direct Deposit Help	Kendra Ross ( <a href="mailto:kross1@csp.edu">kross1@csp.edu</a> ) or <a href="mailto:humanresources@csp.edu">humanresources@csp.edu</a>
<b>Career Development</b> -Resume Help -How to Find a Job/Internship -Interview Prep	Career Development at <a href="mailto:careerdevelopment@csp.edu">careerdevelopment@csp.edu</a>
<b>Your CSP Supervisor</b> -Work Schedule and Duties -Learning Outcomes -Leadership Opportunities	Respective Supervisor Contact Information

### Common Terms

Title/Role	Definition
CSP Student Employee (Part-Time Temporary)	A CSP undergraduate or graduate student registered for classes and also employed by CSP.
CSP Student Supervisor	A CSP staff or faculty member who oversees hiring, training, and supervising of CSP student employees.
CSP Work-Study	Work-Study is available to CSP undergraduate and graduate students with financial need. The funds you receive from CSP come from the Federal Work-Study Program or MN State Work Study.
CSP Student Intern	Some students are able to use their student employment position to get internship credit.

	<p>Students seeking to use student employment as internship credit should:</p> <ol style="list-style-type: none"> <li>1. Speak to their academic advisor to ensure they have credit available for an internship.</li> <li>2. Contact their Department Chair in regards to what the internship would cover and total hours completed. Once the department chair approves the internship, the student can complete the internship registration form. Students need to make sure they are registering for the correct number of hours (45 engagement hours per 1 credit). Students using their employment to fulfill internship hours still need to follow and adhere to all student employment policies set by CSP. More information is available <a href="#">here</a>.</li> </ol>
Academic Year	Please find the current academic calendar <a href="#">here</a> .

## Links

To find helpful information on how to submit your timesheet, our payroll calendar, direct deposit instructions, and more, visit our website:

<https://www.csp.edu/human-resources/student-employment/>.

## Requirements and Eligibility

To be eligible to be a CSP student employee, one must:

1. Be enrolled and registered as a CSP student.
2. Have a United States social security number.
3. Have proper identification as determined by Form I-9.
4. Be in good standing (defined below).
5. For summer employment, priority will be given to the student employees who are enrolled and registered in summer courses.

**International Students who are on a F-1 Visa must obtain an United States social security number:** For assistance with obtaining a social security number, please contact International Student Services at [iss@csp.edu](mailto:iss@csp.edu). More information can be found [here](#) or on <https://iss.csp.edu/>.

## Good Standing

To be eligible for student employment, students must be in good standing with CSP academic requirements and student accounts.

An undergraduate student must maintain a 2.0 cumulative GPA (or higher) and a graduate student must maintain a 3.0 cumulative GPA (or higher).

If, at any point in your employment with CSP, you are not in good standing, you will forfeit the ability to be a CSP student employee.

## Onboarding

Our University policy requires students to complete all onboarding tasks listed below **prior** to the start of their job. The U.S. Government requires all student employees to complete I-9 Verification with the CSP Human Resources Office **prior** to the start of their first on-campus job. **If a student begins working prior to completing all onboarding tasks and the I-9 Verification, immediate job termination may occur.**

**The supervisor and student will receive an email from HR once the student is clear to work.**

Onboarding Checklist		
To-do:	New Student Employee	Returning Student Employee
Complete onboarding paperwork via Paycor	✓	
Sign updated wage statement		If wage has increased since last worked
I-9 Verification with HR*	✓	If haven't worked in 3 years
Background check	(if required)	(if required)
Enter direct deposit information	✓	

## I-9 Verification

To complete I-9 Verification, students will need to bring:

1 document from list A

**A)** Common Submitted docs:

- Passport
- Passport Card

**OR**

1 document from list B AND 1 document from list C


**B)** Common Submitted docs:

- Drivers License
- Student ID

**C)** Common Submitted docs:

- Social Security Card
- Birth Certificate

**Full list of accepted documents found here**



**ALL DOCUMENTS NEED TO BE ORIGINAL AND UNEXPIRED**

**\*International students** are required to bring **I-20, I-94, and passport** for verification.

## Background Check

Some student positions require a background check. If required, you will be contacted by the Human Resources Office to complete the background check using AssureHire. Please note, background checks need to be completed **prior to working**. Background checks may take 1-2 weeks to complete.

## Direct Deposit

CSP student employees are paid electronically through direct deposit. Instructions for entering direct deposit information can be found on our [Student Employee website](#) and are also given to student employees during their I-9 Verification/onboarding meeting with the Human Resources Office. If student employees want their earnings directly deposited to their student account (tuition payment), they must contact the Human Resources Office.

## Work Schedule

Each semester, student employees and their supervisor will establish the student employee's work schedule. Every attempt will be made to schedule work hours at convenient times and in accordance with the student's class schedule. Please understand the department has scheduling needs that must be taken into consideration when assigning work hours. Student employees should discuss any special requests or schedule

conflicts 24-48 hours in advance of their scheduled shift with their supervisor. Once a work schedule has been agreed upon, a student's inability to maintain this schedule may impact the coverage needs of the department and could result in termination from employment.

## Work Hour Limitations

The workweek for all student employees in all departments is from Saturday at 12:01 a.m. Central Time (CT) until Friday at midnight CT. The workday is from 12:01 a.m. until midnight.

<b>CSP Student Employee (domestic students and international undergraduate students)</b>	
Please reference the <a href="#">Academic Calendar</a> for specific dates	
<b>Time Period:</b>	<b>Hours Eligible to Work:</b>
Beginning the first week of fall semester classes, through the final day of fall semester classes:	Up to <b>19 hours</b> per week total between all CSP jobs
Beginning the first week of spring semester classes, through the final day of spring semester classes:	Up to <b>19 hours</b> per week total between all CSP jobs
Beginning the first week of summer semester classes, through the final day of summer semester classes:	Up to <b>29 hours</b> per week total between all CSP jobs
Winter break/Spring break	Up to <b>29 hours</b> per week total between all CSP jobs

If you're a domestic or international undergraduate student employee who works more than one job at CSP, you are not allowed to work 19 or 29 hours per job. You are only eligible to work 19 or 29 hours total between all CSP jobs.

Student employees may not falsify their timesheet and by law, are not permitted to work during scheduled class time, even if the class was canceled. Students cannot work more than 20 hours one week and then work less the next week to balance it out. Students who falsify their timesheet will be terminated from their position.

<b>CSP Student Employee (international graduate students)</b>	
Please reference the <a href="#">Academic Calendar</a> for specific dates	
<b>Time Period:</b>	<b>Hours Eligible to Work:</b>
Beginning the first week of fall semester classes, through the final day of fall semester classes:	Up to <b>19 hours</b> per week total between all CSP jobs
Beginning the first week of spring semester classes, through the final day of spring semester classes:	Up to <b>19 hours</b> per week total between all CSP jobs
Beginning the first week of summer semester classes, through the final day of summer semester classes:	Up to <b>19 hours</b> per week total between all CSP jobs
Winter break/Spring break	Up to <b>19 hours</b> per week total between all CSP jobs

If you're an international graduate student employee who works more than one job at CSP, you are not allowed to work 19 hours per job. You are only eligible to work 19 hours total between all jobs.

Student employees may not forge their timesheet and by law, are not permitted to work during scheduled class time, even if the class was canceled. Students cannot work more than 20 hours one week and then work less the next week to balance it out.

## **Overtime**

CSP student employees are not allowed to work overtime. Violation of this policy may lead to termination.

## **Multiple Jobs - Student Employees**

Student employees who hold multiple jobs at CSP will have a timesheet for each position held. All jobs have their appropriate position number and departmental numbers associated with them. Student employees must log their hours for each position under the appropriate position timesheet. If you hold multiple jobs and do not have a timesheet for each, you should contact your supervisor or the Human Resources Office immediately.



## Section 2: On the Job

### Job Specific Expectations

Because each department that employs students may have unique rules, regulations, and expectations; there may be a need for the supervisor to develop a set of guidelines specific to their department needs that go beyond what is outlined in this handbook.

(E.g: a more robust attendance policy, dress code.)

### Orientation & Training

Your supervisor will go through an Onboarding Checklist provided by the Human Resources Office on the first day of your new job as well as any additional training necessary for your position. Ongoing training may be provided as well.

### Career Competencies - Student Employee Evaluations

On the student's first day on the job, supervisors will complete the onboarding checklist provided by the Human Resources Office. As part of onboarding, supervisors will discuss the Career Competencies listed on the student's job description. Supervisors should highlight how each competency applies to the student's job. The student should set goals to achieve on the job based on the competencies. Supervisors should consistently follow up with the student to discuss the progress of their goals and provide feedback.

### Breaks

Meal & Rest Break Chart		
Shift Length	Paid 15-Minute Rest Breaks	Unpaid 30-Minute Meal Breaks
Less than 4 Hours	0	0
4 Hours to 7.75 Hours	1	0
8 Hours+	2	1

Each rest break counts as part of the working hours and must be taken away from the desk or area of work. A rest break can **not** be used at the end of the shift as a way to leave early.

A meal break is **required** to be taken when a student works for eight continuous hours and must be taken away from the desk or area of work. Such breaks must be limited to 30

minutes each. Each meal break does not count towards working hours. The supervisor will notify the student if the break is to be taken on-call which would result in a paid 30 minute meal break.

## **Vacations/Holidays**

No paid vacation or holiday benefits are accrued by any student employee of CSP. When CSP is on official break, some student employment is available. Specific arrangements are to be made with the supervisor for work during such breaks. Please refer to the Work Hour Limitations section on page 6.

## **Earned Sick And Safe Time (ESST)**

**Sick Time:** Time away from work due to an employee or family member's mental or physical illness, including preventive medical care.

**Safe Time:** Time away from work due to reasons related to domestic violence, sexual assault, stalking, school closures due to inclement weather or other public safety issues, for an employee or an employee's family member.

Should a student employee be unable to report to work due to reasons noted above, they should notify any and all direct supervisors before the scheduled start of their shifts. ESST in excess of five consecutive shifts may require reasonable documentation consistent with the definitions of sick and/or safe time.

### **Earned Sick and Safe Time Rates and Usage:**

- Employees accrue 1 hour of ESST per 30 hours worked
- Employees can accrue up to 48 hours per year
- Employees begin accruing ESST on the 1st day of employment
- Employees can start using ESST after 90 days of employment
- Employees must work 80 hours to be eligible
- Time spent traveling to work before the employee's shift has started and traveling home after the employee's shift has ended are not calculated in the accrual of ESST
- Employees who have not worked for 90 days will lose any accrued sick and safe time.

Student employees will not be paid for any unused sick and safe time at the time of separation from their position. You can check how much ESST you have accrued by following these instructions:

1. Log in to CSP Connect

2. Find the Student Employees card
  - a. If you do not see the Student Employees card. Scroll to the bottom, select “Discover More” and type in “Student Employees” in the search box. Add the card to your homepage by selecting the flag on the top right.
3. Select “Employee Profile” link on the Student Employees card
4. The number of ESST is available under the heading “Leave Balances”

\*If you have any questions regarding ESST, please contact the Human Resources Office.\*

## Compensation

As of July 1, 2023, student employees are paid \$15.00 per hour in accordance with St. Paul jurisdiction.

Supervisors do not have the ability to increase or decrease this wage.

Student employees are not eligible to receive any vacation pay, holiday pay, or overtime. They do not participate in employee health plans, unemployment insurance, or retirement programs.

## Timesheet Policies and Procedures

- Student employees are required to complete timesheets electronically via CSP Connect showing the exact number of hours worked (excluding any 30 minute break) and any leave taken. Hours should be rounded to the nearest quarter hour (15 minutes).
- The appropriate hours should be entered under the correct earning code: Student Earnings **or** Earned Sick and Safe Time.
- Timesheets are due by 11:59 p.m. CST on the second Friday of the [pay period](#). Time sheets submitted after the pay deadline may result in delayed pay. Students who consistently submit late timesheets will be terminated. Supervisors will review and approve student timesheets and submit them to the Human Resources Office.
- Students employees may not enter hours worked in one pay period on a different pay period’s timesheet.
- Student employees are not authorized to work during scheduled class time. If class is canceled, by law, student employees are not allowed to work during that time.
- Student employees are not allowed to complete, make entries on, or sign a timesheet on behalf of someone else.
- A student employee who knowingly falsifies timesheet information or breaks timesheet policies will be terminated.

- Find instructions on how to submit your timesheet on our [website](#).

## Pay Schedule

Student employees can find our payroll calendar for specific timesheet due dates [here](#).

## On The Job Injury, Illness, and Safety

If a student employee is injured on the job, he/she should notify the supervisor as soon as possible without fear of discipline or retaliation. Supervisors should notify the Human Resources Office to be certain that CSP's workers' compensation carrier is notified as soon as possible.

If an employee is seriously injured, call 911 and describe the emergency and location; also call the security office by dialing (651)-641-8777.

CSP maintains the safety and protection of students and employees. Therefore, every supervisor and employee is responsible for eliminating unsafe conditions that can cause unnecessary injuries and accidents. It is also the responsibility of all employees to follow all federal, state, and local standards, and for supervisors to stay current on these standards, to communicate them to their staff, and to enforce them. Employees are expected to observe all applicable safety requirements, and to report any unsafe or hazardous condition to his/her supervisor as soon as possible. CSP complies with the Federal Occupational Safety and Health Act of 1970 (OSHA) regulations.

## Section 3: Expectations on the Job

### Workplace Conduct

At CSP, we believe in nurturing an environment of excellence and fostering a culture of professionalism and school pride. Student employees play a vital role in shaping the university's image by representing the institution and its values to the wider community. Student employees embrace the following guiding principles:

- **Excellence:** Student employees are committed to the highest standards of performance, ethics, and integrity in all aspects of their work.
- **Ambassadorship:** Student employees should proudly represent the institution both on and off campus, serving as the "face" of the university to members of the larger campus community.
- **Service:** Student employees are dedicated to providing exceptional service to all individuals they encounter, including fellow students, faculty, staff, and visitors.

- **Accountability:** Student employees hold themselves accountable for their actions, take responsibility for mistakes, and strive to learn from them.

## **Attendance, Punctuality, and Absences**

All student employees are expected to arrive on time, ready to work, every day they are scheduled to work. They are expected to be at work at their scheduled start time and not to leave before the end of their scheduled hours. Student employees are also expected to take any agreed-upon breaks. Requests for work schedule changes should be communicated to and agreed upon by your supervisor 24-48 hours in advance of your scheduled shift. Frequent late arrivals and unexcused absences may result in consequences from your supervisor, including corrective action and the possibility of termination of student employment (Please refer to the Corrective Action section page 16).

## **Dress Code Expectations**

- Clothing should be clean and free of stains, holes, tears
- No visible undergarments
- No revealing clothing such as spaghetti straps, tank tops, short skirts, or short dresses
- No pajama pants
- Shoes appropriate for tasks of the day, no slippers, or open toed shoes
- If wearing college gear, it is preferred to be CSP gear

Some positions require additional restrictions or guidelines specific to the department. Please check with your supervisor to confirm their dress code. When in question, the supervisor has discretion to make decisions on what constitutes appropriate attire.

## **Personal Electronic Usage**

All students will sign the below policy during their onboarding with the Human Resources Office. The student's supervisor is responsible for informing the student of any additional requirements specific to their position.

This policy outlines the guidelines for the appropriate use of personal electronic devices by student employees during working hours at Concordia University, St. Paul. The purpose of this policy is to maintain a productive and professional work environment while respecting the rights and responsibilities of both the institution and its student employees.

This policy applies to all student employees of Concordia University, St. Paul, regardless of their role or position. It covers the use of personal electronic devices such as smartphones, tablets, laptops, and other similar devices while on duty.

## Guidelines

- a. Personal Responsibility:
  - a. Student employees are expected to prioritize their work responsibilities over personal electronic device usage during working hours.
  - b. The use of personal electronic devices should not interfere with job performance, productivity, or the provision of excellent service to students, faculty, staff, or visitors of the university.
- b. Restricted Usage:
  - a. Student employees should refrain from using personal electronic devices for personal calls, texting, social media, or other non-work-related activities while on duty, unless explicitly permitted by their supervisor or in designated break areas.
  - b. Personal electronic devices should be set to silent mode or kept on vibrate to minimize disruption to the workplace.
- c. Confidentiality and Privacy:
  - a. Student employees must respect the privacy and confidentiality of sensitive information related to the institution, its students, faculty, staff, and any other relevant parties.
  - b. Sharing or disclosing confidential or proprietary information through personal electronic devices is strictly prohibited.
- d. Emergency Situations:
  - a. In the event of an emergency or urgent personal matter, student employees may use personal electronic devices briefly. However, they should inform their supervisor as soon as possible about the situation.
  - b. In cases where personal electronic device usage is necessary during an emergency, student employees should exercise discretion and minimize any disruption to their work responsibilities.
- e. Enforcement:
  - a. Supervisors will monitor compliance with this policy and address any violations accordingly, in line with the institution's corrective action procedures.
  - b. Student employees who repeatedly violate this policy may be subject to disciplinary action, including verbal warnings, written warnings, or, in severe cases, termination of employment.

## **Confidentiality**

As a CSP student employee, you may come in contact with confidential information. Student employees must realize this knowledge is regarded as highly classified and is not to be discussed with anyone outside of your department or with unauthorized persons.

All student employees are expected to manage records in their custody in accordance with all Federal Regulations, specifically not releasing confidential information to third parties without the written consent unless specifically allowed according to Federal guidelines. Any student employee failing to provide necessary security of records as stipulated may be denied further access to records. Proper custody of records includes but is not limited to:

- Keeping all records in a secure environment when the student employee is not present.
- Keeping all records inaccessible by not accessing records outside the work area.

## **Use of University Property, Equipment, and Resources**

As a student employee at CSP, during employment, you may be issued property owned by the University. Student employees should understand at the end of employment in a department or position, they are obligated to return all property issued to them in good condition.

In the event an item becomes damaged during normal use, student employees should report any damage or loss of equipment to their supervisor immediately. In this situation the student employee will not be held liable for its replacement.

In the event an item becomes damaged during misuse or is lost, student employees must understand they may be held liable for its repair or replacement. This includes materials borrowed from the CSP Library and Technology Center.

As a condition of student employment, students authorize CSP to withhold funds from their paycheck to replace or repair (to be determined at the discretion of the University) the property under the following conditions:

- Student employees do not return the property under the conditions stated above
- Student employees do not report damage of the property to their supervisor in a prompt manner

In the event the value of the student employee(s) paycheck(s) is less than the value of the property, the cost to repair or replace the property may be transferred to the student employee's account balance for collection.

In the event the University withholds funds from the student employee(s) paycheck(s) or posts a debit to the student(s) account, student employees have the right to a receipt showing the value of the property and the costs associated with replacing or repairing it.

## **Discrimination & Harassment**

CSP strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. Employees should be able to work and learn in a safe, yet stimulating, atmosphere. The accomplishment of this goal is essential to the mission of the University. For that reason, CSP will not tolerate workplace harassment and other inappropriate conduct that is based on, or is directed toward someone because of race, color, religion, national or ethnic origin, sex, disability, age, genetic information, creed, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, sexual orientation, or any other status protected by applicable law. Voicemail and electronic communication (such as email, text, and internet use) are covered by this policy in the same manner as other communications and actions. CSP will take appropriate and immediate action in response to complaints or knowledge of violations of this policy, maintaining confidentiality to the fullest extent possible.

For purposes of this policy, prohibited conduct includes verbal, written, visual or physical conduct that (1) relates to another person's race, color, religion, national origin, sex, disability, age, genetic information, creed, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, sexual orientation or any other status protected by applicable law or (2) is directed toward another person because of that person's race, color, religion, national origin, sex, disability, age, genetic information, creed, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, sexual orientation or any other status protected by applicable law, where such conduct may have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Discrimination and harassment is prohibited whether it is committed by supervisors, co-workers, or non-employees including partner agency representatives, students, vendors, or community partners. Employees must not engage in prohibited conduct against other



CSP employees or personnel of CSP's non-employees including partner agency representatives, students, vendors, or community partners.

## Corrective Action

The Human Resources Office provides the following steps to supervisors for approaching concerns and corrective action:

1. Supervisors should immediately address the issue with the student employee. As a reminder, always be sure to document any discussions regarding infractions via a follow up email.
2. **Verbal Warning** - If the issue that has been addressed continues, the supervisor should meet with the student employee and inform them they are being placed on verbal warning. The supervisor should verbally communicate what steps or actions are needed to resolve the issue. A timeline for improvement should be established and agreed upon by the supervisor and student employee.
3. **Written Warning** - If the student is unable to make agreed upon improvements or additional issues arise, the supervisor should compose a written warning that indicates what steps or actions are needed to resolve the issue in a set time frame. The written warning should include a statement that failure to make changes may result in termination of the student employee.
4. **Termination** - If the student's behavior or performance continues to be unsatisfactory, the supervisor should contact the Human Resources Office to discuss termination of the student's employment.

## Termination

Employment with CSP is based on mutual consent and both the student employee and the University have the right to terminate employment at will, with or without cause or advance notice. Corrective action may be used at the University's discretion.

Termination will occur for the following reasons:

- Graduation
- Withdrawal from the University
- Fall below Good Standing
- Students on an F-1 Visa who change Visa status
- Timesheet falsification (wage theft)

- Consistently submitting late timesheets
- Unethical behavior
- Not completing required onboarding tasks before starting employment

Termination may occur for the following reasons:

- Failure to comply with University policies and procedures
- Failure to improve performance or behavior on the job following corrective action steps outlined in the Corrective Action section of this handbook.

## **Closing Statement**

Successful working conditions and relationships depend upon successful communication. It is important that CSP student employees and supervisors stay aware of changes in procedures, policies and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at CSP. If you have suggestions for how we can improve this handbook, please reach out to the Human Resources Office at [humanresources@csp.edu](mailto:humanresources@csp.edu).