

STUDENT WORKER HANDBOOK

Revised July 2016



Welcome to the University of Cincinnati!

We are delighted that you have chosen to work as part of the UC team. We are pleased to present the following guidelines for maximizing your experience as a student worker.

Employment of our students has always been very important to the university's colleges and departments. Student employment is a partnership that benefits both you, and the department.

Student employment at the University of Cincinnati has three primary purposes:

1. To provide meaningful financial or course credit assistance so students may further their education;
2. To provide work opportunities and real workplace experience that enhance the educational program through the development of professional skills, responsibilities, habits, attitudes, self confidence and self-development that will contribute to future success; and,
3. To increase interaction with all staff in your department and the customers we serve in order that you may more readily adjust to university life.

The advantages of employment in a university setting are evidenced by the many student workers who have continued their careers with UC following graduation.

We wish you a very positive experience as a student worker at the University of Cincinnati!

Sincerely,

Tamie Grunow

Sr. Associate Vice President

And Chief Human Resources Officer

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TYPES OF EMPLOYMENT

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On-Campus Employment

Student employment opportunities exist in almost every campus office and service. On-campus positions are divided into two categories: work-study employment and departmental employment. The difference between the categories is in who provides the funding. Whereas students employed departmentally are compensated entirely by the hiring department, students employed through the work-study financial aid program generally receive compensation from both Federal Work-Study and the hiring department.

Federal Work-Study Positions (FWS)

Work-Study lets you work and earn money. It is a need-based employment opportunity given to you as part of your financial aid package. As a need-based financial aid program, Federal Work-Study pays a portion of the wage while the hiring department pays the remaining percent (usually 75% FWS and 25% department).

Work-study students are paid the same wage as non-work-study students and can have the same responsibilities. The difference is simply in who is providing the funding.

Work-study wages benefit the student. Earnings as a work-study student are specially reported on the following year's FAFSA. These earnings are excluded from calculations when determining the student's financial aid eligibility for that year.

Available work-study positions are posted online on the financial aid website at <http://www.financialaid.uc.edu>, as well as on UC's Job Opportunities website at <http://www.jobsatuc.com>.

The Student Financial Aid Office will provide all work-study eligible students with the appropriate information. Application for these positions is done directly through the hiring system. Work-study positions are available only to persons who are awarded work-study as part of their financial aid package.

TERMS OF EMPLOYMENT

International students are appointed on a temporary, part-time basis and may hold multiple student appointments. These appointments must not total more than 20 hours per week while school is in session. For more information regarding employment limitations for international students, contact the university International Services Office at 513-556-4278.

Co-op student employees will normally work 40 hours a week for the duration of their co-op experience. Co-op student employees may not hold multiple student appointments.

All other student employees are appointed on a temporary part-time basis and may hold multiple student appointments. These appointments may not total more than 24 hours per week while school is in session.

Hourly student employees are considered non-exempt employees for the purpose of determining overtime compensation. In the event a student works more than 40 hours in a work week, the overtime rate of 1.5 times the regular hourly rate must be applied to the excess hours.

Graduate Assistants are exempt from minimum wage and overtime requirements, and are paid on a salaried basis. Their pay is established using a recurring wage type with start and end dates.

All other student positions are non-exempt and paid on an hourly basis with pay based on hours submitted through the timekeeping process. Neither recurring nor additional one-time payments may be made to non-exempt student employees without express written permission from Human Resources.

ORIENTATION

Your supervisor will conduct your hands on orientation to your department. Specific elements of this process may include an overview of the following:

- UC organization charts and employee information – Deans, Chairs, Vice Presidents, Directors, and other position information
- Introduction to department staff, organizational structure, services and major projects, as well as key customers
- Work performance expectations
- Customer service philosophy and service expectations
- Office location, hours, customers, work attire, policy, maintenance, etc.
- Office protocol
- Office procedures/management (i.e. mail, telephone, etc.)
- Work stations, computers, office equipments
- Regularly scheduled meetings – staff, departmental, one on one
- Paper and electronic files/filing

This list is not all inclusive, but a starting point for you in developing an understanding of the department where you are employed, and its programs and processes. Please take advantage of these initial meetings with department personnel for this purpose.

WORK SCHEDULE

Student workers should obtain a written record of their work schedule from their supervisor. Any request for a change in regular work schedules should be submitted in writing to your immediate supervisor two weeks in advance.

Student employees do not accrue vacation, sick leave, or other paid time off.

Arrangements for time off without pay are negotiated and approved within the employing unit, including time off during academic break periods. Academic break periods are a function of the academic calendar, and do not relate to student employee work assignments.

In the event of illness, a student employee should contact his or her supervisor as soon as possible on each day of such absence.

TIME KEEPING

Your supervisor will advise you of the proper system for documenting your time. It is imperative to keep a personal record of your time on the job. Student employees may not start work until they are able to clock themselves in and out of the time keeping system, and have been authorized to work.

Remaining on the clock while not at work is unethical and will provide grounds for dismissal, restitution, and reporting to UC's Judicial Affairs Office for violation of the Student Code of Conduct.

CALL-IN PROCEDURE

In case of illness or other reasons for absenteeism, notification should be given to your supervisor as early as possible, and at least 30 minutes before your scheduled shift begins.

If you are going to be late for a scheduled shift, then notification should be given as early as possible, and at least 30 minutes before your scheduled shift begins.

Your supervisor will provide you with the appropriate phone number to call in order to give notice.

BREAKS AND MEAL TIMES

Student worker rest periods and lunch breaks are determined by the hiring department. Your supervisor will tell you when you may take your break(s). Time keeping procedures for breaks and meal times is also determined by the hiring department. Lunch breaks are unpaid. Please ask your supervisors to point out the appropriate area for taking breaks and lunch.

PAY RATE AND BENEFITS

Student workers will be paid for all hours worked in a pay period and recorded by management. Student workers may not be paid less than the minimum wage in effect under state and/or federal law.

Student workers are not eligible to receive paid vacation leave, sick leave, holiday pay, shift differential, unemployment compensation or university closing paid leave.

Student workers must contribute to the Ohio Public Employees Retirement System (OPERS) unless they qualify for an exemption, and have completed a Request for Optional Exemption as a Student form.

Student workers and international students who have been in the United States less than five years are exempt from Social Security (FICA) taxes.

PAY SCHEDULE

Payday is bi-weekly for student workers who are paid hourly.

Direct deposit of pay is available and encouraged. Otherwise, checks will be mailed to the student workers' address that the University has on record on the paydate.

WORKERS COMPENSATION

All University of Cincinnati employees are covered under the Ohio Bureau of Workers Compensation program which is administered through the Human Resources Service Center. The University Benefits office administers and coordinates claim reporting and employee counseling for these programs.

WORKPLACE RESPONSIBILITIES and CODE OF CONDUCT

UC Student Worker Dress Code

The purpose of the dress code is to contribute to a positive UC image. The university expects all of its employees to dress appropriately. While common sense is the governing principal, management has the final word regarding appropriate dress. Whatever your work setting, you must wear presentable clothing in good condition. All employees should check with management for area specific dress requirements.

Clothing that is revealing or inappropriate to the workplace is unacceptable. Inappropriate dress for student workers may include the following:

- Pants which are below the waistline
- Garments with holes
- Hats
- Shorts
- Jeans
- Off-the-shoulder tops
- Tank tops
- Crop tops
- Halter-tops
- Rumpled/disheveled/wrinkled clothing
- Sun dresses (backless, bare shoulders, “peek-a-boo” openings)
- Plastic or rubber “Flip-Flops”
- Exceptions MAY be made during summer months, check with management for departmental guidelines

Traditional business attire may be required when meeting with non-University of Cincinnati visitors, or when best suited for the employee’s position.

If you have questions regarding appropriate attire for your area, it is best to dress more conservatively until you have an opportunity to address the issue with your supervisor.

Personal Hygiene

- General cleanliness is expected. Every student worker should observe good personal hygiene.
- Good grooming and neatness are expected at all times.
- All employees are expected to wash their hands after using the restroom.

Inappropriate Language and Behavior

Use of profanity, distasteful humor, slurs, and other potentially offensive or abusive language is unacceptable.

Discrimination, including sexual harassment, is illegal, and will not be tolerated. Completion of sexual harassment prevention training is required of all students employed at the University of Cincinnati.

It is the policy of the University of Cincinnati that no member of the university community (faculty, staff or students) may sexually harass any other member of the university community, customers, vendors or contractors associated with the university.

Anyone who violates this policy will be investigated and subject to disciplinary action, which may include suspension or termination.

Sexual harassment refers to behavior of a sexual nature which is personally unwelcome, offensive, debilitates morale and/or interferes with the work or academic effectiveness of its victims.

If you feel you are the victim of sexual harassment, contact your supervisor or the Office of Equal Opportunity, (513) 556-5503, for assistance.

Drug and Alcohol Policy

The University of Cincinnati does not permit illegal drug activity and alcohol consumption in the workplace. It is expected that all 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 alcohol on university work sites, or while conducting university business off premises, is absolutely prohibited.

Smoking

The University of Cincinnati is a smoke-free environment. Smoking shall be prohibited inside buildings, athletics facilities and vehicles owned, operated or leased by the University of Cincinnati. Smoking shall also be prohibited within twenty-five feet of all university building entrances, exits, air intakes and operable windows. Smoking shall not be permitted on any bridge, overpass or enclosed walkway.

Telephone use, Cell Phones, and Pager

Personal phone calls should only be made based on need and limited in number and length. If your position requires making long-distance telephone calls, your supervisor will advise you on the proper procedure for dialing and documenting calls. Making unauthorized personal long-distance phone calls from the university is grounds for dismissal, is a violation of the student code of conduct, and may subject you to criminal prosecution.

Student workers carrying personal pagers or cell phones must have them on vibrate or turned off during working hours. Excessive violations of this usage may be grounds for dismissal. You are discouraged from making or receiving cell phone calls while on the job.

Computer and Equipment Use

University computers and all other UC owned equipment are to be used solely for the purpose of conducting the business of the university.

Student workers must adhere to the same policies regarding the use of information technology and other University resources as the other university employees. Please review the UC General Policy on the Use of Information Technology located online at <http://www.uc.edu/ucit/itgenpolicy.html>.

Playing games, doing schoolwork or other personal use of UC computers is unacceptable while at work.

Browsing inappropriate or explicit material on university computers is illegal and will not be tolerated.

Individuals using the UC computer system are subject to having all of their activities on the system monitored and recorded by system personnel.

Anyone using the UC computer system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide evidence of such monitoring to law enforcement officials.

Printing, copying, and faxing should be confined to work related documents only.

UC equipment should never leave the workplace.

Safety

Calling For Emergency Assistance

In an Emergency

- Remain calm.
- Dial 911, describe your situation and give your location.

In a Non-Emergency

Dial 6-1111 (campus dispatcher). Describe your situation and location.