Policy 1302
Student Employment

Christopher Newport University
Date: July 9, 2008
Last Review completed: March 22, 2013
Responsible Offices: Office of Human Resources (HR) – classification and compensation; Center for Career Planning (CCP) - application, recruitment and referral process; Business Office – payroll and hiring process completion

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PURPOSE:
To establish regulations for hiring CNU students as part-time student employees of the University.

DEFINITION:
To be a candidate for student employment, an undergraduate student must be enrolled in at least 6 credit hours (graduate student, 3 graduate credit hours) during the fall and spring semesters. Students may be employed during break periods and summer sessions, as long as full or part-time student status is intended to be continuous. Departments that wish to hire student employees are referred to Policy 1303, Student Employment Wage Scale for approved class titles and authorized rates. This policy can be found on the Human Resources website by utilizing the following link: http://www.cnu.edu/hr/cnucomm/policyproced/index.asp.

POLICY:

Christopher Newport University, an equal opportunity employer, is committed to access and opportunity for all persons without regards to race, gender, color, age, religion, veteran status, national origin, disability, sexual orientation or political affiliation. The University complies with all applicable state and federal provisions, laws and regulations concerning discrimination and harassment. Anyone having questions concerning these laws should contact the Director of Equal Opportunity at (757) 594 – 8819.

It is the policy of the University to employ qualified CNU students to fill temporary part-time personnel needs within University departments, while pursuing their education. Student employment is intended to be educationally and financially helpful to students, while providing opportunities for work experience. The objective of this policy is to define student employment and to outline the conditions of employment.

Use and Conditions of Student Employment

Appearance Requirements for Student Employees* - Standards for Clothing, Grooming and Jewelry

Clothing must be modest and worn in good taste.
Hair must be clean and worn in good taste.
Facial hair must be neatly trimmed.
Fingernail polish and makeup may only be worn by females and must be worn in good taste.
Nails must be clean and trimmed.
Tattoos on visible body parts are not acceptable.
Jewelry must be modest in appearance and worn in good taste.
Jewelry on visible, pierced body parts (other than earrings on female earlobes) is not acceptable.
Females must not have more than two earrings per earlobe.

*Department standards may require additional requirements based on the needs of the work environment.

All students will be hired on an hourly basis.

Direct deposit of pay is a requirement of employment except for Federal work-study employment.

Student employment shall be limited to CNU undergraduate and graduate students. Part-time undergraduate students may be employed if enrolled at least half time (at least 6 credit hours) and graduate students at least 3 graduate credit hours, but preference will be given to full-time students (undergraduate: 12 credit hours or more; graduate: 9 graduate credit hours or more) whenever possible. Graduating students: A student who is less than half-time will still meet half-time guidelines if the student is graduating. Specifically, a student who is in the last semester of a course of study and is enrolled for the number of credit hours needed to complete the degree requirements will still be regarded as at least a half-time student, even if the student is enrolled in less than half the number of credit hours required of full-time students and is otherwise eligible for student employment.

Student employment is "at will" employment, and as such, students can be terminated from a position without notice or cause.

Students must complete "Building Traditions, Transforming Lives" workplace values/customer service training and receive Workplace Violence Policy information and protocols.

The Immigration Reform and Control Act of 1986 requires employers to verify the employment eligibly of all new employees. The U.S. Citizenship and Immigration Services in the Department of Homeland Security has issued the I-9 Form, Employment Eligibility Verification to be used for this purpose. By law, all student employees must complete this form prior to beginning employment. **Student employees are not allowed or eligible to begin employment without the successful completion of this and other required forms through the Business Office.**

In addition, as a Commonwealth of Virginia Agency, the Governor has mandated that CNU participate in the federal E-verify system. This system utilizes information from the I-9 form to verify a student employee's identity and employment eligibility electronically with the Social Security Administration and the Department of Homeland Security.

Students hired on an hourly basis should be employed in only one position at any given time. However, if this cannot be arranged, two positions, not to exceed twenty hours per week between both positions (forty hours per week during break periods and summer sessions) may be held. It is the responsibility of the second hiring department to coordinate hours with the first department to assure these limits are met, and to avoid any overtime scenarios.

Student employment is limited to twenty hours per week when classes are in session during fall and spring semesters. Students may not work more than forty hours per week during break and summer session periods. Violations of the work hour policy may lead to your department's right to employ student workers being revoked.

Social Security Taxes (OASDI and HI Taxes)

Undergraduate and graduate student employees meeting the minimum semester enrollment requirements of 6 and 3 credit hours, respectively, shall be exempt from having Social Security Taxes (FICA) withheld from their paychecks during the regular academic year. During the summer these requirements must be met as well, or the University and the student employee will be responsible for their share of Social Security Taxes (FICA).

Compensation

Student employees shall be paid on an hourly basis within the "General" category as: Student Worker, Student Leader, or Student Manager, or on a flat rate basis as authorized by Policy 1303, Student Employment Wage Scale, or other formal arrangements approved by the Director of Human Resources or designee. The prevailing minimum wage rate shall be established as the base hourly rate for student employment. Exceptions to payment on an hourly basis within the "General" category, and requests for flat rate payment, must receive prior approval from the Director of Human Resources or designee. The CNU Compensation Committee reviews and approves the Student Employment Wage Scale.

Benefits

Student employees are covered under the Commonwealth's Workers' Compensation Act. Students must immediately report any workplace injury to their immediate supervisor and HR. When eligibility is established, compensation is provided by the University.

Student employees do not accrue any paid leave, nor can they participate in the state's health insurance, life insurance, retirement, or other benefit programs.

Student employees are at-will employees and are not covered under the Virginia Personnel Act and are not entitled to use the Grievance Procedure for State Employees.

RESPONSIBILITY:

It is the responsibility of each Hiring Manager to post available positions in CNU Career Connect for a minimum of 48 hours; to verify student status to ensure compliance with this policy; to monitor hours worked (hourly basis); to certify that the scope of work is completed (flat rate basis); and to verify that sufficient departmental funds are available.

PROCEDURE:

The Center for Career Planning, the Financial Aid Office, Hiring Managers, Students, the Business Office and Human Resources have responsibilities in the Student Employment and Federal Work Study hiring process.

Center for Career Planning

The Center for Career Planning (CCP) will serve as the coordinating department for CNU faculty/staff seeking to hire students and for students seeking jobs through the Student Employment and Federal Work Study Programs.

1. CCP will develop and market the Student Employment Program to students, faculty and staff.

2. CCP will assist faculty and staff in posting position announcements and receiving applicants through CNU Career Connect, the Center for Career Planning's online recruitment database. All positions must be posted for a minimum of 48 hours.

3. CCP will assist students in completing their student employment application, uploading their application to their CNU Career Connect account and applying for desired vacancies.

Financial Aid

Financial Aid will serve as the coordinating department for eligible students seeking jobs under the Federal Work Study Program.

1. Financial Aid will notify students of their eligibility for Federal Work Study.

2. Financial Aid will review and approve all Federal Work Study job postings in CNU Career Connect.

3. Financial Aid will track Federal Work Study award dollars and inform Hiring Managers when funds are running out for their student employees.

Hiring Managers

Hiring Managers will thoroughly review and understand the Student Employment Policy; will post a vacancy on CNU Career Connect for a minimum of 48 hours; will complete the student hiring paperwork; will insure that students complete their job requirements; and will insure that student timesheets are submitted in accordance with the schedule of pay established by the Business Office and comply with work hour limitations as stated in this policy. The Student Employment Policy and the Schedule of Pay can be located on the Business Office website at http://www.cnu.edu/busoff/forms/index.asp. A signed acknowledgement by the Hiring Manager stating that they have read and understand this policy must be completed and submitted to the Business Office.

Posting a Vacancy:

1. Hiring Managers will establish an account on CNU Career Connect or will access an existing account at the following site https://www.myinterfase.com/cnu/employer/home.aspx. Hiring Managers should contact CCP at 757-594-8887 with any questions about the site.

2. Hiring Managers will post all student employment and federal work study positions in CNU Career Connect for a minimum of 48 hours.

Processing:

1. After the posting period closes, Hiring Managers will review the applications, interview the candidate(s), and make a recommendation for hire without regards to race, gender, color, age, religion, veteran status, national origin, disability, sexual orientation or political affiliation. The Hiring Manager will print a copy of the Student Application form and obtain an original signature from the student in Section II during the interview.

2. Hiring Managers will reviews Policy 1303, Student Employment Wage Scale for appropriate class titles and authorized rates. Any questions regarding this policy should be directed to HR at 757-594-7145.

3. Hiring Managers will complete Section III of the selected student's Student Employment Application indicating the CNU Career Connect Job ID#, date range position was posted, requested hiring date, student title, rate of pay, department and account information, brief description of duties and Supervisor's signature/date. Primary and secondary timesheet approver information must be completed within this section and Banner ID#'s for all parties must be provided.

4. Hiring Managers will need to make sure the student has completed the hiring paperwork. The forms can be found in the Resource Library of CNU Career Connect.

5. Hiring Managers will notify the student that she/he cannot begin employment prior to completing legally required forms and certification of the hire. The U.S. Citizenship and Immigration Services in the Department of Homeland Security has issued the I-9 Form, Employment Eligibility Verification to be used for this purpose. By law, all student employees must complete this form prior to beginning employment. Also, as a Commonwealth of Virginia agency, the Governor has mandated that CNU participate in the federal E-verify system. Student employees are not allowed or eligible to begin employment without the successful completion of the I-9 form and an approved work eligibility ruling from E-verify. Failure to follow this requirement can result in serious legal, financial and compensation problems for the supervisor and student.

6. Hiring Managers will forward the original Student Employment Hiring Packet to the Business Office so that the student can be established in the Commonwealth's payroll system as an employee. The student then meets with the supervisor and is advised where and when to report to work. Prior to beginning work, the supervisor instructs the student on completing a web time sheet.

7. Hiring Managers will log into their CNU Career Connect Account and provide hiring information including the student's name, position title, department, salary and hours per week using the "Report a Hire" feature at the left of the screen.

8. Hiring Managers will monitor student time sheet completion, verify its contents and submit it electronically to the Business Office according to the Schedule of Pay at http://www.cnu.edu/busoff/forms/index.asp. It is imperative that this schedule for timesheet submission be adhered to as failure to do so could result in the delay of payment to the student until the next available pay date.

9. Hiring Managers will make sure that students read the Student Employment Policy and maintain a signed acknowledgement in their files from the student.

10. Hiring Managers will complete the Student Employment Termination Form upon termination of the student employee and submit it to the Business Office. This is done when employment ceases during a semester or,

if working both semesters, at the end of the spring semester. Termination of inactive employees is a requirement of the State in order to reduce data storage costs.

Students

Students will review and understand the Student Employment Policy; utilize the CNU Career Connect System to apply for campus positions; complete the hiring packet as instructed by the Hiring Manager; and submit timesheets accurately and in accordance with the Schedule of Pay established by the Business Office and comply with work hour limitations as stated in this policy. The Student Employment Policy and the Schedule of Pay can be located on the Business Office website at http://www.cnu.edu/busoff/forms/index.asp. A signed acknowledgement by the student that they have read and understand the Student Employment Policy must be completed and submitted to the Hiring Manager for retention.

To Find Posted Student Employment Vacancies:

1. Students will access CNU Career Connect via www.myinterfase.com/cnu/student. To find campus jobs, go to Jobs, Job Search. For Position Type, select "On-campus job", or enter "CNU" in the organization name field.

2. Students will click on the job title for the position for a complete job description to review. Any questions regarding the responsibilities of the listed position should be addressed with the Hiring Manager. The Hiring Manager's name and contact information will appear in the Contact Information Section.

3. The student completes the Student Employment Application, found in the CNU Career Connect Resource Library, uploads it to the resume document section of his/her CNU Career Connect account, returns to the desired job posting and clicks "Apply for this job." Some jobs may require additional application materials such as unofficial transcripts; students will review and complete all application instructions.

4. Student will meet with the Hiring Manager if selected for an interview.

Processing:

1. Students will complete their hiring paperwork that can be found in the Resource Library of CNU Career Connect once the Hiring Manager has instructed them to do so.

2. Students are not allowed or eligible to begin employment without the successful completion of all required Federal and State forms. Upon completing the required forms the student will meet with the Hiring Manager and is advised where and when to report to work. Prior to beginning work, the Hiring Manager will instruct the student on completing a web time sheet.

3. ***Important note- I-9 Form:*** The U.S. Citizenship and Immigration Services in the Department of Homeland Security has issued the I-9 Form, Employment Eligibility Verification. By law, all student employees must complete this form prior to beginning employment. Also, as a Commonwealth of Virginia agency, the Governor has mandated that CNU participate in the federal E-verify system. ***Students are not hired and authorized to work without completing these steps and receiving an approved eligibility to work status.***

5. Students will accurately complete time sheets to reflect hours worked, submits the time sheet to the Hiring Manager for review and their electronic submission to the Business Office on or before the required due date. It is imperative that the schedule for timesheet submission be adhered to as failure to do so could result in the delay of payment to the student until the next available pay date.

6. Students will attend Building Traditions, Transforming Lives workplace values/customer service training offered by HR or other designated departments.

Business Office

The Business Office will complete the hiring process, establish and maintain the student payroll and all associated forms, including student time sheets, hiring application, I-9, E-verify approval, tax forms and payroll records submitted by the Hiring Manager. The Business Office will also establish the Hiring Manager within the E-verify system.

1. The Business Office will receive the original, completed Student Hiring Packet from the Hiring Manager. This packet should include the following completed forms: Student Application, Statistical Data, Federal Tax Withholding, State Tax Withholding, Direct Deposit Form, Child Support Disclosure, COVA Alcohol & Drug Policy, Electronic Use Policy, Federal I-9 Form, and E-verify Approval.

2. The Business Office will verify all appropriate forms have been completed properly by the Hiring Manager and contact them regarding any issues or missing information.

3. The Business Office will establish the student in the payroll system and in the web time sheet system.

4. The Business Office will terminate students from the payroll system upon receiving notification from the Hiring Manager.

5. The Business Office will maintain hiring records to include completed Student Hiring Packet as detailed above and payroll and time sheet/hours worked information.

6. The Business Office will establish Hiring Managers with access to the E-verify system for employment eligibility approval.

Office of Human Resources

The Office of Human Resources determines, with information from management, the general classifications of student employment and, as recommended by the CNU Compensation Committee, updates the wage scale as needed.

1. The Office of Human Resources will review exceptions for creating unique student employment positions outside approved categories and rates of compensation and provide a decision to the Hiring Manager.

2. The Office of Human Resources will provide or coordinate "Building Traditions, Transforming Lives" workplace values/customer service training to students.

INTERPRETATION:

The Director of Human Resources, Comptroller or Assistant Comptroller is responsible for the interpretation of this policy.

Policy approved as to form and content by:

Cindi Perry
Chief of Staff

Date 3/29/13

Bill Brauer
Executive Vice President

Date 3/29/13