

On-Campus Employment – Student Information

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On-Campus Employment – Student Information

Student Eligibility:

General requirements for students wanting to work on campus include:

1. Fall and Winter semesters: Undergraduate students must be enrolled for at least six (6) credit hours and Graduate students five (5) credit hours during both fall and winter semesters.
Spring and Summer employment: Undergraduate students must either be enrolled for six (6) credit hours and Graduate students five (5) credit hours during spring/summer semesters OR undergraduate students must be registered for at least six (6) credit hours and graduate students five (5) credit hours in the upcoming fall semester.
2. Student employees must be current students at SVSU - incoming freshman and transfer students are not permitted to work until their first semester of classes begin.
3. All student employees must be admitted as regular students at SVSU. Guest students do not qualify for employment.
4. Student employees must have a valid social security number.

Students are not permitted to work simultaneously in two departments on campus.

How to Apply for an On-Campus Student Employment Position:

To apply for an on-campus student employment position, follow the procedures outlined below:

The student employment program is posting all on-campus positions through our online job database, the [Cardinal Career Network](#). This means that if you are interested in any on-campus positions, you will need to apply to them through this system. Full job descriptions are available on the Cardinal Career Network. **Please be sure to carefully READ each job description as the positions have different needs in terms of work study status or working shift hours.**

To apply:

- Log into [Cardinal Career Network](#)
- Enter your SVSU username and password to access the database
- Upload your resume under "Documents" (Do **not** use **Google Docs** to upload your documents to CCN)
- Under the "Employment Opportunities" tab, select "Cardinal Job Postings", click "See All Jobs", under the "Position Type" field choose "On-Campus Student Employment"
- Apply to those positions that you qualify for

If you have questions regarding the Federal or Work Study program, please refer to the [Campus Financial Services Center](#) for additional information.

You will be in direct competition with other qualified applicants for these positions as if you were in the professional work force. It is highly recommended that you visit the Career Services office to meet one-on-one with a Peer Career Advisor or email your documents for critique to careers@svsu.edu.

There are also workshops throughout the semester to assist you in preparing these documents. A schedule is available at www.svsu.edu/careers under the "Events" heading on the main page.

Student Employment Compensation:

The current student employment wage is the State of Michigan minimum wage. The hourly wage may be higher if a specific skill set is needed for a particular position. In this case, the higher wage is for the position and not the student if the student accepts a different position. Students will receive a pay check bi-weekly (pay dates can be found at the link provided) that can be picked up in the Cashier's office on campus or mailed to a specified address. Students may also choose to have pay checks [directly deposited](#) (9kB) to their bank account by following the link provided. Wages received by student employees are subject to federal and state income tax withholdings. Social Security and Medicare are not withheld for students while they are enrolled at least half time and are regularly attending classes towards completion of a degree.

Ultra-Time (automated time lock) and Forms:

In order for students to be processed into payroll and entered into Ultra Time, appropriate paperwork must be completed. Hiring departments need to approve and submit the approval form to the Career Services office. Students must complete the following: [Federal](#) and [State W-4 tax forms](#) , [Federal I-9 tax form](#) , and a [Family Rights and Privacy Act \(FERPA\) form](#) . These forms can be obtained on the Career Services website or can be found at the links provided above. Students must submit these completed forms in person, along with identification indicated on the back of the I-9 form to the Career Services office. Once the forms are complete, students are processed into payroll and entered into Ultra Time. To ensure timely payment for work performed, students are not to begin working without completing all appropriate paperwork. The student will be issued a notification slip from the Career Services office, to be given directly to the their department supervisor, when all forms have been adequately processed.

Work Schedules:

Supervisors and students should collaborate to create an appropriate work schedule that does not conflict with the student's class schedule. Students are not permitted to work over 20 hours per week during fall and winter semesters while classes are in session. During spring and summer semesters, students can work up to a maximum of 40 hours per week. Students are not permitted to work over eight hours per day. Students that are working eight hours per day are eligible for a half hour, unpaid lunch.

When applying this policy, it is important to note that while students are eligible for a meal break when they work an 8 hour shift, they are not required to take that break. If they do take a break, they should swipe out of Ultra Time and swipe back in when they return from the break.

Progressive Discipline:

The following due process procedures are intended to ensure fair treatment of SVSU student employees. They will be maintained in accordance with State and Federal regulations.

General Supervision:

The designated or immediate supervisor is responsible for monitoring the work progress of the student employee. Deficiencies must be brought to the student's attention at the earliest possible time with suggestions for improvement, and the student must be afforded a reasonable opportunity to correct the deficiency.

Unsatisfactory Performance:

In the event that a student employee demonstrates unsatisfactory work, a supervisor, prior to the termination of the student must follow the procedures outlined below:

1. Verbal Warning

Upon demonstration of unsatisfactory performance, the supervisor should immediately advise the student employee of this fact, provide training or corrective suggestions, and allow a reasonable period of time for the student to improve his/her performance. If satisfactory performance does not occur, the next step is probation.

2. Probation

Continued unsatisfactory performance may result in probation. The supervisor may place the student on probation for the balance of the academic semester or for one additional academic semester with the understanding that, unless the student's work performance or attendance improves, employment may be terminated. The Career Services Office must be notified in writing prior to the start of any probationary period with a copy of the letter signed by both the student and the immediate supervisor outlining the terms of the probation.

The probation letter must include the following information:

a. Clearly describe the improper behavior and reference the verbal supervisory warning that was previously given (step 1).

b. Describe what the student must do to improve their behavior and how long the probationary period will last.

c. State what the potential consequences may be if the student does not correct the behavior in question (for example: "If you do not correct this behavior, we will need to take further disciplinary action up to and including termination").

3. Termination

The supervisor must consult with the Interim Associate Director of Career Services before a student is notified of any involuntary termination. The Interim Associate Director of Career Services must approve any termination of a student employee during or following a probationary period.

The Interim Associate Director of Career Services may suspend without pay or discharge without any prior warning, and without utilization of the immediate due process defined in this section if it is determined, based upon the preponderance of reasonable evidence, to charge that a student employee is guilty of gross misconduct, insubordination, sabotage, theft, assault upon another student, student employee or staff member or a supervisor, or the commission of any act or acts which constitute a felony under State or Federal law. The student retains the right to appeal the Interim Associate Director of Career Services decision to the Associate Provost for Student Affairs. Upon review, the decision of the Associate Provost will be binding upon both the student employee and SVSU.

In addition to termination for cause previously specified, a student employee may be terminated for the following reasons: attendance, budget constraints, completion of the project, or other such valid reasons unrelated to job performance. In such cases, a minimum of two weeks in advance of the termination date, the

employer must provide a copy of the written termination notice stating reason(s) for termination to the Student Employment Coordinator.

Student Employee Due Process / Appeals:

Student employees have the right to appeal work related decisions that they believe to be unjust, improper, or unmerited regarding their employment. The procedures for resolving such complaints and differences are as follows:

1. The student and the supervisor meet to discuss the issues in question.
2. If the issues are not resolved at this meeting, a written appeal is sent to the Student Employment Coordinator. The Student Employment Coordinator shall submit to both parties, in writing, a suggested resolution to the issue(s).
3. If either the student employee or the supervisor rejects the resolution suggested by the Student Employment Coordinator, a hearing will be arranged with the Interim Associate Director of Career Services. The Interim Associate Director shall listen to the presentation of information from each party and examine any pertinent writings submitted by both parties to determine a resolution to the issue. The Interim Associate Director of Career Services shall submit his/her resolution in writing to both parties.
4. The student may appeal the Interim Associate Director of Career Services' decision to the Vice President for Student Affairs. Upon review, the decision of the Vice President for Student Affairs will be binding upon both the student employee and SVSU.

Student Employee Resignations:

Student employees are expected to provide the immediate supervisor with written notice a minimum of two weeks in advance of his/her resignation date. This applies only to students who are resigning during the course of the semester. A copy of the [Sample Letter of Resignation](#) (20kB) should be forwarded to the Student Employment Coordinator and the Career Services office will then end the student position.

Students who resign positions are eligible to be employed in other departments on campus.

Hazardous Work Conditions:

Under no circumstances are student employees to work in potential hazardous or unsafe conditions. Supervisors should report hazardous work conditions to the University Police at (989) 964-4141.

Injury / Worker Compensation:

The workers compensation program covers all student employees of the University during the hours they are working for SVSU. Workers compensation information and forms should be obtained from the Human Resources Office.

Equal Opportunity Employment:

SVSU is an [EO/AA](#) institution. For a link to the full Equal Opportunity statement please see the Operations Manual [Anti-Harassment/Discrimination Policy 2.5-2](#).

Employment Policies:

The Student Employment Program adheres to the same policies as the University with regards to the issues below. For information outlining these policies, refer to www.svsu.edu/operationsmanual and the corresponding policy number listed.

2.5-2 Discrimination, Sexual Harassment, and Racial Harassment

2.6-1 Nepotism

4.3-1 Substance Abuse Policy and Regulations

4.3-2 Drug Free Workplace

4.3-3 SVSU Policies for Employees and Students with Disability

4.7-1 Weapons Policy

4.6-1 Internet and Electronic Communication Acceptable Use Policy