



University of Valley Forge

Student Employee Handbook

2018 - 2019

Welcome

We are glad to have you as a student employee and hope that you will find your work interesting, enjoyable and rewarding. This handbook has been prepared to help you be successful in your new position. We are excited to have you become part of the UVF team!

UVF CO-OP Program Overview

The University supports the employment of current students, recognizing the reciprocal benefits of their work. Employment of students provides them the opportunity to gain valuable work experience and assists them with the financing of their education. Our undergraduate employees are a valuable resource, helping the departments to maintain a student focus and perspective. Providing on-campus job opportunities for our students is consistent with our philosophy on preparing individuals for a life of service and leadership in the church and in the world.

Every student position has merit, even if it is not directly related to a field of study. These roles help our students gain a better understanding of the dynamics of the working environment, and foster the development of many essential job skills. The program provides each University department with the opportunity to utilize the unique skills and talents of UVF students. Students are an integral part of making the departments run smoothly, while they gain abilities that will help them in future employment.

Guideline for the UVF CO-OP Program

- Student employment at UVF refers to temporary, part-time, on-campus positions available to registered, degree-seeking students.
- All jobs on campus are available to all students. All students receive a full pay check.
- If a student owes on his student account bill, he will be responsible for setting up a plan to make those payments. Our goal is to guide students to assume responsibility for their financial commitments and learn to be good financial stewards.
- Student jobs vary on the number of hours worked each week. If a student wants to work over 15 hours a week they must have a specified G.P.A and get written permission from the Vice President of Student Life. Students may work more than one job, but must not exceed 15 hours without approval from the Vice President of Student Life. Students may never work under any circumstance over 29 hours per week.

The Procedure for Getting a Job

- All jobs are posted on www.myvalleyforge.edu with a link to the email of the hiring supervisor.
- The student is responsible for contacting the supervisor to set up an interview. The student is advised to bring the student application, resume and references to the interview. If the student is hired, they will then need to see the CO-OP Coordinator to complete their employment paperwork before they start working. In order to complete the employment paperwork, the student will need to bring their social security card and a photo ID. The student will also need to provide written documentation of their bank account number and routing number because direct deposit is used for payroll.
- Returning student workers will only need to pick up the signed Student Employment Authorization Form from their supervisor and submit it to the CO-OP Coordinator.

Authority of the Policy Manual

This Student Handbook has been prepared to set forth policies and procedures as they apply to student employees of the University of Valley Forge. The Handbook has been written to:

- Explain policies and procedures used in the employment process.
- Provide reasonable equity in the conditions of employment.
- Communicate expectations for student employees.

This handbook is the property of University of Valley Forge and is issued to all student employees by the Office of Human Resources. Student employees are responsible for reading, understanding, and complying with the provisions of the Handbook.

Personnel Policies

Equal Employment Opportunity and Nondiscrimination

The University hereby affirms its commitment to Equal Employment Opportunity for all qualified persons without regard to race, color, national origin, gender, physical handicap, age or status as a disabled veteran. The University is firmly committed to this policy and expects all employees to demonstrate sensitivity to and respect for all persons.

Sexual Harassment

It is the University's policy that all employees are responsible for assuring that the work place is free from sexual behavior, all employees must avoid any action or conduct which may be viewed as sexual harassment. Any employee who has a complaint of sexual harassment by anyone, including supervisors, staff, faculty, co-workers, students, or visitors should bring the problem to the attention to a member of the President's Cabinet.

Schedules

Schedules are determined between the immediate supervisor and the student employee. Flexible scheduling is offered to student employees to accommodate their academic success. Student employees are not permitted to work during Chapel. Please be sure to schedule work hours accordingly.

Attendance

Every job assigned to a student employee has a definite place in the successful operation of the University. Therefore, you are expected to start your work at the time scheduled. Valid reasons for missing work include but are not limited to: illness, emergencies, special meetings. If, for any reason you are unable to work at your regular starting time, you are expected to call your supervisor in advance. Your supervisor may terminate your employment from the department for repeated unexcused absences or tardiness. Should it be necessary for you to leave your department during your scheduled work hours, advance permission is required from your supervisor.

Attire

The University expects their student employees to conform to the school's accepted standards of hygiene, modesty, and propriety in dress, and appropriate to the area in which they work. Please check with your supervisor for the requirements for your particular area.

Fundamental Work Habits

Along with the advantages and opportunities offered through employment with the University go certain responsibilities and obligations that you will want to meet. As a student worker you are a member of a team. The team relies on student employees as they are a valuable part of the University operations. Fundamental work habits that are expected of student workers are:

- To treat others courteously and with respect.
- To report to work promptly and fulfill all assigned responsibilities.
- To communicate with supervisors regarding tardiness or absences.
- To refrain from conducting personal business while working. This included the use of cell phones while working.

Customer Service and Department Phones

Good telephone habits let people know that we are interested in serving them and that we are friendly, helpful and considerate.

The following steps will serve you in dealing with our customers:

- Answer the phone promptly and courteously within two rings if possible.
- Identify yourself by name and department.
- Give an accurate and careful answer.
- If you are not sure on how to help the individual, tell them you will direct them to someone who will be able to answer their question.

Confidentiality Contract

It is understood that some student employment jobs may allow students access to information that must be treated as confidential. Such information may relate to University business, student information, particularly academic, financial, disciplinary, counseling or information regarding University personnel. Student employees are required to sign the UVF Student Employment Confidentiality Contract as part of their employment. The student may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. Because of the importance of confidentiality, any breach either deliberate or through carelessness, will be grounds for immediate dismissal from the position and may subject the student to disciplinary action.

Terminations

A student may be terminated for any of the following reasons:

1. Failure to report for scheduled work hours.
2. Incompetence
3. Breach of the Confidentiality Contract
4. Will misconduct that may include:
 - a. Insubordination
 - b. Neglect of duty, including proper use of the time clock.
 - c. Fighting or threats of violence.
 - d. Theft, attempted theft or willful destruction of University property.
 - e. Falsification of payroll, or other University records.
 - f. Unapproved absence or excess absence.

This list is not intended to be all inclusive, but an example of what may be considered willful misconduct. Depending upon the circumstances of the act, such action may range from progressive disciplinary process (listed below) to immediate termination.

Procedures for Termination

1. The student is given a verbal warning by his or her supervisor.
2. If there is not improvement after a specified time period, the student is given a written warning.
3. If the student makes does not make any improvements after the written warning, the student is terminated.

Procedure for Evaluations

1. Student evaluations are completed every April by the student's supervisor.
2. Both the student and the supervisor will participate in the evaluation. The evaluation is placed in the student's personnel file.

The University of Valley Forge Student Employment Handbook is a resource document for student employees. It is not intended to and does not create an express or implied contract of employment or any other contractual right, obligations or liabilities. Because employment is at-will, both the student and the University have the right to terminate employment at any time.

Payroll Procedures

Payroll Information

Payday is every other Friday. The pay period is for two weeks, beginning on Monday morning and ends on Sunday at midnight. All pay checks are direct deposit. Students are required to provide a written document from their bank that includes the bank's routing number and the student's personal account number. Failure to do this before starting work will jeopardize their first paycheck.

Payroll Company

The official payroll company used by the University is ISolved by BalancePoint.

After the student completes their employment paperwork, they will receive an email from BalancePoint with directions on how to set up their account. It is important that the student sets up their account immediately. This will allow the student to view their timecards, pay stubs and all payroll information. The student will also be able to view and print important documents such as W -2's. If a student locks themselves out of their account, they can email the Student Employment Coordinator to have their account reset.

Time Clocks

Students are required to use a time clock located in the building where they are working. The student will receive a four digit time clock ID number when they complete their employment paperwork. This number will be used for clocking in and out of the time clock. It is the student's responsibility to punch the time clock when they start work and when they leave work. They are also required to clock out and then in for their lunch or between work hours. If the student forgets to clock in or out they must see their supervisor. The supervisor has the ability to electronically add or change hours to the student's time card. At the end of the two week pay period, the supervisor will check the student's time card to make sure all of the times have been accurately accounted for. These hours will then be verified by the supervisor.

Directions for using the time clock:

1. Students must use the time clock in their building.
2. The student will key in their time clock ID number and push ENTER.
3. This same procedure is done for each time the arrive or leave work.
4. If the student enters a wrong number, they can push CLR located on the bottom of the keypad.
5. If the student forgets their time clock ID number, they can see the Student Employment Coordinator.

Student Employee Confidentiality Contract

The student employee position supports the University of Valley Forge's administrative functions. The position will have occasion to access individual student information from various sources. With respect to this student information and to the University of Valley Forge information, I have read, understand and agree to the following:

I understand that by the virtue of my employment with the University of Valley Forge, I may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violated the University of Valley Forge's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal penalties are imposed.

In addition, I acknowledge that it is my responsibility to report to my direct supervisor any improper discussions of confidential information or violation of FERPA that I may witness or be a recipient of.

I will not attempt to alter, change, add or delete student record information or university documents, unless my supervisor provides specific instruction to me.

I will access only that information specified by my supervisor. Access to information will be granted through the normal procedures for obtaining specific access to the information in written documents, computer files, student records, or other university proprietary information.

All procedure, creative work written documents and computer programs will be documented according to standards set by my supervisor and be considered property of the University of Valley Forge.

I understand that failure to abide by the above contract is grounds for immediate dismissal from the work position and may further subject me to disciplinary action.

A signed copy of this agreement will be placed in the student's employee personnel file.

University of Valley Forge Student Employment Contract

As a student worker at the University of Valley Forge, I understand I have the following responsibilities regarding my employment:

1. I must arrange a suitable work schedule with my supervisor and maintain that schedule.
2. If I am unable to work, I must give my supervisor advanced notice, at least 24 hours.
3. If I am sick, I must call or email my supervisor as soon as possible prior to my assigned start time.
4. I will refrain from conducting personal business including use of my cell while working.
5. I will dress appropriately to the area in which I work being mindful that I am representing the University and as such I am expected to dress in a manner consistent with a Christian in a professional organization.
6. I understand that any information I have access to should be considered confidential.
7. I understand I may be terminated for any of the following reasons: (not excluded to)
 - a. Failure to report for scheduled work hours.
 - b. Incompetence
 - c. Breach of the Confidentiality Contract
 - d. Willful misconduct
8. I understand the Procedures for Termination:
 - a. Verbal Warning
 - b. Written Warning
 - c. Termination
9. I have read the student employment handbook and agree to abide by it.
10. I understand that I am expected to give a two week notice if I need to resign.
11. I acknowledge the student employment handbook will be available on line at www.my.valleyforge.edu for future reference.
12. I understand the procedure for using the time clock and I understand that it is solely my responsibility to ensure I clock in and out each pay period.
13. I acknowledge that if I owe on my student account bill, I will be responsible for setting up my own plan to make those payments.

Student Signature / Date

Witness (UVF Staff)

A signed copy of this agreement will be placed in the student's employee personnel file.