# INDIANA UNIVERSITY SOUTHEAST

## Student Work-Study Employment Manual

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**Note**  
The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between Indiana University Southeast and any of its employees.

Indiana University Southeast at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

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1 INTRODUCTION

This document has been developed by the Offices of Financial Aid and Human Resources in order to familiarize work-study student employees with Indiana University Southeast and provide information about working conditions, key policies, procedures, and benefits affecting employment at Indiana University Southeast. **Work-study students must read this manual. A link to an on-line version of this manual are available through the FORMS section of the IU Southeast Financial Aid website, www.ius.edu/financialaid.**

1.1 Welcome

Welcome! We are happy to have you as a new member of our family!

The vision of Indiana University Southeast is to “shape the future of our region by transforming good students into great leaders, one graduate at a time”. That means you!

Your work experience here will become an important part of your education and your training to succeed in the work force after your education. This may be your first job or you may be a seasoned professional already. Either way, this manual is intended to help you succeed by answering your questions and serving as a reference during your employment.

1.2 Changes in Policy

This manual supersedes all previous student employee manuals and memos.

While every effort is made to keep the contents of this document current, Indiana University Southeast reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

2 EMPLOYMENT POLICIES

2.1 Employee status

A “work-study employee” is considered a part-time temporary employee, paid hourly. A “work-study employee” has exactly the same status as any other student employee with all the same requirements and restrictions, plus a few more that will be covered later in this manual related to work schedule, overall earnings and other federal regulatory restrictions.

2.2 Employee Background Check

Indiana University Southeast will conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, criminal and credit check. All work-study jobs require a background check and students may not be hired until they are cleared to work. Background checks may be repeated every 3 years.

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Indiana University Southeast, at its option, may change, delete, suspend or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.
2.3 Employment Classification and Overtime Pay

Employment classification: Work-study employees are considered part-time temporary, meaning they have no other employment benefits and can be terminated at will.

Restriction on hours per week: Because statistics show students who work more than 20 hours/week have a significantly lower academic success rate than those who work less, work-study students must agree not work over 20 hours in any week, all jobs combined, except during break periods when school is not in session (fall, winter and spring breaks). Students and employers may request special exception for unusual circumstances.

Restriction on hours per pay period: Work-study employees of Indiana University Southeast may never work more than 58 hours in any two-week pay period all IU jobs combined, so if you have two work-study jobs or a work-study and part-time job on campus, or if you are working during break, all hours combined must not exceed this limit. No exceptions.

Overtime: Federal regulations frown on but do not prevent work-study students, who are classified as “overtime-eligible”, from receiving overtime pay, acknowledging students may on rare occasions need to work overtime, i.e. a student working on a production who works more than 40 hours during performance week only. Please note the restriction on hours per pay period. If a student earns overtime in one week of the pay period, the other week must have significantly reduced hours such that total hours in the pay period do not exceed 58.

2.4 Evaluation Period for Work-Study Employees

Your supervisor and/or a work-study representative from the university may monitor and evaluate your performance without notice at any point during and at the end of your employment. Your evaluation could affect your eligibility for future work-study awards or jobs and also your eligibility for work-study scholarships.

2.5 Change of Personal Data

Any change in a work-study employee’s name, address, or telephone number should be reported in writing without delay to the direct supervisor and administrator of the department or organization the student works for as well as Financial Aid and Human Resources. Personal data should also be updated through OneStart’s Student Center.

Any additional change to marital status, dependents, or insurance beneficiaries, or a change in the number of tax withholding exemptions, needs to be reported in writing without delay to the Human Resources Department.

2.6 Security

Every work-study student who works with confidential material including any student data must sign a data security agreement before beginning work.

Work-study students are not permitted in their on or off campus work areas after hours or in any restricted areas at any time without prior authorization from their supervisor.
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Indiana University Southeast assumes no risk for any loss or damage to personal property and recommends that all work-study employees refrain from leaving personal property at their employer’s location, on or off campus.

2.7 Visitors and private business in the Workplace

For safety, insurance, and other privacy and business considerations such as the Federal Education Right to Privacy Act (FERPA), only authorized visitors are allowed in the workplace. Work-study employees should not invite or allow visitors into the work area at any time without supervisor’s approval and never in an area where student records, children or money are accessible.

3 STANDARDS OF CONDUCT

3.1 General Guidelines

All work-study employees are urged to become familiar with Indiana University Southeast rules and standards of conduct through the Human Resources website and are expected to follow these rules and standards faithfully in doing their own jobs and conducting business. In addition, off-campus work-study students must also follow the rules and standards of the community organization for whom they work.

3.2 Attendance and Punctuality

Indiana University Southeast expects work-study employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete their projects by the end of assigned work hours. Work-study students are not permitted to study or conduct other personal business during their scheduled work hours except in special circumstances that permit them to fulfill their work duties at the same time and with their direct supervisor’s knowledge and consent.

3.3 Work Schedule

Work-study employees may not set their own hours and are expected to work only as needed and scheduled by their employers, not to exceed 20 hours per week as discussed in Section 2.3. However, the student’s hours per week should be low enough to allow them to work throughout the year without running out of funds, unless the employer plans to pay 100% of the student’s wages after their work-study funds run out. Employers are not to schedule students to work during class time but may expect the student to be available at other times as agreed. Work hours are not guaranteed, so no employer should be expected to allow the student to work when they are not needed in order to earn all of their work-study allotment.

As discussed in section 2.3, work-study employees are never permitted to work over 29 hours per week during mid-year breaks, all IU jobs combined. Students not attending spring semester may not work past the last day of finals in fall semester.
Work-study employees must be attending class to participate in the work-study program, with the exception of those students working during the second summer session but attending class during the first summer session. Other summer arrangements may be possible as an exception approved through the work-study coordinator in the financial aid office. Students who stop attending or drop all classes must not work past their last date of attendance.

Work-study students generally must be enrolled at least ½ time (6 credit hours for undergraduate, 4 for graduate students) to receive a work-study award. Students who drop a class but are still enrolled in and attending at least one class may continue their work-study position.

3.4 Absence and Lateness

From time to time, it may be necessary for an employee to be late or absent from work. Indiana University Southeast is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all work-study employees to have the correct contact information and contact their direct supervisor before their expected work time if they will be absent or late. Repeated lateness or absence or repeated failure to notify the employer ahead of time could result in termination.

3.5 Unscheduled Absence

Absence from work for three (3) consecutive assigned work days without notifying your supervisor or the Human Resources Department will be considered a voluntary resignation.

3.6 Meal and Break Periods

Work-study employees working a full day are allowed up to a one-hour meal break and should take at least a 30 minute break. Meal breaks are unpaid. Work-study employees should clock out at the beginning of their lunch break and clock back in at the end. Repeated failure to do so could result in termination.

Indiana University Southeast encourages work-study employees to take a rest period and provides a paid rest period of ten minutes for every 4-hour shift.

3.7 Ethical Standards

Indiana University Southeast insists on the highest ethical standards in conducting its business. When faced with ethical issues, work-study employees are expected to make the right professional decision consistent with Indiana University Southeast’s principles and core values.

3.8 Dress Code

Work-study employees of Indiana University Southeast are expected to present a clean and professional appearance while conducting business, in or outside of the office. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects Indiana University Southeast’s reputation or image is not acceptable. Work-study employees should discuss dress code with their direct supervisor, as different jobs may require different dress codes.
3.9 Use of Equipment, Computer, Phone and Mail

Indiana University Southeast or the off campus agency will provide work-study employees with the equipment needed to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of Indiana University Southeast or the agency —unless it is approved for a job that specifically requires use of the equipment outside the physical facility.

Indiana University Southeast and off campus agency property, including computers, phones, electronic mail, and voice mail, should be used only for conducting business. Incidental and occasional personal use of company computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems are considered property of Indiana University Southeast and will be treated no differently from other business-related information and messages. Incidental and occasional personal use of off-campus agency computers, phones, or electronic mail and voice mail systems is not permitted under any circumstances.

Texting, emailing, web access or personal calls from the work-study employee’s own mobile devices is not permitted while the student is on duty except in the case of a legitimate emergency. This includes conducting business related to school work. Students whose responsibilities involve time spent waiting for calls or visitors should first ask their direct supervisor if they have any work to be done and then only conduct personal business with their supervisor’s express permission.

3.10 Lawful Use of Internet and Computer Software

Work-study employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for business purposes and must not interfere with employee productivity.

Indiana University Southeast does not condone the illegal duplication of software, music or other copyright-protected material. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that “it is illegal to make or distribute copies of copyrighted material without authorization” (Section 106). The only exception is the user’s right to make a backup copy for archival purposes (Section 117). Work-study employees who violate copyright law may be terminated and fined.

3.11 Harassment and Violence in the Workplace

Indiana University Southeast does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

Indiana University Southeast does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position.

Indiana University Southeast does not tolerate workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Indiana University Southeast or which occur on Indiana University Southeast or off-campus agency property, will not be tolerated.
3.12 Confidential Information and Nondisclosure

By continuing employment with Indiana University Southeast, work-study employees agree that they will not disclose or use any of Indiana University Southeast’s confidential information, either during or after their employment. Indiana University Southeast assumes an obligation to maintain confidentiality, even after a work-study employee leaves Indiana University Southeast’s employ.

3.13 Smoking Policy

No smoking of any kind is permitted anywhere on university property, inside or outside. Work-study employees working off campus must abide by the policy of their outside employer.

3.14 Alcohol and Substance Abuse

It is the policy of Indiana University Southeast that the workplace be free of illicit drugs and alcoholic beverages, and free of their use.

3.15 Gifts, Solicitations and Distributions

Work-study employees may not give, accept or solicit a gift of any kind from a student or outside agent that is in any way related to service provided or the work-study employee’s responsibilities or employer.

Requesting donations for any cause during working time and in working areas is not permitted without supervisor’s permission. Work-study employees are not permitted to distribute non-university literature in work areas at any time during working time without supervisor’s permission.

3.16 Complaint Procedure

Work-study employees who have a job-related issue, question, or complaint should first discuss it with their immediate supervisor. If the issue cannot be resolved at this level, Indiana University Southeast encourages employees to contact the Human Resources Department. Work-study employees who observe, learn of, or, in good faith, suspect a violation of the Standards of Conduct of Indiana University Southeast should immediately report the violation in accordance with the following procedures:

1. To their immediate supervisor
2. To the director of their department or agency
3. To the Indiana University Southeast Human Resources department

3.17 Corrective Procedure and Suspension

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in any or all of the following manners: (a) Oral Reminder, (b) Written Warning, (c) Suspension without pay, (d) Termination, (e) Discipline through the Dean of Students.

A work-study employee who commits any serious violation of Indiana University Southeast policies at minimum will be suspended without pay pending an investigation of the situation.
Following the investigation, the employee may be terminated without any previous disciplinary action having been taken.

3.18 Transfer, Outside Employment and 2nd Job Policy

Indiana University Southeast recognizes that a desire for career growth and other needs may lead a work-study employee to request a transfer to another position or a second, additional position. Work-study employees must clear the transfer or 2nd job with both supervisors, the Financial Aid and Human Resources departments and may not transfer or accept a 2nd work-study position without prior approval from all four entities.

Work-study employees may not take or continue a work-study job if they have one or more outside jobs and the total hours worked between all jobs is over 20 hours per week. Under certain circumstances exceptions may be made and must be discussed with the Financial Aid department and the supervisor.

Students with a second job of any type within Indiana University may not work more than 58 hours in any one pay period regardless of whether school is in session, no exceptions, as discussed in Section 2.3.

3.19 Employment Termination/Resignation

Work-study employees may be terminated at will and without cause at any time. However, it is the goal of the university that the work-study experience be instructive to the student as to successful employment performance and behavior. Therefore, work-study employees with performance issues may be given additional training and opportunity to improve. However, the employer always has the right to terminate the work-study student at any time.

Work-study students who stop attending all classes or completely withdraw are not eligible to work and will be terminated. Students who fail to report to work as scheduled without prior notice three consecutive days should expect to be terminated immediately.

3.20 Return of Property

Any Indiana University Southeast or outside agency property issued to work-study employees, such as equipment, keys, parking passes, building passes, or uniforms, must be returned to Indiana University Southeast or the organization at the time of termination or end of employment. Work-study employees may be responsible for replacement cost of any lost or damaged items.
4 COMPENSATION POLICIES

4.1 Base Compensation

Compensation may vary based on roles and responsibilities, and in compliance with all applicable laws. Work-study employee hourly wage must be no lower than minimum wage and appropriate for the environment and relative wages of fellow employees in comparable positions. Work-study employees are eligible for raises only if additional responsibilities are given. Work-study employees may only earn up to the limit of their work-study award and are not eligible for salary bonuses.

4.2 Work-study Scholarship

Work-study employees may have a scholarship opportunity each year, depending on funding. Criteria and funding for the scholarship may change year to year. Generally, the Student Employee Excellence award will require, at minimum, a positive performance evaluation. Criteria and explanations about the levels of scholarship are available on the Indiana University Southeast Financial Aid website.

4.3 Work-study award limits and time period

Work-study employees may not begin work any earlier than the official beginning date for the academic year and/or summer as posted on the Financial Aid website and their work-study authorization or the point at which all hiring paperwork is completed and if necessary a successful background check is completed, whichever is latest. Work-study employees also may not work past the end dates as noted on the website and authorization or past the point when they have earned their entire work-study award, whichever is earliest. Employees are responsible for tracking their earnings. Earnings and work-study limit information is also available through the employee portal on OneStart. The limit is based on gross earnings, before taxes.

In addition, students and employers should schedule their hours per week such that their work-study award limit lasts through the end of the academic year (spring) or summer if they have a summer job so that they will have a source of income throughout the earnings period. Work-study students should not earn more than roughly half of their award in fall semester without permission from the Financial Aid department. In the event they do not return to school spring semester their award may have to be reduced.

Students may only receive the portion of their work-study limit that they earn through work. Students may not add time they have not worked to their time sheet for any reason. The work-study award does not guarantee earnings in the same amount. How much of it a student earns depends on the hours they work, their employer and their own performance on the job.

4.4 Timekeeping Procedures

By law, Indiana University Southeast is obligated to keep accurate records of the time worked by employees. Each employee must fill out the appropriate electronic time record each work day, through OneStart’s TIME system, by logging on at the beginning of each work period and logging out at the end of each work period. Employees must follow employer’s rules regarding log-in procedures and computer use. Employees must log out for lunch and log back in to resume working. Off campus employees must also log on and off through the TIME system.
Employees are absolutely forbidden to take work home, log in from any location other than their workplace, or log hours they did not actually work. Doing so is a violation of federal and state law as well as the university’s Student Code of Conduct. Students found to have done so will be required to repay unearned income to the university, will face sanctions from the Dean of Students that could lead to suspension or expulsion, will be barred from working at IU and may face criminal prosecution. Time logs will be reviewed by supervisors for accuracy and approval. Students may inadvertently but without intent fail to log in or out correctly. Repeated failure to accurately log time through the TIME system could result in dismissal.

Students must never share their log-in information or allow anyone else to log in or out of the TIME system on their behalf. Doing so is a violation of the student’s technology agreement with the university, exposes the student to criminal prosecution and university sanctions and exposes their confidential information as well as others’ to possible identity theft or criminal intent.

4.5 Payroll and Paydays

Payroll distribution for work-study employees is bi-weekly on or by the Friday following the end of the pay week. The schedule is available on the Indiana University Southeast Human Resources website. Students will be paid for current hours worked on the following work cycle and must use direct deposit to receive their pay. Students who do not complete required paperwork or who fail to log their time correctly on their TIME portal will be paid in the following cycle. No off-cycle paychecks will be prepared.
5 ADDITIONAL EMPLOYMENT POLICIES

5.1 Equal Employment Opportunity/Work-study requirements

Indiana University Southeast is an equal employment opportunity employer. Students applying for a work-study job must have a work-study award to be considered for a work-study position. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

5.2 Affirmative Action/Diversity

Indiana University Southeast is committed to affirmative actions that will build on the strengths of our current workforce and continually enhance the diversity of our organization. This applies to work-study positions as well.

5.3 Americans with Disabilities Act

It is the policy of Indiana University Southeast to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Indiana University Southeast will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person’s physical or mental disability. This applies to work-study positions as well.

5.4 Immigration Law Compliance

All offers of employment are contingent on verification of the candidate’s right to work in the United States. On or before the first day of work and again as required, every employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. This applies to work-study positions as well.

5.5 Employment and Work-study Administration

The task of handling employment records and related administration functions at Indiana University Southeast has been assigned to the Human Resources Department. Personnel files will be kept confidential at all times. Questions regarding pay, initial employment paperwork and background checks should be referred to Human Resources.

The task of handling work-study awards and related financial aid communications and functions at Indiana University Southeast has been assigned to the Financial Aid Department. Questions regarding work-study awards, authorizations, training and scholarships should be referred to Financial Aid.

The task of handling work-study job postings and related communications and functions has been assigned to the Career Development Department. Questions regarding job postings and job training should be referred to Career Development.
5.6 Safety

The safety and health of employees is a priority. Indiana University Southeast makes every effort to comply with all federal and state workplace safety requirements.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Concerns regarding safety should be expressed first to the direct supervisor and then Human Resources if necessary.

5.7 Health-related Issues

Work-study employees who become aware of any health-related issue should notify their supervisor of their health status as soon as possible.

Employees should report all work-related injuries and accidents immediately to their supervisor.

5.8 Work-place conflict resolution

Indiana University Southeast encourages employees to discuss any issues they may have with a co-worker directly with that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the concern, problem, or issue is not resolved, employees should contact the Human Resources Department. Any information discussed in such an Open Communication meeting is considered confidential to the extent possible while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable.

5.9 Employment of Relatives

When Indiana University Southeast employs more than one member of a family, one family member may not supervise the other, whether on campus or off campus in a community organization.

5.10 Weather-related and Emergency-related Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt operations. Work-study students should sign up for automatic notification. As part-time temporary employees, work-study students are not eligible for weather or emergency-related pay.