



DRURY
UNIVERSITY

**STUDENT'S GUIDE TO
CAMPUS EMPLOYMENT**

Revised
07/01/2023

Table of Contents

- I. Important Contact Information – Page 3
- II. Purpose of this Guide – Page 4
- III. At-Will Employment – Page 4
- IV. Getting Started: Paperwork – Page 5
- V. Getting Started: Required Training – Page 5
- VI. Getting Started: Your First Day – Page 6-7
- VII. Timekeeping – Page 8
- VIII. Recording Time Worked – Page 9
- IX. Getting Paid – Page 10
- X. Online Timecard Entry – Page 11-12
- XI. Supervisor Expectations/Evaluations – Page 13
- XII. Progressive Counseling and Termination of Employment – Page 14-15
- XIII. Job Accidents and Injuries – Page 16-17
- XIV. Student Staff Recognition – Page 18

I. IMPORTANT CONTACT INFORMATION

Student Employment Website

www.drury.edu/studentjobs

Job postings, general student employment, and work-study information

Student Employment Assistant

studentjobs@drury.edu

417-873-7434

Burnham 107

Questions about student employment eligibility, processes & procedures

If you are not sure who to contact, start here!

Payroll

jeagan@drury.edu

417-873-7571

Paycheck amounts, direct deposit, and timecard questions

Human Resources

hr@drury.edu

417-873-7434

Burnham 107

Employment paperwork questions

Financial Aid

fa@drury.edu

417-873-7312

Eligibility for work-study

International Support Services

iss@drury.edu

417-873-7885

International student employment eligibility

II. PURPOSE OF THIS GUIDE

The purpose of this guide is to assist students who have been hired to work in an on-campus job understand supervisor and institutional expectations and procedures. This document is not exhaustive to this end. Each student staff member should communicate with their supervisor to ensure they fully understand what is expected of them in their student staff position. This document also provides instructions regarding completing required training, clocking in/out, and how to access pay information in addition to several other tools a student staff member may find useful, especially if he or she has a work-study award.

III. AT-WILL EMPLOYMENT

Your part-time, non-exempt employment by Drury is "at will." This means that Drury is free to end your employment anytime, with or without advance notice. We request that you provide two weeks advance notice and a letter of resignation submitted to your supervisor before leaving in order to remain in good standing with the University.

IV. GETTING STARTED: PAPERWORK

Once you have been offered a student staff position, you must schedule an appointment to bring your completed I-9 paperwork to Human Resources in Burnham 107. Additionally, you must bring in **original** documentation of your identity and eligibility to work in the United States. Most students use the combination of a driver's license and a Social Security card. However, several documents or combination of documents are acceptable.

Link to I-9 approved documents: click [HERE](#)

You will also be required to complete onboarding registration in ADP, our payroll and timekeeping system. HR will send you the onboarding email from ADP once you have completed your I-9.

During ADP registration, you will create your username and password used for daily timeclock login, your direct deposit information, state and federal tax documents, and emergency contact.

You must submit completed employment paperwork and documentation **PRIOR** to starting work! HR will email you when you are cleared begin your position.

V. GETTING STARTED: REQUIRED ONLINE TRAINING

As a student staff member, your employment generally follows the [Staff Policy Handbook](#) as well as the [Community Standards Handbook](#). As such, you should review both handbooks during the first week of your employment.

Upon review of the staff policy handbook, located at <https://www.drury.edu/hr/> and the supervisor of student staff should print the following and have their student worker sign and turn it in to HR:

- Staff Member Acknowledgement Form (Acknowledging review of the staff policy handbook).
- Substance Abuse Policy Acknowledgement

If you are working with student records, your supervisor should also have you complete the online [FERPA training](#).

VI. GETTING STARTED: YOUR FIRST DAY

Once you have been hired and are authorized to begin work, your supervisor should then take the time to familiarize you with your work environment.

Tour of the Building

The supervisor should give you a tour of the building. At this time, you should be shown where the bathroom, kitchen, snacks, break rooms, etc. are located. The supervisor should use the [Department Orientation Checklist-Student Staff form](#) as a guide to ensure that all information has been covered. Your supervisor should send the completed form to HR for your employment file.

Communicate Expectations

1. The supervisor should explain to you what is considered acceptable behavior in the work environment. For example, the supervisor should discuss dress codes, punctuality, attendance, proper phone, interpersonal communications, etiquette, etc. For a more thorough explanation, see [Student Staff Guidelines](#). Supervisors are encouraged to revise this form to reflect what is expected for the particular department. (The completed signed form should be sent to HR)
2. Supervisors should explain to you that you will be evaluated on your job performance each academic year. The [Student Staff Evaluation Form](#) provides valuable feedback on the effectiveness of the job in providing a beneficial learning experience.
3. The supervisor should review the job description with you as well. At this time, you should be provided with an opportunity to address questions or concerns if you have any. The supervisor should ensure that you are very clear about the performance expectations imposed before you begin your new job.

Policies and Procedures

1. FERPA (Family Educational Rights and Privacy Act) – a Federal law that protects the privacy of student education records. Drury has a required [online FERPA Training](#) Module for employees that need to be completed by any student employee.
2. The supervisor should review any confidentiality policies that apply to their department with you. Drury University adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA). Because of this, Drury University employees (including student staff) are not permitted to give any information to any person, including a student's parents and/or guardians, about the student's:
 - a. academic progress, including grades
 - b. payment status or financial aid

- c. personal development or disciplinary matters
 - d. employment records, as well as other university confidential and sensitive information. This should be emphasized to all student staff members since they are under a strong set of temptations to release such information (i.e., peer influence).
3. Supervisors should also conduct department-specific training for policies and procedures. Many departments find it useful to have a procedure manual for student employees.
 4. They should also review the [Work Study Agreement](#) with you within your first week.
 5. The [Student Class/Work Schedule](#) should be completed during orientation and maintained by the department each semester for each work-study student. The schedule is a useful tool for all student staff but is only required for work-study students.

In addition to departmental training, the university requires you to complete the online HR training programs listed below (Items 1 and 2) and complete a review of the Staff Policy Handbook and sign the Staff Policy Handbook Acknowledgement (Item 3) and return to HR. (See instructions for completing online training.)

1. FERPA: Confidentiality of Records. Family Educational Rights and Privacy Act Training completed online here: [FERPA Training](#). You should complete this training if you work in a department that deals with and maintains confidential student records.
2. Staff Policy Handbook Acknowledgement. You should review the Staff Policy Handbook on the HR website. Once you have reviewed the policy handbook, please print and sign the Staff Member Acknowledgement Form included in Section 104 of the Staff Policy Handbook.

VII. TIMEKEEPING

TIMEKEEPING REQUIREMENTS NON-EXEMPT STUDENT STAFF

DEFINITIONS:

Standard Workweek: Seven (7) days, 12:01 am Sunday through Saturday midnight

Hours in the Standard Full-time Workweek: 40 hours per week

OVERTIME – FAIR LABOR STANDARDS ACT REQUIREMENTS:

Staff members classified as **non-exempt** from the Fair Labor Standards Act must be compensated for hours worked in excess of the standard workweek. The staff member's supervisor will review and sign the monthly timesheet and then submit it to the budget administrator for approval. If corrections or modifications are made to the timesheet, both the staff member and the supervisor must verify the accuracy of the changes by initiating the timesheet. Budget administrators will approve and submit timesheets to payroll. The following rules apply to non-exempt staff members:

AUTHORIZATION OF OVERTIME:

Non-exempt staff may not work more than the standard number of hours in their workweek without prior authorization from their supervisor(s). Unless specific advance approval is given by the non-exempt staff member's supervisor, non-exempt staff are prohibited from taking work home or performing any services for the university from remote locations. Non-exempt staff who work overtime or who perform work off-premises without prior approval are subject to disciplinary action.

OVERTIME COMPENSATION:

Non-exempt staff who work more than 40 hours in the standard workweek must receive overtime pay at the rate of 1-1/2 times their wage rate for each hour worked in excess of 40 hours. Overtime requirements may not be waived by agreement between the supervisor and staff member. Overtime hours submitted to payroll by the timesheet due date will be compensated on the next regular pay date.

Non-exempt staff members will be paid for all overtime. The law requires Drury University to pay overtime for hours worked in excess of 40 per workweek. **The use of comp time is not permitted and cannot be used in lieu of overtime pay.**

VIII. RECORDING TIME WORKED

Non-exempt staff members are required to use ADP to clock in and out (including the lunch break) each shift/day. Time worked is all the time actually spent on the job performing assigned duties. For information on computing time worked while traveling, contact HR or refer to the handout on "[Guide to Hours Worked](#)".

Supervisors of non-exempt staff must certify, by approving timecards on a biweekly basis, that the information recorded in ADP is accurate.

PROHIBITION OF WORK PERFORMED "OFF-THE-CLOCK":

Non-exempt staff are specifically prohibited from performing any work for the university "off the clock". No one has the authority to allow or ask, directly or indirectly, any non-exempt staff member to perform any work for the university "off the clock". In all cases, all time worked by non-exempt staff **MUST** be recorded on the time record and will be compensated.

Any employee who is aware of any non-exempt staff member being allowed or asked directly or indirectly, to perform any work for the university "off the clock" should immediately report the situation to Human Resources. The university will assure that any unpaid wages due are paid, and there will be no retaliation against any employee for reporting any "off the clock" work or any request for "off the clock" work.

Accurately recording time worked and leave time is the responsibility of every non-exempt staff member. Federal and state laws require Drury to keep an accurate record of time worked in order to calculate staff members pay and benefits. Altering, falsifying, tampering with timesheets, or recording time on another staff member's time record may result in disciplinary action, up to and including termination of employment. It is the staff member's responsibility to have his or her direct supervisor sign the timesheet to certify the accuracy of all time recorded.

Questions regarding the above information or the Fair Labor Standards Act should be directed to the Human Resources department.

IX. GETTING PAID

Current pay periods are biweekly (two-week periods) beginning at 12:01 am every other Sunday and ending at midnight every other Saturday. Payroll is processed the Monday and Tuesday following the end of the pay period, and payday is the Friday immediately following the end of the pay period.

DIRECT DEPOSIT

Most student staff will be paid via direct deposit. In order to participate in direct deposit, a student staff member will need to complete onboarding in ADP including state and federal tax withholdings and their bank's routing number and account information.

Depending on when a student staff member completes onboarding, the first payday after they sign up may be a test deposit. In this instance, the paper paycheck can be picked up in HR on payday up until 2:00 pm. If not picked up by that time, the check will be mailed to the address on file in ADP.

MAILED CHECKS

Staff members not enrolled in direct deposit have their paychecks mailed to their legal permanent home addresses as listed on their profile in ADP.

VIEWING PAYSTUBS, POSITION INFORMATION, AND W-2s

All employees can access information regarding their pay, position, and obtain copies of paystubs and W-2 by accessing their accounts in ADP. You can also sign up for a paperless W-2 as well with the online versions being available by January 31st of each year.

X. ONLINE TIMECARD ENTRY

All non-exempt employees (which includes student staff) are required to track their hours in [ADP](#) by clocking in/out for each shift, and clocking out/in for any lunch breaks (if applicable).

Maximum Allowed Hours

Student staff members are students first. As such, they should carefully manage their time. In addition to work, student staff members may participate in other activities outside of classes. In order to be sure academics remain the top priority, student staff members are strongly discouraged from working more than 20 hours per week on campus with most working around 10 hours per week. In addition to academic reasons, there are several other reasons a student staff member may need to monitor the number of hours he/she/they works.

Work Study Students

A student working to earn funds through his/her work-study award will need to be sure not to exceed the number of hours per week that his work-study award will sustain. See the chart for an example of how many hours a student might be limited to, based on \$12.00 per hour (minimum wage) and a 16-week semester.

Approx Hrs.	Amt Earned Per Semester
10	\$1,920.00
8	\$1,536.00
6	\$1,152.00

Note: A FWS student can only earn work-study funds while classes are in session. Work during winter break and after spring graduation must be approved by your supervisor in advance and may be paid for with departmental funds.

Any student working in more than one work-study position will need to coordinate his/her earnings with his/her supervisors and Human Resources to ensure he/she does not exceed the amount of his/her award. If the student regularly works more than the hours above each week, he will need to coordinate with his/her supervisors and have them contact HR to advise which departmental account to charge the excess wages. Work-study students MUST receive approval from supervisors if they are working more than the maximum hours or in more than one work-study position. The [Student Class/Work Schedule](#) document can be used to help ensure that your class schedule, work schedule, study schedule, and any on-campus activities are all taken into account to ensure a good work-life balance for you.

International Students

International students may never work more than 20 hours (total) per week in any position, or combination of positions, during weeks that classes are in session. This restriction also applies during partial weeks when classes may be in session.

International student staff may work up to (but not exceeding) 40 hours per week during full weeks when classes are not in session. The standard workweek is seven (7) days, 12:01 am Sunday through Saturday at midnight.

International students are responsible for monitoring hours worked and communicating with supervisors to ensure they do not work more than the maximum allowable hours. Students who violate this rule may have their visa status revoked and employment terminated.

XI. SUPERVISOR EXPECTATIONS/EVALUATIONS

Whether it is a work-study job or a departmentally funded job, the job a student staff member holds is a real job in every sense of the word. Students not willing or able to perform the functions of the job, who fail to follow certain policies and procedures will face disciplinary action up to and including termination of employment.

Students will receive [annual performance evaluations](#) and will be evaluated on their performance based on the rating scale and criteria below:

Rating Scale:

1. Unsatisfactory
2. Needs Improvement
3. Satisfactory
4. Exceptional

Criteria:

1. Position Performance
2. Character
3. Accountability and Responsibility
4. Critical Thinking and Problem-Solving

Each student is also sent an online evaluation to complete each Spring. You will be given the opportunity to evaluate your position on campus, your supervisor, and provide any additional feedback you feel would benefit the University when making updates to student employment.

XII. PROGRESSIVE COUNSELING AND TERMINATION OF EMPLOYMENT

Voluntary Terminations

Resignations should be submitted in writing to your supervisor with at least two weeks' notice.

Involuntary Terminations

No student should be terminated before consultation with Human Resources. The only two instances in which Human Resources would not need to be consulted before termination are terminations that occur due to the student's exhausted work-study award (when the department budget does not allow for continued student employment) and job abandonment (see below).

Excessive Absenteeism

Please note that excessive absenteeism is a serious matter. Your position is important to the university and to the department where you work. Please be sure to inform your supervisor if you will be late for a shift or absent as soon as you possibly can. Performance or attendance issues that may arise at times will be dealt with immediately, efficiently and effectively. Always remember that Drury is an educational institution, and, in many cases, could be the student staff member's first job. Therefore, it is important for supervisors to coach our student staff to be effective leaders and managers.

Progressive Counseling Procedures (from supervisor handbook)

The progressive counseling procedure is an appropriate corrective action to improve a student staff member's performance in a particular position and to bring about adherence to expected standards of conduct. For serious deviations, immediate suspension and/or involuntary termination may be appropriate. Please contact your appropriate Vice President and Human Resources in these situations.

The progressive counseling procedure is designed to provide student staff members with an opportunity to be heard and to correct the problem. The procedure must be applied fairly and without discrimination. Corrective action must be reasonably related to the seriousness of the circumstances and a student staff member's past record must be taken into consideration.

1. Verbal Counseling – a private discussion between the supervisor and student staff member who is either not adhering to the work rules or not meeting the expected standards of performance. An email should be sent to the student (with the

student's knowledge) after the meeting summarizing the discussion and indicating the email serves as documentation of the verbal warning.

2. Written warning – a discussion should be had between the supervisor and student staff member with an email summarizing the discussion and indicating the email serves as documentation of the written warning.

3. If a situation warrants further action, please contact your appropriate Vice President and Human Resources to discuss the next steps. A copy of previous emails should be submitted at that time for documentation purposes and retention in the student's employment file.

XIII. JOB ACCIDENTS AND INJURIES

(From Supervisor's Handbook for Reference)

Workers' Compensation Insurance and Benefit Procedures Workers' Compensation insurance is provided for each employee in accordance with the Worker's Compensation laws of the State of Missouri for accidental injury and occupational disease arising out of and/or in the course of employment.

Occupational accidents, diseases, and injuries that occur at work and are directly linked to the performance of normal, job-related duties are covered under Workers' Compensation Law, which guarantees prompt, automatic benefits to workers. The benefits included in the program are payment of hospital and doctor fees for services provided, payment for medicine prescribed for the related injury or disease, and payment of a portion of the employee's wages while disabled. Work-related injuries include medical care and rehabilitation as ordered by Drury's treating physician. There are no deductibles and copayments; Drury University pays the entire cost of treatment. For emergency treatment, the employee should go to the nearest medical facility.

If an employee is required, as part of the job, to perform duties outside the Springfield area, the injured employee may obtain treatment from the nearest appropriate medical facility. However, Human Resources must be notified immediately following a visit.

Drury is not required to pay for non-emergency treatment that employees seek or select on their own. Employees must have approval from the Human Resources Department before seeking treatment that they expect to be paid for under Missouri's Workers' Compensation Law.

Temporary disability payments are made as long as Drury's attending physician states that you are unable to work. These weekly benefits replace a portion of your lost wages. Additional cash payments will be made in the case of a permanent disability such as the loss of a finger or the loss of sight. If employees are permanently unable to return to work, a lump sum payment will be made. Death benefits are made to surviving dependents. The full cost of these benefits is paid by Drury University.

Most situations are handled routinely and efficiently. However, if questions arise concerning medical benefits or any aspect of the workers' compensation process, contact Human Resources.

Procedures

All accidents, including those that do not require treatment by a doctor and/or hospital, must be reported to the department director, chair, or supervisor.

REQUIRED - The department director, chair, or supervisor is required to complete a Drury University Employee's Report of Injury setting forth the time, place, and nature of the accident/injury, and the name and address of the person injured. This report must be provided to Human Resources within 24 hours. Please send to hr@drury.edu

The Human Resources Department will prepare and process the information with the Missouri Division of Workers' Compensation. Timely reporting is critical because claims can be denied if accidents and injuries are not reported to the Missouri Division of Workers' Compensation within the required time frame of 30 days.

Drury University's insurance carrier, as required by the Workers' Compensation law, provides compensation. Our insurance carrier is Travelers Insurance.

If an employee requires transportation to the medical provider, an ambulance is required. Arrangements must be coordinated with Drury University's Security and Safety office for accidents and injuries on the Springfield Campus by calling x7911.

Approved provider information is maintained and distributed by the Human Resources Department. Our primary approved provider is Cox North Occupational Medicine located at 1499 N Robberson Ave in Springfield.

XIV. STUDENT STAFF RECOGNITION

In order to recognize the valuable contributions of our student staff members, Drury participates in National Student Employment Week. National Student Employment Week is the second full week of April each year.

Human Resources partners with the Career Planning & Development department to provide professional development programming activities for student staff members. The sessions are open to all students, and supervisors are encouraged to send student staff members “on the clock” as a token of appreciation for their contributions.

As part of National Student Employment Week, supervisors have the opportunity to nominate one of their student staff members as Student Employee of the Year. The winner of Drury’s student employee of the year award is announced during the Drury Awards Ceremony held the first week in May each year.

Remember, you are an important member of the University, of the department where you serve, and of our overall staff on campus. We appreciate you!

