Congratulations! You are now eligible to participate in the Concordia Student Employment Program.

As a student employee at Concordia University, you will gain valuable job experience working with the dedicated staff and faculty of your university. This experience will become part of your employment record. You will have the benefit of flexible working hours at a convenient location.

If you have questions concerning:

- Work-study award amount, please contact the Financial Aid office located in Grimm Hall 1st Floor ext. 3071
- Account balance, please contact the Student Accounts office located in Grimm Hall 1st Floor ext. 3072
- Payroll questions, please contact the Payroll office located in the Administration Building, Room 212A, ext. 3120
STUDENT OBJECTIVES

The objective of the student employee is to give the best effort on the job, to develop good work habits and to be of service. There are two ways to work on campus:

1. Awarded—as part of the Financial Aid Package
2. Non-awarded—without the award from Financial Aid (limited number of jobs)

Those who are awarded work study have ample opportunities to find employment on campus. Campus departments which hire students are expected to hire work study recipients.

Students without work study award but want to take advantage of an on campus job should apply during WOW week or the first week of school. There are a limited number of jobs available to non-awarded students.

Students who work on campus are employees of the university whether they have work study or not. As a Concordia University employee, you will have the same obligations that other employees have. Here is a list of expectations supervisors have for their employee:

- Understand and follow written and verbal instructions
- Maintain confidentiality
- Work safely at all times and abide by safety procedures
- Work according to scheduled hours
- Work diligently
- Be attentive to details
- Achieve high levels of accuracy and quality of work
- Maintain personal appearance and personal hygiene
- Dress appropriately for the job

Your job here is part of your overall education experience at Concordia University. As a successful employee, you will do more than just earn money; you will learn positive work experiences and habits that you will carry into your future.

Work attendance:
Punctual and consistent work attendance is very important. Student employees need to be mindful that your department depends on you to report to work as scheduled. Repeated absences or tardiness can result in disciplinary action up to and including termination of employment.

Dress Code:
Work attire should be clean and in good taste at all times.

If you have any doubt as to the appropriateness of an outfit, please check with your immediate supervisor. Employees who report to work in attire that is not consistent with university standards will be dismissed from work and asked to return in more appropriate dress.

Computer and Internet Usage:
The only websites that student employees may use during work hours are work related sites. Student employees may not download anything or visit sites that are inappropriate according to the supervisor. Student employees may not visit any sites that would result in charges to the university. Violation of these policies would result in disciplinary action and/or possible dismissal. If the student employee job requires the use of a university computer, a Memorandum of Understanding form must be completed and signed by the supervisor and human resources. This form can be obtained from the Human Resources department in Admin 200.
SAFETY FOR STUDENT EMPLOYEES

All Concordia University student employees should be concerned about safety. They should practice safe work habits in order avoid injury on the job. Whenever an item of concern relative to the safety or health of others needs to be corrected, it should be reported to the employee’s immediate supervisor or the Director of Human Resources, preferably in writing. Student employees are expected to obey safety rules, follow established codes of safe practice and exercise caution in their work activities. Student employees are required to report illnesses or injuries occurring on the job to their supervisor immediately after the injury or illness.

DRUGS AND ALCOHOL

- Concordia University does not permit illegal drug activity and alcoholic beverage consumption in the workplace. It is expected that all student employees will report to work in appropriate physical and mental condition for work.
- The unlawful manufacture, distribution, possession, dispensation or use of controlled substances and alcoholic beverages on university work sites, or while conducting university business off premises, is prohibited.

SAFETY

- In an emergency:
  - Remain calm
  - Dial 9-1-1
- In a non-emergency:
  - Call Campus Safety at extension 3000, describe your situation and location

IN CASE OF EMERGENCIES

- Fire alarms:
  - Remain calm
  - Never assume a false alarm; treat all alarms as legitimate
  - Assist others in leaving the building
  - Do not re-enter the building until authorized by Campus Safety
  - Become familiar with the proper evacuation procedure for your specific building or area before an emergency occurs
- Emergency exits:
  - Be familiar with all the emergency exits at or near your workplace and have an escape plan in the event of a fire
- Fire safety:
  - Know where the fire extinguishers are located in your area and be familiar with how to use them
  - In the event of a fire, always use the stairwells to exit the building, never use an elevator

INJURIES

- Workplace injuries should be immediately reported to your supervisor
- If the injury is serious, call 9-1-1 or immediately notify Campus Safety
- If the injury is not serious, minor medical aid is available for student at the campus nurse’s office in SU 107
- Remember – “if you can’t move it, get help.”

VEHICLE SAFETY

The safe use of university vehicles is basic to any safety program. Only properly licensed and certified persons may operate university vehicles. Concordia University maintains a “Certified Driver” program through the Department of Campus Safety. Contact your supervisor if you are interested in becoming a certified driver.
✓ Immediately report any accidents or injury involving a university vehicle. For injuries, accidents, and/or damages that occur on campus while using a university-rented vehicle, contact Campus Safety immediately.
✓ University vehicles may be used for university business only. Unauthorized trips for personal reasons or transporting unauthorized persons in a university vehicle is a misuse of university property which may lead to disciplinary action, up to and including termination of employment.

VIOLENCE IN THE WORKPLACE
Concordia University is concerned with the safety and security of its students, staff and faculty, as well as guests and visitors on our campus. It is imperative that if you immediately report any threats that you see or hear by contacting your supervisor. Contact Campus Safety or 9-1-1 for severe threats. The intent of this notice is to remind persons of the university’s policies regarding safety and violence and provide guidance for persons who perceive that someone has made a threat. The appropriate university administrators will deal with actions or statements (including notifying local law enforcement officials) that a reasonable person could interpret as leading to an act of possible violence. Comments such as a statement to “get even” with someone, a threat to kill or injure someone, or to blow up the building are examples of threatening or intimidating language. The comment does not need to be made directly to the potential victim. Individuals who express violent words or behaviors should be referred to the Dean of Student Affairs or the Human Resources Director. Remember, violence never solves anything.

✓ Student workers are expected to conduct themselves in a respectful manner at all times.
✓ Try to resolve your differences through open lines of communication.
✓ If you are unable to resolve a problem with another person, contact your supervisor and request that he or she mediate the situation.
✓ Report all instances of workplace violence or assaults to your immediate supervisor.

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)
In order to promote the concept of a safe workplace, Concordia University maintains an Injury and Illness Prevention Program. In compliance with this program, the university maintains a regular inspection schedule to promote safe working conditions.
STUDENT AND SUPERVISOR OBLIGATIONS

Objectives:
The primary objective of student employment is to enhance the students’ education by nurturing strong work habits and Christian ethics. Part of Concordia’s mission is to empower students to become individuals of lifelong learning and service. This takes place in the work place as much as it does in the classroom. The objective of the student employee is to afford the best and most effective efforts on the job, develop good work habits and to be of service. These guidelines are designed to help ensure that a student employee’s work experience at Concordia provides excellent opportunities to practice and develop strong work habits.

Arrangements that differ from the following guidelines will need to be approved in advance by the Human Resource Department. These guidelines are geared toward students working part-time during the school year. Arrangements for summer employment should be made with the Human Resources Department.

Student Employment:

Awarded Student Employees:
Some students will receive a work study award as a part of their financial aid package. The awarded amounts cannot be transferred from one semester to another semester.

Non-Awarded Student Employees:
All students accepted after the Fall of 2008 will not receive work-study as part of their financial aid package; however there are positions on campus available to all students. Some positions have requirements such as special experience, skills or certification and some do not. Students who do not receive work study awards may apply for these positions. A very limited amount of funding is available for non-awarded student employees. Typically, these students also earn no more than $1000 per semester.

Pay:
Aside from some prearranged exceptions, student employees are paid by the hour. Students will be paid a minimum of $8.00 per hour. Raises in student employee pay can only be made at semester breaks. This is determined by the employee’s immediate supervisor contingent on performance and only within the guideline of the student employee pay schedule. (See Student Employee Hourly Rates on page 13) Paychecks are available at the Student Account department of Grimm Hall on the paydays listed below. Please check the Student Account department for business hours.

Recording Hours Worked:
Students will use Bannerweb Time Entry for recording hours worked. Supervisors will be responsible for training student employees on how to enter hours worked. Students must submit hours with supervisor’s approval no later than scheduled submitted date on page 9.

Hiring Student Employees:
Hired student workers must provide two (2) forms of identification (valid driver’s license, social security card or passport). Necessary paper work includes:
- Student Contract signed by the supervisor (Supervisor fills in Department/Org# information.)
- W-4
- I-9
- Two (2) forms of identification

Supervisors are responsible for collecting all necessary paperwork from student employees. All paper work must be turned in together to the Human Resources Department (Admin. 200) before the student employee can start working or receiving a paycheck.
At the beginning of each semester, students sign contracts with their supervisor(s) indicating that they will work a certain schedule for the semester. Students are discouraged from changing jobs during the semester. If it is beneficial for a student to move from one job to another, the change should be made only at the semester break.

If a student is contemplating a change of jobs, the supervisor in the office into which the student wishes to transfer is expected to contact the student’s current supervisor, complete a new student employment contract and contact the Human Resources Department immediately. The student is expected to provide a two weeks notice to the current supervisor when changing jobs.

**Training:**
Although new students are given a tour of the campus during orientation, supervisors will need to familiarize their employees with the locations and functions of various offices on campus; especially those related to the student’s job responsibilities.

Job training and employee satisfaction are closely tied. Supervisors should pay close attention to the training of student employees for their specific duties. A well-trained employee is very likely to succeed and excel on the job.

**Job Descriptions:**
Supervisors should develop job descriptions for the positions held by students. A job description should include a list of qualifications, a list of responsibilities and the name and the role of the supervisor.

**Performance Assessment:**
Supervisors are required to complete a Student Employee Evaluation at the end of the each semester. Evaluations forms can be obtained from the Human resources Department.

**Discipline:**
From time to time, student employees do not live up to the responsibilities as stated in the job description and employment contract. In such cases, the following disciplinary steps will ensure that the student is given every opportunity to improve. Please note that the Human Resources Department should be kept informed of any disciplinary action taken beyond verbal warnings.

If the student does not make acceptable improvements after verbal warnings that are documented in writing, a Supervisor/Employee Meeting Documentation form should be completed. This form should include four items:

1. A reference to the verbal warnings
2. A description of the problem
3. An explanation of corrections to be made and a reasonable time frame for making changes
4. An explanation of the consequences if improvements are not made

The notice should be dated and signed by the supervisor and student and the original should be sent to the Human Resources Department.

If appropriate corrections are not made after documented verbal warnings and a Supervisor/Employee Meeting Documentation, the student should be placed on probation for a “reasonable time.” If a student continues with inappropriate behavior he/she may be terminated from the job and/or the Student Employment program. The student’s employment can only be terminated by Human Resources with the recommendation of the supervisor, or the student may be transferred to another, more suitable job on campus.
CONFIDENTIALITY AGREEMENT FORM

Student Confidentiality Policy Statement

Student employees of Concordia University Irvine may come in contact with confidential information or sensitive matters. This knowledge is regarded as highly classified and is not to be discussed with anyone outside of this department or with unauthorized persons without direct permission of a supervisor. Violation of this policy may result in disciplinary action, up to and including termination.

All student employees are expected to manage records in their custody in accordance with all Federal Regulations, specifically not releasing student or employee information to third parties without the written consent of the student or employee unless specifically allowed according to Federal guidelines.

Any student employee failing to provide necessary security of University records as stipulated may be denied further access to University records.

Proper custody of University records includes but is not limited to:

1. Keeping all University records in a secure environment when the student or employee is not present.

2. Keeping all University records inaccessible by not accessing records on a laptop outside the work area.

Confidentiality Best Practices

Do not talk about sensitive information regarding students or anyone else in hallways, elevators, the cafeteria or other places where an outsider or another student might overhear. Someone may not know the person being talked about, but will assume that all information is treated in such a loose and insensitive way. His or her confidence in the University and the University’s employees will weaken.

Do not share any personal or confidential information outside the University with family, friends or business associates. The University has policies which require getting written permission from students before giving certain types of information to others. Some of these policies are required by State and Federal laws. (FERPA: Family Educational Rights & Privacy Act)

Statement of Student Employee:

I understand by virtue of my being defined as a “Student Employee” at Concordia University, Irvine I may have access to records, which contain individually identifiable information, the disclosure of which is prohibited by the federal Regulations including Family Educational Rights and Privacy act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to an unauthorized person could subject me to criminal and civil penalties imposed by law. If it is found that I violated this statement, I understand that I may be dismissed from my position regardless of whether criminal or civil penalties are imposed.

By signing this statement I agree to abide by this standard.

_________________________________________  __________________________  __________________________
Date                                        Student Employee Name                      Student Employee Signature

_________________________________________  __________________________________________
Date                                        Supervisor Name                              Supervisor Signature
# Student Employees Hourly Rates

## 2011/2012 Academic Year

<table>
<thead>
<tr>
<th>Year</th>
<th>Hourly Rate</th>
<th>Number of Hours Per Week (Approximately)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First year/Freshman</strong></td>
<td>8.00</td>
<td>8.35</td>
</tr>
<tr>
<td>Second semester</td>
<td>8.15</td>
<td>8.2</td>
</tr>
<tr>
<td><strong>Second year/Sophomore</strong></td>
<td>8.30</td>
<td>8</td>
</tr>
<tr>
<td>Second semester</td>
<td>8.45</td>
<td>8</td>
</tr>
<tr>
<td><strong>Third year/Junior</strong></td>
<td>8.60</td>
<td>7.75</td>
</tr>
<tr>
<td>Second semester</td>
<td>8.75</td>
<td>7.75</td>
</tr>
<tr>
<td><strong>Fourth year/Senior</strong></td>
<td>8.90</td>
<td>7.5</td>
</tr>
<tr>
<td>Second semester</td>
<td>9.05</td>
<td>7.5</td>
</tr>
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</table>

## 2011 Semi-Monthly Payroll Schedule

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Submit no later then</th>
<th>Approve no later then</th>
<th>Check Date</th>
</tr>
</thead>
</table>

Please submit your hours via BannerWeb to your supervisor for approval **no later then the date given above**. Failure to do so will cause delays and may result in forfeiture of compensation.
All offices will be closed on the following holidays. **These are unpaid days off for student employees.**

<table>
<thead>
<tr>
<th>2011 HOLIDAYS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Holiday</strong></td>
<td><strong>Date</strong></td>
<td><strong>Day of the Week</strong></td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>January 17</td>
<td>Monday</td>
</tr>
<tr>
<td>Good Friday</td>
<td>April 22</td>
<td>Friday</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>April 25</td>
<td>Monday</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 30</td>
<td>Monday</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
<td>Monday</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 5</td>
<td>Monday</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 24</td>
<td>Thursday</td>
</tr>
<tr>
<td></td>
<td>November 25</td>
<td>Friday</td>
</tr>
<tr>
<td>Christmas to New Year Holiday</td>
<td>December 26</td>
<td>Monday</td>
</tr>
<tr>
<td></td>
<td>December 27</td>
<td>Tuesday</td>
</tr>
<tr>
<td></td>
<td>December 28</td>
<td>Wednesday</td>
</tr>
<tr>
<td></td>
<td>December 29</td>
<td>Thursday</td>
</tr>
<tr>
<td></td>
<td>December 30</td>
<td>Friday</td>
</tr>
<tr>
<td></td>
<td>January 2, 2012</td>
<td>Monday</td>
</tr>
</tbody>
</table>