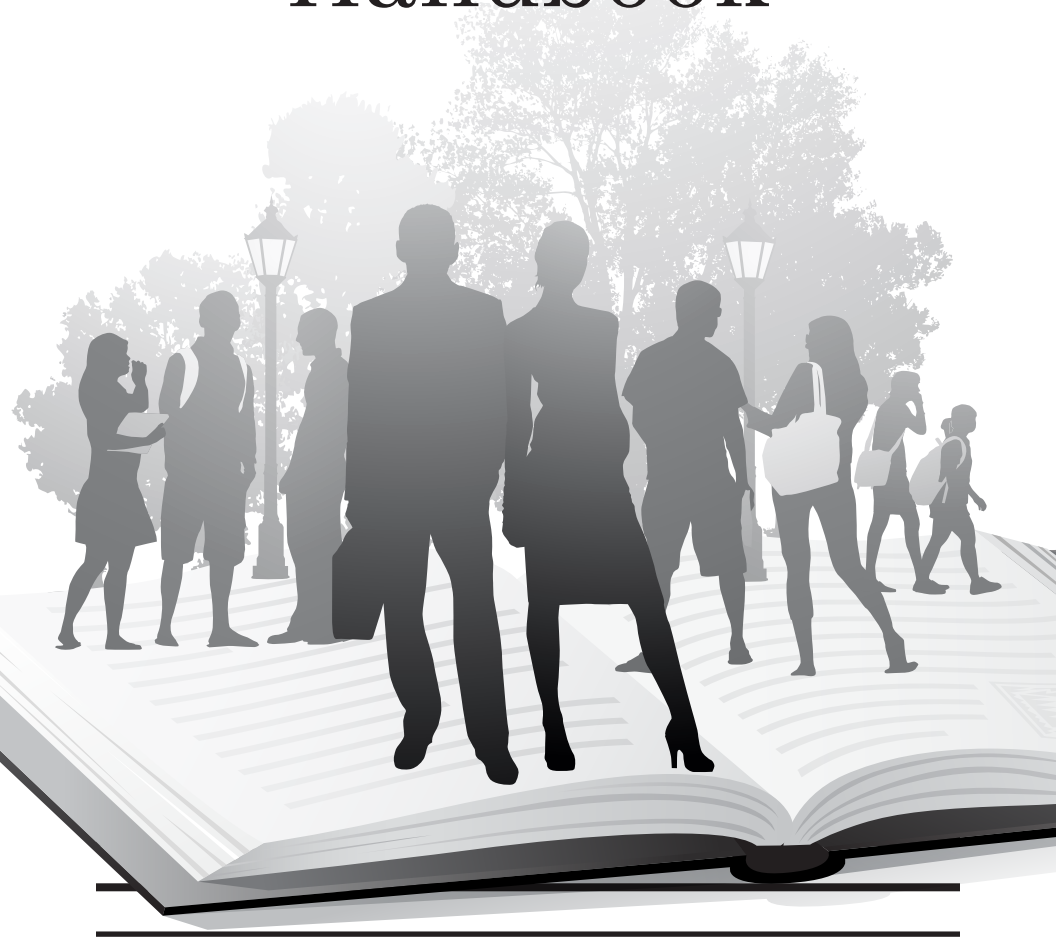


Student Employee Handbook



UNIVERSITY OF DALLAS
OFFICE OF HUMAN RESOURCES

Introduction

Student employment is an integral part of the University of Dallas community that benefits both the students and the University. Almost every academic department and administrative office employs students in some capacity. Students also may work at various off-campus locations where they provide a great service to the Irving community. Along with the many positive aspects of being a student worker, there are challenges and concerns that require attention.



Studies have shown that balancing part-time employment while pursuing a college education can actually foster quality time management skills, enabling the student to achieve more academically. Part-time employment can also assist the student in developing valuable work skills and habits, money management practices and leadership qualities that will prove beneficial in the student's career search. Ultimately, being a student employee can be a rewarding lifetime experience.

Definition of a Student Employee



A student employee is a student who is enrolled in classes at the University of Dallas and is either: (a) awarded government work-study as part of a financial aid package; (b) awarded a graduate assistantship; or (c) has been hired directly by a department and whose earnings are charged to that department's budget. All student employees are considered "at-will" employees. Their employment is interim or temporary and is contingent upon satisfactory performance in the pursuit of their academic degree.

Student employment terminates upon withdrawal or graduation from the University of Dallas, or upon depletion of federal work study monies. These individuals are eligible for hire through the Office of Human Resources (HR) and may apply for open staff positions.

Employment Practices & Policies

Equal Employment Opportunity Policy

The University of Dallas does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The University prohibits unlawful discrimination with respect to compensation, terms, conditions or privileges of employment. The limiting, segregating or classifying of employees or applicants for employment in any way which would deprive or tend to deprive any individual of opportunities or otherwise adversely affect such person's employment status based on race, color, religion , sex, age, disability, national origin or citizenship is prohibited as well.

The following person has been designated to handle inquiries regarding the non-discrimination policy:

Heather Kissack, HR Director

Office of Human Resources
Carpenter Hall, 2nd Floor
1845 E. Northgate Drive
Irving, TX 75062

Title IX

The University does not discriminate on the basis of sex in its programs and activities. Any person alleging to have been discriminated against in violation of Title IX may present a complaint to the Title IX coordinator.

The coordinator assists in an informal resolution of the complaint or guides the complainant to the appropriate individual or process for resolving the complaint.

The University has designated **Jeffrey Taylor as the Title IX Coordinator**. He is located in Braniff, First Floor.

Selection of Undergraduate Student Employees

Undergraduate student employees are primarily selected on the basis of their financial aid award. Positions may be filled outside of the work study program only if the hiring department has sufficient departmental funds. Qualifications to fulfill the established specifications for the job are considered. General criteria include education, experience, physical ability and willingness to work in specific environments.

Selection of Graduate Assistants for the Braniff Graduate School

Each department in Braniff Graduate School selects its own graduate assistant(s), though not all departments choose to select assistants. The individual must maintain a 3.3 GPA and be enrolled in order to be eligible for assistantship, but these qualifications do not guarantee an assistantship.

Selection of Graduate Assistants for the Graduate School of Management

Graduate assistantships are available on a competitive basis for full-time students in the MBA or Master of Science (MS) programs. Assistantships are awarded based on a 3.5 cumulative GPA and the student's ability to provide services needed by the University. Availability of positions is limited by budgetary restraints. Students seeking an assistantship should apply online. Applicants are reviewed on a first come, first served basis.

Conduct

All student employees are expected to support the University's mission statement by precept and by example, and to respect the basic teachings of the Catholic Church. The current mission statement can be found online and in the University of Dallas General Bulletin.

Student employees shall extend courteous and professional behavior to supervisors, coworkers and guests. All student employees should observe appropriate workplace behaviors, keeping in mind that he or she represents his or her department and the University to students, faculty, staff and visitors of the University of Dallas.

Dress Code

Each department will determine the student employee dress code based on the student's duties. Some areas may require the student to dress more formally than others; e.g. a student working in a receptionist position would dress differently than a grounds keeping worker. In all positions, flip-flops are prohibited.

In all positions, a student is expected to dress neatly and in good taste. A student should remember that he or she is a representative of the University and will often cross paths with the public in the course of his duties. Some of these individuals may be potential future employers. A student should always strive to project the best image possible for himself and his school.



International Students

International students who are enrolled in the undergraduate program are eligible to work on campus as allowed by the terms of their visas. However, on campus jobs not associated with the Federal Work Study program and the Graduate Assistant program are rare. International students must be enrolled full-time, and all hours must be completed to be eligible for on campus employment. Withdrawals from classes do not count toward the appropriate number of credits.

In accordance with the Bureau of Citizenship and Immigration Services regulations and to maintain lawful immigration status, work hours must be limited to 20 total hours per week while a student is enrolled in classes (e.g. a student cannot work 10 hours in the bookstore and 15 hours for another department at the University). Hours worked between terms may reach, but not exceed, 40 hours per week. The number of hours worked per week should be computed using Saturday through Friday as a workweek.

Worker's Compensation Insurance

Worker's Compensation Insurance will cover medical expenses due to job-related illness or injury and will partially compensate employees unable to work as a direct result of illness or injury incurred while performing job related duties.

Employees will not be covered by Worker's Compensation Insurance if the injury, illness or accident is not properly reported within 30 days. In addition, employees will not be covered if the injury, illness or death is the result of:

- Employee intoxication on the job.
- Employee engaging in horseplay when the injury is sustained.
- Employee intentionally harming himself or a coworker.
- Employee sustaining the injury while participating in an off-duty, voluntary activity, even if the University sponsors the event.

An employee who is injured on the job, or who becomes ill as a result of his or her job performance, must report his condition to his supervisor as soon as possible. Supervisors should in turn notify Sarah DeLeon in the Office of Human Resources immediately at 972-721-5255. If medical care is necessary, the employee is encouraged to go to Nova Health Care Centers in Dallas. If the employee does not have any form of transportation to get to Nova, a van can be requested from Nova at 214-350-9800. Alternatively, an employee may choose another medical provider as long as the provider is in the Zenith Health Care Network known as ZHCN/Interplan Network. Effective June of 2009, the University of Dallas now uses a network of medical providers through its workers compensation insurance. Employees are no longer able to go to any medical provider of their choosing. Injured employees who choose to have medical care by a non-participating medical provider may be billed for the entire cost of medical services. To find a medical provider that participates in the ZHCN network please visit [www. TheZenith.com](http://www.TheZenith.com) or call 1-800-841-3987.

In life threatening situations, the employee or co-worker should call 2911 and be transported to the nearest hospital. When the situation is not life threatening, supervisors are responsible for ensuring that the employee is transported to medical care when appropriate.

All accidents will be investigated and recommendations will be made to the department for prevention of future accidents or injuries. Employees should report unsafe conditions in their departments to supervisors and/or the Office of Human Resources. They may also report unsafe conditions to the Texas Department of Insurance Safety Violations Hotline by calling 1-800-452-9595. This hotline is bi-lingual, 24 hour and toll free.

Safety

Student employees must comply with all safety rules posted within the campus and the individual departments.



Discrimination and Harassment

The University condemns in the strongest terms discrimination against any student under any educational program of the University, and against any applicant or employee with respect to his or her recruitment, application of employment, hiring, compensation, terms, conditions or privileges of employment, and termination when such discrimination occurs because of the person's race, color, sex, age, disability, national origin, citizenship or, to the extent proscribed by law, religion . Unlawful discrimination includes sexual harassment and discriminatory harassment based on any of these factors. Violation of this policy constitutes cause for disciplinary action, up to and including dismissal.

Discriminatory harassment is conduct directly addressed to a specific individual or group of individuals. Harassment is any behavior intended to intimidate, ridicule, insult or annoy a person because of his/her race, color, religion, gender, disability, national origin or citizenship; it includes

any conduct based on these factors which unreasonably interferes with a student's or employee's work performance or which creates an intimidating, hostile or offensive work (or learning) environment.

Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made an explicit or implicit condition of employment or academic standing;
- Submission or rejection of the conduct is used as a basis for an employment or academic decisions; or
- That conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment; or in the case of students, the conduct unreasonably interferes with a student's work, or creates an intimidating, hostile or offensive learning environment.

Romantic Relations Between Employees and Students The proper relationship between employees and students or subordinates must not be jeopardized by possible doubt of intent or of fairness in professional judgment, or by the appearance to others of favoritism. Romantic relationships between supervisors and subordinates are prohibited.

Complaint Procedure

Violations of University harassment policy should be reported to the appropriate university official, as indicated below. A complaint must be made within 180 days of the action that is the subject of the complaint. The University encourages individuals to work together to resolve any complaints when possible. Any person who believes that he or she is a victim of sexual harassment should explicitly reject unwelcome conduct of a sexual nature or clearly indicate through another person that such conduct is unwelcome.

Faculty conduct in violation of this policy should be reported to the Provost or to the University President. The Provost or his designee shall promptly investigate the complaint and advise the President whether or not to initiate

the procedure through which the Disciplinary Action provisions of the faculty handbook (Sec. 2.49) shall be followed. The Provost shall inform the complainant of the action taken with respect to the complaint.

Staff conduct in violation of this policy should be reported to the Director of Human Resources. The Director shall conduct an investigation of the complaint and work with the supervisor of the person charged to resolve the matter or to initiate disciplinary action if warranted. The Human Resources Director shall notify the complainant of the action taken with respect to the complaint.

Student conduct in violation of this policy should be reported to the Dean of Students. The Dean, or his designee, shall investigate the complaint, resolve the matter informally, or, if it appears that discipline is called for, refer to the Committee on Student Discipline in accordance with the provisions of the Student Handbook. The Dean shall inform the complainant of the action taken with respect to the complaint.

As an alternative, **complaints of sexual harassment or of discrimination based on sex may first be reported to the Title IX Coordinator.** Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex with regards to admission and participation by students and employees in federal programs and projects. The Coordinator shall receive the complaint and assist the complainant through the appropriate process described above. The University's Title IX Coordinator is Janis Townsend, Director of Human Resources.

Jeffrey Taylor, Title IX & Student Disabilities Coordinator

Braniff Graduate Building

First Floor, 132-A

1845 E. Northgate Drive

Irving, TX 75062

The complaint and subsequent proceedings shall be kept as confidential as possible as allowed by law and consistent with a thorough investigation. The President shall designate a different official to participate in or conduct the investigation if the person normally responsible for such participation or investigation is the subject of the complaint.

Drug & Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, the University of Dallas prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.

Termination Policy

Supervisors should, in most cases, provide verbal counseling and a written warning before releasing a student from employment. Serious violations, however, may result in immediate termination. Student employees may be terminated for theft, falsification of timesheets, violation of policy, general misconduct on the job or unsatisfactory job performance. Student employees terminated from a position will not be assigned to another department.

Appeal Procedure: Any student employee who feels that he or she has been unfairly terminated or dismissed may appeal his/her supervisor's decision by submitting a written statement to the HR Director. The Director's decision is final and not subject to any further appeal and/or modification. The appeal request should address the allegations, specify why the decision was unfair and provide evidence to support the appeal request. The HR Director will consider the current allegations, past performance and rationale for the decision.

Resignations

A Student employee who wishes to resign must give written notice one week in advance of their last day of employment.

Nepotism

The appointment of multiple members of a family to University student employee positions or student employees working for staff members to whom they are related is permitted so long as one family member is not in a direct supervisory position over the other. The HR Director shall make any decisions involving possible direct benefit or detriment to the student employee.

Absences

A student employee must notify his or her supervisor in advance if he/she is not going to work their regularly scheduled work hours. In case of illness, the supervisor should be notified as soon as reasonably possible, before the start of the scheduled shift.

Supervisors recognize that academics should be a top priority for the students, and the time required to study will be taken into consideration when the student employees are expected to be on time and present during scheduled work hours.

In case of illness, the supervisor should be notified as soon as reasonably possible.

Excessive absences, tardiness, leaving work early, long breaks or absence without duly notifying the appropriate supervisor is just cause for disciplinary action and for not receiving an assignment in following semesters. (See also Termination Policy).

Confidentiality

Student employees shall maintain confidentiality regarding workplace issues. The release or sharing of information revealed in the workplace is prohibited. The removal of files or other materials from the workplace is prohibited. Any breach in confidentiality is grounds for immediate dismissal.

The student employee will sign a Confidentiality Agreement upon securing on-campus employment. The original copy shall be retained in the student's file in the Office of Human Resources. A copy of this policy is provided as Appendix A in this booklet.

Payroll

Federal regulations require that all new employees complete the following forms. The forms can be obtained in the Office of Human Resources located on the second floor in Carpenter Hall, Room 223. Paychecks cannot be processed until the paperwork has been completed properly and documentation has been provided.

- Form I-9 INS Employment Eligibility Verification

The I-9 form must be completed by the third workday or the employee will be asked to stop working until the form is completed. The employee must complete section 1 of the I-9. Proper identification must be presented to the Human Resources office in order to complete section 2 of the form. Acceptable forms of identification are listed on the back of the I-9. You must submit one item from list A, or an item from list B AND an item from list C. By law, the Office of Human Resources MUST see the original, unexpired document. Photocopies are not acceptable. For Example (not inclusive):

List (A) – Passport

OR

One item from List (B) – State Issued Driver's License or
University of Dallas Identification Card

AND

One item from List (C) – Original Social Security Card or
Certified copy of Birth Certificate (including official seal)

- Form W-4 Federal Income Tax Withholding

The student's name and social security number stated on this form must be identical to the information shown on the student's social security card.

The following guidelines may be helpful:

Line 5: The higher number of exemptions, the lower tax withheld. Claiming Single (S) and Zero exemptions will withhold the most tax.

Line 6: If the student employee chooses to have additional tax withheld, he/she may indicate the dollar amount in this area.

Line 7: Claiming "Exempt" indicates the student employee is entitled to have NO federal income tax withheld. He/she must meet the IRS criteria as stated to claim "Exempt".

Payroll Practices and Pay Periods

Timesheets are available online via BannerWeb once all new hire paperwork is complete. Timesheets must be accurate, complete, and submitted on time. They are due no later than 11:59pm on the Tuesday stated on the payroll schedule, except in cases of some holidays. Payroll schedules are may be found online, in the Business Office, and the Human Resources Office. Timesheets must be submitted each period and may not be submitted at one time at the end of the semester.

Direct Deposit: All employees are required to participate in direct deposit. A copy of the direct deposit advice is distributed on payday by email to your udallas email address.

