

ANTIOCH UNIVERSITY

Student Employee Guidelines

Introduction

Antioch University employs students in a variety of positions. Most student employees are hired and paid as part of the Federal Work Study (FWS) Program which is administered by the Financial Aid Office. A very limited number of student positions are paid with institutional funds (Non-FWS). Specifics of both types of jobs are covered in these guidelines. Except where noted, the following guidelines apply to students working in either FWS or Non-FWS jobs.

Purpose of the Federal Work-Study (FWS) Program

The purpose of the Federal Work-Study Program is to stimulate and promote the part-time employment of students who are in need of earnings from employment to pursue a course of study. It is the policy of Antioch University to provide students with FWS awards positions that support the various needs of academic and administrative departments in addition to internships or practica on campus. For the purpose of these guidelines, these positions are simply called "jobs."

Funding for Federal Work-Study (FWS) Jobs

Funding for the Federal Work Study Program comes from the U.S. Department of Education. Antioch University receives an annual allotment sufficient to fund jobs for approximately 10 - 15 percent of our students. As a recipient of federal financial aid funding, Antioch University's Work-Study Program is subject to numerous regulations that govern these programs.

How Federal Work-Study (FWS) Funds are Awarded

Federal Work Study is a need-based financial aid program. Students who wish to be considered for Federal Work Study funding must complete the relevant FAFSA for the academic year, indicate "yes" for the question "interested in Work Study" and must be registered as at least half-time status for coursework required, not to exceed total credits for degree completion. Antioch University's Federal Work Study allotment is not sufficient to fund all students who apply and have need.

Antioch University will offer FWS to the highest need students who are registered as full or half time for eligible course credits paying full tuition and fees, and who meet the priority application deadline of March 1 or until the allocation is exhausted. It is the policy of Antioch that students registered for only masters project/thesis continuation, candidacy continuation, or internship continuation are not eligible to receive Federal Work Study funding. It is possible for an exception to be made on a case by case

basis for those jobs in critical areas as determined by the Financial Aid Office and Federal regulations governing the Federal Work Study program.

IMPORTANT NOTE: A Federal Work Study offer is not a guarantee of employment. We are unable to guarantee that there will be an exact match between the needs of various offices/departments on campus and the skills/talents and schedule requirements of students with Federal Work Study funds. Furthermore, the offered amount is a cap or limit on the amount that may be earned for each term rather than a guaranteed amount of money that a student will receive.

Finding and Applying for a Job

How to Find a Work-Study Job (FWS)

The Financial Aid Office will post all positions on the campus website prior to the start of each term. The posting will contain job descriptions including hours required and the person to contact. A work study offer can be applied to jobs which have been approved and posted by the Financial Aid Office. Only students with FWS offers can apply for work study jobs.

Students will need a completed and signed Student Work Agreement to begin work. They should contact their local Financial Aid Office for directions on how to submit the agreement and proceed with the work study position. All those new to working at Antioch University must also complete all required student employment documents and have an approved Student Work Agreement **before** beginning work. Please see the next section.

Required Paperwork

All students (FWS & Non-FWS) must complete the following paperwork before beginning work. Students should contact their local Financial Aid Office for directions on where and how to submit these forms.

- W-4 (FWS and Non-FWS). Students normally need to complete this form only once. However, if a student moves, has a name change, or wishes to change the number of exemptions, it will be necessary to complete a new W-4.
- I-9 (FWS and Non-FWS new student employees only). Students should complete the top section of the I-9 form. They are required to submit it in person with a current U.S. Passport or two other forms of identification described on the back of the form. Photocopies of these documents are not sufficient.
- Student Worker FERPA Notice.
- Automatic Deposit. This form is normally completed only once unless the student changes banks and enables direct deposit of a student's paycheck to their checking account.

- Student Work Agreement. Required for each position.

How to Get Paid

All Student Employees

All students will use web time entry to submit hours to supervisors. The Web Time entry form can be found in AUView under "employee". It is the responsibility of the student to complete web time entry and submit for the supervisor's signature on or before the published deadlines for each payroll.

Method of Payment

Student employees are encouraged to sign up for automatic deposit. Forms are found on the Financial Aid webpage under Financial Aid Forms. Students who have signed up for automatic deposit will receive payment directly into the bank account of their choice each payday and can view their pay stubs via AUView under *Pay Advices*. Paychecks for students who do not sign up for automatic deposit will be mailed each pay day from Ohio to the address on file. It is the student's responsibility to make sure this information is up to date.

Benefits & Expectations

Benefits (FWS & Non-FWS)

1. Workers' Compensation: Student employees are covered by workers' compensation insurance at a cost of \$.46 per pay period, and may be compensated for lost work time and/or payment of medical expenses resulting from injuries sustained on the job. If a student is injured on the job, it is the student's responsibility to notify the supervisor and the Human Resources Office immediately. It is very important that any accident is reported at the time that it occurs, since medical problems resulting from an accident may arise at some time later. If the accident has not been reported, the processing of a claim at a later date could make the determination of eligibility more difficult.
2. Social Security: Social Security (FICA) is not normally deducted from student paychecks. However, there are some exceptions; students who are registered for less than 12 credits and work more than 16 hours per week on campus and students who work off campus, regardless of the hours worked or the number of credits registered for, are NOT FICA exempt.
3. Other benefits: As part-time, temporary employees, work study students are not entitled to paid holidays, sick time, vacation, and health insurance or unemployment benefits. Students are not entitled to paid lunch breaks.

Breaks

Students are required to take an uninterrupted meal break of at least 30 minutes for every 5 hours worked away from the work area. Schedules for meal breaks are based upon the operational needs of the work area. AU generally recognizes a meal break as unpaid time for which an employee is relieved from work for a period of time. AU encourages employees to leave their work station during meal and rest breaks. On very rare occasions, employees who do not receive an uninterrupted meal break due to operational requirements of at least 30 minutes are required to notify their supervisor and report the time worked on their time record. Students must be given a break during their stretch of work that meets their state labor laws. (see appendix)

Expectations (FWS & Non-FWS)

Students working through the Work Study program represent Antioch University not only as a student but as an employee. It is expected that the student's behavior on the job will reflect that responsibility. Students should wear appropriate attire for their position, to the discretion of the Supervisor

Students are expected to give the same performance as would be given to any employment situation. Reciprocally, students should expect supervisors to be fair, courteous and professional.

Confidentiality (FWS & Non-FWS)

All student employees are required to sign and acknowledge a Student Worker FERPA Notice each year. Any breach of confidentiality is grounds for termination of employment. Students should direct any questions about confidentiality directly to their work supervisor.

Use of Office Equipment (FWS & Non-FWS)

As with any other employee, it is assumed that a student employee will not take advantage of their position when it comes to use of photocopy machines, phones, postage machines, computers, fax machines, etc. The work supervisor should be consulted for guidelines in this regard.

Work Schedule (FWS & Non-FWS)

The student is expected to discuss any changes in the work schedule far enough in advance to allow all parties the opportunity to make alternative arrangements as necessary. When putting a schedule together, the student should be as specific as possible about availability. Obviously, students may not be scheduled to work during a scheduled class. Students are required to get the supervisor's approval before taking time off from their regular schedule.

Student workers are not permitted to work more than 25 hours per week while classes are in session and no more than 35 when classes are not in session. The maximum for international students is 20

hours per week. The actual number of hours per week that a student works is determined by the student's FWS offer and student work agreement.

NOTE: There may be specialized work study programs on different campuses. Students should consult with their local Financial Aid Office for these specific work schedule policies.

The student and supervisor must work together to make certain that the amount allotted on the FWS offer is not exceeded. In the unlikely event that a student overworks their offered funds, amounts earned in excess of this amount will be charged to the department.

Working More Than One Job

Finding one job that meets a student's needs is the ideal. Students are permitted to have more than one job. However, the combined hours cannot exceed the total amount of the FWS offer.

Students working more than one job should attend to the following details:

- The student should inform both supervisors that he/she is working multiple jobs.
- Agree upon the portion of the award that will be earned in each position.
- Agree upon the number of hours, not to exceed 25 while classes are in session, that the student will work each week.
- Carefully monitor award balance to insure that the maximum award amount is not exceeded.

Other Policies & Procedures

Changing Jobs

In the event that a student wishes to change jobs, the Financial Aid Office must be informed in writing and a new student work agreement must be completed. It is also expected that a student who makes a decision to change jobs would give a 2 week written notice to the supervisor of the job they are leaving.

Antioch Official Closings

Students should not be working on holidays and/or any other days that Antioch is officially closed. Students will not be paid for holidays or snow days.

Termination of Employment (FWS & Non-FWS)

A student employee may be dismissed from a position for any infraction of standard employment practices including but not limited to, unexplained absences, frequent tardiness, unsatisfactory performance, uncooperative attitude, breach of confidentiality, theft, endangerment of life or property, or falsification of time slips.

A student may also be released from a position under the following circumstances with a 2 week notice:

- The student requests to be released from the position.
- The office/department does not have sufficient work for the student to do.

The office/department wishes to eliminate the job or project.

Grievance Procedures (FWS & Non-FWS)

All employees of Antioch University have the right to fair, prompt, and impartial consideration of all complaints related to their employment. Should complaints arise, the student should direct the grievance to the work supervisor. If a resolution cannot be reached at this level, the student has the right to appeal to the campus Human Resources Dept. In exercising this option, the appeal must be submitted in writing.

Upon receipt of the written appeal, the HR will review the specifics of the grievance with the employee(s) involved. The decision of the Director will be final.

International Students

International Students with F-1 student Visas must first check with the Office of Human Resources to determine if they are eligible to work in the United States. (Note: international students are not eligible for Federal Work-Study funding). Since students with Federal Work-Study funding receive priority for open positions, on-campus work for international students is extremely limited.

International students must provide and submit the following to the Office of Human Resources before beginning work:

- Apply for and provide evidence of application for a US social security card
- Current passport for country of origin
- F1 Visa
- Student Work Agreement from supervisor
- FERPA

Student Volunteers

- Volunteer positions on campus are possible, however, these positions must **not** be similar in any way to a position for which a student has been or would normally be paid.
- An on-campus practicum or internship may not be on a volunteer basis.

- A paid position may not be turned into an unpaid position due to inadequate funding.
- **A student may not remain in a paid position as a volunteer once the maximum FWS funds have been earned.**

Appendix

California State Labor Laws

The state of California minimum wage for 2020 is \$13.00

Rest periods~

https://www.dir.ca.gov/dlse/FAQ_RestPeriods.htm

[IWC Orders](#) and [Labor Code Section 512](#)

- Employers must authorize a 10 minute paid rest period for every 4 hours worked which should fall in the middle of the work period.
- Employees must be provided with no less than a thirty-minute meal period when the work period is more than five hours, no later than the end of the employee's fifth hour of work.
- When an employee works for a period of more than 10 hours, a second meal period must be provided no later than the end of the employee's tenth hour of work.
- The meal period must be uninterrupted, unpaid time.
- Working through a paid rest period or meal period does not allow the employee to work less hours and leave early.

Washington State Labor Laws

The state of Washington minimum wage for 2020 is \$13.50.

Rest periods~

<https://www.lni.wa.gov/WorkplaceRights/Wages/HoursBreaks/Breaks/>

- Workers must be allowed a paid rest break of at least 10 minutes for each 4 hours worked.
- The rest break must be allowed no later than the end of the third hour of the shift.
- If more than 5 hours are worked in a shift: workers must be allowed at least a 30-minute meal period.
- Workers must be at least 2 hours into the shift before the meal period can start and cannot start more than 5 hours after the beginning of the shift.
- The meal period must be uninterrupted, unpaid time.
- Workers may give up their meal period if they prefer to work through it and if the employer agrees.

Ohio State Labor Laws

The state of Ohio minimum wage for 2020 is \$8.70

Rest periods~

[Ohio.gov/Employee Rights](https://Ohio.gov/EmployeeRights)

Employers are required to provide breaks, including lunch breaks, for workers eighteen (18) years old or older. An employer who chooses to provide a break in excess of twenty (20) minutes does not have to pay wages for lunch periods or other breaks if the employee is free to leave the worksite, in fact takes their lunch or break, and the employee does not actually perform work. According to federal law, breaks twenty (20) minutes or shorter typically must be paid.

New Hampshire State Labor Laws

The state of New Hampshire minimum wage for 2018 is \$7.25

Rest periods~

<http://www.gencourt.state.nh.us/rsa/html/XXIII/275/275-30-a.htm>

Employers cannot require that an employee work more than five (5) consecutive hours without granting a thirty (30) minute lunch or eating period. If the employer cannot allow thirty (30) minutes, the employee must be paid if they are eating and working at the same time. In accordance with federal law, if an employer chooses to provide additional breaks, they must be paid if they are of the type usually lasting less than twenty (20) minutes.