

THIEL COLLEGE STUDENT EMPLOYEE HANDBOOK

Human Resources Office
Roth Hall-First Floor
724-589-2150

studentemployment@thiel.edu

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1. INTRODUCTION

A campus job can be challenging, rewarding, and an important part of your college experience. But, like anything else in life, you will get out of it only as much as you put into it. As a student employee you fall under many federal and state regulations as well as college policies. Please take this job as seriously as you would any other part of your education experience and act with the integrity that is expected of all Thiel employees.

Thiel College employs students wherever possible and any student can apply. The College tries to provide campus employment to applicants with the greatest financial need, however a majority of other positions are filled through the recommendation of the work supervisors. The final decision for all hiring rests with the Human Resources Office. **Students may hold only one job per academic year (unless otherwise approved).** Students are paid on an hourly basis for an average of 8 hours/wk. Students are reminded that all required paperwork must be completed prior to employment. (See How do I get a job on Campus?)

2. HOW DO I GET A JOB ON CAMPUS?

Step 1-Application Procedure: Fill out the online application with contact information and job preferences by visiting the [Student Employment](#) website . Additionally, you will be required to submit a one-page resume to accompany your application. [The Career Development Center](#) can assist you with creating your resume.

Human Resources will forward completed applications to supervisors for hiring.

HR makes every attempt to match you with the appropriate departments. However, it is recommended that you contact the departments you listed on the application to introduce yourself. Many positions are also obtained by word-of-mouth and referrals, so be sure to ask around! Once selected, an interview with the department may be required. You will be notified if you have been hired and then required to complete the necessary paperwork in the HR office.

Step 2-Student Employment Paperwork: Once you are hired for an on-campus job you will be asked to complete and provide the following:

- Student Deduction Authorization
- I-9 federal tax form
- W4 tax withholding form
- Local Income Tax Residency Form
- Local Services Tax Exemption Form
- Rev 420-Non-resident (only fill out if resident of Ohio or West Virginia)
- Read and sign Pennsylvania Rights and Duties Form
- Read and sign Worker's Compensation Information
- Read and sign Thiel College Confidentiality Policy
- Provide two forms of identification, as required by I-9 guidelines (see Appendix A: I-9 Accepted Forms of Identification)

These forms can be obtained in the HR/Payroll Office or can be downloaded from the Thiel [Student Employment](#) website . All forms and I-9 verification **MUST** be turned into the HR/Payroll office before you can begin employment.

If you have any questions or concerns, please contact the Human Resources Department at studentemployment@thiel.edu or 724-589-2150. A staff member can assist you with filling out forms. Once all paperwork is completed, the department supervisor will be notified and you will be permitted to schedule hours and begin working.

Notes and Special Conditions

Students who have been admitted or continue to be enrolled at Thiel are given priority for student employment. Summer full-time employment for students is also by priority. Only after all applications from such students have been exhausted may non-Thiel College persons be employed.

Students receiving full tuition benefits, either through parent employment at Thiel or a participating tuition exchange institution, or as a result of receiving a full-tuition scholarship, may be considered for student employment opportunities, but such employment may affect other forms of financial aid for which the student may be eligible.

The College normally does not permit the employment of any close relatives within the same department. Likewise, persons in a close personal relationship should not normally be employed in a supervisor-subordinate relationship, in order to avoid favoritism or the appearance of preferential treatment.

3. STUDENT RESPONSIBILITIES

As an employee of Thiel College you are expected to:

- **Be dependable.** Report to work at the scheduled time. In case of illness or other unavoidable absences, notify your supervisor ahead of time.
- **Put your education first: it is why you are here.** You are not allowed to work when you have class or athletic practice.
- **Be honest.** Use the electronic time clocks to keep an accurate record of your time worked. Review your timesheets for correctness and completeness.
- **Be proud of your work.** Do the highest quality and most efficient job you are capable of doing.
- **Be worthwhile.** Perform all tasks assigned by your supervisor to the best of your ability.
- **Always act with integrity.** Act with integrity for the law, for the school's policies, the use of school assets, and, most importantly, integrity in yourself.

What is meant by integrity?

- Treat others the way you want to be treated.
- Do what you say you are going to do.
- You are only as good as your word.
- Always deal fairly and honestly.
- Work safely and follow proper procedures.
- Promptly report all questionable practices to the Human Resources Department located on the main level of Roth Hall.
- Do the right thing and make the "Right Decision."

What is the "Right Decision?" Use the integrity test:

- Is it the right thing to do?
- Is it legal?
- Is it consistent with the school's policies?
- How would your friends and family react?
- What are the consequences for you and for others?
- How would it look in the newspaper or on TV?
- How does it reflect on you and your school?
- When you look in the mirror, will you be able to say, "I made the correct decision and my ethics and values are in line with the College Mission Statement"?

3a. Appropriate Dress

Once hired, student employees will need to confirm the departmental dress code and hours with the hiring manager.

From the Employee Handbook:

Professional Attire

It is the intent of Thiel College that all employees dress for their own comfort during work hours while maintaining the professional image of the College to the campus community and visitors.

Employees working in office areas should dress professionally, as defined by the department supervisor. Department supervisors may set reasonable restrictions to clothing, jewelry or cosmetic styles, and may ask an employee to change unsuitable attire if necessary. On approved casual days, employees may dress in Thiel College "Spirit" clothing. Employees meeting with visitors on casual days should wear appropriate attire. Uniforms may be provided for employees in specific departments. Uniforms must be neat and clean, and position-appropriate footwear should be worn. In addition, personal protective equipment must be worn where prescribed for specific tasks performed by any employee.

All student employees are reminded that while they are working for the College, they are representatives of Thiel College and should dress appropriately. Student employees should pay attention to personal hygiene, present a neat and attractive appearance and avoid extremes in clothing and grooming.

3b. What to Do if You Cannot Attend Work

Always contact your supervisor if you are unable to attend a scheduled work time. Termination can result from failing to notify a supervisor of a reason for an absence or accruing multiple absences. Supervisors are generally supportive of student employees' involvements in co-curricular activities (athletics, fine arts, etc.); however, students must notify supervisors of practice and performance schedules, especially when they may interfere with work schedules.

3c. Recording Time Responsibly

Thiel College uses a manual timesheet to log student work hours. **Never** record time as work while you are in class, practice, or other times you are not at work. If you do mistakenly do so, notify your supervisor who will correct your record. These acts are considered theft from the college and provide false information, which are illegal and in violation of the Code of Student Conduct. These violations will result in immediate termination and may result in other college sanctions.

3d. Training

Periodic training on topics of nondiscrimination, prevention of harassment, prevention of sexual misconduct, and other topics may be required. Additionally, general safety training relevant to office environment and specific grounds/transportation equipment may be essential as well. Your supervisor will advise you of any necessary training that is assigned to you.

3e. Clearances

Residence Assistants and other select positions are required to complete background checks and clearances (paid for by Thiel College). This process can be completed by appointment in the Human Resources Office.

4. WAGES

Students are paid \$7.25 per hour, the Pennsylvania State minimum wage. Students are paid on the 10th of each month following the month of hours worked. Timesheets with supervisor approval are to be turned into the HR/Payroll office by noon on the 3rd of each month following the month worked (i.e., hours worked from March 1-March 31 will be due by noon on April 3 and paid on April 10). Any timesheets submitted after that deadline will be paid with the next student payroll.

Students are not eligible for fringe benefits such as paid breaks, paid sick days, paid vacation days, paid holidays, or unemployment benefits.

Campus employment earnings are taxable to federal and Pennsylvania income tax. Thiel distributes a W-2 to the student via United States mail at the end of the calendar year that reflects all college earnings for that calendar year. Please be sure to keep your address current with the Human Resources/Payroll Office.

Students are not entitled to work study or other job funds; wages must be earned.

5. HOURS

Students are authorized to work up to 20 hours per week according to federal mandate. However, students working 20 hours per week are likely to exhaust their FWS of the department's budgeted funds before the end of the semester. Thiel College's policy is that student employment hours should not exceed 8 hours weekly. Thiel's work-week begins on Sunday and ends the following Saturday. Time sheets for current student workers are available in the Human Resources/Payroll Office and on the [Student Employment](#) website.

6. GRIEVANCE PROCEDURE

It is Thiel College's purpose to provide an effective way for student employees to bring problems concerning their well-being at work to the attention of Thiel College's management. Therefore, an informal grievance procedure has been established for the benefit and use of student employees.

When a student employee believes a work condition or treatment is unjust, inequitable, a hindrance to effective operation, or creates a problem, he or she is encouraged to discuss the condition or treatment with management.

Misunderstandings or conflicts can arise in any organization and should be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that the employee believes is detrimental to himself or herself or the college/agency, the employee should follow the procedure described on the Thiel College website for bringing the complaint to management's attention.

7. CAMPUS POLICIES

From the Employee Handbook:

Whistleblower Policy

Thiel College is committed to maintaining the highest ethical standards, and expects that all members of the campus community will conduct all affairs of the College with honesty, integrity and mutual respect. The College has adopted policies for ethical behavior, confidentiality, resolution of conflicts of interest, prevention of discrimination and harassment, and other topics to guide campus community members in meeting the highest standards of appropriate behavior expected in all activities related to the College. These policies contain mechanisms by which any community member may report activity that may conflict with the College's policies and standards, for further investigation and resolution.

All members of the Thiel College community have a responsibility to report violations or suspected violations of laws, regulations, policies and procedures, and any other type of inappropriate behavior related to activities of the College. Any such report may be made in person, by email or regular mail, or via the Campus Conduct Hotline (CCH), and any such report is considered to be a protected disclosure, whereby the College will protect from retaliation those individuals who, in good faith, reported such activity.

If an individual believes that there is a potential conflict with reporting a suspected violation according to the guidance of the College policies, reports may be made via the CCH, a confidential, anonymous reporting mechanism. Designed to allow you to report your concerns about alleged illegal or unethical practices, inappropriate behavior or other violations of institution policies, the CCH system is available for your use around the clock, seven days a week. Because the CCH is operated by an independent organization, any calls made through the system are completely confidential and anonymous.

Reports and allegations will be investigated by appropriate internal and/or external parties. If the investigative process establishes that a violation of law, regulation or policy has occurred, an appropriate resolution will be recommended, based upon law and College policy.

Whistle blower reports will be treated in as confidential a manner as allowed by the circumstances and the law, and information may be shared on a need-to-know basis so that the College may conduct an effective investigation.

*The College will take appropriate action to prevent and correct violations of this whistle blower policy. Any individual who believes that they have been retaliated against for submitting a report of a suspected violation may file a written complaint to the Director of Human Resources, or via the **Campus Conduct Hotline (866-943-5787)**. Any complaint of retaliation will be promptly investigated; any employee who is found to have retaliated against someone who, in good faith, reported a suspected violation will be subject to appropriate disciplinary action, up to and including termination of employment.*

Prevention of Discrimination and/or Harassment

Thiel College strives to maintain a campus environment that fosters mutual respect and promotes harmonious, productive relationships. The institution believes that discrimination in any form constitutes misconduct that undermines the integrity of any relationship. Therefore, Thiel College prohibits discrimination that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, veteran status, or disability. This policy applies to all employees throughout the institution and all individuals who may have contact with any employee of this institution. Furthermore, Thiel College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the institution.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a similar nature will constitute harassment when a person involved feels compelled to submit to that misconduct in order to keep a position, to receive appropriate pay, or to benefit from certain employment decisions. If this type of misconduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment, it may also be considered harassment.

Thiel College expects that all employees will act responsibly to establish a pleasant and friendly work environment. However, if an employee believes that he/she has been subjected to any form of discrimination and/or harassment, the employee should firmly and clearly tell the person engaging in the discriminating and/or harassing conduct that it is unwelcome, offensive, and should stop at once. The employee should also report any

discrimination and/or harassment to the immediate supervisor, and to the Director of Human Resources, who may initiate an investigation of the discrimination and/or harassment claim.

Thiel College will conduct such an investigation in as confidential a manner as possible. A timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discriminatory and/or harassing behavior. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. However, any employee that knowingly makes a false claim of discrimination and/or harassment will be subject to corrective action up to, and including, termination.

Occasionally, an employee may perceive that talking with a supervisor, other administrator, or the Director of Human Resources about this conduct is not an option. If an employee feels that his/her complaint has not been or cannot be properly handled at those levels, the employee may report such a complaint via the Campus Conduct Hotline.

Safety Policy

It is the policy of Thiel College that risk management shall be of primary importance in all phases of campus life and administration. It is the intention of the College's administration to provide safe and healthy living and working conditions to protect the well-being of employees, students and visitors to the Thiel College campus.

The prevention of accidents is a goal and objective of the College and its operations. Thiel College recognizes that active involvement of members at all levels of the campus community is critical to its success in preventing injury and illness due to hazards, and in encouraging safe and healthy practices for all campus members. It is a basic requirement that each campus member make the safety of all members an integral part of his/her daily functions.

All members of the campus community are expected to cooperate in all aspects of the College's safety and health efforts and programs. Some major requirements of all campus members or visitors include:

- *All accidents and injuries, however minor, must be reported immediately to the employee's supervisor, or to the manager of the host department, if a visitor is involved.*
- *All employees (including student workers), or visitors performing work on campus, must wear any required personal protective equipment during job performance. There are no exceptions to this requirement.*
- *Hazardous conditions or other safety and health concerns must be reported to the employee's supervisor immediately, or to the manager of a host department, if a visitor recognizes and reports a hazard.*
- *Employees and student workers must participate in safety training activities and support safety committee membership.*
- *Each campus member must recognize that no job is so important that he/she cannot take time to do it safely.*

The Thiel College Safety Committee has been established to bring campus representatives together in a cooperative effort to promote safety and health on campus. The Safety Committee has been charged with the following responsibilities:

- *Identify hazards, recommend corrective action, and verify that corrective action has been accomplished.*
- *Identify employee safety training needs, and develop and schedule training programs.*
- *Establish accident investigation procedures for the College.*
- *Make recommendations for campus improvements to enhance a safe campus environment.*

Security and Loss Prevention

Thiel College has installed and maintains an elaborate security system to protect the premises from fire, unlawful entry, and theft. An employee will be provided the details of the system if it is determined that such knowledge is necessary to perform the employee's job duties. Such knowledge is covered by the College's Confidentiality Policy. Employees are encouraged to assist administration in ensuring that the system is not compromised in any way. Tampering with the system, violating procedures, or revealing any details about the security system to others may result in immediate termination.

Drug-Free Workplace/Substance Abuse

Thiel College is committed to providing a safe, healthy, and efficient working environment for all employees. To help achieve this goal, employees are prohibited from:

- *possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug;*
- *consuming alcoholic beverages while on College premises, in College vehicles, or while on College business or time, or bringing alcohol onto College premises (except at campus events where alcohol consumption is specifically permitted by the campus policies); and*
- *abusing prescription drugs, or possessing prescription drugs that have not been prescribed for the employee by a physician.*

An employee who violates this policy is subject to corrective action up to, and including, termination of employment. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being "under the influence". Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination.

Employees using prescription drugs according to a physician's instructions or using over-the-counter drugs for medicinal purposes should, in the event such drugs would impair their physical, mental, emotional, or other faculties, notify their supervisor, who may contact the Human Resources Director if job assignments need to be adjusted on a

temporary basis. The College's substance abuse program includes several components to support its efforts to remain drug-free, including:

- *supervisory training;*
- *drug testing of job candidates for selected positions following initial job offer, and drug testing for accidents involving injury and/or property damage;*
- *drug testing when a supervisor suspects that an employee is "under the influence" during working hours;*
- *drug testing on a random basis; and*
- *an Employee Assistance Program (EAP).*

All information relating to drug and/or alcohol screens is to be kept strictly confidential. Such information will be kept in each employee's medical file, which will be maintained separately from the employee's personnel file.

These medical files will be kept locked and secured, and access will be limited to certain individuals in the College. Under no circumstances should the results of a drug and/or alcohol screen be discussed with individuals that do not have a work-related need to know.

If employees, while performing duties for the College, are involved in an accident causing damage to property or requiring medical attention, they may be screened to determine whether they test positive for drugs and/or alcohol.

If a supervisor suspects that an individual is working under the influence of alcohol and/or drugs, the supervisor should notify the Director of Human Resources and the appropriate Cabinet representative to seek authorization to test the employee.

The supervisor will be granted permission to test the employee if sufficient objective symptoms exist to indicate the employee may be under the influence of drugs and/or alcohol.

While the institution does not condone the abuse of alcohol, prescription drugs, and/or use of illegal drugs, Thiel College does recognize that addiction to drugs and/or alcohol can be treated. If an employee recognizes a personal addiction or abuse problem and seeks assistance from administration in advance of detection, the College will assist the employee in seeking treatment. The confidential nature of the employee's counseling and rehabilitation for drug and/or alcohol abuse will be preserved.

The Employee Assistance Program (EAP) is a confidential resource designed to assist employees and their eligible dependents in dealing with challenges and problems, such as substance abuse. Employees and/or eligible dependents can obtain contact information for the EAP in the Human Resources department or on the Human Resources Web site.

Tobacco Use

The use of tobacco products including, but not limited to cigarettes, cigars, pipes, and smokeless tobacco, is prohibited inside any of the College's facilities or vehicles. The use of tobacco products will be allowed in designated areas outside selected facilities during break times only. This policy relates to all work areas at all times, including before and after normal working hours.

8. TERMINATION

A student may be terminated from a campus position with cause. The student will be notified by his or her supervisor and removed from the time clock system.

9. FEDERAL WORK STUDY (FWS)

FWS jobs are funded by the federal government to assist students with need in financing the costs of postsecondary education. These funds do not have to be paid back. Students are responsible for finding their own employment and working the hours allowed (no more than 20 hours per week) to receive their award. Funds earned will be paid to students once every two weeks. Students may choose to allocate those funds to their tuition or to use them for incidentals. Request a form from Student Financial Services to allocate funds to tuition.

FWS regulations require Thiel to use a portion of FWS for students employed in community service jobs. Through these jobs, students have the opportunity to integrate career exploration and educational experiences with meaningful employment. Thiel College has agreements with local agencies to meet this regulation. There are three locations in Greenville that can provide community service jobs paid by FWS.

Students should contact the Human Resources Department for more information.

9a. Understanding FWS Awards

FWS is a need-based, self-help financial aid program that allows students to earn money for educational expenses. Students are allowed to earn FWS wages up to the amount awarded during the semester it is awarded. However, if the student does not use all FWS funds from the fall semester, they can carry over to the spring semester. The actual amount of funds the student receives is based on the amount of hours worked and the wage at which the student is paid.

9b. Enrollment and Work Status

Students are eligible to work in FWS jobs if they have received FWS funds from the Financial Aid Office and have enrolled and are attending classes. FWS begins on the first day of classes in the fall semester and ends on the last day of classes in May. Federal funds cannot be earned outside this timeframe.

9c. Summer Work

The College hires a number of students to work on campus during the summer. Housing is provided at a substantially reduced rate to students who work full time for the college. Food service plans are not available during the summer however students are welcome to purchase individual meals when food service is in operation. Application procedures and positions available are announced by the Human Resources Department each year in April.

APPENDIX A: I-9 ACCEPTED FORMS OF IDENTIFICATION

LISTS OF ACCEPTABLE DOCUMENTS		
All documents must be unexpired		
LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR		AND
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	
	5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	
	6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	8. Native American tribal document
9. Driver's license issued by a Canadian government authority		6. U.S. Citizen ID Card (Form I-197)
For persons under age 18 who are unable to present a document listed above:		
10. School record or report card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
11. Clinic, doctor, or hospital record		
12. Day-care or nursery school record		
		8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

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